

INSTRUCTIONS FOR REQUESTING PERMISSION TO ENROLL IN AN INDEPENDENT STUDY COURSE
School of Engineering Technology
Purdue University

About the Independent Study

Independent study courses are only allowed if they (1) supplement existing courses in the curriculum will provide a deeper study in a subject area, (2) delve into topics not currently covered/offered in existing course, or (3) work on specific research projects that are designed to extend the student's knowledge in a particular area. For all cases the course requirements must equate to the required effort that justifies the level and credit provided by the course. A independent study cannot substitute for existing, permanent courses. A maximum of six credit hours of independent study is permitted on any program plan of study. Additionally, independent study courses do 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, and the graduate committee chair 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 chair of graduate committee signs the form and provides it to the graduate education secretary.

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, 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.
 - f. Assessment Criteria:** How will outcomes be evaluated. Reason for grade.
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**; attach it to the front of the prospectus; and secure the signatures of you're the professor in charge of the independent study course you will be taking before pursuing the approval and signature of the chair of the graduate education committee.
5. Provide the form to your department for review by your department's graduate committee.



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Independent Study Authorization Form

(NOTE: A maximum of 6 hours of independent study credits permitted on the plan of study)

Date:

Student:

Major Professor:

Number of Independent Study Credits Completed:

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 Objective:

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 deliverables. 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) of your study?

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.

f) Assessment criteria:

How will outcomes be evaluated. Reason for grade.

A letter grade is issued for all independent study courses. If the above tasks, deliverables, and/or expectations are not met before finals week, then an unsatisfactory grade may be issued. Additionally, RA or TA status including funding may be withdrawn if student is not performing at the level described in this document.

Advisor Signature: _____ Date: _____

Advisor Printed Name: _____

Student Signature: _____ Date: _____

Student Printed Name: _____