



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 in the last two terms of a student who is pending graduation, 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: _____

Student signature: _____

Date: _____