TO ADD/MODIFY CREDITS or CHANGE GRADE MODE for a COURSE

<table>
<thead>
<tr>
<th>16 Weeks</th>
<th>1st 8 Weeks</th>
<th>2nd 8 Weeks</th>
<th>APPROVALS REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 19 – Jan 25 Week 1</td>
<td>Jan 19 – Jan 20</td>
<td>Mar 15 – Mar 17</td>
<td>(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue Scheduling Assistant</td>
</tr>
<tr>
<td>Jan 26 – Feb 12 Week 2 - 4</td>
<td>Jan 21 – Feb 1</td>
<td>Mar 18 – Mar 29</td>
<td>Advisor and Instructor Submit using Scheduling Assistant</td>
</tr>
<tr>
<td>Feb 1</td>
<td>Jan 25</td>
<td>Mar 22</td>
<td>Last day to audit a course, submit request using Scheduling Assistant after official registered.</td>
</tr>
<tr>
<td>Feb 13 – Mar 22</td>
<td>Feb 2 – Feb 16</td>
<td>Mar 30 – Apr 13</td>
<td>Advisor, Instructor, and Head of Department in which the course is listed. Submit using Scheduling Assistant.</td>
</tr>
<tr>
<td>Feb 13 – April 30 grd mode change only</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TO DROP/WITHDRAW from a COURSE

<table>
<thead>
<tr>
<th>16 Weeks</th>
<th>1st 8 Weeks</th>
<th>2nd 8 Weeks</th>
<th>ACTION REQUIRED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 19 – Feb 1 Weeks 1 - 2</td>
<td>Jan 19 – Jan 25</td>
<td>Mar 15 – Mar 22</td>
<td>No signatures (Course not recorded) Students may drop courses via myPurdue Scheduling Assistant</td>
</tr>
<tr>
<td>Feb 2 – Feb 12 Weeks 3 - 4</td>
<td>Jan 26 – Feb 1</td>
<td>Mar 23 – Mar 29</td>
<td>Advisor (Course recorded with a grade of “W”) Submit using Scheduling Assistant</td>
</tr>
<tr>
<td>Feb 13 – April 30</td>
<td>Feb 2 – Feb 16</td>
<td>Mar 30 – April 30</td>
<td>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 action; grades will be “W”. Submit using Scheduling Assistant.</td>
</tr>
</tbody>
</table>

REFUND PERCENTAGE OF FEES & TUITION **Jan 27 Prepayment & $200 Late Registration fee begins**

<table>
<thead>
<tr>
<th>16 Weeks</th>
<th>1st 8 Weeks</th>
<th>2nd 8 Weeks</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Jan 27</td>
<td>Before Jan 27</td>
<td>Before Mar 15</td>
<td>100%</td>
</tr>
<tr>
<td>Jan 27 – Feb 2</td>
<td>n/a</td>
<td>Mar 15– Mar 22</td>
<td>80%</td>
</tr>
<tr>
<td>Feb 3 – Feb 15</td>
<td>Jan 27 – Feb 1</td>
<td>Mar 23 – Mar 29</td>
<td>60%</td>
</tr>
<tr>
<td>Feb 16 – Mar 1</td>
<td>Feb 2 – Feb 8</td>
<td>Mar 30 – Apr 5</td>
<td>40%</td>
</tr>
<tr>
<td>After Mar 1</td>
<td>After Feb 8</td>
<td>After Apr 5</td>
<td>NONE</td>
</tr>
</tbody>
</table>

**LEGEND**

- 16 weeks = courses meeting full 16 week semester January 19 – May 8 76 days
- 1st 8 weeks = courses meeting 1st 8 weeks only January 19– March 12 38 days
- 2nd 8 weeks = courses meeting 2nd 8 weeks only March 15 – May 8 38 days

- 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.