

St. Andrews University
 (A Branch of Webber International University)
Course Withdrawal Form

Today's Date: _____

Semester: _____

Step 1

	Last Name	First Name	Initial
Student's Name (print):	_____	_____	_____
Student's Signature:	_____		
Military Student?	Yes _____	No _____	

Step 2

Course Dept. & No.	_____	Section _____	Title _____
Number of Credits Prior to the withdrawal	_____	Number of Keiser, SAOnline,	
Number of Credits After the withdrawal	_____	and/or Sandhills course credits	
Instructor's Signature	_____		Grade _____
Academic Advisor Signature	_____		

Step 3

Will this action result in less than 12 credits?	Yes _____	No _____
If yes, you must have the approval of the Associate Dean of Academic Affairs (LA 133).		
Are you a student athlete?	Yes _____	No _____
If yes, you must have this form signed by the NAIA Compliance Officer.		
Athletic Director Elizabeth Burriss (PE Building) or Faculty Athletic Representative, Dr. Jonathan Evans (LA 154 B)		
NAIA Compliance Officer Signature:	_____	Date: _____

Step 4

Registrar's Office (LA 133):	_____	Date: _____
<p>Although course withdrawals do not affect your GPA, <u>withdrawn courses will remain on your academic record and student schedule.</u> Be aware that any change in credit level may have financial and/or other implications.</p>		

THIS FORM IS NOT COMPLETE UNLESS SIGNED BY: YOUR ADVISOR, THE INSTRUCTOR, THE NAIA COMPLIANCE OFFICER (if appropriate), and then submitted to the REGISTRAR'S OFFICE.