

How undergraduate social work students access a special permission code to enroll in SSW Independent Study (SSW:3191).

Step 1 Receive approval from instructor to complete Independent Study

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

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 submits CLAS Undergraduate Independent Study contract

Student visits [CLAS Undergraduate Independent Study Policies webpage](#) to review policies and to initiate the independent study contract in workflow.

When completing the form, student uses the information below:

The SSW DUS is Alison Oliver.

Course prefix and number of Independent Study is SSW:3191

Required Work is a text box to provide the details on the required assignments and responsibilities for the successful completion of the IS. List details here or attach a document where the details are listed.

Once the Independent Study (IS) contract is submitted to workflow, it will then be routed to the faculty supervisor for the IS and to the SSW DUS/DEO that offers the course. CLAS UP will also be included in the workflow routing in a view only capacity.

Registering for SSW:3191

The SSW has placed a “restrict for all students” on SSW:3191 Independent Study. With the “restrict for all students”, students will need a special permission code to enroll in SSW:3191.

Step 3 Instructor sends an email to ssw-dept@uiowa.edu with a copy of completed/signed IS contract to request student be given special permission to enroll in SSW:3191.

SSW staff will provide the student special permission to enroll in SSW:3191 upon receipt of the instructor's email to ssw-dept@uiowa.edu requesting we provide the student (provide student ID#) with special permission, including an attachment of the completed and signed CLAS UP – Independent Study Contract.

SSW staff will attach a copy of the Independent Study contract to student's Advising Notes.

Any questions: contact ssw-dept@uiowa.edu

Where to locate links for undergraduate students

Advising webpage has link to CLAS Undergraduate Independent Study Policies

The SSW has placed a “restrict for all students” on SSW:3191 Independent Study. On the SSW Undergraduate [Advising webpage](#), is the link to CLAS [UG Ind Study Policies](#) where the student initiates the independent study contract in workflow.

Undergraduate students:

<https://resource.clas.uiowa.edu/undergraduate-independent-study-policies>

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