TO ADD OR MODIFY A COURSE

16 Weeks	1st 8 Weeks	2nd 8 Weeks	AUTHORIZATIONS REQUIRED
Jan 9 – Jan 13 **Week 1**	Jan 9 – Jan 11	Mar 6 – Mar 8	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via the Scheduling Assistant
Jan 14 – Feb 6 **Week 2 - 4**	Jan 12 – Jan 20	Mar 9 – Mar 20	Advisor and Instructor **Submit request via the Scheduling Assistant**
Jan 23	Jan 13	Mar 13	Last day to audit and/or request H grade mode, **submit change of grade mode to Audit / H Grade Mode after officially enrolled**
Feb 7 – Mar 15 **Week 5 - 9**	Jan 21 – Feb 8	Mar 21 – Apr 7	Advisor, Instructor, and Head of Department in which the course is listed. **Submit via the Scheduling Assistant**

TO DROP A COURSE

16 Weeks	1st 8 Weeks	2nd 8 Weeks	AUTHORIZATIONS REQUIRED
Jan 9 – Jan 23 **Weeks 1 - 2**	Jan 9 – Jan 13	Mar 6 – Mar 13	No signatures (Course not recorded) Students may drop courses via the Scheduling Assistant
Jan 24 – Feb 6 **Weeks 3 – 4**	Jan 14 – Jan 20	Mar 14 – Mar 20	Advisor (Course recorded with a grade of "W") **Submit request via the Scheduling Assistant**
Feb 7 – Mar 15 **Weeks 5 - 9**	Jan 21 – Feb 8	Mar 21 – Apr 7	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 18 Prepayment & $200 Late Registration fee begins****

16 Weeks	1st 8 Weeks	2nd 8 Weeks	PERCENTAGE
Before Jan 18	Before Jan 18	Before Mar 7	100%
Jan 18 – Jan 23	Jan 18– Jan 20	Mar 7 – Mar 9	80%
Jan 24 – Feb 6	Jan 21 – Jan 26	Mar 10 – Mar 14	60%
Feb 7 – Feb 20	Jan 27 – Jan 31	Mar 15 – Mar 19	40%
After Feb 20	After Jan 31	After Mar 19	NONE

LEGEND

16 weeks = courses meeting full 16 week semester
January 9 – May 6 79 days
1st 8 weeks = courses meeting 1st 8 weeks only
January 9 – March 3 39 days
2nd 8 weeks = courses meeting 2nd 8 weeks only
March 6 – May 6 40 days
No Classes:
MLK Day- Jan 16
Spring Vacation- March 13-18

- *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.

Revised December 16, 2022