PETITION FOR COURSE BY ARRANGEMENT

All areas of this form must be answered and a course syllabus of the Course by Arrangement attached. Once this form is complete, including signatures of the instructor, department head, student and Vice President and Dean of Academics, it must be given to the Records and Registration Office in order to be an officially registered course. A course syllabus must be attached.

STUDENT

Name of Student: ___________________________ GPA: _____ Date:_______

Class: Freshman _____ Sophomore _____ Junior _____ Senior _________

Anticipated date of graduation ___________ Major ______________________

ADVISOR & INSTRUCTOR

Requirement for which the course is to be used:  
General Ed _______ Major _______ Minor ___________ Elective___________

Semester & Year: Fall _______ Spring _______ Summer________________

Course Number: __________ Course Title: ______________________________ 

Course Start Date:_________ Course End Date:_________ Credit Hours: ____

Faculty member supervising the course: ________________________________

Reason for this request: ____________________________________________

________________________________________

________________________________________

________________________________________
STUDENT

You must obtain the following signatures. The Office of Academic Affairs will forward the approved form to the Registrar. *If approved, it is the student’s responsibility to be properly registered.*

1. Instructor: ________________________ Date_______

2. Student: ________________________ Date_______

3. Department Head: ________________________ Date_______

4. Academic Affairs:

   APPROVED ________________________ Date_______

   NOT APPROVED ________________________ Date_______

5. Registrar: ________________________ Date_______

This is your registration form. A CBA can not be registered for in any other way than completing the Course by Arrangement process, and turning this form into the Records and Registration Office. Also, please note there is a $50 per credit hour charge for CBAs during the fall or spring academic term. During the summer term, a CBA is $300 per credit hour.