



BOISE STATE UNIVERSITY

University Policy 3010

Student Enrollment and Class Schedule Changes

Effective Date

July 1981

Last Revision Date

June 29, 2021

Responsible Party

Provost and Vice President for Academic Affairs, (208) 426-1202

Vice President for Student Affairs and Enrollment Management, (208) 426-2384

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)

University Policy 3110 (Student Complete Withdrawal)

University Policy 3190 (Course Repetition)

1. Policy Purpose

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

2. Policy Statement

Students may make course schedule changes in their Student Center on myBoiseState after their initial semester enrollment.

3. Responsibilities and Procedures

3.1 Initial Enrollment for a Semester

- a. A student may enroll for a semester based on catalog policy for continuing student enrollment and new student/transfer student enrollment at a scheduled registration time.
- b. A student may enroll in a course for audit, if space is available in the course. Audit status indicates that a student has a seat in the class but may or may not be required to participate in course activities. Requirements for completion of an audit are determined by the instructor. A student failing to meet the audit requirements established by the instructor may be assigned a grade of “UAU” (Unsatisfactory Audit). Fees for auditing a course are the same as enrolling in a course for credit.

3.2 Adding a Course

- a. A student may register and add courses on a space available basis through the first five (5) days of classes for the regular session, or the proportionate equivalent for shorter sessions (see the Academic Calendar for exact dates).
- b. Adds require instructor approval from the sixth (6th) day of the semester through the tenth (10th) day of the semester for regular session courses, or the proportionate equivalent for shorter sessions (see the [Academic Calendar](#) for exact dates).
- c. Adds are not permitted for regular session courses after the tenth (10th) day of the semester, except for independent study, internship, challenge courses, and graduate assessment courses (master’s preliminary examination, doctoral preliminary examination, thesis proposal, dissertation proposal, master’s comprehensive examination, or doctoral comprehensive examination). These courses may be added by approval through the end of the sixth (6th) week of the semester.

3.3 Dropping a Course

- a. A student may drop courses through the tenth (10th) 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. A student dropping a course(s) after the tenth (10th) day of the semester will have a “W” (withdrawal) recorded on their transcript. The University limits the number of “W’s” a student can accrue in their academic careers (see University Policy 3170 - Limit on the Number of Withdrawals).

3.4 Changing a Course from Credit to Audit or Audit to Credit

A student may change from credit to audit or audit to credit through the end of the tenth (10th) day of the semester for regular session courses, or the proportionate equivalent for shorter sessions (see the Academic Calendar for exact dates).

3.5 Right of Appeal

- a. A student has the right to appeal any enrollment deadline.
- b. Appeals for late adds and changing a course from audit to credit or credit to audit after the deadline must be directed to the University Academic Appeals Committee. A [Registration Override](#) and [Academic Appeal Form](#) must be completed and filed with the Office of the Registrar.
- c. Appeals for late drops (after the drop date, but before the end of the semester) must be approved by the dean, or designee, of the college offering the course. If the appeal is granted, a [Requesting Approval for Dropping a Class after the Deadline Form](#) must be completed and filed with the Office of the Registrar. Appeals for late drops after the semester has ended must be directed to the University Academic Appeals Committee.

4. Forms

Requesting Approval for Dropping a Class after the Deadline Form

<https://d25vtythmtl3o.cloudfront.net/uploads/sites/268/files/2018/04/Request-to-Drop-a-Class-After-the-Deadline2.pdf>

5. Related Information

Academic Appeal Form

<https://www.boisestate.edu/registrar/files/2019/08/Academic-Appeal-Form-1.pdf>

Academic Calendar

<https://www.boisestate.edu/registrar/boise-state-academic-calendars/>

Office of the Registrar

<https://www.boisestate.edu/registrar/>

Registration Override

<https://d25vtythmtl3o.cloudfront.net/uploads/sites/268/files/2018/04/Registration-Override-Form.pdf>

Revision History

July 1995; October 2014; June 29, 2021