

**Office of the Registrar – Purdue Polytechnic Statewide
FALL 2022 DROP/ADD REFUND DEADLINE DATES**

TO ADD OR MODIFY A COURSE

Vincennes and Indy (VN)	Statewide (SW) AN, CO, KO, LF, NA, RI, SB	AUTHORIZATIONS REQUIRED
August 15 - August 19	Aug 22- Aug 26	Students may add courses with their Student Services Coordinator
August 26	Sept 2	Last day to audit a course; an Audit Form is required.
August 20 - Sept 9	Aug 27 – Sept 19	Advisor and Instructor-Take completed Form 23 Student Services Coordinator
Sept 10 - Oct 14	Sept 20 –Oct 25	Advisor, Instructor, and Head of Department in which the course is listed Take completed form to Student Services Coordinator

TO DROP A COURSE

Vincennes and Indy (VN)	Statewide (SW) AN, CO, KO, LF, NA, RI, SB	AUTHORIZATIONS/ACKNOWLEDGEMENTS REQUIRED
August 16- August 27	Aug 22- Sept 2	(Course not recorded on transcript) Students may drop courses with their Student Services Coordinator
August 28 - Sept 9	Sept 3 – Sept 19	Advisor approval. (Course recorded with a grade of “W”) Take completed Form 23 to Student Services Coordinator
Sept 10 - Oct 14	Sept 20- Oct 25	Advisor approval and Instructor shall indicate whether passing or failing at time of withdraw. Grades of “W”, “WF”, or “WN” will be recorded. Students with a classification of 1 or 2 do not need the instructor’s acknowledgment; grades will be “W.” Take completed Form 23 Student Services Coordinator

REFUND PERCENTAGE OF FEES & TUITION for full withdraws

Vincennes & Indy	Vincennes & Indy Refund Amount	All Other locations AN, CO, KO, LF, NA, RI, SB	All Others Refund amount	LEGEND
Before Aug 21	100%	Before Aug 30	100%	Statewide SW = August 22 – December 17 Vincennes & Indy = August 15 – December 09 No Classes: Labor Day=September 5 Fall Break – Oct 10-11 Thanksgiving- November 23-26
Aug 22 – Aug 28	75%	Aug 30 – Sep 5	80%	
Aug 29 – Sep 4	50%	Sep 6– Sep 19	60%	
Sep 5 – Sep 11	25%	Sep 20 – Oct 3	40%	
After Sep 11	NONE	After Oct 3	NONE	

- *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 or withdrawing 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 click on 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.