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To: The University Community

CC: Dana Fohl, J.D., Vice President of Compliance & University Counsel
Sara Zeigler, Ph.D., Provost and Senior Vice President, Academics & Provost
David T. McFaddin, Ed.D., President

FROM: Ethan Durham, M.P.A, Manager of Policy and Board Operations

DATE: February 17, 2026

RE: Notice of Comment Period: 4.3.13ACR, Courses by Special Arrangement and Independent Study Courses

MEMORANDUM

Substantive revisions to Academic Regulation 4.3.13ACR, Courses by Special Arrangement and Independent Study Courses, have been drafted and are now posted for the required ten-business-day public comment period in accordance with [University Policy 1.1.1, Policy on Policies and Regulations](#). Copies of the proposed draft, the existing regulation, and the public comment form are available on the [EKU Policy Website](#). The public comment period will begin on Tuesday, February 17, 2026, and will close at the end of business on Monday, March 2, 2026.

The drafting team completed its work in Fall of 2025 and included the following members: Dr. Lara Vance, Dean of Students; Dr. Jon McChesney, Professor and Chair, Department of Parks, Recreation, Exercise, and Sport Science; Dr. Michelyn Bhandari, Associate Dean, College of Health Sciences; Dr. Lisa Middleton, Associate Professor; Zac Lewis, Registrar; Dr. Shane Redmond, Professor; Dr. Michael Ballard, Dean, College of Health Sciences; Professor Matthew Johnson; and Dr. Jennifer Wies, Associate Provost.

The proposed revisions update and expand the regulation to clarify the distinction between Courses by Special Arrangement (CBSA) and Independent Study Courses (ISC) and to streamline the procedural standards for each.

I. Section I, Course by Special Arrangement

Under Section I, Course by Special Arrangement, the draft clarifies that a CBSA is limited to courses already within the approved curriculum and may be offered outside the scheduled term only under defined circumstances. The revision expands and specifies the conditions under which a CBSA may be approved, including degree progression needs, proximity to graduation, documented personal circumstances, or other circumstances approved by the Chair, Dean, and Provost. The draft reinforces that a CBSA must be a degree or credential requirement that cannot be satisfied through substitution or independent study. Procedural requirements are clarified by establishing a uniform petition process requiring documented approval by the student, instructor, Chair, Dean, and Provost, with submission to the Office of the Registrar within the first fourteen days of the semester. The draft further clarifies that CBSA enrollment does not carry special tuition or fees and that student credit hours are calculated within standard tuition and financial aid packaging.

II. Section II, Independent Study Courses

Section II, Independent Study Courses, is newly formalized and expanded. The draft adopts the definition from the academic catalog, defining ISC as distinct from CBSA and special topics courses and limiting their use to the study or research of topics not otherwise available through the program curriculum. The revision expressly prohibits the use of ISC as a routine substitute for scheduled courses or as a mechanism to bypass enrollment eligibility, while allowing limited flexibility for program requirement fulfillment with appropriate approval. Faculty workload expectations are clarified by establishing a limit of one ISC supervision per semester without prior approval by the Chair and Dean. The draft sets academic eligibility requirements, including a minimum undergraduate GPA of 2.5 and a minimum graduate GPA of 3.0. It also establishes a standardized approval process and filing deadline consistent with CBSA procedures and clarifies that ISC enrollment does not involve additional tuition or fees beyond standard credit hour calculation.

III. Comment Period

In accordance with Policy 1.1.1, the proposed revisions are submitted to the University community for review during the public comment period. As required, the President's Cabinet, Provost's Cabinet, Staff Council, and the Executive Committee of the Faculty Senate are being notified of this posting. All comments received will be routed to the appropriate stakeholders for consideration prior to finalization.

Comments should be submitted directly through the public comment form on the [EKU Policy Website](#). If you have any questions, please reach out to the Office of University Counsel at university.counsel@eku.edu.
