



Eastern Kentucky University Policy and Regulation Library

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Section 13, Course by Special Arrangement
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Responsible Executive: Provost
Responsible Office(s): Colleges, Departments,
Registrar
Effective: June 20, 2016
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Next Review Date:

Course by Special Arrangement

Policy 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

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Policy Revised

<u>DATE</u>	<u>ENTITY</u>	<u>ACTION</u>
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

Policy 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