

**Purdue University - Office of the Registrar**  
**SPRING 2018 DROP & ADD DATES**  
**January 8 - May 5**

**TO ADD OR MODIFY A COURSE**

16 Weeks	1 <sup>st</sup> 8 Weeks	2 <sup>nd</sup> 8 Weeks	SIGNATURES REQUIRED
Jan 8 - Jan 15 <b>Week 1</b>	Jan 8 - Jan 9	Mar 5 - Mar 7	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue.
Jan 16 - Feb 5 <b>Week 2 - 4</b>	Jan 10 - Jan 22	Mar 8 - Mar 23	Advisor and Instructor <b>Take completed Form 23 to Office of the Registrar for processing (Hovde 45).</b>
Jan 22	Jan 12	Mar 9	Last day to audit a course, a Registrar Audit Form is required & can be obtained in Hovde Hall, Room 45
Feb 6 - Mar 9 <b>Week 5 - 9</b>	Jan 23 - Feb 7	Mar 26 - Apr 11	Advisor, Instructor, and Head of Department in which the course is listed. <b>Take completed form to Office of the Registrar for processing (Hovde 45)</b>

**TO DROP A COURSE**

16 Weeks	1 <sup>st</sup> 8 Weeks	2 <sup>nd</sup> 8 Weeks	SIGNATURES REQUIRED
Jan 8 - Jan 22 <b>Weeks 1 - 2</b>	Jan 8 - Jan 15	Mar 5 - Mar 10	No signatures (Course not recorded) Students may drop courses via myPurdue.
Jan 23 - Feb 5 <b>Weeks 3 - 4</b>	Jan 16 - Jan 22	Mar 19 - Mar 23	Advisor (Course recorded with a grade of "W") <b>Take completed Form 23 to Office of the Registrar for processing (Hovde 45).</b>
Feb 6 - Mar 9 <b>Weeks 5 - 9</b>	Jan 23 - Feb 7	Mar 26 - Apr 11	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". <b>Take completed form to Office of the Registrar for processing (Hovde 45)</b>

**REFUND PERCENTAGE OF FEES & TUITION**

16 Weeks	1 <sup>st</sup> 8 Weeks	2 <sup>nd</sup> 8 Weeks	PERCENTAGE
<b>Before Jan 17th</b>	<b>Before Jan 11</b>	<b>Before Mar 7</b>	100%
<b>Jan 17 - Jan 21</b>	<b>Jan 11 - Jan 14</b>	<b>Mar 7 - Mar 11</b>	80%
<b>Jan 22 - Feb 4</b>	<b>Jan 15 - Jan 21</b>	<b>Mar 12 - Mar 18</b>	60%
<b>Feb 5 - Feb 18</b>	<b>Jan 22 - Jan 28</b>	<b>Mar 19 - Mar 25</b>	40%
<b>After Feb 18</b>	<b>After Jan 28</b>	<b>After Mar 25</b>	NONE

LEGEND
16 weeks = courses meeting full 16 week semester January 8 - May 5
1 <sup>st</sup> 8 weeks = courses meeting 1 <sup>st</sup> 8 weeks only January 8 March 3
2 <sup>nd</sup> 8 weeks = courses meeting 2 <sup>nd</sup> 8 weeks only March 5 - May 5

- Information on refunds from the University may be found at the following web site: <http://www.purdue.edu/bursar/payments/refunds.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.