Policy on Academic Approval for CPT Petition
Rev. March 2023

Student and Exchange Visitor Program’s governing regulations for students and schools [8 CFR 214.2(f)(10)(i)] define Curricular Practical Training (CPT) as an employment authorization that is “an integral part of an established curriculum, including alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” CPT is not meant to facilitate the creation of a special employment opportunity for international students on F-1 visa or for employment unrelated to the major field of study. It must have well-defined learning outcomes and cannot delay the time of graduation. Therefore, CPT is not allowed in the final semester unless the academic program requires an internship in the graduating semester. If the primary goal is practical work experience rather than an academic pursuit, please apply for Optional Practical Training (OPT). In addition, CPT must be associated with an approved Internship and/or Practicum course, and therefore the employment period should be consistent with the course period in a semester. A CPT course cannot be added after add/drop period.

Please follow the following guidelines for CPT petition:

- **Required components for a CPT application** (*incomplete application will not be accepted*):
  1. Completion of at least two long semesters of study as a full-time student.
  2. In good academic standing (GPA of 3.0 or higher for graduate students or based on academic standards of the undergraduate program).
  3. Faculty adviser’s letter describing the scope of CPT and the intended student outcomes (details in the instruction for academic department). If the CPT is arranged for data collection as required for senior projects or thesis/dissertation research, the letter must specify how the data will be incorporated into the thesis/dissertation or project report.
  4. Employer’s offer letter with authorized signature(s) including the following components:
     a. The letter must be in the company’s letterhead signed by the authorized company official.
     b. A description of the position and job responsibility.
     c. Physical location and start & end dates of employment.
     d. Specification of part- or full-time employment including the number of hours per week and compensation terms.
     e. Contact information of the employer (person of contact, title, complete physical address, telephone number and email address).
  5. Registration in a required internship/practicum/thesis/dissertation course (A syllabus containing the following components must be provided: course description, pre-requisite requirements, learning objectives, course materials, student outcomes, methods of performance evaluation and grading scale).
  6. Completion of CPT academic approval form (attached) and other documents required by the Office of International Education & Services.
  7. Submit the completed application electronically to the Office of International & Services (lamar.edu/international → Guides & Forms → FORM – CPT Application).
Academic rigor is of prime importance for all courses offered at Lamar University, including the internship and practicum courses arranged as an integral part of the education program. The rigor is particularly essential for an internship course offered at graduate level. To ensure academic rigor required for internship and practicum courses counted toward the degree requirement, please provide the following items for the student to include in his/her CPT application:

1. The course syllabus of the internship/practicum course in Lamar University Concourse format or an alternative format provided by the Academic Affairs. In the syllabus, please specify the course description, pre-requisite requirements, learning objectives, course materials, student outcomes, methods of performance evaluation and grading scale.

2. A letter from the student’s academic advisor should specify the following:
   1) Description of the scopes and academic goals of the internship/practicum course and how the course addresses the educational objectives of the degree program.
   2) A review of the company with adequate indication that the student will work in a safe environment for the internship course.
   3) An evaluation on what the company can offer beyond the learning opportunities and facilities that the academic department provides.
CPT APPLICATION FORM (GRADUATE)

SECTION I: To be completed by student

Name: ____________________________ Date: ____________________________

Local Address: ______________________________________________________

LU ID#: __________ Phone No.: __________ Lamar Email: _______________________

Degree Level: ________________ Major Degree Program: _______________________

Signature: __________________________

SECTION II: To be completed in full by academic adviser

Degree Level: ☐ Bachelor ☐ Master ☐ Doctor ☐ PhD  Field of Study: ________________

Expected completion date of degree requirements: ____________________________

Proposed internship  Start date: ____________________________  End date: ____________________________

Please review and check one of the options below describing the purpose of the internship:

☐ The internship is a required and established part of the degree program.

  Course Number: __________ Number of Hours: ______ Semester: ________________

☐ This internship/practicum is part of the established curriculum, for which the student will receive academic credit towards their degree (minimum of 3 units REQUIRED), and in this student’s major field of study. The internship course below is open to all students in the degree program.

  Course Number: __________ Number of Hours: ______ Semester: ________________

☐ This student has completed all coursework requirements and is currently in thesis or dissertation hours. The data obtained from the internship will be published in the student’s thesis/dissertation.

  Course Number: __________ Number of Hours: ______ Semester: ________________

SECTION III: Approval

Program Director: ____________________________ Date: ____________________________

Department Chair: ____________________________ Date: ____________________________