Details of CPT application process:
http://www.seas.upenn.edu/graduate/degrees/curricular-practical.php

Summer CPT (end of 1st year)
Master’s students who are pursuing the Master’s with practicum degree program, and doing their first summer internship at their first year can do so using EAS 897, which is the 11th credit (12th credit for BIOT). The current rules for EAS 897 as stated in the website above applies.

Fall or Spring CPT (2nd year)
Master’s students who continue on to do an internship in Fall or the following Spring after their first summer internship has to apply for a new part-time CPT. However, the new CPT can only be approved under the following conditions:

- The student has to be a full-time student at Penn. This means that the student must be registered for 3 CUs unless this is their final semester. Reduced course load (RCL) cannot be used for the purposes of reducing course load so that the student can spend more time working at the company.
- During the Fall or Spring semester, the student is eligible for only part-time CPT (up to 20 hours a week).
- All CPT employment must be directly related to the student's major and an integral part of an established curriculum. The supervising Faculty member will have to confirm this in every case whether it be for an independent study credit or EAS 897. If EAS 897 has been used over the summer, only one independent study credit (599) can be used as an 11th course (12th for BIOT). Tuition will be charged for the 599 credit. No second EAS 897 registration is allowed.
- If EAS 897 has been used over the summer, only one 599 credit can be applied to part-time CPT. Each department/program has its own internal guidelines on 599 requirements and the number of 599 credits that count towards graduation. A student should check with her/his department/program.
- If EAS 897 is not used in summer, it could still be used in Fall or Spring, but it can only be used for part-time CPT.
- The academic work the student does must be directly linked to the employment experience and his/her major. This will require the supervising faculty to know the details of the students’ work at the company. In the event that the academic link cannot be established between the independent study and the student’s work for the company, CPT cannot be granted.

- **Physical attendance requirement.** The student must continue to remain at Penn during the Fall or Spring semester when they are working under CPT to meet the course physical attendance requirement. Any employment must be within commuting distance or performed remotely.
- **CPT in final semester.** CPT must not be the only course taken in the final semester unless that specific CPT course is the only remaining requirement of the program for graduation. Students should be aware that participation in CPT in a final semester may be closely reviewed by USCIS to ensure it is an academically related internship and not employment. Students are responsible for understanding the risks involved with CPT in a final semester and should consult with an ISSS advisor for any questions. Even if the independent study credit (599) for CPT is the only 1 cu remaining for the program graduation requirement, CPT has to be still part-time at a maximum of 20 hours. The student must still meet the physical attendance requirement by being at Penn three times (at the minimum) during the course of the semester (beginning, middle, and end) to meet the supervising adviser. Physical attendance presence must be clearly documented within each department/program and reported to RAS, and passing the course is contingent on meeting this criteria. It is the responsibility of the supervising faculty for ensuring that the physical attendance presence is met when assigning 599 grade to the student.

- The student needs to meet the academic standard (higher than GPA 2.7) before they are allowed to register for any CPT course. This is to ensure that the CPT authorization will not impact the student’s ability to graduate in May if they are on CPT for Spring semester.

**Other regulations**

- No online courses can be used towards the graduation of an on-campus student. A currently matriculated student on CPT cannot take online classes and have those count towards graduation.
- Dual degree master’s students are eligible for two EAS 897, one for each master’s degree.