

# Summer Graduate Programs

## Graduate Reading and Research

Graduate Reading and Research is applicable to graduate students who wish to study on campus during the summer, maintain their enrollment, earn credit, and avoid being charged tuition. Students are reported as either full-time or part-time for the summer semesters, based on the number of units for which they are registered. Grades are normally given on a Pass/Fail basis. Most departments except the college of H&SS, Tepper, Heinz and CFA participate in this program.

### Steps for the Graduate Reading and Research Program:

1. The student must be eligible to enroll for the M07 semester (not have an outstanding balance).
2. The student should be coded with the 'GRR' program code. Submit all program code change requests to our IDS staff. Please refer to our Summer Report to reference the current program code.
3. The student must be registered for an M07 course where the course title is 'Grad Reading and Research' and the section=R.
4. Students must be registered for 5, 36 or 48 units.

## Summer Internship/Practicum Program

This program is for students who wish to study/intern off-campus during the summer, maintain their enrollment, earn credit and avoid being charged tuition. This includes foreign students filing under the curricular practical training off-campus work authorization. (Please see further explanation of curricular practical training below.) Grades are normally given on a Pass/Fail basis. Students are reported as either full-time or part-time for the summer semesters, based on the number of units for which they are registered.

### Steps for the new Summer Internship/Practicum:

1. The student must be eligible to enroll for Summer M07(not have an outstanding balance).
2. The student should be coded with the 'INT' program code. Submit program code change requests to our IDS staff. Please refer to our Summer Report to reference the current program code.
3. The student must be registered for an M07 course where the course title is 'Internship' or 'Practicum'. The section letter = M or N.
4. The student must be registered for 3 units or more.

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## Curricular Practical Training *(Office of International Education)*

Curricular Practical Training refers to a type of off-campus work authorization that can be granted for foreign students in F1 or J1 visa statuses. To apply for this type of permission these students must consult with OIE to complete the necessary application procedures.

In the past, the term Curricular Practical Training has been used improperly in various ways, including course titling and program coding.

Beginning Summer 2007 and moving forward, we will **no longer** use the term 'Curricular Practical Training' in this manner. If you would like further explanation you may contact OIE or refer to:

<http://www.studentaffairs.cmu.edu/oie/forstu/currpt.pdf>

### Actions to be taken:

1. All students with the 'CPT' code for M07 will be changed to program code 'INT' by our office.
2. Course titles need to be changed from 'Curricular Practical Training' to 'Internship' or 'Practicum'. Departments should email to 'courses' to amend these course titles.

**\*\*\* Please note that if a student is taking a summer course, other than one of those mentioned above, they will be charged tuition.**

A report of ALL summer graduate students for your department with their M07 program code and listed units can be found on our Services for Departments - Administrative Process Information link under 'Summer Graduate Students' or <http://www.cmu.edu/hub/forms/asoc.html>

Please review this list for accuracy and forward program changes to our IDS group before the 10<sup>th</sup> day of summer classes so students will not be administratively withdrawn.

Thank you for your cooperation.