

# Independent Study Course Form

## *Approvals to be obtained prior to Registration*

**Directions:** Completed and approved form should be submitted to the One Stop Enrollment Center (Main campus: One UTSA Circle, San Antonio TX 78249 or Downtown campus: 501 W. Cesar Chavez Blvd., San Antonio TX 78207). Student must present a valid photo ID at the One Stop Enrollment Center at time of processing. Effective date of this request is the date it is submitted at the One Stop Enrollment Center.

Term: Spring Summer Fall Year \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

myUTSA ID: \_\_\_\_\_ Phone: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Section #: \_\_\_\_\_

Will any of the work listed below be carried out in a laboratory? Yes No

Instructor's Name (printed): \_\_\_\_\_

This request for an Independent Study is due to the lack of an available organized course in this topic: Yes No\*

\* If No, provide a justification of how the work and topics covered in the independent study are different than an organized course:

A syllabus is required to be created by the faculty member and attached to this form. The syllabus must include the following items:

- the course number and name
- the instructor's name and contact information (including email address)
- the instructor's official office hours and location
- a description of the topics to be covered
- a list of deliverables and due dates of deliverables (assignments)
- grade breakdown based on deliverables
- frequency and duration of meetings with instructor (contact hours)
- the course policies the instructor wishes to impose, such as participation, expectations, late assignment policies, etc.
- the Common Syllabus Information link: [provost.utsa.edu/syllabus.asp](http://provost.utsa.edu/syllabus.asp)

**NOTE: No more than 6 hours of Independent Study may be applied to any UTSA degree.**

With a few exceptions, you are entitled on your request 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.

**UTSA OFFICE USE ONLY:**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

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**UTSA**  
Registrar

Student: \_\_\_\_\_ print name: \_\_\_\_\_ Date: \_\_\_\_\_

**INSTRUCTOR:** Your signature below indicates your agreement with the student's responses regarding laboratory requirements for this course.

Instructor: \_\_\_\_\_ print name: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Advisor\*: \_\_\_\_\_ print name: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair: \_\_\_\_\_ print name: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Office: \_\_\_\_\_ print name: \_\_\_\_\_ Date: \_\_\_\_\_

\* Graduate Advisor signature not needed for undergraduate students.

**UTSA OFFICE USE ONLY:**

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

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**Independent Study Course Syllabus**

Term:                      Fall                      Spring                      Summer                      Year: \_\_\_\_\_

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course No: \_\_\_\_\_ Section No. \_\_\_\_\_

Student Name: \_\_\_\_\_ MyUTSA ID: \_\_\_\_\_

Instructor Name and Email: \_\_\_\_\_

Instructor Office Hours & Location: \_\_\_\_\_

Common Syllabus Information link: <http://provost.utsa.edu/syllabus.asp>

Topics Covered *(describe course topics and list course objectives)*

Assignments *(list all assignments and their due dates)*

Grade Breakdown *(list activity types and percentage/point allocations)*

Grade Schema

Frequency & Duration of Meetings with Instructor

Course Policies *(Participation, Expectations, Late Assignment Policies, Etc.)*