

**Office of the Registrar – Purdue University**  
**SUMMER 2020 DROP/ADD REFUND DEADLINE DATES**

**TO ADD OR MODIFY A COURSE**

12 Weeks	1 <sup>st</sup> Eight Weeks	2 <sup>nd</sup> Eight Weeks	1 <sup>st</sup> Four Weeks	2 <sup>nd</sup> Four Weeks	3 <sup>rd</sup> Four Weeks	1 <sup>st</sup> Half Semester	2 <sup>nd</sup> Half Semester	AUTHORIZATIONS REQUIRED
May 18- May 21	May 18- May 19	June 15 – Jun 16	May 18	June 15	July 13	May 4 – May 5	June 29 – June 30	(COURSE SPACE AVAILABILITY REQUIRED) Students may add courses via myPurdue
May 27	May 22	June 18	May 19	June 16	July 15	May 8	July 6	Last day to audit a course; <b>an Audit Form is required and can be obtained in Hovde Hall, Room 45</b>
May 22- June 8	May 20 – June 1	June 17- June 25	May 19 - May 22	June 16 - June 19	July 14- July 17	May 6 – May 15	July 1 – July 13	Advisor and Instructor-Take <b>completed Form 23 to Office of the Registrar for processing (Hovde 45)</b>
June 9- July 2	June 2- June 16	June 26 - July 10	May 26 - June 2	June 22 - June 29	July 20 - July 27	May 16 – June 3	July 14 – July 29	Advisor, Instructor, and Head of Department in which the course is listed <b>Take completed form to Office of the Registrar for processing (Hovde 45)</b>

**TO DROP A COURSE**

12 Weeks	1 <sup>st</sup> Eight Weeks	2 <sup>nd</sup> 8 Weeks	1 <sup>st</sup> 4 Weeks	2 <sup>nd</sup> 4 Weeks	3 <sup>rd</sup> 4 Weeks	1 <sup>st</sup> Half Semester	2 <sup>nd</sup> Half Semester	AUTHORIZATIONS/ACKNOWLEDGEMENTS REQUIRED
May 18- May 27	May 18- May 22	June 15 – June 18	May 18 - May 19	June 15 - June 16	July 13 – July 15	May 4 – May 8	June 29 – July 6	(Course not recorded on transcript) Students may drop courses via myPurdue
May 28- June 8	May 23- June 1	June 19- June 25	May 20 - May 22	June 17 - June 19	July 16 - July 17	May 9 – May 15	July 7 – July 13	Advisor approval. (Course recorded with a grade of “W”) <b>Take completed Form 23 to Office of the Registrar for processing (Hovde 45)</b>
June 9- July 2	June 2- June 16	June 26- July 10	May 26- June 2	June 22 - June 29	July 20 - July 27	May 16 – June 3	July 14 – July 29	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.” <b>Take completed Form 23 to Office of the Registrar for processing (Hovde 45).</b>

**REFUND PERCENTAGE OF FEES & TUITION \*\*May 22 Prepayment & \$200 late Registration begins\*\***

12 Weeks	1 <sup>st</sup> Eight Weeks	2 <sup>nd</sup> Eight Weeks	1 <sup>st</sup> Four Weeks	2 <sup>nd</sup> Four Weeks	3 <sup>rd</sup> Four Weeks	1 <sup>st</sup> Half Semester	2 <sup>nd</sup> Half Semester	Refund amount
Before May 22	Before May 22	Before Jun 19	Before May 22	Before June 19	Before Jul 13	Before May 4	Before Jun 29	100%
May 22 – May 28	May 22 – May 25	Jun 19 – Jun 22	N/A	N/A	Jul 13 – Jul 16	May 4 – May 7	Jun 29 – Jul 2	80%
May 29 – Jun 5	May 26 – Jun 2	Jun 23 – Jun 29	May 22 – May 24	Jun 19 – Jun 22	Jul 17 – Jul 20	May 8 – May 12	Jul 3 – Jun 6	60%
Jun 6 – Jun 16	Jun 3 – Jun 8	Jun 30 – July 7	May 25 – May 31	Jun 23 – Jun 27	Jul 21 – Jul 23	May 13 – May 18	Jul 7 – Jul 13	40%
After Jun 16	After Jun 8	After Jul 7	After May 31	After Jun 27	After Jul 23	After May 18	After Jul 13	NONE

LEGEND
12 Weeks/Full term = May 18 – August 7
1 <sup>st</sup> Eight Weeks = May 18 – July 10
<b>2<sup>nd</sup> Eight Weeks = June 15 – August 2</b>
1 <sup>st</sup> Four Weeks = May 18 – June 12
2 <sup>nd</sup> Four Weeks = June 15 – July 10
3 <sup>rd</sup> Four Weeks = July 13 – August 7
1 <sup>st</sup> Half Semester= May 4- June 28
2 <sup>nd</sup> Half Semester= June 29- Aug 23

- 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.