Course Policies

Auditing a Course

A student may apply to the instructor for permission to audit a class. The student must meet university entrance requirements and pay the audit fee, which is one half the regular course fee. A student may not change from an audit classification to obtain credit after the last date to change registration, nor change from credit to audit after the sixth week of instruction. An audited class will not count toward a degree.

Independent Study

Independent study enables 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 regular course offerings. An undergraduate, upperclass student (those with 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, the student should begin planning the study during advising and must submit a completed Course Replacement/Independent Study form (http://www.apu.edu/onestop/academic/independentstudy) to One Stop | Undergraduate Enrollment Services Center (http://www.apu.edu/onestop) by the last day of the add period (see the Academic Calendar (http://www.apu.edu/calendar/academic) for the specific date).

The application must include:

- A completed Course Replacement/Independent Study form (http://www.apu.edu/onestop/academic/independentstudy).
- 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.

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. However, there may be occasions in which it may be utilized to fulfill a course requirement when a course 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 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/Independent Study form (http://www.apu.edu/onestop/academic/independentstudy) to One Stop (http://www.apu.edu/onestop) by the last day of the add period (see the Academic Calendar (http://www.apu.edu/calendar/academic) for the specific date).