Department of Biomedical, Industrial and Human Factors Engineering
Acknowledgement of Maximum Graduate Credit Hours with CPT

- Please read the BIE Department policy regarding CPT and sign, acknowledging that you are aware of and will adhere to the policy and allowable credit hours with CPT.
- Please allow up to 2-3 business days for CPT department certification after all required documentation is received.

Last:       First:       UID:

Email:       Program:

CPT requested for: □ Fall □ Spring □ Summer 20 ______ □ Full time CPT (40 hrs/wk)
□ Part time CPT (20 hrs/wk max.)

BIE Department CPT Policy

The Department Certification can be approved when the conditions listed below are met:
1. Full time student status for one year and good academic standing (3.0 or higher GPA) are verified
2. CPT is listed on a student’s approved program of study
3. A letter from the employer that clearly states the job responsibilities during the CPT period and their relevance to the degree program and focus area.

Full-time CPT
A student requesting full time CPT may take one course (up to 4 credit hours) only with a GPA of 3.4 or higher. Students with lower than a 3.4 GPA may not take courses with full-time CPT.

Part-time CPT
A student may take no more than two courses (up to 7 credit hours) with part-time CPT.

Acknowledgement:
I have read the BIE Department Policy for CPT and acknowledge that coursework taken in violation of the policy may not be considered as part of my program of study.

Student signature:        Date:

Notes/comments:

11/19/15