

JACKSONVILLE STATE UNIVERSITY
Manual of Policies and Procedures

POLICY NUMBER: II:07

DATE: August 1, 1987

REVISION/REVIEW DATES: March 1993, May 1997, October 2011, July 2019,

August 2023

SUBJECT: Curricular Practical Training for University International Students

APPROVED: Dr. Don C. Killingsworth, Jr., President

PURPOSE

To maintain current United States (US) immigration regulations pertaining to Curricular Practical Training (CPT) for international students.

POLICY

This Jacksonville State University (JSU) policy is to assist qualified students in applying for CPT in the United States per current US immigration regulations. The Principle Designated School Official (per SEVIS) has the responsibility of maintaining current US immigration regulations concerning CPT.

US immigration regulations require international students to obtain authorization before engaging in any training activities such as but not limited to “alternate work/study, internship, cooperation education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school.” This applies even if the training is required toward degree.

International students must meet the eligibility criteria set by the Principle Designated School Official in the Office of International House & Programs. Eligibility criteria are set based on the curriculum requirements of the program and not on the desire of international students to gain employment.

CRITERIA

- A.** The student must be enrolled in a bachelor’s or graduate degree program at JSU.

- B.** The student must have been consecutively enrolled full-time for at least 1 academic year. Exceptions may be granted to students in graduate programs that require immediate participation in CPT.
- C.** Student must be registered and pay for the CPT class for the semester the CPT is required.
- D.** The student must maintain satisfactory academic progress in the current major.
- E.** The student pursuing a second bachelor's or graduate degree must follow the full-time enrollment criteria as described in Item B above.
- F.** The student pursuing cooperation education (co-op) is eligible for only 2 semesters of co-op in a bachelors' degree program, and only 1 semester in a graduate degree program.
- G.** The student must meet eligibility criteria for CPT outlined by US immigration regulations and the Principle Designated School Official. Any exceptions to the criteria must be approved by the Principle Designated School Official. All exceptions must be governed by immigration regulations and ethical practice.

PROCEDURES

International students must follow the CPT application procedure set by the Offices of International House & Programs and Career Services.

RESPONSIBILITY

The Director of International House & Programs is responsible for this policy.

EVALUATION

This policy and its procedures will be evaluated at least every five (5) years and/or as dictated by the changes in the US immigration regulation pertaining to CPT.