



WICHITA STATE
UNIVERSITY

The Metropolitan Advantage

WICHITA STATE UNIVERSITY

College of Engineering

ATTENTION: Graduate Students

Starting with the Fall 2003 Semester, the following policies will be in effect regarding Optional Practical Training (OPT) and Co-op Enrollment requests for students on a Non-immigrant Visa. Departments may have stricter rules; check with the Chair for your department's policies.

1. **Co-op Enrollment:**

- No co-op enrollment will be approved during the student's first semester in the program.
- No co-op enrollment will be approved after a student has completed four semesters in the MS or six semesters in the PhD program (only fall and spring semesters will be counted).
- No co-op enrollment will be approved after a student has completed all courses in the approved plan-of-study.
- No 20+ hours/week co-op enrollment in fall/spring semesters will be approved. In rare situations, an exception request may be considered by the department only if the employment is absolutely necessary for the student to complete his/her degree. Such situations include the need to use special hardware/software not available at WSU or to collect data that cannot otherwise be collected. Such requests must be supported by the student's advisor (support letter needed).

2. **Optional Practical Training (OPT):**

Applications for optional practical training (OPT) after graduation will be approved only if a student satisfies all three of the following conditions-

- a. Based on the approved plan-of-study, the student is expected to graduate at the end of the current semester (verification from the student's advisor is needed);
- b. The student has filed a 'degree card' with the Graduate School (verification from Graduate School is needed); and
- c. Depending on the degree option on the student's approved plan-of-study, he/she has satisfied the exit requirement described below (verification from Graduate Coordinator is needed) -
 - Thesis and Directed Project Options: Graduate School has been notified that the student has either successfully passed the oral defense exam or the oral exam date has been scheduled (certified by the student's advisor)
 - All Course Option: Graduate School has been notified that the student has successfully passed the exit exam.

If you have any question about these policies, contact the Dean of Engineering or your Department Chair.