

**Section I**      Please read the instructions on page 2 before completing this form.

Name \_\_\_\_\_ APU ID# (required) \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Program/Major \_\_\_\_\_ Campus:    Azusa    Regional Campus \_\_\_\_\_

Term \_\_\_\_\_ Session \_\_\_\_\_ Year \_\_\_\_\_ Instructor \_\_\_\_\_

*Course type (see page 2 of this form for further information regarding course types and unit limits):*

Course Tutorial                      Directed Research                      Independent Study (497/498/499/599/799)

Subject (EDUC, PRCJ, etc.) \_\_\_\_\_ Number (799, 599, 504, 250, etc.) \_\_\_\_\_

Course Title or Ind. Study Topic \_\_\_\_\_ Units \_\_\_\_\_

Reason for taking this class: \_\_\_\_\_

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

I have read and agree to the conditions of the Promissory Note listed on page 2 of this form.

**Section II**                      **(REQUIRED for Independent Studies Only)**

Please attach an Independent Study Proposal to this form and include the following items:

- A. Title – List the title of your Independent Study Proposal.
- B. Objectives – What are your objectives for this proposal? At least half of these must be measurable.
- C. Work Statement – List each task which you are going to do as a part of your Independent Study Project.
- D. Schedule – Develop a schedule for when each task will be completed, and for meetings with the instructor.
- E. Evaluation – Describe how you and your instructor will evaluate the success of your Independent Study.
- F. List any specific material, reading list, or other learning tools not already included in your work statement.

**Section III**                      **Department Approvals**

 1) Select one for Independent Studies ONLY – Grading Basis:    Pass/Fail    Credit/No Credit    A-F

 2) Required for Independent Studies – Substitutes for/replaces this course \_\_\_\_\_

3) PreReqs/CoReqs -    Met    Not Met, but OK to waive this course \_\_\_\_\_

Instructor Full Name (printed) \_\_\_\_\_ Instructor APU ID# \_\_\_\_\_

Instructor Signature \_\_\_\_\_ Date \_\_\_\_\_

Program Director/Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Instructor is:    Full-time Faculty    Adjunct    HR Contract Number (for adjuncts) \_\_\_\_\_

Budget Line Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ (Must be completed by Department Chair or Dean)

**Office Use Only**

Cumulative GPA _____	Intl Student <input type="checkbox"/>	Class # _____	Enrolled by _____
Previous I.S. Units _____	Location _____	Tuition <input type="checkbox"/>	Enrolled Date _____
SFS Svc Ind Code _____	Term Code _____	IS Fee <input type="checkbox"/>	Sub Entered by _____
Hold Released _____	Session _____	Other Fee <input type="checkbox"/>	Sub Entered Date _____

**Form can be submitted by Mail, Fax, or PDF to Email**
**Mailing Address:** Azusa Pacific University, Graduate and Professional Center, P.O. Box 7000, Azusa, CA 91702

 • **Telephone:** (626) 815-4570    • **Fax:** (626) 815-4545    • **Email:** [gpcregistrar@apu.edu](mailto:gpcregistrar@apu.edu)

# Instructions for Completing the Independent Study/Course Tutorial Application

Please fill out the fields in Section I, then print to sign and date. Use only one form per class. Once enrolled, the student will be emailed a copy of this form at their APU.EDU email address.

**NOTE:** There is an additional charge per unit for independent study/course tutorial/directed research classes. Please see [www.apu.edu/graduateprofessionalcenter/sfs/costs/for current tuition and fee rates](http://www.apu.edu/graduateprofessionalcenter/sfs/costs/for current tuition and fee rates).

## Section I

- Please complete your name and address information including include your APU ID#. Please enter your program name and the regional campus where you normally take classes.
- Please fill in the term, session and year that you will be taking this class. For example - Term: Fall  
Session: 8 Week 2  
Year: 2020
- Please fill in the name of the instructor that has agreed to work with you.
- Please select the appropriate course type and fill in the course subject and number (i.e., EDUC, RNRS, etc. and 599, 250, etc.), the course title or the topic for independent study courses, and the number of units. See below for course type descriptions and unit restrictions depending on type and student level.

