Curricular Practical Training (CPT) / ENG 510 Course Policy – Effective Spring 2024

The College works to complete ENG 510 requests in as timely a manner as possible. There are times during the academic year when the queue is significantly longer, which may lead to increased wait times. We appreciate your patience during these times.

**ENG 510 requests are completed in date received order.** To ensure fairness for all students, we are not able to expedite requests or move requests once they have entered the queue, and such requests will not be considered.

We recommend that students submit their requests as soon as they are able to ensure every department involved has time to complete their portion of the request by any applicable deadlines.

ENG 510 requests are not completed outside of normal business hours.

**Curricular Practical Training (CPT) is for international graduate students who:**

- Are on an F-1 visa
- Have completed one year of academic coursework, and
- For whom temporary off-campus employment during the course of their university enrollment is directly related to their major field of study and an integral or important part of their program of study

Part-time CPT is 20 hours a week or less, while full-time CPT is more than 20 hours per week. For more information on CPT rules and regulations, visit the ISSS website.

In order to pursue CPT, international students are required to complete the CPT application and have it approved at each level: department, college*, and ISSS (*international students only need college approval if registering for ENG 510). International students **cannot formally accept an internship** without having their CPT approved at each level. In addition, international students are required to register for the appropriate CPT course. Per federal policy, **failure to register** for the course by the stated deadline may **result in the student’s F-1 visa being terminated**.

- Professional and non-thesis master’s students pursuing CPT must register for ENG 510.
- Master’s with thesis and Ph.D. students pursuing full-time CPT during the fall or spring term must register for ENG 510.
- Master’s with thesis and Ph.D. students pursuing full- or part-time CPT during the summer term or part-time CPT during the fall or spring term may register for thesis research, 599, or ENG 510.

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NOTE: Students who register for thesis credits must have their thesis topic and/or title on the CPT application form and must include an explanation for why the CPT training is necessary for their research. In addition, students must work with their home department regarding their registration policies for 599 credit hours being used for CPT.

In addition, the following policies are enforced with CPT:

- CPT cannot be backdated and cannot start until all approvals at each level are granted and course registration is completed.
- Students can only work on CPT for the dates listed on their new I-20 and cannot start their employment without having the I-20 in hand. The employment must also end on the date specified on the CPT I-20.
- Students cannot change employers without completing a new CPT application form.
- Students changing from part-time to full-time (or full-time to part-time) CPT must complete a new CPT application form.
- CPT authorization can only be given for one year at a time. Students who complete more than 12 months of full-time CPT will not be eligible for OPT.
- Students pursuing part-time CPT are limited to 20 hours per week of work authorization, including on campus (assistantships or hourly) employment.

ENG 510 Course Policies

Students must seek approval from The Grainger College of Engineering Office of Graduate, Professional and Online Programs to register for ENG 510 for their CPT by completing the ENG 510 Registration Request form and uploading the offer letter including start and end dates. Students who are approved to register for ENG 510 must adhere to the course policies below. No exceptions will be given.

- CPT must be directly related to their major field of study and an integral or important part of their program of study.
- Internship dates must fall within the dates of the given semester as outlined below:
  - Fall term - August 16 through December 31
  - Spring term - January 1 through May 15
  - Summer term - May 16 (or the first day of the summer term) through the Friday prior to the start of the Fall semester
- Fall/Spring full-time CPT must be at least 10-weeks at more than 20 hours per week.
- Students must be approved and registered for ENG 510 by the following dates:
  - Fall and Spring term: 10th day of term
  - Summer term: July 1
- Students must check Canvas and their Illinois email account on a regular basis for any course announcements. In addition, students must complete one required assignment

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by "Reading Day" of the semester. Failure to complete the assignment by the deadline will result in an unsatisfactory (U) grade. No exceptions or extensions will be given.

- ENG 510 is zero credit hours. Tuition and applicable fees will be assessed. Visit the Office of the Registrar's [Tuition & Fee Rates by Term - Graduate & Professional](#) for details.
- Students located at least 50 miles away from campus may have the option to register in absentia. Visit the [Graduate College Handbook](#) for details.

Contact the Office of Graduate, Professional and Online Programs at engr-gpo@illinois.edu for questions regarding the ENG 510 Course Policy.