

Computer and Information Technology

ELECTRONIC PLAN OF STUDY (ePOS) REQUIREMENTS

We strongly encourage students to have an approved PLAN OF STUDY on file by the end of their second semester. In order to graduate, the Graduate School **REQUIRES that an approved Plan of Study be on file, in **FINAL** form, before the first day of classes of the final semester of study.**

- ☐ The plan of study must only include courses for which the student earns a traditional A, B, or C grade. In other words, the student should not include courses for which a S or U (satisfactory or unsatisfactory) grade is given. Thus, the following courses are NOT to be included:
 - The CIT Research Seminar should not be included
 - Research credits (CNIT 59800 and CNIT 69800) should not be included.
- ☐ Includes between 15 and 24 semester hours of Primary Area coursework (exclusive of CNIT 59800 and CNIT 69800) in the table portion of the ePOS.
- ☐ Includes a minimum of 27 semester hours of coursework (for thesis students), or 30 semester hours of coursework (for directed project students must be included in the electronic plan of study. This must include:
 - Minimum of 9 hours of PRIMARY AREA courses (additional details below)
 - Minimum of 6 semester hours of RELATED AREA courses (further restrictions below) The EPOS must include a Related Area title in the "Research Area" field.
 - A minimum of 15 semester hours in courses with a CNIT or TECH department prefix.
 - Courses in the primary and related areas require a passing LETTER grade (which excludes courses taken for grades such as 'satisfactory' and 'pass'). Be aware that CIT imposes minimum letter grade requirements and grade point averages throughout the student's time of graduate study.
- ☐ Includes the following minimum PRIMARY area courses. See MS CIT web site for approved selective courses:
 - Graduate-level statistics or quantitative methods selective
 - Graduate-level research methods and writing selective
 - At least three semester hours of CNIT 5xxxx foundation selectives
- ☐ Includes no more than 6 semester hours of undergraduate courses, subject to the following restrictions:
 - NO undergraduate courses at the 10000- or 20000-levels may be included in a graduate plan of study.
 - No undergraduate courses at the 30000- or 40000-levels may be included in a graduate plan of study without approval from your major faculty advisor and committee. Furthermore, such undergraduate credits may only be included if the course content is deemed necessary to post-requisite 50000-and 60000 level courses. The faculty advisor should document such permission in the plan of study as a Special Note.
- ☐ Includes no more than 6 semester hours of independent study credit (e.g., CNIT 59000, TECH 59000, etc.). Independent study courses must be approved prior to enrollment.
- ☐ Includes No more than 12 total semester hours of credit earned in non-degree status (post baccalaureate or teacher license)
- ☐ Includes no more than 9 semester hours of credit in 50000 and 60000-level courses taken as excess undergraduate degree credits. Such credits must be certified by the Registrar only if student (1) took the course during the senior year, (2) received grade of "B" or better; (3) course was designated as a graduate course; and (4) student's work in the course was performed at the level required for graduate students in the course.

- ☐ Includes no more than 6 semester hours of transfer credit in which a grade of "B" or better was obtained. (Submit to the CIT Office of Graduate Studies the course description and official transcript showing completion of the course and grade.)
- ☐ Includes no more than 15 total credit hours of cumulative undergraduate excess credits, transfer credits, post-baccalaureate credits, and independent study credits.
- ☐ Coursework used to satisfy the requirements of one graduate degree may not be used to satisfy the requirements for another graduate degree. The exception is students who continue on to the PhD program. Then, coursework from one (and only one) master's degree may be used on the plan of study for a doctoral degree.
- ☐ Course credits earned by a student whose graduate study and/or professional activity has been inactive for five years or more cannot be used on a plan of study.
- ☐ Chair and first member of Advisory Committee must represent the primary area, 'Computer and Information Technology'. For them, indicate 'Computer and Information Technology' under "Advisor in Area of" section of the ePOS.
- ☐ Each related area has a faculty representative on the advisory committee. Indicate the title of your related area in the ePOS Advisory Committee section under "Advisor in Area of"