



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 2031

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Courses by Special Arrangement and Independent Study Courses

Statement

Courses by Special Arrangement (CBSA) and Independent Study Courses (ISC) provide structured opportunities for individualized instruction outside the standard course schedule and are distinguished by their respective purposes.

Entities Affected

- Colleges
- Registrar
- Students

Procedures

I. Course by Special Arrangement

A Course by Special Arrangement (CBSA) is a course in the approved curriculum program offered to a student during a term when it is not scheduled or other circumstances as approved by the Chair, Dean, and Provost. It should be employed only in cases of extreme scheduling conflict when no substitution is appropriate or available. CBSA's should be offered when 1) a student's progression requires the completion of the course, 2) the student is pending graduation within two terms, 3) a student's personal circumstances necessitate the use of a CBSA for degree completion, or 4) other circumstances as approved by the Chair, Dean, and Provost. The CBSA shall be a degree or credential requirement that cannot be fulfilled by any other mechanism, such as course substitution or an independent study. The CBSA Petition requires documented approval of the student, instructor, Chair, Dean, and Provost, and must be received by the Office of the Registrar within the first fourteen days of the relevant semester. CBSA does not

require special fees or tuition, however, the student credit hours are calculated in the student's tuition and financial aid packaging.

II. Independent Study Course

Independent Study Courses (ISC) are distinct from CBSA and special topics courses. ISC are designed to provide an opportunity for a student to pursue study or research of a topic of special interest not available through any of the courses offered in a program at ECU 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. ISC should not be used as a mechanism to teach a course not offered in a given semester or as a substitution for program requirements, though they may, with appropriate approval, fulfill such requirements. ISC are not intended to be a mechanism for enrolling in a course for which a student would otherwise be ineligible. Faculty members shall not supervise more than one ISC per semester without prior approval of the Chair and Dean.

ISC requires the submission of an Independent Study Course Form with documented approval of the student, instructor, Chair, and Dean, and must be received by the Office of the Registrar within the first fourteen days of the relevant semester. An ICS does not require special fees or tuition; however, the student's credit hours are calculated in the student's tuition and financial aid packaging. To qualify for enrollment in an ISC, undergraduate students must have a minimum GPA of 2.5, and graduate students must have a minimum GPA of 3.0.

Regulation Adoption Review and Approval
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Regulation Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
April 13, 2026	President	Approved
February 28, 2025	Provost	Reviewed & Readopted
October 18, 2024	University Counsel	Editorial Revision
June 20, 2016	Board of Regents	Adopted
May 23, 2016	President Benson	Approved
May 4, 2016	Provost Council	Approved
March 7, 2016	Faculty Senate	Approved
January 21, 2016	Council on Academic Affairs	Approved

Regulation Issued

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
April 25, 2003	Board of Regents	Adopted
March 5, 2003	Provost Council	Approved
March 3, 2003	Faculty Senate	Approved
February 20, 2003	Council on Academic Affairs	Approved