
REQUESTS FOR ACADEMIC ADJUSTMENTS OF UNDERGRADUATE REQUIREMENTS

PURPOSE: To establish a means by which undergraduate students may request an adjustment in course requirements or program requirements.

- I. Policy Statement:** The college deans have the authority to waive course requirements and/or to approve appropriate substitutions.
- II. Responsibility:** The Registrar is responsible for action on the completed adjustments.
- III. Procedure:** To process a request for academic adjustment:
 - A. Student completes the Request for Academic Adjustment 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.
 - B. The Registrar's Office retains the original copy of the approved request for appropriate action and will notify the student of the action to be taken.
 - C. 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.
 - D. Requests for academic adjustment will have no expiration date, other than those imposed by the Boise State 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.

[SEE APPENDICES FOR FORMS](#)