

Correspondence Course Credit

Correspondence education for professional students is defined as education through one or more courses by an institution that provides instructional materials by mail or electronic transmission, including examinations on the materials, to students who are separated from the instructor. Interaction between the instructor and the student is limited, lacks regularity and substance, and is primarily initiated by the student. Courses are typically self-paced. Correspondence education is not the same as distance education. This policy is not applicable to every degree program; check with specific academic departments.

- A maximum of 9 semester units of correspondence credit may be applied toward an Azusa Pacific University professional degree.
- Students must earn a grade of C- or higher in eligible courses and receive prior approval from the Office of the Registrar (<https://www.apu.edu/student-services/registration/>). Students must also obtain prior written consent from department faculty.
- Correspondence courses must be offered by a regionally accredited or Association for Biblical Higher Education-accredited college or university.
- No more than 6 units may be transferred to meet General Education core requirements (<http://catalog.apu.edu/academics/general-education/general-education-requirements-professional/>) in Biblical, Theological, and Philosophical Formation. Students transferring at the senior level may complete only 3 units by correspondence, none of which may apply to the core category of Biblical, Theological, and Philosophical Formation.
- All correspondence courses must be cleared through the normal graduation clearance process. Students should work with their Academic Records Specialist in the Office of the Registrar to address special circumstances.