



# Course Withdrawal

Policy Reference: [AC.3.1.1](#)

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 Calgary, AB T2M 0L4  
 Phone: 403.284.7248  
 Toll-free: 1.877.284.7248  
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Please submit this form to [inquiry@sait.ca](mailto:inquiry@sait.ca)

Please complete sections A to C.

## A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Number	<small>Home Cellular Business</small>	Alternate Number	<small>Home Cellular Business</small>
Postal Code			
Email Address			

## B) Course Withdrawal

Program Name			Withdrawal Course(s) from Term			
			Fall (Sept - Dec)	Winter (Jan-Apr)	Spring (May-June)	Summer (July-Aug)
CRN	Course Code	Section	Course Name		Course Start Date	

## C) Student Acknowledgement

It is recommended that you meet with your academic advisor before withdrawing to ensure you have course availability and/or the prerequisites for future course registration.

**Withdrawal from a Subject** - A student who wishes to receive a W grade from a subject/course:

- Must withdraw prior to completing 70 per cent of the course, based on the course end date.
- Must complete and submit the form to the Office of the Registrar prior to the withdrawal deadline (see dates to remember) to receive a withdrawal "W" grade.
- Understands that a withdrawal from a course is considered an attempt. Refer to AC.3.1.1 for details on repeats.
- Understands by signing the form without an Academic Advisor signature accepts consequences for future registrations.
- Understands that withdrawing after the withdrawal deadline, may receive a grade based on course completed work.

Student Signature	Date
Academic Advisor (or Earned Revenue Coordinator)	Date

## POPA Notification

The personal information collected through the Office of the Registrar and is for used to process your withdrawal. This collection is authorized by section 4(c) of the Protection of Privacy Act (POPA). For questions about the collection of personal information, contact Privacy at [access.privacy@sait.ca](mailto:access.privacy@sait.ca) or by phone: 403.389.2707.

Records updated by	Date
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