



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of the Registrar

COURSE BY SPECIAL ARRANGEMENT

PETITION FORM

RESTRICTIONS

A Course by Special Arrangement (CBSA) will be approved only if it is the last semester of a student who is pending graduation in that term, and if the course meets a degree requirement that cannot be fulfilled by any other mechanism, including independent study. The need for a CBSA should be a rare occurrence.

A CBSA is distinguished from an Independent Study course by its course prefix and number. A CBSA should be employed only in cases of extreme scheduling conflict when no substitution is appropriate or available.

*Prior to registration the student must complete and sign this CBSA Petition Form. Once completed with **all** required signatures the form should be forwarded to the Office of the Registrar where the section will be created and the student registered into the section.*

Student name: _____ EKU ID: _____
Please print name

Has student applied for graduation? YES/ NO*

Graduation term: _____

*[*See above restrictions.]*

Term course is to be offered: _____

Course prefix and number: _____ Credit Hrs. (needed only if variable): _____
prefix number

PRINT Full name of instructor: _____

Required signatures: *(course should not be approved if above conditions are not met)*

- Instructor of Course: _____
- Department Chair: _____
- Dean of College offering course: _____
- Graduate Dean [for graduate level students]: _____

Student signature: _____ Date: _____

For Registrar's Office Use Only

Processed By: _____ Date: _____