**St. Andrews University**

**(A Branch of Webber International University)**

**Course Withdrawal Form**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Last Name First Name Middle Initial**

**Student’s Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student ID#**

**Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Military Student? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_**

**Step 1**

**Course Dept. & No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Section \_\_\_\_\_ Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of Credits Prior to the withdrawal \_\_\_\_\_\_\_ Number of Credits After the withdrawal \_\_\_\_\_\_\_**

**Number of online course credits \_\_\_\_\_\_\_\_\_**

**Instructor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Academic Advisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***WRT 110, WRT 120, SAGE 230, SAGE 240 are required courses for graduation. If you are requesting to withdraw from one of these courses, approval is required. I understand that withdrawing from a WRT and SAGE course could increase the overall cost of my education and may extend the time required to earn my degree.***

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Director of Academic Advising \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 2**

**Step 2 a**

**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.

**Are you a student athlete? Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_**

If yes, you must have this form signed by the NAIA Compliance Officer:

**Athletic Director Elizabeth Burris (PE Building) or Faculty Athletic Representative, Professor Brooke Johnson (LA 140) ), or Senior Woman Leader of Athletics, Christy Johnson.**

**NAIA Compliance Officer Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Step 4**

**Step 3**

**Submit to Registrar’s Office (LA 133)**

Although course withdrawals do not affect your GPA, withdrawn courses will remain on your academic record and student schedule. Be aware that any change in credit level may have financial and/or other implications.

**Registrar: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**