PURDUE
UNIVERSITY

The following information outlines CIT policies and expectations for your success.

At the time of your admission, you will be provided with a plan of study that outlines the requirements of the current curriculum. You are bound by the curriculum that is in effect at the time of your admission. It is your responsibility to maintain regular contact with a departmental academic advisor, to monitor progress toward graduation, and to assure that all requirements are fulfilled to meet your planned graduation date.

In order to uphold the high quality of its educational program, CIT has established certain academic policies as outlined below: (CIT courses appear with the prefix CNIT)

- To be eligible to enroll in a CNIT course, a CIT major must have earned a grade of "C-" or better in any prerequisite CNIT course(s). If you do not earn this grade, you will automatically be dropped from the post-requisite course. **If you earn a "D or D-" in a CNIT course that is not used as a prerequisite, you need NOT retake the class.**
- CNIT courses may be taken no more than three times (inclusive of "W", "WF", or "WN", and "I" grades) in order to fulfill the above requirement. If the student has taken a course three times and does not fulfill the above requirement, the student will not be able to continue in the CIT program.
- A minimum grade point average of 2.0 is required in all CNIT courses in order to earn any CIT degree.
- The only course allowed to be taken pass/fail (Pass/Not-Pass Option) for credit in an undergraduate student's plan of study is the free elective.
- You may register for up to 18 hours of coursework. Credit hours in excess of 18 hours will be closely monitored by academic advisor and requires advisor approval with minimum GPA of 3.0.
- CIT discourages students from taking more than three CNIT lab courses in the same semester.
- CIT students may earn credit by exam in up to four CNIT courses on their plan of study. To be eligible for credit by exam a student must be either newly admitted to the program or a currently enrolled student who has not received any grade (including WF) or a directed grade in the course for which he/she seeks credit by exam. The student must also not have previously taken any part of the equivalency test for the course in question. The student is expected to be well-versed with all of the course objectives and course topics either through similar courses taken at another educational institution and/or through practical experiences. CNIT courses available for credit by exam are: CNIT 15501, 17600, 18000, 25501 and 27200. Contact the instructor of record for more information. You must provide a Form 231 (Advanced Credit/Placement Exam Authorization Form) to the instructor prior to taking the exam.

Faculty may have policies beyond those stated above. Be sure to read your syllabus for each course.

Your major responsibility is to work at a high academic level and to strive for academic excellence in all studies. In order to achieve these goals, students should adhere to the following guidelines:

- Prepare for and attend registration meetings in order to register for upcoming semesters.
- Take personal responsibility for reading and understanding all course materials, including the syllabus, textbooks, lab materials, and assignments.
- Show respect for faculty, staff, property, and other students.
- Conduct yourself in a professional, courteous manner in the classroom and throughout your academic career.
- Take responsibility for your grades. Grades are earned by results and require effort.
- Do your own work – academic dishonesty is not tolerated.
- Read CIT Announcements distributed via email to your @purdue.edu email address.
- All email correspondence from you must be sent from your @purdue.edu email address.
- Read and abide by the Student Bill of Rights and the University Regulations.
  https://www.purdue.edu/studentregulations/student_conduct/studentrights.html
  http://www.purdue.edu/studentregulations/

The CIT faculty and staff are here for your success! If you have questions, don't hesitate to ask!

Faculty provide office hours in course syllabi or may post on their office doors.

Academic Advisors office hours are posted at: *https://polytechnic.purdue.edu/degrees/computer-and-information-technology/advising*. If you have questions visit your advisor during posted office hours or schedule an appointment.
I have read and understand the CIT policies:

_____ _____ _____ _____
Printed Name   Signature   Date   Phone Number