

COURSE BY SPECIAL ARRANGEMENT (CBSA)

**OFFICE OF THE REGISTRAR
AURORA UNIVERSITY
630-844-5462
FAX 630-844-5463**

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:				YEAR
Term study will be initiated	FA, F1, F2	SP, S1, S2	SU, U1, U2	
Term study will be completed	FA, F1, F2	SP, S1, S2	SU, U1, U2	
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

1. Fill out completely. This becomes part of your permanent record.
2. Be sure you have the correct course and title.
3. Obtain appropriate approvals.
4. This form must be completed before you may register for the course.

INITIAL	DATE	APPROVAL
		INSTRUCTOR
		PROGRAM CHAIR
		ACADEMIC DEAN
		Completed by REGISTRAR

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 \$115 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 _____

Change of Course/Waitlist Petition (ADD/DROP) Form Must Be Completed and Attached