GRADUATE INDEPENDENT STUDY AUTHORIZATION FORM
College of Technology
Purdue University

(**NOTE**: A maximum of 6 hours credit for XXX 59000 is permitted on any plan of study program) (XXX=Dept. prefix)

(Please type or print all information clearly)

Student Name _____ Student I.D. # _____

Classification: Ph.D.   M.S.   PBR   Current or previous number of credits
                              (Circle one)   of Independent study credit: _____

(circle one)

I hereby request permission to enroll in XXX 59000 for _____ credits during the   Fall   Spring   Summer semester, 20__-20__. I plan

to pursue an independent study project of the problem, _____

_____
(Please insert title of course)

I will submit all deliverables by: _____
                                                              Date

_____   _____
Student's Signature   *Date*

I request that credit apply to: Master's Degree   Doctoral Degree   Non-degree Study
                                                                                          (Circle one)

I am willing to guide the independent study outlined in the attached prospectus and I agree to the deadlines indicated above.

_____   _____   _____
Professor in Charge of Instruction Signature   *Printed Name*   *Date*

Enrollment in the above independent study is consistent with the degree objectives of this student and is
☐ on   ☐ not on   his/her plan of study. This student will not exceed six (6) credit hours of XXX 59000 on his/her plan of study
                                    with this enrollment.

_____   _____   _____
Major Advisor's Signature   *Printed Name*   *Date*

Approved

_____   _____
Department Head Signature   *Date*

INDEPENDENT STUDY REQUEST INSTRUCTIONS
College of Technology
Purdue University

REQUEST FOR PERMISSION TO ENROLL IN AN INDEPENDENT STUDY COURSE

Procedures

1. Meet with your professor to discuss your proposed study and secure his/her approval for the project you envision.

2. Incorporating your professor's input, prepare a detailed project prospectus (typed or word processed, use APA format, title page), including the following indicated sections.

    a. Problem: Define the rationale and delimit your problem area (explain your interest in pursuing the project, why this area is of concern to you). How does this project relate to your degree objectives?

    b. Purpose and Objectives: What do you hope to accomplish? Provide a physical numbered listing of all objectives you expect to accomplish.

    c. Procedures: Explain the methods you expect to use and any unusual requirements for materials, equipment, or facilities. A graphical time line and two progress reports from the student must be submitted by the student to the professor in charge between weeks three and ten of the semester. Specifically, indicate key deadline dates for each progress report and deliverable. Provide a narrative, flow chart, or outline of step-by-step procedures used to complete this study. If applicable, provide a supply and material cost worksheet.

    d. Outcomes: What will be the tangible results (deliverables, i.e. software source code, papers, reports, products, or summaries) of your study? Who will receive copies (office, professor, co-working professor, and student)? Will you conduct a formal presentation of your results?

3. Meet with your professor in charge to discuss and refine your project prospectus.

4. Revise the prospectus as necessary. Complete the **INDEPENDENT STUDY AUTHORIZATION FORM** (reverse side of this page); attach it to the front of the prospectus; and secure the signatures of your academic advisor and the professor in charge of the independent study course you will be taking.

5. Submit the signed copy of your request to the Graduate Office, Room 150 KNOY. The prospectus must be accompanied by a completed course request (Form 23). A copy of your project -prospectus must be given to the professor in charge. DO NOT submit the Form 23 at the Graduate Office prior to securing the department head's approval for the prospectus. Approval criteria include: 1) total numbers of independent study courses on Plan of Study; and 2) Focus on a College of Technology discipline.

6. The Graduate Secretary will make and distribute copies to appropriate persons and file the original in the departmental office. Make sure to keep a copy for yourself.

Regulations and Restrictions in the Use of Independent Study Courses

1. Independent study may be included in a graduate plan of study only when enrollment is scheduled after the plan of study has been approved. Check with your advisor for other restrictions which may apply to you. Typically, such courses cannot be added to your schedule after the third week of classes.

2. You must submit a copy of your final outcomes (using APA format) for the study to the department head for departmental files, and a copy to the professor in charge before the beginning of finals week. Failure to do so can result in an incomplete or a failing grade.

3. All work submitted must be independent of other course work (previous, existing, or future).