Graduate Student Procedures for
Establishing Independent Study or Curricular Practical Training
Department of Electrical & Computer Engineering
Colorado State University

Procedure for Establishing:
- ECE795 - Independent Study - Publication Replacement
- ECE695 - Independent Study
- ECE495 - Curricular Practical Training (CPT)

1. Student prepares and submits a **written proposal** along with the required application form for one of the following:

**ECE795 – Independent Study – Publication Replacement**
- At least two peer-reviewed journal or conference publications are required. PhD research must have been performed while enrolled at CSU, and must be either accepted or in print before the application for ECE795 can be received.
- The student must provide a list of citations and validating documentation when submitting the Independent Study form.
- Indicate whether each publication has been accepted (completely or with minor revisions) or is already in print.
- **NOTE:** ECE795 is ONLY for Ph.D. students substituting publications for regular coursework.

**ECE 695- Independent Study:**
- With assistance from the project adviser, the student is required to prepare a proposal explaining the scope of the Independent Study and the tasks that will be performed.
- Indicate whether the project is a substitution for regular coursework, or it will be a Graduate Project, MS Plan B.
- ECE 695 is required for MS Plan B (with project) students.
- Students completing a project for their MS Plan B degree program are required to identify a graduate committee. Upon completion of a graduate project, it is the responsibility of the student to collect original signatures on the Final Examination Form (GS24) and submit to the CSU Graduate School. Details and deadlines can be found at [http://www.graduateschool.colostate.edu](http://www.graduateschool.colostate.edu).
- If the student is requesting to participate in Curricular Practical Training (CPT), all related CPT approval forms from the Office of International Programs must accompany the application for ECE495 – Independent Study.
  [https://webcom.colostate.edu/issss/files/2014/07/F1CurricularPracticalTrainingPacket.pdf](https://webcom.colostate.edu/issss/files/2014/07/F1CurricularPracticalTrainingPacket.pdf)
- Attach a copy of the offer letter from your prospective employer, including job duties of the internship.

**ECE 495 – Curricular Practical Training (CPT):**
- This course number is used by MS Plan B coursework only and ME graduate students seeking internship credit for CPT. International graduate students, those on F-1 visas who need to earn University credit to work in the USA under CPT, apply for ECE495 credit.

Updated 4/20/15
To be eligible for CPT, international graduate students must have been in the USA with full-time academic enrollment for at least nine months prior to commencement of the CPT. A maximum of two academic terms of CPT is permitted.

Registration for CPT will be approved ONLY when the employment is **directly related** to the student’s academic studies, and the ECE495 course is noted on their Program of Study (GS6).

International graduate students can enroll for a maximum of 1 credit of ECE495, CPT.

CPT may not be used to meet the standard coursework requirements set by the ECE Department or the Graduate School. MS Plan B coursework only students will need to complete 32 credits of regular course work in addition to the one credit of ECE495. ME students will need to complete 30 credits of regular course work in addition to the one credit of ECE495.

International graduate students requesting ECE495 credit for CPT must provide the following to the ECE Department:

- **A proposal** providing details on the topic, scope and timeline of the CPT identifying goals and outcomes. Indicate evaluation process for grading. Provide company name, location, supervisor contact information, employment dates, and how you located the internship.
- Submit proposal along with the ECE Department’s “Graduate Student Request for Independent Study or CPT Request Form”.
- In addition, submit the Office of International Program’s CPT application form: https://webcom.colostate.edu/isss/files/2014/07/F1CurricularPracticalTrainingPacket.pdf
  Attach a copy of the offer letter from your prospective employer, including job duties of the internship.
- Upon receipt of the application for Independent Study, or CPT, the Electrical & Computer Engineering Department requires **5 business days prior to census to review**.
  Submit proposal and both application forms to the ECE graduate student advisor.
- **A short (one-page) final report is due during the last week of the semester before finals week for a grade to be given.** The report needs to include comments related to the following: job description, assessment of your academic preparation for the position, recommendations for course material that would have been beneficial, and a summary of your experience and skills gained. Submit the final report to the ECE graduate student advisor.
- Complete understanding of the terms and conditions of CPT is the responsibility of the student. Please make an appointment with the Office of International Programs if you have concerns about how CPT will affect your F-1 status. More information is available at: http://wsnet.colostate.edu/cwis30/websites/isss/forms/2012OPTCPPTH1B_info.pdf

2. The Graduate Committee Chair and Department Head may request that additional information be provided. Requests that have incomplete paperwork or paperwork that does not meet University or Curriculum requirements will be denied. Applicants will be informed of the approval/denial decision via email. Students with approved applications will be permitted to register for the course.

3. Please visit, http://www.registrar.colostate.edu, for CSU Registration Deadlines. Application for Independent Study or CPT must be submitted prior to the Registration Deadline for the term. **To ensure timely registration, it is important to address the procedures outlined above well in advance of the registration deadline.** CSU charges a Late Registration fee. It is the student’s responsibility to have all paperwork approved prior to the start of the term to prevent the late fee from being assessed.

Updated 4/20/15
Graduate Student Independent Study and CPT Request Form
Department of Electrical & Computer Engineering
Colorado State University

Please check ONE option - 3 credits MAXIMUM may be applied:

**ECE695 – Independent Study**
- Graduate Project
- Graduate Project w/ CPT
- Course Substitution

**ECE 495 – Internship** *(1 credit maximum)*
- CPT

**ECE795 – Independent Study**
- Publication Substitution

Requested Registration Semester: ________________  Total Credits Requested: ________________

Applicant Name: ___________________________________________  CSU ID: ________________

Applicant Email Address: ___________________________________________

Independent Study Adviser(s): ___________________________________________

Title of Independent Study Project: ___________________________________________

Expected hours of work per week: ________________  Total estimated hours for project: ________________

Expected project completion date: ________________  Expected graduation date: ________________

Attach proposal on a separate sheet. Refer to the “Graduate Student Procedures for Establishing Independent Study or CPT” for detailed instructions and requirements.

__________________________________________________________  Date

**Student Signature**

**Approved:**

__________________________________________________________  Date

Graduate Adviser/Independent Study/Internship Supervisor Signature

__________________________________________________________  Date

ECE Graduate Committee Chairperson Signature

__________________________________________________________  Date

ECE Department Head Signature

__________________________________________________________  Date

Registration Override Date: __________