



**MONTREAT  
COLLEGE**

**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 \_\_\_\_\_

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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.

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