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.

STUDENT DATA  Please print.

Legal Name (last, first, middle) ____________________________________________________________

ID# ____________________  Cohort ____________________  Program ____________________

☐  College of Adult & Professional Studies  ☐  Graduate School

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