University Policy 3010

Student Class Schedule Changes

Effective Date

July 1981

Last Revision Date

October 2014

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202
Office of the Registrar, (208) 426-4249

Scope and Audience

This policy applies to all University students.

Additional Authority

University Policy 3170 (Limit on the Number of Withdrawals)

1. Policy Purpose

To establish a standard procedure and deadlines for students to initiate changes in their class schedules.

2. Policy Statement

Students may make class schedule changes in their Student Center on myBoiseState.
3. Responsibilities and Procedures

3.1 Adding a Course

Students may register and add courses on a space available basis through the first five days of classes for the regular session, or the proportionate equivalent for shorter sessions (see the Academic Calendar for exact dates). Adds require instructor approval from the sixth day of the semester through the tenth day of the semester for regular session courses, or the proportionate equivalent for shorter sessions (see the Academic Calendar for exact dates). Adds are not permitted for regular session courses after the tenth day of the semester, except for independent study, internship, and challenge courses. These courses may be added through the end of the sixth week of the semester.

3.2 Dropping a Course

a. Students may drop courses through the tenth week of the semester, or the proportionate equivalent for shorter sessions (see the Academic Calendar for exact dates). Instructor permission is not required to drop a course.

b. Students dropping a course(s) after the tenth day of the semester will have a “W” (withdrawal) recorded on their transcript. The University limits the number of “W”s students can accrue in their academic careers (see University Policy 3170, Limit on the Number of Withdrawals).

3.3 Audit/Credit

a. Students enrolling in courses for credit are required to attend class regularly, complete all assignments, and take necessary examinations. Students may enroll in courses without credit or grade for audit on a space available basis. Fees for auditing classes are the same as enrolling for credit. Audit indicates that a student was allowed a place in class but may or may not have participated in class activities. Students failing to meet audit requirements established by the instructor may be assigned a grade of “UAU” (Unsatisfactory Audit).

b. Students may change from/to audit through the end of the tenth day of the semester for regular session courses, or the proportionate equivalent for shorter sessions (see the Academic Calendar for exact dates).
3.4 Right of Petition

a. Students have the right to petition. Petitions for late adds must be directed to the University Academic Appeals Committee. Forms are available on the Office of the Registrar’s website.

b. Petitions for late drops must be approved by the dean of the college offering the course. If the petition is granted, a Requesting Approval for Dropping a Class After the Deadline Form must be completed and filed with the Office of the Registrar. Forms are available on the Office of the Registrar’s website.

4. Forms

Requesting Approval for Dropping a Class After the Deadline Form

5. Related Information

Academic Calendar
https://www.boisestate.edu/registrar/boise-state-academic-calendars/

Revision History

July 1995; October 2014