

Student Guidelines/Rubric for CPT Approval

CPT is defined to be alternative work/study, internship, cooperative education, or any other type of required internship or practicum that is offered by sponsoring employers through cooperative agreements with the school. [8 CFR 214.2(f)(10)(i)] Student and Exchange Visitor Program (SEVP) has stated: "In practical terms, 'integral part of an established curriculum' means an opportunity must be required by the curriculum or, if not required, the student must receive credit for the training." [SEVP Online DSO Training]

International Student & Scholar Services (ISSS) interprets "an integral part of an established curriculum" as it is related to the major and bound to the curriculum through cooperative agreements between the university and the employer. Unpaid internships would also fall under the umbrella of curricular practical training (CPT).

One of the following are the specific options students can gain approval for CPT. The information and examples below are not meant to cover every possible scenarios for which CPT could be approved. Rather, it is meant to serve as a general guide.

If you have a situation that falls outside of the information below or are unsure of whether or not CPT is necessary to participate in an experience, please [contact your International Services Specialist](#) to discuss in more detail.

CPT Option	Explanation	Examples
Practical Training Experience is required for a student's degree	<p>Practical training experience or employment is required for the degree completion</p> <p>'Required for the degree' means the requirement must be documented as such in an official university publication or catalog.</p> <p>Enrollment in credit is not necessarily required because the requirement is part of the student's official program requirement, not necessarily course completion</p>	<p>A student's degree program requires that students work as a Teaching or Research Assistant during the final semester of the program. This is a requirement of all students and is formally documented in the program's Student Handbook.</p> <p>A student's degree program requires all students gain practical experience through part-time employment in their field of study in the metro area. This requirement is listed in the program requirements as cited on the university website for students in this major.</p>

(Additional three options continued on next page)

Student Guidelines/Rubric for CPT Approval (continued)

CPT Option	Explanation	Examples
<p>Practical Training Experience is required to earn internship/practicum/independent study credit for which a student will be registered</p>	<p>Internship, practicum, independent study credit is specifically linked to the student's academic department or School/College (ex. Computer Science internship course)</p> <p>Enrollment in credit is required and may or may not be counted towards the degree requirements</p>	<p>A student's degree program requires participation in a (paid or unpaid) internship in the final semester in a company/organization off-campus directly related to a student's field of study. The academic department has internship course credit and will count this towards the student's total degree requirements.</p> <p>A student's degree program does not require students to do an internship in order to graduate, but does offer the option to enroll in internship credit. Students would only be eligible for CPT and enrollment in internship credit before completion of all requirements of the degree program (i.e. a student cannot only enroll in elective internship credit in the final semester if they have finished all other degree requirements for graduation).</p>
<p>Practical Training Experience will provide research that is necessary for a student's thesis or dissertation.</p>	<p>Students enrolled in thesis or dissertation credit <i>might</i> be eligible to be approved for CPT in connection with this credit if the off-campus work is directly related to research goals/objectives</p> <p>Enrollment in thesis or dissertation credit alone does not automatically mean that a student would be approved for CPT.</p>	<p>A student is enrolled in dissertation credit and is working on research necessary for the completion of the dissertation that can be completed through off-site employment in a in the student's field of study. The employment at the company specifically connects to the student's dissertation – it is NOT simply related to the general field of study.</p>
<p>Practical Training Experience will yield a project for a particular course that is required by the student's degree program</p>	<p>Students enrolled in a course that is required by their program in order to graduate.</p>	<p>A student is enrolled in a course that requires a final project as part of the grade. The goals/learning objectives of the final project can be achieved directly through the responsibilities/duties of a position off-campus that a student has been offered in their field of study.</p>