

INDEPENDENT STUDY AUTHORIZATION FORM

Aviation Technology
Purdue University

(NOTE: A maximum of 6 credit hours of independent study is permitted on any program plan of study)

(Please type or print all information clearly)

Student Name _____ Student ID # _____

Number of independent study credits already completed: _____

I hereby request permission to enroll in AT _____ for _____ credits of independent study during the

Fall Spring Summer semester of 20____-20____.
(circle one)

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

Printed Name

Date

I request that credit apply to: Bachelor's Master's Ph.D. 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 independent study on his/her plan of study with this enrollment.

Academic Advisor's Signature

Printed Name

Date

☐ **Approved** ☐ **Not Approved**

Curriculum/Graduate Committee Chair Signature

Date

Department Head approval required only when approval is granted by the Curriculum/Graduate Committee

☐ **Approved** ☐ **Not Approved**

Department Head Signature

Date

INSTRUCTIONS FOR REQUESTING PERMISSION TO ENROLL IN AN INDEPENDENT STUDY COURSE

Aviation Technology Purdue University

About the Independent Study

Independent study courses are only allowed if they (1) supplement existing courses in the curriculum with deeper study in a subject area, (2) delve into topics not currently covered in the AT curriculum, or (3) work on specific developmental projects that are designed to extend the student's knowledge in a particular area. In all cases the course requirements must equate to the required effort that justifies the level and credit provided by the course. An independent study cannot substitute for an existing, permanent AT course. A maximum of six credit hours of independent study is permitted on any program plan of study. Additionally, independent study courses should not repeat, nor be used for remediation of, content already covered in other existing courses. Independent studies must be reviewed and approved by the student, course instructor, student's academic advisor and either the curriculum committee (for undergraduate students) or the graduate committee (for graduate students) before the start of the semester in which the independent study is to begin. Lastly, graduate students must have an approved plan of study on file to be eligible to enroll in an independent study course.

Process

For an independent study, the student and instructor must fill out an independent study authorization form containing a 16-week schedule of activities (with milestones or deliverables) and respective due dates. The student, course instructor, and student's academic advisor signs the form and provides it to either the curriculum committee (for undergraduate students) or the graduate committee (for graduate students). The form must then be reviewed and approved by the appropriate committee. The chair of that committee then signs the form giving either approval or denial of the request. If the request is denied by the committee, the committee chair returns a copy to the student's academic advisor for record keeping and conferral with the student. If the request is approved by the committee, the committee chair provides the form to the department head. The department head has final approval authority. After approving or denying the form, the department head signs the form and returns a copy to the student's academic advisor for record keeping and conferral with the student. Only upon department head approval is a student allowed to be enrolled in an independent study course. The entire independent study process must be completed prior to the start of the semester in which the independent study is to begin.

Procedural Requirements

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?
 - e. 16-week outline:** The 16 week outline should include a week-by-week listing of any meetings, milestones or other deliverables, along with associated due dates, that the student will undertake.
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 before pursuing the approval and signature of the appropriate committee.
5. Submit the signed copy of your request to the AT Main Office, NISW 219, requesting that it be given to the appropriate committee for review.