CIT GRADUATE INDEPENDENT STUDY AUTHORIZATION FORM

Department of Computer and Information Technology
Purdue University, West Lafayette Campus

(**NOTE:** A maximum of 6 credit hours of CNIT 59000 is permitted on any plan of study program)
(**NOTE:** Independent study courses cannot be added after the fourth week of the semester.)

(Please type or print all information clearly)

Student Name _____   Student I.D. # _____

Classification: Ph.D.   M.S.   PBR   My current and previous number of
                    (Circle one)   credits of graduate independent study: _____

I hereby request permission to enroll in CNIT 59000 for _____ credits during the _____ semester.

I request authorization to pursue an independent study project of the problem/subject of:

_____

_____
(Please insert title of course)

A detailed course prospectus is attached.

I will submit all deliverables by: _____
                                              Date

I certify that the content and deliverables of this project do NOT overlap those of my thesis or directed project.

I further understand that neither authorization nor completion of this course guarantees that it can be applied to my plan of study.
I understand that I must secure subsequent approval to include the course in my plan of study using the university-standard process for approval of the plan of study.

_____   _____   _____
Student Signature   *Printed Name*   *Date*

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

_____   _____   _____
CIT Sponsoring Professor Signature   *Printed Name*   *Date*

As major professor, I certify that enrollment in the above independent study is consistent with the degree objectives of this student.
I also certify that this student will not exceed six (6) credit hours of CNIT 59000 on his/her plan of study with this enrollment.

_____   _____   _____
Major Professor Signature   *Printed Name*   *Date*

Approved

_____   _____   _____
Graduate Program Chair Signature   *Printed Name*   *Date*

CIT Form 23VS (Supplemental) For Departmental Use Only   REV. 10/12

REQUEST FOR PERMISSION TO ENROLL IN A CNIT INDEPENDENT STUDY COURSE

Procedures

1. Meet with your sponsoring professor to discuss your proposed study and secure his/her willingness to sponsor the independent study you envision.

2. Collaborate with your sponsoring professor to prepare a detailed project prospectus (typed or word processed), including the following indicated sections.

   a. **Course or project description:** Provide a course or project description. Describe how this project relates to the student's degree objectives.

   b. **Course topics or project objectives:** Provide a physical numbered listing of all course topics to be covered, or all project objectives you expect to accomplish

   c. **Learning outcomes:** Provide a list of learning outcomes to be achieved in the course or project.

   d. **Learning assessments:** For each learning outcome, describe student deliverables (e.g., software source code, papers, reports, presentations, abstracts, exercises, etc.)

   e. **Procedures:** Explain the activities and timeline to be used to complete the project. Describe any unusual requirements for materials, equipment, or facilities. Define at least two interim deadlines by which the student must produce deliverables to the sponsoring instructor. Define the deadline for the final deliverable.

3. Complete the CIT Form 23 VS, CIT GRADUATE INDEPENDENT STUDY AUTHORIZATION FORM (reverse side of this page), and attach it to the front of the prospectus. Also complete the Registrar Form 23V.

4. Sign Form 23V and Form 23 VS, and then secure the signatures of the sponsoring professor, major professor, and CIT program chair – in that order.

   IMPORTANT: *CNIT 59000 is a variable title course with a default title of SPECIAL PROBLEMS IN COMPUTER TECHNOLOGY. Ask your sponsoring professor to establish a more meaningful course title on the Form 23V (abbreviated to 30 characters, including spaces). That is the title that will appear on your transcript. And that is the title that all future prospective employers will see on your transcript. You want the title to reflect the course content or project.*

5. Submit the signed copies of the forms, plus your prospectus to the CIT Graduate Office, Room KNOY 255, for final approval and processing. Approval criteria include: (a) total numbers of independent study courses on Plan of Study; and (b) focus on a subject or project appropriate to the CIT discipline.

6. The CIT Graduate Program 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. A student may not include more than six hours of CIT 590, independent study coursework in their plan of study without prior approval of the CIT graduate program chair.

2. Typically, independent study courses cannot be added after the fourth week of the semester without instructor certification that sufficient depth and quality can be achieved in less than 12 weeks, and approval of the graduate program chair.

3. Independent study cannot substitute for either the M.S. thesis or M.S. Directed Project (including proposal). Also, the course and deliverables may not overlap those of the thesis or directed project courses.

4. Independent study cannot be approved for topics or deliverables that overlap any other CNIT graduate course (permanent or prototype) without prior approval of the CIT graduate program chair.

5. The course activities and deliverables must be independent of all other coursework (previous, existing, or future).