

Purdue University - Office of the Registrar  
 Winter Session 2023 DROP & ADD DATES  
 December 18, 2023 – January 5, 2024

**11TO ADD or MODIFY or CHANGE A GRADE MODE for a COURSE**

3 Weeks	AUTHORIZATIONS REQUIRED
Dec 18	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via Scheduling Assistant
Dec 19 – Dec 20	Advisor and Instructor <b>Submit request via the Scheduling Assistant</b>
N/A	Last day to audit a course, <b>submit change of grade mode to Audit after officially enrolled</b>
Dec 21 – Dec 28	Advisor, Instructor, and Head of Department in which the course is listed. <b>Submit via the Scheduling Assistant</b>

**TO DROP A COURSE**

3 Weeks	AUTHORIZATIONS REQUIRED
Dec 18	No authorizations required (Course not recorded) Students may drop courses via Scheduling Assistant.
Dec 19- Dec 20	Advisor (Course recorded with a grade of “W”) <b>Submit request via Scheduling Assistant</b>
Dec 21 – Dec 28	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 Scheduling Assistant.</b>

**REFUND PERCENTAGE OF FEES & TUITION**

3 weeks	PERCENTAGE
Before Dec 18	100%
Dec 18- Dec 19	80%
Dec 20-Dec 21	60%
Dec 22-Dec 23	40%
After Dec 23rd	NONE

LEGEND
3 weeks = winter session Dec 18, 2023 – Jan 5, 2024 <b>11 days</b> No Classes: Christmas Holiday – Dec 25 & 26, 2023 President’s Designated Holiday- Dec 22, 2023 New Year’s Day- Jan 1, 2024

- *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.