Student Section

Please read the instructions on the back of this form to help you complete it. Additional fees may apply.

Name: ___________________________ APU ID#: ___________________________
Major: ___________________________ Phone: ___________________________
Email: ___________________________ Cumulative GPA (minimum 2.5): ___________________________

Why are you requesting this study program in lieu of schedule course offerings? (required) ___________________________

Course Information

Course Title: ___________________________ Catalog Course # (ex. UBBL 340): ___________________________
Term (ex. Summer II 2015): ___________________________ Number of Units (1-4): ___________________________
Instructor’s Name (please print first and last): ___________________________

Study Proposal

Complete the following and attach in a separate document. The syllabus (study proposal) is required.

1. Title- List the title of your Independent Study or Course Replacement proposal
2. Objectives- What are your objectives for this proposal? At least half must be measurable.
3. Work Statement- List each task you are going to do as part of your Course Replacement.
4. Schedule- Develop a schedule for when each task will be completed and for meetings with the instructor.
5. Evaluation- Describe how you and your instructor will evaluate your success.
6. Materials- List any specific materials, reading list, or other learning tools not already included in your work statement.

Student Signature: ___________________________ Date: ___________________________

*Student is responsible for obtaining all faculty/staff signatures

Faculty Section

This is a: □ Course Replacement (most common option) or □ Independent Study (select one below)
□ 497 ________ ex. UBBL
□ 498 ________ ex. BUSI
□ 499 ________ ex. THEO

Does the student meet the Pre- and Co- requisites for this class? (required): □ Yes □ No
If not, which ones have not been completed? ___________________________

Can any uncompleted Pre- and Co-requisites be waived? (required): □ Yes □ No □ N/A
Is a syllabus attached? (required) □ Yes
Comments: ___________________________

Budget Line # (required): ___________________________ Date: ___________________________
Instructor Signature: ___________________________ Date: ___________________________
Chair Signature: ___________________________ Date: ___________________________
Dean Signature: ___________________________ Date: ___________________________

One Stop Section (Office Use Only)

Logged: ___________________________ Date: ___________________________
Units Registered: ______ Class Number: ______

Registered by: ___________________________ Date: ___________________________

Initial and Date: ___________________________
Course Replacement

Course Replacement is the replacement of a catalog course in terms of units, content, syllabus, outline, and testing by an independent student version of the course. In general, the course tutorial cannot substitute for a course that is offered on a regular basis. However, there may be occasions in which it may 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, is recorded on the student's permanent academic record.

Course tutorial units do not count toward the maximum nine independent study units allowed in a degree program. To request a course replacement for any given semester, the student must submit an Independent Study/Course Replacement Application.

The student pays an additional fee of $125 per unit for course replacement courses.

Independent Study

Independent studies enable students to enrich their university experience by pursuing learning in a closely supervised program and providing opportunity for individual investigation of subject areas not covered in the regular course offerings. An undergraduate, upperclass student (with 60 or more completed units) who has a minimum cumulative GPA of 2.5 may receive credit for a maximum of nine independent study units to be applied toward a degree program. No more than four units may be applied toward one project, and a maximum of nine independent study units may be taken during one academic term.

The independent study is recorded as xxxx497, xxxx498, or xxxx499 on the student's permanent academic record. To request an independent study course for any given semester, the student should begin planning the study during advising and must submit a completed Course Replacement or Independent Study form to One Stop by the last day to add or drop a course (see Academic Calendar for the specific date).

The application must include:
1. A completed Course Replacement or Independent Study form
2. A proposal written in consultation with the supervising instructor
3. Signed approval of the instructor, department, and dean of the appropriate school or college

The student pays an additional fee of $125 per unit for independent study courses.

Signatures

The student is responsible for obtaining each of these signatures. When all the sections of the form are complete, the student is responsible for turning in the form and any attachments to One Stop. Once approved, the class will be added to the student's schedule.