

Course By Appointment Application Instructions

Undergraduate course code: KC ____ 400

Graduate level course code: KG ____ 500

Course By Appointment (CBA) is an arrangement that allows students the opportunity to study/work on specific course content of an existing course to meet graduation requirements (ability to take a course in an "off" semester) or to prepare students for the next course in a required sequence. The content is determined by the course description and syllabus of the existing course.

This arrangement is subject to agreement from a named faculty member (must be full-time, tenured, or tenure track), submission of a course outline or syllabus, Program Chair approval (in student's major) and confirmed availability of resources (students "sit" in a regularly scheduled course). CBA students do not contribute to a teaching load for the faculty, but do contribute to a course load or headcount. Thus, faculty are not eligible for compensation for teaching CBA students. Class caps (room/resource caps) are not lowered to accommodate CBA students. Application forms are required and available in Student Services and on Forms-R-Us.

