EECS
CPT Departmental Policy
Effective Immediately 12/9/14

CPT’s will be for 1 credit each.
CPT’s can be for 1 summer or 1 academic semester
(Fall or Spring) or 1 summer and 1 academic semester.

1). Must have completed 18 credits of course work at Syracuse University.
2). Must have completed most of your core courses.
3). Must have a cum gpa (not including your remedial grades) of 3.0.
4). Maximum of 2 CPT’s allowed (there will be no exceptions).
5). Students must complete 30 credits of course work – not including CPT – CPT’s
will not count in your program of study.
6). Once you have reached your 30 credits of course work for your Program of
Study you will not be allowed to go on CPT.
7). CPT’s must have a start date that equals the start date of classes and the end
date must be at the end of the semester.

Required paperwork to file for CPT:

1). Letter from company – on their letterhead.
   • Letter must have street address where you will be working.
   • Start and end date.
   • How many hours a week you will be working.
   • If you will be working remotely – your letter must state it.

2). Independent Study Form (filled out for experience credit) (You can find the
   form on the Registrars webpage).
   • Form must be filled out and signed by the student.
   • Student must find a Faculty Sponsor that will monitor and give a grade.
     (The Faculty Sponsor should sign where it says “Faculty Sponsor Signature”).
   • Advisor and Dept. Chair Signature will be gotten by Cynthia Salanger.

3). You need to fill out a full-time status form (this can be found on the SCIS web page).

4). Clip all of your paperwork together and place in Cynthia Salanger’s mailbox. Once your paperwork has been
   reviewed/processed you will receive an e-mail to pick up your paperwork at our front desk. At the top of
   your returned paperwork it will have the office name where you need to turn in the paperwork.

5). You must attend a CPT seminar at SCIS.

Please allow 7-10 business days for paperwork to be processed.