KCAD

Office of Academic Records Kendall College of Art and Design
of Ferris State University
17 Fountain Street NW Grand Rapids, MI 49503

COURSE BY APPOINTMENT Application

A Course By Appointment (CBA) is an opportunity to pursue special topics or projects <u>in a classroom setting</u>. If the course exists (the course is listed in the catalog), and it has been offered in any semester in the past, this application is appropriate. Please consult with your program advisor before filling out this form. <u>All fields</u> are required to be completed.

   Requirements:

   ➢ *A <u>syllabus</u> must be attached to this form.*
   ➢ *A minimum <u>3.00 GPA</u> and <u>junior/senior standing</u> are required for consideration of application.*

1. **CHOOSE ONE**:
   Undergraduate: KC__ __ 400   Graduate: KG__ __ 500

2. **SEMESTER:** _____ 20 ____

3. **Name:** _____ **Student ID #:** _____

4. **Daytime Phone: (   )** _____ **FSU E-mail:** _____ **@ferris.edu**

5. **Major:** _____ **GPA*:** _____   **Class standing* (e.g., Jr., Sr.)** _____

6. **Student is taking CBA as (check one):**   ☐ **Required Course**   ☐ **Elective**

7. **Course Title:** _____ **# of Credits:** _____

8. **Course #:** _____

9. **Instructor:** _____ **Contact (phone/email):** _____

10. **Rationale for CBA (attach extra paper if necessary):** _____

   _____

   _____

11. **Meeting during:** _____
    (Course title and Course #)

    _____ __
    (Days and Times, Room #)

12. **Instructor Signature:** _____

13. **Program Chair Signature (student's major):** _____

14. **Program Chair Name (print):** _____

15. **Student Signature:** _____

Student – please drop off completed form to Student Services
****