

Policies for Course by Appointment

The following are general guide lines for allowing a student to do a Course by Appointment (CBA) or Independent Study (IS).

Independent Study is for upper class students and is often restricted to their major or minor. The student, with the help of the professor, will design a course which does not duplicate a regular course offered in the course catalog. The documents must include a full syllabus, schedule, assignments, grading criteria, etc. **The work load should be equal to a typical course.** See the IS/CBA form for deadlines and required signatures.

Course by Appointment uses the bottom half of the application form that is also used for Independent Study (a copy of which is available on the public folders). A CBA is an existing course that the student needs but cannot take due to scheduling problems.

A student eligible for a CBA must be a senior and the course must be needed for graduation. There should be no suitable substitution that could be made. The student's academic advisor must sign the form after evaluating the student's eligibility for a CBA. See the form for additional signatures and deadlines.

If the course is given *only* at the Bucks campus the student should be encouraged to drive up to Bucks for the regular class rather than do a CBA, **but the student should not be required to travel to the Bucks campus.** If the student has what they feel is a valid reason for not taking a course at Bucks then we can approve the CBA.

The main argument in favor of the drive to the Bucks campus is that attending a regular class is usually a better educational experience than a CBA.

Faculty are not required to accept a course-by-appointment. Please check with the Deans office or the Academic Affairs Office for current rates of pay.