

Details of CPT application process:

<https://grad.seas.upenn.edu/curricular-practical-training/>

Summer CPT (end of 1st year)

Master's students who are pursuing the Master's with practicum degree program, and doing their summer internship after their first academic year 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 wish to do a part-time internship in their 2nd Fall after their summer internship, have to apply for a new part-time CPT using a 599 course. 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 have 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 that 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. If the work is performed remotely while the student remains at Penn, the job offer letter must indicate so.

- **CPT in final semester.** We do not permit CPT in the final semester in which the student is graduating.
- 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.