



OFFICE OF THE REGISTRAR
5000 DEER PARK DRIVE SE, SALEM, OR 97317-9392
503-375-7017 | 503-585-4316 fax

Course Withdrawal Online & Graduate Programs

Student's Last Name _____ (please print) First Name _____ (please print) Student ID# _____

Course withdrawing from: _____

Course Number _____ Section Number _____ Instructor _____

Credits _____

Reason for withdrawing from course:

Is this the only course you are enrolled in this semester: ☐ Yes ☐ No

CAUTION: Before you drop any course, contact financialaid@corban.edu to understand the financial ramification of changing your schedule.

By submitting this form, you are withdrawing from a course after the published add/drop date. Policy states there will be no adjustment in charges and you are still responsible to pay the full cost of tuition.

For students receiving financial aid, this action can change the amount of aid you qualify for and may result in having to return to Corban University a portion of the refund you have received. You will be required to repay the overpayment or make payment arrangements with the Financial Services Office within 45 days, or have the federal aid overpayment reported to the Department of Education.

- ☐ I have read the above statement
- ☐ I have consulted with my advisor
- ☐ I am a Corban athlete and have contacted the FAR – Faculty Athletic Rep.

Student Signature: _____ Date: _____

COURSE WITHDRAWAL INSTRUCTIONS:

1. Refer to your program calendar for course withdrawal dates. Determine if the withdrawal falls within the deadline for course withdrawal. If it is after the withdrawal date, the Registrar's Office will not be able to process this request.
2. If you are participating in Corban athletics, contact the FAR-Faculty Athletic Rep regarding eligibility
3. Submit completed form to: registrar@corban.edu
4. Pay the withdrawal fee online **HERE**
5. Once the form is submitted and the course withdrawal fee has been paid you will then receive a letter grade of "W" on your transcript for this course.