

**INSTRUCTIONS FOR REQUESTING PERMISSION TO ENROLL IN AN INDEPENDENT STUDY COURSE**  
**Technology Leadership and Innovation**  
**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 covered in courses offered in programs in the TLI Department, (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 TLI department 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 faculty advisor and the graduate committee 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 academic advisor to establish that you can take an independent study as part of your plan of study.
2. Meet with your professor to discuss your proposed study and secure his/her approval for the project you envision.
3. 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.
4. Meet with your professor in charge of the independent study to discuss and refine your project prospectus. Revise the prospectus as necessary.
5. Complete the **INDEPENDENT STUDY AUTHORIZATION FORM** (below), attach it to the the prospectus, and secure the signatures of your faculty advisor and the professor in charge of the independent study course you will be taking.
6. Submit the signed copy of your authorization form and prospectus to the Graduate Coordinator, Young Hall 339b, requesting that it be given to the appropriate committee for review.

I (student) acknowledge that I have read and understand the above information.

*Student Signature*

*Date*

# GRADUATE INDEPENDENT STUDY AUTHORIZATION FORM

Technology Leadership and Innovation  
Purdue University

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

*(All information must be included for submission and review)*

Student Name

Student ID #

Number of independent study credits already completed or currently enrolled:

I hereby request permission to enroll in \_\_\_\_\_ for \_\_\_\_\_ credits of independent study during the

Semester:

Year:

I request that credit apply to:

Course Title:

Grade Mode:

I will submit all deliverables by:

*Student Signature*

*Printed Name*

*Date*

---

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 \_\_\_\_\_ student's plan of study.

This student will not exceed six (6) credit hours of independent study on his/her plan of study with this enrollment.

*Faculty Advisor's Signature*

*Printed Name*

*Date*

---

\_\_\_\_\_  
*Graduate Committee Chair Signature*

\_\_\_\_\_  
*Date*

---

Department Head approval required only when approval is granted by the Professor in Charge/Graduate Committee.

\_\_\_\_\_  
*Department Head Signature*

\_\_\_\_\_  
*Date*

---

Upon approval by Department Head, the student must complete Variable Title Request in Scheduling Assistant. Instructions will be sent to the student by the Graduate Coordinator via email.