

Independent Study Procedures

This document outlines School of Education procedures regarding independent studies for student and faculty reference.

1. Students who intend to take an independent study (also called a “Special Problem” course) should complete the [Special Problem Form](#) after consulting with their instructor. The form is available on the SOE website under “Graduate Students” → [“Graduate Student Resources and Forms.”](#)

Note: The titling form is no longer required. Students complete an Independent Study/DLE Agreement webform at the end of the process instead.

2. After the instructor and student sign, the form should be delivered to SOE office for director approval.
3. Once approved, the SOE office will email the student, instructing the student to contact the course scheduler for official registration **and** complete the Independent Study/DLE Agreement webform.
 - The Independent Study/DLE Agreement webform is used for official titling in the system (which then appears on the student’s transcript and UD record).
 - The student will only be able to complete the Independent Study/DLE Agreement webform **after** they are registered for the course.

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