

# Correspondence Course Credit

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Correspondence education is defined as education provided through one or more courses by an institution under which the institution 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.

- A maximum of 9 semester units of correspondence credit may be applied toward an Azusa Pacific University degree.
- Students must earn a grade of C- or higher in eligible courses and receive prior approval from the Student Services Center (<https://www.apu.edu/undergraduate-enrollment-services/>).
- If a student wishes to receive correspondence course credit toward the requirements for his/her major, prior written consent from department faculty must be obtained.
- Correspondence courses must be offered by a regionally accredited college or university or be accredited by the Association for Biblical Higher Education. No more than 6 units may be transferred to meet General Education core requirements (<http://catalog.apu.edu/academics/general-education/general-education-requirements/>) in Biblical, Theological, and Philosophical Formation.
- Senior transfer students may complete only 3 units by correspondence, none of which may apply to the General Education core category of Biblical, Theological, and Philosophical Formation.
- All correspondence courses should be completed one year prior to the student's graduation. For example, if a student plans to graduate May 8, the recommended date for finishing the correspondence course would be May 7 of the previous year. Students should work with their Academic Records Specialist in the Student Services Center to address special circumstances.