

Process for a graduate social work student to enroll in SSW Independent Study (SSW:7271) and accesses a special permission code to register.

Step 1: Receive approval from instructor to complete Independent Study

Student discusses interest with faculty member to complete an Independent Study (IS). If instructor approves, then student and faculty member collaborate to identify the work/assignments to be completed and deadline.

NOTE: if the faculty member is not full time or does not have graduate faculty status, they will need to be approved by the college to supervise students in an IS before the department approves.

Step 2: Student reviews Graduate Independent Study Policies and submits SSW Independent Study contract workflow form

Student visits [Graduate Independent Study Policies webpage](#) to review policies. The student completes and submits the SSW Independent Study Contract workflow form posted on the [Advising webpage](#).

The completed contract must specify the content of the independent study and how the student's course grade will be assessed. It further must include all required signatures. The department must keep all contracts on file.

Once the Independent Study contract is submitted to workflow, it will then be routed to the Independent Study instructor and to the program director for review and approval.

Registering for SSW:7271

The SSW has placed a "restrict for all students" on SSW:7271 Independent Study. With the "restrict for all students", students will need a special permission code to enroll in SSW:7271.

Step 3: When the program director approves the Independent Study Contract via workflow, special permission will be provided to student by the:

- SSW Program Specialist for MSW students
- PhD Grad Coordinator for PhD students

A copy of the CLAS Independent Study Contract is saved and uploaded to student's Advising Notes.

Any questions: contact ssw-dept@uiowa.edu

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