



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 emailed to Kristyn Hatfield (khat@udel.edu) 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.
 - The Independent Study/DLE Agreement webform can be found at <https://udapps.nss.udel.edu/webforms/> under the “Blanks” tab in alphabetical order.

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