

CIT GRADUATE INDEPENDENT STUDY AUTHORIZATION FORM

Purdue Polytechnic – Department of Computer and Information Technology

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

Student Name _____ Student I.D. # _____

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

I hereby request permission to enroll in CNIT 59000 for _____ credits during the _____ (circle one) 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 independent study on his/her plan of study with this enrollment.

Major Advisor's Signature Printed Name Date

Approved

Graduate Program Chair Date

If added after the fourth week of the current semester, the proposed course must also be approved by the department head. It is reasonable for the department head to inquire of the instructor as to how the student work will be completed in the remaining weeks to justify the credits to be earned.

Department Head Date
Only required if course is being added for current semester after the fourth week

INDEPENDENT STUDY REQUEST INSTRUCTIONS
College of Technology – Department of Computer and Information 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. Subject or problem::** *Note: This cannot overlap any active CNIT course.* Define the subject area to be studied and/or the problem to be solved. Explain your interest in pursuing the subject or problem and how it relates to your plan of study.
 - b. 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.
 - c. Learning 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?
 - d. Grade:** *Instructor must specify how final grade will be calculated or determined.*
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 CIT Graduate Office, Room 255 KNOY, for approval. The prospectus must be accompanied by a completed course request (Form 23V). A copy of your project-prospectus must be given to the professor in charge. DO NOT submit the Form 23V 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 fourth week of classes. After the fourth week, department head approval must be added to the other approvals on the form.
2. You must submit a copy of your final outcomes for the study to the CIT Graduate Program Chair 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).