

Purdue University - Office of the Registrar
 SPRING 2022 DROP & ADD REFUND DATES
 January 10 – May 7

TO ADD OR MODIFY A COURSE

16 Weeks	1 st 8 Weeks	2 nd 8 Weeks	AUTHORIZATIONS REQUIRED
Jan 10 – Jan 14 Week 1	Jan 10 – Jan 11	Mar 7 – Mar 9	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via the Scheduling Assistant
Jan 15 – Feb 7 Week 2 - 4	Jan 12 – Jan 24	Mar 10 – Mar 25	Advisor and Instructor Submit request via the Scheduling Assistant
Jan 24	Jan 14	Mar 11	Last day to audit a course, submit change of grade mode to Audit after officially enrolled
Feb 8 – Mar 11 Week 5 - 9	Jan 25 – Feb 09	Mar 26 – Apr 13	Advisor, Instructor, and Head of Department in which the course is listed. Submit via the Scheduling Assistant

TO DROP A COURSE

16 Weeks	1 st 8 Weeks	2 nd 8 Weeks	AUTHORIZATIONS REQUIRED
Jan 10 – Jan 24 Weeks 1 - 2	Jan 10 – Jan 14	Mar 7 – Mar 11	No signatures (Course not recorded) Students may drop courses via the Scheduling Assistant
Jan 25 – Feb 7 Weeks 3 - 4	Jan 15 – Jan 24	Mar 12 – Mar 25	Advisor (Course recorded with a grade of "W") Submit request via the Scheduling Assistant
Feb 8 – Mar 11 Weeks 5 - 9	Jan 25 – Feb 09	Mar 26 – Apr 13	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". Submit via the Scheduling Assistant.

REFUND PERCENTAGE OF FEES & TUITION *Jan 19 Prepayment & \$200 Late Registration fee begins*****

16 Weeks	1 st 8 Weeks	2 nd 8 Weeks	PERCENTAGE
Before Jan 19	Before Jan 19	Before Mar 8	100%
Jan 19 – Jan 24	Jan 19 – Jan 21	Mar 8 – Mar 10	80%
Jan 25 – Feb 7	Jan 22 – Jan 27	Mar 11 – Mar 15	60%
Feb 8 – Feb 21	Jan 28 – Feb 1	Mar 16 – Mar 20	40%
After Feb 21	After Feb 1	After Mar 20	NONE

LEGEND
16 weeks = courses meeting full 16 week semester January 10 – May 7 79 days 1 st 8 weeks = courses meeting 1 st 8 weeks only January 10– March 4 39 days 2 nd 8 weeks = courses meeting 2 nd 8 weeks only March 7 – May 7 40 days No Classes: MLK Day- Jan 17 Spring Vacation- March 14-19

- 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.