

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)

- Students must enroll in at least three credit hours of CNIT courses unless all CNIT courses for the degree have previously been completed.
- At least 51% of all CNIT specific credits, including the major specific capstones, must be earned while registered at Purdue University, West Lafayette campus.
- Students may pursue and attain more than one CIT major, however, students may not double major in the general Computer & Information Technology (CNIT) major and another CIT major.
- 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” (including +/-) in a CNIT course that is not used as a prerequisite, you do not need to retake the class.**
- CNIT courses may be taken no more than three times (inclusive of “W”, “WF”, or “WN”) in order to fulfill the above requirement. If a student has taken a course three times and does not fulfill the above requirement, the student may not be able to continue in the CIT program. Continuing in CIT requires a meeting with an academic advisor and the CIT Associate Head of Undergraduate Studies.
- 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 a free elective.
- Students with a GPA of 3.0 or higher may be eligible to take more than 18 credit hours in a fall or spring semester and more than 9 credit hours in the summer session. See your academic advisor for a maximum credit hour override.
- 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 they seek 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, 18200, 25501 and 27200.
- Students are required to submit their IT Professional Experience documentation no later than the end of week 12 in fall and spring semesters and no later than the end of week 8 in the summer session.

Your responsibility is to work at a high academic level and to strive for academic excellence in all studies. In order to achieve this goal, 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 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 announcements from the CIT Student Information Brightspace course and 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 and include your PUID number
- 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/>
- Faculty may have policies beyond those stated above - Be sure to read your syllabus for each course

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, through Brightspace, or postings on their office doors
- Academic Advisor contact information: <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

PUID