

# Undergraduate Enrollment Services Center Course Replacement or Independent Study



## 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 format in lieu of a scheduled course offering? (required)

\_\_\_\_\_  
\_\_\_\_\_

## Course Information

Course Title: \_\_\_\_\_ Catalog Course # (ex. UBBL 340) \_\_\_\_\_

Term (ex. Sumer II 2020): \_\_\_\_\_ Number of Units (1-4): \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

## 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 Independent Study or 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:** \_\_\_\_\_

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

\*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

Does student meet the min. GPA requirement?  Yes  No If not, can GPA req. be waived?  Yes  No

Comments: \_\_\_\_\_

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

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

Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

Budget Line # (required, \$125 per unit fee cannot be waived): \_\_\_\_\_

## UESC Section (Office Use Only)

Logged by: \_\_\_\_\_ Date: \_\_\_\_\_

Registered by: \_\_\_\_\_ Date: \_\_\_\_\_ Units Registered: \_\_\_\_\_ Class Nbr: \_\_\_\_\_

Revision: 8/2020

# Undergraduate Enrollment Services Center Course Replacement or Independent Study



## Course Replacement

Course replacement is the replacement of a catalog course in terms of units, content, syllabus, outline, and testing by an independent-study version of the course. In general, the course tutorial cannot substitute for a course that is offered on a regular basis, but there may be occasions in which it may be utilized to fulfill a course requirement when a course is canceled or not offered during the semester. The actual course number, instead of an independent study number, is recorded on the student's permanent academic record.

Course replacement units do not count toward the maximum 9 independent study units allowed in a degree program. To request a course replacement for any given semester, the student must submit a completed [Course Replacement or Independent Study form](#) to the [Undergraduate Enrollment Services Center](#) by the last day of the add period (see the [Undergraduate Academic Calendar](#) for the specific date).

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

## Independent Study

Independent study enables students to enrich their university experience by pursuing learning in a closely supervised program and undertaking individual investigation of subject areas not covered in regular course offerings. An undergraduate, upper-division student (60 or more completed 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 XXX 497, XXX 498, or XXX 499 on the student's permanent academic record. To request an independent study course for any given semester, students should begin planning the study during advising and must submit a completed [Course Replacement or Independent Study form](#) to the [Undergraduate Enrollment Services Center](#) by the last day of the add period (see the [Undergraduate Academic Calendar](#) for the specific date).

The application must include:

- A completed [Course Replacement or Independent Study form](#).
- A proposal written in consultation with the supervising or mentoring instructor.
- Signed approval of the instructor, department chair, and dean of the appropriate school or college.

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

## Promissory Note

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 Alosta 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.*

## 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 the Undergraduate Enrollment Services Center. Once approved, the class will be added to the student's schedule.