



BOISE STATE UNIVERSITY

University Policy 4170

Class Schedule Change Procedure

Effective Date

July 1978

Last Revision Date

July 1995

Responsible Party

Office of the Registrar, (208) 426-4249

Scope and Audience

This policy applies to all class schedule changes.

1. Policy Purpose

To provide a procedure for changing class schedules.

2. Policy Statement

After a Schedule of Classes has been published, any necessary change must be processed to insure notification of all interested parties. To control such processing, the “Schedule Change Request” will be used for all changes.

3. Responsibilities and Procedures

- a. Additions, cancellations and changes including room, day/time, section capacity, and/or instructor must be routed to the Registrar’s Office via the “Schedule Change Request”.

- b. The dean of the college and the Provost and Vice President for Academic Affairs must approve course cancellations and day/time changes that occur after students have received their class schedule/bill.

 - c. The Boise State Bookstore should also be notified of any changes that affect textbook orders.
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Revision History

March 1992; July 1995