

# Course by Arrangement

College of Adult & Professional Studies  
Graduate School



# BETHEL

UNIVERSITY

## POLICY

- Course by Arrangement (CBA) must be a specific requirement in the student’s major or minor, or a prerequisite to a specific requirement (not an elective course).
- Minimum requirement: A cumulative GPA of 2.5 if an undergraduate student, or 3.3 if a graduate student at the time this request is approved, and at the time the course is taken.
- Minimum class standing: Sophomore-level at the time the course is taken.
- Limitations: One Course by Arrangement (CBA) per term and no more than eight credits of CBA may count toward a Bethel degree.

<b>For Office Use Only</b>
<input type="checkbox"/> Approved
<input type="checkbox"/> Not Approved
Registrar’s Signature: _____
Date: _____
Term: _____
Section: _____

## STUDENT DATA *Please print.*

Legal Name (last, first, middle) \_\_\_\_\_

ID# \_\_\_\_\_ Cohort \_\_\_\_\_ Program \_\_\_\_\_

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## COURSE BY ARRANGEMENT REQUEST

I wish to take the following course independent of the regular class setting:

Course # \_\_\_\_\_ Title \_\_\_\_\_ Credits \_\_\_\_\_

I wish to take this course in the following term:      Year \_\_\_\_\_       Fall       Spring       Summer

Course Instructor’s Name \_\_\_\_\_

Please explain in detail below why it is not possible for you to take this class as it is regularly scheduled.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## APPROVAL SIGNATURES

This course is designed in a way that a student can be expected to achieve the course goals while studying independently of the regular class setting.

Course Instructor \_\_\_\_\_ Date \_\_\_\_\_

Program Director \_\_\_\_\_ Date \_\_\_\_\_

CAPS/GS Student Success Advisor \_\_\_\_\_ Date \_\_\_\_\_

## RETURN TO

College of Adult & Professional Studies/Graduate School  
CAPS/GS Student Success  
Bethel University  
MSC 2377  
3900 Bethel Drive, St. Paul, MN 55112-6999