

CPT (Curricular Practical Training) Policy

SCOPE

International students on an F-1 visa.

PURPOSE

To establish a university policy for F-1 students that wish to engage in Curricular Practical Training (CPT).

Definition of CPT: Per federal regulations, it is “temporary employment for F-1 students that is directly related to his or her field of study and is an integral part of the established curriculum.”

Definition of *Integral*: The employment requirement is applicable to all degree candidates in the program and is necessary for the awarding of the degree; or, the program allows students to earn academic credit for a course that counts towards the degree requirements and the course is specifically designed to award academic credit for an employment experience.

POLICY

CPT will only be approved if the work that the student engages in is a) an integral part of the degree program and b) credit bearing. Students must receive credit; non-credit internships will not be accepted.

The academic department may hold discretion on a) allocating the number of credit hours (1-3) for the employment experience; b) discerning the duration of the experience (one or two semesters maximum); and c) stipulations for the expected learning outcomes from the proposed employment experience.

Students must have been enrolled lawfully as a student on a full-time basis (undergraduate 12 hours; graduate 9 hours) for at least one full academic year. This means that the student must have completed at least two full semesters (Fall and Spring) during which the student has established and maintained good F-1 status. Students are also required to maintain good academic standing in their degree program for one full academic year before CPT eligibility.

Furthermore, each department may determine other requirements that their students must fulfill before being eligible for CPT. For example, a graduate program may require students to complete at least 12 credit hours of specific courses in order to be considered for an internship.

Before a student begins work, the Office of International Student and Scholar Services must receive written and signed documentation from the department chair as well as a completed packet from the student in order to complete any CPT requests. Students may not be able to work lawfully until they receive an updated I-20 with the CPT authorization on the third page.