

MEMORANDUM

TO: Students Requesting Independent Study Courses

FROM: Business Studies Advising Center

SUBJECT: Independent Study Courses

The following requirements were developed for students requesting enrollment in Independent Study courses. These requirements will be strictly followed.

1. **The student must have a College of Business grade point average of 3.00 or above.**
2. **No more than 6 semester credit hours of Independent Study may be applied to any UTSA degree.**
3. **Prerequisites listed in the catalog must be met.**

Please complete the attached Independent Study Course Form when requesting approval and submit to the Business Studies Advising Center in BB 2.04.04. The requirements of the independent study must be reasonable and comparable in quality, content and rigor to the course that is being replaced.

Please complete this section:

Student Name _____

Student Identification Number _____ Telephone Number _____

1. What course in the degree plan is the independent study replacing? _____

2. Why is an independent study being done instead of a regular course? _____

It is the responsibility of the student to contact the Advising Center concerning the outcome of his/her request. Please allow 3 to 4 weeks for processing.

For Office Use Only:

Major _____ Course and GPA Prerequisites Met _____

College of Business GPA _____ UTSA GPA _____ Major GPA _____

Comments: _____

Prepared by _____ Date _____

Privacy Notice: With a few exceptions, you are entitled to be informed about the information U.T. San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have U.T. San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.