**Course Tutorial and Directed Research** - Course tutorial study deals with the replacement of a catalog course in terms of units, content, syllabus, outline, testing and grading basis. In general, the course tutorial cannot substitute for a course that is offered on a regular basis. However, it may occasionally be utilized to fulfill a course requirement when a class is cancelled because of low enrollment. The actual course number, instead of an independent study number (497/498/499/599/799), is recorded on the student's permanent academic record. Course tutorial units do not count toward the maximum independent study units allowed in a degree program.

**Independent Study** - Independent studies enable students to enrich their university experience by pursuing learning in a closely supervised program that provides opportunity for individual investigation of subject areas not covered in regular course offerings. Graduate students may receive credit for a maximum of 6 units of independent study to be applied toward their degree program. No more than 4 independent study units may be applied toward one project. A maximum of 4 independent study units may be taken during one academic term. The independent study is recorded as XXX599 or XXX799 on the student's permanent academic record.

A professional undergraduate, upperclass student (those with 60 or more transferred units) who has a minimum cumulative GPA of 2.5 may receive credit for a maximum of 9 independent study units to be applied toward a degree program. No more than 4 units may be applied toward one project, and a maximum of 9 independent study units may be taken during one academic term. The independent study is recorded as XXX497, XXX498, or XXX499 on the student's permanent academic record.

- Please list your reason for taking this class independently.
- Please sign the student signature line that acknowledges the Promissory Note below.

## Promise to Pay

I promise to pay all stated enrollment charges and required fees listed in the current catalog and printed materials associated with the courses I selected. I understand that I am responsible to check my monthly statements, call my student account counselor and/or check online at [home.apu.edu](http://home.apu.edu) for confirmation of the correct charges associated with the courses I selected. I agree that monies paid on my behalf do not extinguish my payment obligations in the event those monies do not actually come through or for any reason and at any time are returned to the payee or anyone claiming on behalf of the payee or the payee's creditors. I agree to pay any amounts that do not actually come through or for any reason and at any time are returned.

For value received, I promise to pay to Azusa Pacific University, at 901 East Alost Avenue, Azusa, California 91702-7000, the required charges and fees. Each payment shall be credited first, on penalties and costs due, then on interest and the remainder of principal. Payments will be applied to principle charges in the order of when the charges were incurred, beginning with the earliest charges, including charges from prior academic years, and concluding with the most recent charges. If any collection steps are taken to collect any overdue amount under this Note, the undersigned promises to pay, in addition to the entire balance of delinquent principal and interest, all reasonable attorney's fees and all reasonable charges and cost incident to the collection of any amount not paid when due according to the terms of this Note. I further promise to abide by the university's policies as stated in the catalog and other printed materials, which state that my attendance in class, taking final examinations, release of grades, and participation in graduation ceremony, is contingent upon timely and complete payment in accordance with the terms of this Note. I agree and understand that I will not be able to re-enter Azusa Pacific University or receive diploma(s) until all amounts are paid to the university. For traditional undergraduate students: I understand, acknowledge and agree that, if I am allowed to register for courses for a new academic year, APU has the right to, and will, revoke all of my course registrations if I have not paid off any current or prior academic year's balance by July 1 of the new academic year, and that if my course registrations are revoked and I am later permitted to enroll after meeting my financial obligations to the university, I may not be able to register for the same courses that were revoked.

For the 2020-21 academic year, while prices are subject to change, tuition and fees are established regardless of instruction mode, and will not be prorated or refunded in the event that instruction transitions from face-to-face instruction to another mode of learning, including remote or online learning.

\* A Cal Grant award is limited to four academic years, except as provided in subdivision (c) of Section 69433.6.\*

\* A student needs to take 15 units per semester or the equivalent quarter units, or 30 semester units or the equivalent quarter units per academic year, in order to graduate within four years.

*\*For a student enrolled in an institutionally prescribed five-year undergraduate program, Cal Grant A awards and Cal Grant B awards may be renewed for a total of five years of full-time attendance, provided that minimum financial need, as defined in paragraph (3) of subdivision (b) of Section 69432.9, continues to exist.*

## Section II

- For independent study courses, please attach the required proposal following the guidelines listed on the front of the form. The proposal should be written after consulting with the instructor.

## Section III

- Please obtain the instructor's signature, etc. and route the form to the appropriate department for the remaining signatures.

## Deadlines

The Independent Study Application is due to the Office of the Registrar in the Graduate and Professional Center by the Last Day to Register and Add or Drop Classes or Submit Independent Study Proposals as listed in the appropriate Academic Calendar.