

Purdue University - Office of the Registrar
SPRING 2017 DROP & ADD DATES
January 9 - May 6

TO ADD OR MODIFY A COURSE

16 Weeks	1 st 8 Weeks	2 nd 8 Weeks	SIGNATURES REQUIRED
Jan 9 - Jan 16 Week 1	Jan 9 - Jan 10	Mar 6 - Mar 8	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue.
Jan 17 - Feb 6 Week 2 - 4	Jan 11 - Jan 23	Mar 9 - Mar 24	Advisor and Instructor Take completed Form 23 to Office of the Registrar for processing (Hovde 45).
Jan 23	Jan 16	Mar 10	Last day to audit a course, a Registrar Audit Form is required & can be obtained in Hovde Hall, Room 45
Feb 7 - Mar 10 Week 5 - 9	Jan 24 - Feb 8	Mar 27 - Apr 12	Advisor, Instructor, and Head of Department in which the course is listed. Take completed form to Office of the Registrar for processing (Hovde 45)

TO DROP A COURSE

16 Weeks	1 st 8 Weeks	2 nd 8 Weeks	SIGNATURES REQUIRED
Jan 9 - Jan 23 Weeks 1 - 2	Jan 9 - Jan 16	Mar 6 - Mar 11	No signatures (Course not recorded) Students may drop courses via myPurdue.
Jan 24 - Feb 6 Weeks 3 - 4	Jan 17 - Jan 23	Mar 20 - Mar 24	Advisor (Course recorded with a grade of "W") Take completed Form 23 to Office of the Registrar for processing (Hovde 45).
Feb 7 - Mar 10 Weeks 5 - 9	Jan 24 - Feb 8	Mar 27 - Apr 12	Advisor and Instructor (Instructor shall indicate whether passing or failing.) Grades of "W", "WF", or "WN" will be recorded. Students with a semester classification of 1 or 2 do not need the instructor's signature; grades will be "W". Take completed form to Office of the Registrar for processing (Hovde 45)

REFUND PERCENTAGE OF FEES & TUITION

16 Weeks	1 st 8 Weeks	2 nd 8 Weeks	PERCENTAGE
Before Jan 18	Before Jan 12	Before Mar 8	100%
Jan 18 - Jan 22	Jan 12 - Jan 15	Mar 8 - Mar 12	80%
Jan 23 - Feb 5	Jan 16 - Jan 22	Mar 13 - Mar 19	60%
Feb 6 - Feb 19	Jan 23 - Jan 29	Mar 20 - Mar 26	40%
After Feb 19	After Jan 29	After Mar 26	NONE

LEGEND
16 weeks = courses meeting full 16 week semester January 9 - May 6
1 st 8 weeks = courses meeting 1 st 8 weeks only January 9- March 4
2 nd 8 weeks = courses meeting 2 nd 8 weeks only March 6 - May 6

- Information on refunds from the University may be found at the following web site: <http://www.purdue.edu/bursar/tuition/refundWithdrawals/refundPolicy.html>.
- Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Academic tab, and look for Withdraw Information.
- The revision/refund dates on this calendar apply to courses that exactly fit the time frames listed. Courses offered outside of these time frames have their own deadlines (2-week courses, etc.). For assistance, please contact Customer Service at 494 - 6165.