



Eastern Kentucky University

Policy and Regulation Library

Academic Regulation: 4.3.13ACR

Responsible Office(s): Office of the Provost

Effective: June 20, 2016

Next Review Date: Spring 2030

Academic Regulation: 4.3.13ACR

Course by Special Arrangement

Statement

A Course by Special Arrangement (CBSA)* is a course that is part of the approved curriculum program but is being offered to a student during a term or at a time when it is not scheduled. Students offered a CBSA should be pending graduation in the last two terms the course is to be offered, and the CBSA shall be a degree requirement that cannot be fulfilled by any other mechanism such as course substitution or an independent study. It should be employed only in cases of extreme scheduling conflict when no substitution is appropriate or available. Prior to registration, students must file the CBSA Petition. This petition requires the signature/approval of the instructor, program chair, and dean.

Course by Special Arrangement is distinguished from independent study. The purpose of an independent study is to allow the competent and prepared student to pursue study of a topic of special interest under the supervision of a full-time faculty member. The independent study is an agreement between a student and faculty member that brings mutual benefit to both with no additional compensation/release for faculty. Tuition and fees for independent study courses are computed at the same rate as other courses.

Entities Affected

- Colleges
- Registrar
- Students

Regulation Adoption Review and Approval

Regulation Revised

DATE

February 28, 2025

October 18, 2024

ENTITY

Provost

University Counsel

ACTION

Reviewed & Readopted

Editorial Revision

DATE

June 20, 2016
May 23, 2016
May 4, 2016
March 7, 2016
January 21, 2016

ENTITY

Board of Regents
President Benson
Provost Council
Faculty Senate
Council on Academic
Affairs

ACTION

Adopted
Approved
Approved
Approved
Approved

Regulation Issued**DATE**

April 25, 2003
March 5, 2003
March 3, 2003
February 20, 2003

ENTITY

Board of Regents
Provost Council
Faculty Senate
Council on Academic
Affairs

ACTION

Adopted
Approved
Approved
Approved