



BOISE STATE UNIVERSITY

University Policy 3070

Requests for Academic Adjustments of Undergraduate Requirements

Effective Date

July 2002

Last Revision Date

January 2008

Responsible Party

Office of the Registrar, (208) 426-4249

Scope and Audience

This policy applies to all adjustments to undergraduate course or program requirements.

1. Policy Purpose

To establish University policy for undergraduate students to request an adjustment in course or program requirements.

2. Policy Statement

College deans have the authority to waive course requirements and to approve appropriate substitutes.

3. Responsibilities and Procedures

3.1 Step One

Student completes the “Request for Academic Adjustment” form and obtains the required signatures for approval. Requests may be denied at the first level of approval, but approved at the second level. When second level approval is obtained, the form is forwarded to the Registrar’s Office.

3.2 Step 2

The Registrar’s Office retains the original copy of the approved request form for appropriate action and will notify the student of the action to be taken.

3.3 Step 3

If the request is denied at the second level of approval, the request form is returned to both the student and the first level of approval with an explanation.

3.4 Expiration of Requests for Adjustments

Requests for academic adjustment will have no expiration date, other than those imposed by the university catalog, with the following exception: a request for academic adjustment waiving the requirement of a course not offered that particular semester to allow a student to graduate that semester will expire at the end of the academic semester during which the request was granted.

Revision History

January 2008