

COURSE BY SPECIAL ARRANGEMENT (CBSA)

**OFFICE OF THE REGISTRAR
AURORA UNIVERSITY
IL 60506-4892
630-844-5460**

NAME _____ STUDENT ID # _____

DEFINITION: A Course By Special Arrangement is a course, which is an approved part of the curriculum (listed in the University catalog) but does not happen to be scheduled for a given term. This petition allows a student to pursue the course on a tutorial basis with an Aurora University instructor. This petition is approved only when there are overwhelming reasons why a student cannot take this course during the term it is regularly scheduled. An additional fee is charged for a CBSA (see below).

CIRCLE THE APPROPRIATE RESPONSE BELOW:			
Term study will be initiated	F	SP	SU
Term study will be completed	F	SP	SU
Evaluation system	CR/NCR		Letter Grade

Department/CourseNumber _____ Catalog Course Title _____ Semester Hours _____

Instructor for Course

Why are you unable to register for this course when it is regularly offered?

Is it essential to your major and/or degree program? Yes _____ No _____

How do you plan to carry out this course (instructional method)?

How will you be evaluated?

INSTRUCTIONS

- Fill out completely. This becomes part of your permanent record.
- Be sure you have the correct course and title.
- Obtain approval from appropriate persons at the right.
- This form must be completed before you can register for the course.

INITIAL	DATE	APPROVAL
		Instructor
		Program Chair
		Academic Dean

I have discussed this course with the instructor and understand my responsibilities in completing the requirements.

By my signature below, I understand that there is a \$110 fee per semester hour for a CBSA course in addition to the regular tuition charge and that this fee will be added to my bill during the term in which the course originated.

Student Signature _____ Date _____