



BOISE STATE UNIVERSITY

University Policy 3070

Requests for Academic Adjustments of Undergraduate Requirements

Effective Date

July 2002

Last Revision Date

January 03, 2025

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 or their designee(s) have the authority to waive course requirements and approve appropriate substitutes.

3. Responsibilities

- a. A student or university representative is responsible for initiating the academic adjustment process.
- b. The Registrar's Office is responsible for applying the academic adjustment to the student record once approved.

4. Procedures

- a. The student or the academic advisor must complete an [Academic Adjustment Form](#) or an [Academic Adjustment for Transfer Credit Form](#).
- b. After all levels of review are completed and approved, the Registrar's Office will process the request. Once completed, the student will be notified via their official university email address, and the adjustment form will be saved electronically.
- c. If the adjustment is not approved, the student will be notified via their official university email address.

5. Limitations

Requests for academic adjustment will have no expiration date other than those imposed by the university catalog, with the following exception(s):

- a. An academic adjustment request to waive a course requirement that is not offered that particular semester, and that would allow a student to graduate in that semester, will expire at the conclusion of the semester in which the request was approved.
- b. Academic adjustments are specific to the major. If a student changes their major after an academic adjustment is approved, the new major may require the completion of a new academic adjustment.

Revision History

January 2008; January 03, 2025