

Purdue University - Office of the Registrar  
**SPRING 2023 DROP & ADD REFUND DATES**  
 January 9 – May 6

**TO ADD OR MODIFY A COURSE**

16 Weeks	1 <sup>st</sup> 8 Weeks	2 <sup>nd</sup> 8 Weeks	AUTHORIZATIONS REQUIRED
Jan 9 – Jan 13 <b>Week 1</b>	Jan 9 – Jan 11	Mar 6 – Mar 8	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via the Scheduling Assistant
Jan 14 – Feb 6 <b>Week 2 - 4</b>	Jan 12 – Jan 23	Mar 9 – Mar 24	Advisor and Instructor <b>Submit request via the Scheduling Assistant</b>
Jan 23 <b>Week 5 - 9</b>	Jan 13	Mar 10	Last day to audit and/or request H grade mode, <b>submit change of grade mode to Audit / H Grade Mode after officially enrolled</b>
Feb 7 – Mar 20 <b>Week 5 - 9</b>	Jan 24 – Feb 9	Mar 25 – Apr 12	Advisor, Instructor, and Head of Department in which the course is listed. <b>Submit via the Scheduling Assistant</b>

**TO DROP A COURSE**

16 Weeks	1 <sup>st</sup> 8 Weeks	2 <sup>nd</sup> 8 Weeks	AUTHORIZATIONS REQUIRED
Jan 9 – Jan 23 <b>Weeks 1 - 2</b>	Jan 9 – Jan 13	Mar 6 – Mar 10	No signatures (Course not recorded) Students may drop courses via the Scheduling Assistant
Jan 24 – Feb 6 <b>Weeks 3 – 4</b>	Jan 14 – Jan 23	Mar 11 – Mar 24	Advisor (Course recorded with a grade of "W") <b>Submit request via the Scheduling Assistant</b>
Feb 7 – Mar 20 <b>Weeks 5 - 9</b>	Jan 24 – Feb 9	Mar 25 – Apr 12	Advisor. 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 require response from instructor; grades will be "W". <b>Submit via the Scheduling Assistant.</b>

**REFUND PERCENTAGE OF FEES & TUITION *\*\*Jan 18 Prepayment & \$200 Late Registration fee begins\*\****

16 Weeks	1 <sup>st</sup> 8 Weeks	2 <sup>nd</sup> 8 Weeks	PERCENTAGE
Before Jan 18	Before Jan 18	Before Mar 7	100%
Jan 18 – Jan 23	Jan 18– Jan 20	Mar 7 – Mar 9	80%
Jan 24 – Feb 6	Jan 21 – Jan 26	Mar 10 – Mar 14	60%
Feb 7 – Feb 20	Jan 27 – Jan 31	Mar 15 – Mar 19	40%
After Feb 20	After Jan 31	After Mar 19	NONE

LEGEND
16 weeks = courses meeting full 16 week semester January 9 – May 6 <b>79 days</b>
1 <sup>st</sup> 8 weeks = courses meeting 1 <sup>st</sup> 8 weeks only January 9 – March 3 <b>39 days</b>
2 <sup>nd</sup> 8 weeks = courses meeting 2 <sup>nd</sup> 8 weeks only March 6 – May 6 <b>40 days</b>
<b>No Classes:</b> MLK Day- Jan 16 Spring Vacation- March 13-18

- *Please note the submission date is not the effective date. Your request cannot be processed until all required actions from campus partners are complete. This may affect your refund and/or if your request is canceled for not meeting the university established deadlines.*
- **All required actions must be completed by 11:59 PM EST on said deadline day**
- Information on refunds from the University may be found at the following web site: <https://www.purdue.edu/bursar/tuition/refund-withdrawals/policies.php>
- 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.