

**Approved By:** President

**Date Approved:** January 9, 2024

**Effective Date:** January 9, 2024

1. **Summary:** This policy establishes requirements and guidelines for F-1 international students pursuing Curricular Practical Training.
2. **Rationale:** This policy is necessary to ensure that F-1 international students can appropriately fulfill the practical applications portions of their degree programs in accordance with the requirements of the federal government.
3. **Entities Affected:** F-1 international students

4. **Definitions:**

*Curricular Practical Training (CPT):* off-campus work authorization given to F-1 international students to fulfill the practical application portion of their degree program

*F-1 Student Visa:* a visa for international students which allows them to study full time

*Designated School Official (DSO):* a representative of an institution's international students to the Bureau of Citizenship and Immigration Services and the Department of Homeland Security

5. **Policy:** Curricular Practical Training (CPT) is available for F-1 international students who wish to pursue off-campus employment in order to meet course requirements within the curriculum of their particular degree program. The following criteria must be followed.

**Preconditions for Qualifying for CPT**

- F-1 undergraduate students must have been lawfully enrolled on a full-time basis for two semesters.
- F-1 graduate students are eligible to apply for CPT during their first semester.

**Eligibility Requirements**

- Students must be in F-1 status and in good academic standing.
- Students must not have an outstanding balance with the Business Office.

**Field of Study**

- The job offered must meet the requirements for practical training in a course in which the eligible student is registered and be approved by an Academic Affairs representative (i.e., the student's course instructor, Program Director, or Vice President of Academic Affairs).

**CPT Application and Approval**

- F-1 students seeking CPT must complete the CPT Application in its entirety each semester.
- The CPT Application must be approved by an Academic Affairs representative (i.e., the course instructor, Program Director, or Vice President of Academic Affairs) and a Designated School Official in the Student Affairs Office.

**Location**

- Students may only be employed for the specific employer, location, and period authorized on the CPT Application.

**Hours per Week**

- CPT may only be approved for part-time hours (20 hours or less per week).
- Total work hours include on-campus and off-campus employment.

**Duration of CPT**

- CPT for a fall semester is valid from August through December.
- CPT for a spring semester is valid from January through July.

**6. Procedure:**

- Implementation:** not applicable
- Responsibility for Compliance:** Vice President of Student Affairs and Communications
- Notification:** This policy will be posted on the College’s website and a summary of the policy will be published in the College’s *Catalog*.
- Policy Review:** This policy will be regularly reviewed according to the College’s policy review procedure.

For the Office of the President only:

Policy version: 2.0	Policy number: 2.039
Related policies:	

**Policy History**

Version 1.0	April 10, 2015
Version 2.0	January 9, 2024