



PETITION FOR COURSE BY ARRANGEMENT (CBA)

The Course by Arrangement (CBA) is intended to provide the opportunity for a student to enroll in a major course subject to applicable policy. In some cases, consideration will be given to a general education course. Courses required for a minor are not eligible.

Instructions to Student: *Complete steps in order.* 1. Complete all sections of the form. (If a field does not apply, enter "NA.")
2. Obtain all signatures on the last page. 3. Submit the form to the Office of the Registrar. Deadline: **The completed and signed form must be submitted to the Registrar (registrar@montreat.edu) no later than 11:59pm on the last day of the applicable semester's Drop/Add period.**

Upon Academic Affairs approval, the student will be registered for the CBA course.

An incomplete form will be returned to the student unprocessed. No deadline extension is granted for incomplete forms.

CBA Fee/Tuition Charges

- Fall, Spring semesters: a per-credit-hour fee is charged in addition to tuition (as outlined in the current Academic Catalog).
- Summer sessions: the per-credit-hour tuition is charged (as outlined in the current Academic Catalog).

Student is Charged in Full: A student in a CBA will pay the full published CBA fee if any of the following apply as determined solely by Montreat College:

- The course is required for graduation (this does not include minors, which are not required) and the College offered or will offer the course within four semesters inclusive of the student's first semester at Montreat (or otherwise in regular sequence as indicated on the published major four-year plan), and the student did not elect to take it for any reason, including being unable to take the course due to missing pre- or co-requisites. The student is solely responsible for knowing what is required for their degree based on published curricula, not any faculty or staff member of the College.
- The course is not required for graduation.
- The course is now required for graduation because the student elected to change majors or catalogs at any time during their time at the College.
- The need for the course arises for the purpose of the student accelerating their time to graduation. This includes (but is not limited to) students who transfer in with fewer than 60 credits needed to graduate.

Student is Charged in Part: A student in a CBA will pay the reduced published CBA fee if the following apply as determined solely by Montreat College:

- The course is required for graduation (this does not include minors) and the College failed to provide the course within four semesters inclusive of the student's first semester at Montreat (or otherwise in regular sequence as indicated on the published major four-year plan). Montreat College will be the sole determiner of whether this condition applies. The student is solely responsible for knowing what is required for their degree based on published curricula, not any faculty or staff member of the College.

Student Acknowledgement of Financial Responsibility for CBA Charges:

I _____ (name of student) agree to pay applicable CBA charges based on Montreat College's determination of my responsibility for the CBA according to the conditions noted above.

Student Signature

Date

STUDENT

Student Name: _____ ID: _____

Classification: Freshman Sophomore Junior Senior GPA: _____

I plan to graduate..... Fall Spring Summer of (year)_____

Major(s) & Concentration(s) _____

COURSE INFORMATION

Course ID (Ex. ENGL 1111) _____ Course Title (Ex. English Composition I) _____ Credit Hours (Ex. 3) _____

CBA to be used for General Education Major Concentration

CBA to be offered..... Fall Spring Summer of (year)_____

CBA Dates..... Start: _____ End: _____

CBA Instructor/Supervisor _____

Term Hours Enrolled _____ + CBA Credit Hours _____ = Est. Total Hours for the Term _____

RATIONALE – What is the reason for requesting this CBA?

STUDENT SIGNATURE - I have read, understand, and agree to abide by the terms applicable to CBAs.

Student Signature Date

COURSE OUTCOMES

List course outcomes and how each will be met for the above student.

Instructor

Signature

Date

CLEARANCES

Each individual indicated below must sign the form indicating clearance to proceed with registration of the student for the course named on the second page of this form as a CBA in the term indicated.

Advisor

Signature

Date

Studies Chair

Signature

Date

Faculty Director

Signature

Date

DECISION

The Provost will indicate approval or denial to offer the course to the student as a CBA as indicated on the front of this form.

Approved Denied **CBA Fee:** Student Charged in Full Student Charged in Part CBA Denied

Comments:

Provost

Signature

Date

OR processed: _____ Date: _____