

**Office of the Registrar – Purdue Polytechnic Statewide  
SPRING 2023 DROP/ADD REFUND DEADLINE DATES**

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

Vincennes and Indy (VN)	Statewide (SW) AN, CO, KO, LF, NA, RI, SB	AUTHORIZATIONS REQUIRED
Jan 9 – Jan 13	Jan 9 - Jan 13	Students may add courses with their Student Services Coordinator
Jan 23	Jan 23	Last day to audit a course; <b>an Audit Form is required.</b>
Jan 14 – Feb 6	Jan 14 – Feb 6	Advisor and Instructor-Take <b>completed Form 23 Student Services Coordinator</b>
Feb 7 – Mar 16	Feb 7 – Mar 15	Advisor, Instructor, and Head of Department in which the course is listed <b>Take completed form to Student Services Coordinator</b>

**TO DROP A COURSE**

Vincennes and Indy (VN)	Statewide (SW) AN, CO, KO, LF, NA, RI, SB	AUTHORIZATIONS/ACKNOWLEDGEMENTS REQUIRED
Jan 9 – Jan 13	Jan 9 – Jan 23	(Course not recorded on transcript) Students may drop courses with their Student Services Coordinator
Jan 14 – Feb 6	Jan 24 – Feb 6	Advisor approval. (Course recorded with a grade of “W”) <b>Take completed Form 23 to Student Services Coordinator</b>
Feb 7 – Mar 16	Feb 7 – Mar 15	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 require instructor’s acknowledgment; grades will be “W.” <b>Take completed Form 23 Student Services Coordinator</b>

**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 Jan 15	100%	Before Jan 18	100%	Statewide SW = Jan 9 – May 6 Vincennes & Indy = Jan 9 – May 5 <b>No Classes:</b> MLK Day=January 16 VN Spring Break= March 7-13 SW Spring Break= March 6-12 VN only Good Friday= April 7
Jan 16 – Jan 22	75%	Jan 18 – Jan 23	80%	
Jan 23 – Jan 29	50%	Jan 24 – Feb 6	60%	
Jan 30 – Feb 5	25%	Feb 7 – Feb 20	40%	
After Feb 5	NONE	After Feb 20	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.