Curriculum Practical Training (CPT) Policy and Procedure for Students in Industrial and Operations Engineering

Description
- CPT is an option that allows international students holding valid F-1 visas to perform full-time off-campus employment in a work experience that is an integral part of their program of study.

Policy Details
The University of Michigan International Center, the College of Engineering, and IOE have developed the following requirements for graduate students who pursue the CPT option:

- CPT work assignments can occur only after enrolling for two consecutive terms at U of M (The only exception will be made when the Student and Exchange Visitor Information System (SEVIS) Record is transferred from another institution; the student then has 2 full terms on their record, but only one at UM).
- The CPT option is not available if the student has completed all degree requirements. Therefore, the CPT option cannot be used for the last term of enrollment. (However, Optional Practical Training (OPT) may be an option for students who have graduated.)
- The student must have a written, valid job offer in order for the International Center to approve the CPT assignment.
- The CPT employment must have a valid purpose in the student’s program of study.
- Prior to beginning a CPT work assignment, students must register for one credit hour of RACKHAM 998. Registering is done by following the Processing Procedures outlined in this document during the Winter term preceding a Spring/Summer work experience, or during the Spring/Summer term corresponding to the work experience. There will be Spring/Summer tuition charged if the student registers in the Spring/Summer term.
- The Engineering Career Resource Center will supervise the CPT experience. Further details below and on the ECRC website.

IOE Departmental Requirements for CPT:
- Full-time CPT work assignments may only be performed during the Spring/Summer Term (May through August). Part-time assignments may be performed during the Fall or Winter term, provided that the student is registered for sufficient credit hours to satisfy federal Department of Homeland Security (DHS) regulations.
- Students may not perform two consecutive terms of CPT, unless one of the terms is a part-time assignment as described above.
- Students must identify a Faculty Member (ideally, one month before starting a CPT work assignment) to sign the Academic /Faculty Advisor Recommendation Form. The Faculty Member must be an IOE tenure track faculty member.
- The Faculty member will assess the description of the Internship the student will be doing and confirm that the experience is related to the degree the student is pursuing. Their signature on the form confirms that.
- Students should not assume that the IOE Associate Chair for Graduate Studies or the IOE Master’s Program Chair will sign the the Academic /Faculty Advisor Recommendation Form “by default.” The student must identify a member of the IOE faculty whose teaching and research interests are well-matched to the work assignment.
- RACKHAM 998 is not counted toward the 30 credits required for the IOE Graduate degrees.

CPT Processing Procedure
- Please visit the ECRC Website for their CPT processing procedure