

To: All F-1 Students

Date: February 4, 2013

Re: New Curricular Practical Training (CPT) Internship Policy Effective Fall 2013

Number: 1302.1

Comments

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General Information

Due to new provisions and SEVIS compliance notices, International American University has made a few changes to our Curricular Practical Training (CPT) policy. Please note that this policy will take effect for all students on September 1, 2013.

When can students start CPT?

Students may engage in Curricular Practical Training (CPT) throughout the duration of their program.

- a. Undergraduate students must wait one academic year to engage in CPT.
- b. Graduate students are allowed to engage in CPT up to but no more than 30 days before their program start date.

Am I eligible for CPT?

Students may be eligible to engage in Curricular Practical Training (CPT) by meeting and maintaining academic requirements.

- a. Undergraduate students must have a cumulative grade point average (CGPA) of 2.0 or higher in order to engage in CPT.
- b. Graduate students must have a cumulative grade point average (CGPA) of 3.0 or higher in order to engage in CPT.

If a student fails to maintain their minimum CGPA, they will lose their CPT privileges for the following session. In order to start again, the student will need to raise their CGPA to meet eligibility requirements. Because CPT is a privilege given to F-1 students, we urge our students to not lose focus on their studies during CPT.

Since CPT is an internship, is there a class for it?

Yes, in order to engage in CPT, students must enroll in a 3-unit internship course. Students will complete a short assignment at the end of the class reflecting on their experiences throughout their training:

- a. For Undergraduate Degree Programs: *BUS 440 Internship* (3 units)
- b. For Graduate Degree Programs: *BUS 640 Internship* (3 units)

See academic calendar for exact session and term dates.

F-1 students are required to be enrolled full-time. However, SEVIS allows F-1 students to enroll in one distance-learning course to meet full-time requirements. A 3-unit internship course is considered a distance-learning or “off-campus” course.

- a. Undergraduate full-time: 12 units. Therefore, a minimum of 9 units must be on-campus.
- b. Graduate full-time: 9 units. Therefore, a minimum of 6 units must be on-campus.

How many hours are students permitted to work?

SEVIS permits students to work for a certain amount of hours during mandatory and non-mandatory enrollment terms:

- a. During mandatory enrollment terms (Spring & Fall), students are allowed to work no more than 20 hours a week (part-time).
- b. During non-mandatory enrollment terms (Summer), students are allowed to work 40 hours a week (full-time). *Please note that students who engage in full-time CPT for more than 365 days will not be eligible for Optional Practical Training. Please ask DSO for more information regarding this matter.*

How many internship courses must I enroll to work a certain amount of hours?

Students must enroll in a 3-unit online internship class in order to engage in CPT. For students who wish to work more than 20 hours a week for one session, the hourly breakdown will determine how many units of the online internship class the students must enroll in order to be eligible to work:

- a. Mandatory enrollment terms (Spring & Fall):

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| 20 hours per week for each session (8 weeks) | 3 internship units |
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- b. Non-mandatory enrollment term (Summer):

| | |
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| 20 hours per week for each session (8 weeks) | 3 internship units |
| 40 hours per week for each session (8 weeks) | 6 internship units |

Does CPT and the internship class count towards my program completion requirements?

Yes, the internship course counts towards the student's elective requirements. You may engage in CPT as many times as you would like. However, once a student has fulfilled their elective units for his/her respective program, the internship course will no longer count towards his/her program completion.

For more questions about this policy or matters relating to Curricular Practical Training, please contact International American University.

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