

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

TO ADD OR MODIFY A COURSE

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

REFUND PERCENTAGE OF FEES & TUITION ****Jan 17 Prepayment & \$200 Late Registration fee begins****

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

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