

**Pharmacy Drop/Add Calendar  
Fall 2017 Deadline Dates**

TERM	DATES (includes finals)	Form 23 Instructions
16 Week Classes	August 21 <sup>st</sup> – December 16 <sup>th</sup>	<ol style="list-style-type: none"> <li>1. Ensure your name, program, PUID, course number, course CRNs, and signature are on the Form 23. Form will not be accepted without this information.</li> <li>2. Ensure your course start/end dates are noted on the Form.</li> <li>3. <b>Check myPurdue to confirm that the course/s has been added to your schedule.</b></li> </ol>
12 Week Classes	August 28 <sup>th</sup> – November 21 <sup>st</sup>	
1 <sup>st</sup> 8 Week Classes	August 21 <sup>st</sup> – October 17 <sup>th</sup>	
2 <sup>nd</sup> 8 Week Classes	October 18 <sup>th</sup> – December 16 <sup>th</sup>	
Intensive Electives (IE)	November 27 <sup>th</sup> – December 16 <sup>th</sup>	

- Information on refunds from the University may be found at the following web site: <http://www.purdue.edu/bursar/payments/refunds.html>.
- Students withdrawing from ALL course assignments after classes have begun should go to myPurdue, Academic Tab, and look for Withdrawal Information
- To find Specific dates go to <http://www.purdue.edu/registrar/Calendars/index.html> and look for the Short Course Critical Dates for the appropriate semester.

**TO ADD OR MODIFY A COURSE**

16 WEEKS	12 WEEKS	1 <sup>ST</sup> 8 WEEKS	2 <sup>ND</sup> 8 WEEKS	IE COURSES	Signatures Required
Aug 21–Aug 27 <b>Week 1</b>	Aug 21-Aug 27	Aug 21-Aug 22	Oct 18-Oct 22	Aug 21-Oct 22	No Signatures Needed. Courses may be added via myPurdue
N/A	Aug 28-Aug 31	N/A	N/A	Oct 23-Nov 27	Advisor Signature on Form 23 Take completed Form 23 to Registrar’s Office (HOVD 45)*
Aug 29-Sep 18 <b>Weeks 2-4</b>	Sep 1-Sep 18	Aug 23-Sep 1	Oct 23-Oct 31	Nov 28-Nov 30	Advisor and Instructor Signature Take completed Form 23 to Registrar’s Office (HOVD 45)*
Sep 1	Sep 6	Aug 25	Oct 24	Nov 28	Last Day to Audit a Course Registrar audit form is required and can be obtained in HOVD 45
<b>*****Extenuating Circumstances Only*****</b>					
Sep 19-Oct 24 <b>Weeks 5-9</b>	Sep 19-Oct 16	Sep 5-Sep 20	Nov 1-Nov 17	Dec 1-Dec 6	Advisor, Instructor, and Head of Department in which course is listed Take Completed Form 23 to Registrar’s Office (HOVD 45)*

**TO DROP A COURSE**

16 WEEKS	12 WEEKS	1 <sup>ST</sup> 8 WEEKS	2 <sup>ND</sup> 8 WEEKS	IE COURSES	Signatures Required
Aug 21-Sep 4 <b>Weeks 1-2</b>	Aug 21-Sep 4	Aug 21-Aug 27	Oct 18-Oct 24	Aug 21-Oct 24	No Signatures Needed. Course not recorded. May drop courses via myPurdue.
N/A	Sep 5-Sep 6	N/A	N/A	Oct 25-Nov 28	Advisor Signature on Form 23. Course not recorded. Take Completed Form 23 to Registrar’s Office (HOVD 45)*
Sep 5-Sep 18 <b>Weeks 3-4</b>	Sep 7-Sep 18	Aug 28-Sep 1	Oct 25-Oct 31	Nov 29-Nov 30	Advisor (courses recorded with a “W”) Take Completed Form 23 to Registrar’s Office (HOVD 45)*
Sep 19-Oct 24 <b>Weeks 5-9</b>	Sep 19-Oct 16	Sep 5-Sep 20	Nov 1-Nov 17	Dec 1-Dec 6	Advisor and Instructor Signature on Form 23 (Instructor shall indicate whether passing or failing). Grades of “W” or “WF” will be recorded Take Completed Form 23 to Registrar’s Office (HOVD 45)*

\*For 12 Week and IE courses, Advisor notes course start date on Form 23