Course Program of Study

What classes count toward federal financial aid?

Faculty Senate

November 2024

Course Program of Study

What is Course Program of Study?

Course Program of Study (CPOS) is a federal regulation that mandates universities award federal financial aid to students ONLY for classes that are officially part of students' documented degree plans. Any classes students take that deviate from what is prescribed on the degree plan are generally ineligible for federal financial aid. Failure to comply with this regulation jeopardizes UTSA's eligibility for Title IV funding and subjects us to audit findings.

What does this mean?

Basically, if a course is not part of a major or minor or certificate as declared on a degree plan, the student will not receive federal funds for taking the course UNLESS the student still has room for an elective.

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What types of aid are affected?

Pell Grant, Direct Loans (Subsidized and Unsubsidized), PLUS Loans (Parent and Grad PLUS), Federal Work Study, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Veterans Benefits and Perkins Loan

Why is this happening?

This is a federal requirement, but this requirement was put forward to guide students to complete their course and therefore their degrees in a timely manner. Timely degree completion reduces students' costs and debt levels. For example, adding a fifth year to complete a four-year degree can add another $7,500 in loan debt.

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Who is involved?

The following areas will be involved with implementing CPOS

→ Registrar
- Updated and accurate program coding; current Degree Works scribing

→ Academic Advising
- Ensure students have updated majors/minors/concentrations; document and process all course substitutions immediately, overrides and equivalencies must be inputted as well

→ Financial Aid
- Their programming will determine how much aid gets paid based on updates made by Registrar, Degree Works, etc.

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What is the Faculty/Staff role?

→ Well, you have a big part to play, especially as academic leadership and your role in program development and course offerings.
- Your programs must be spot on:
  - Do you have hidden requirements?
  - Does your area offer courses that are electives only?
  - Understand course equivalencies are treated as equivalents in <u>all</u> ways
- How quickly do you get things done?
  - How long does it take to complete a course petition?
  - How long does it take to approve a course or blanket substitution?
  - How long does it take to approve an appeal?
  - Admitting and exiting students from programs must be done prior to the start of term
- Offering enough seats in required courses

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Examples

→ **Example 1**
  - Student is **enrolled in 12 hours,** but **only 9 hours are degree-applicable**.
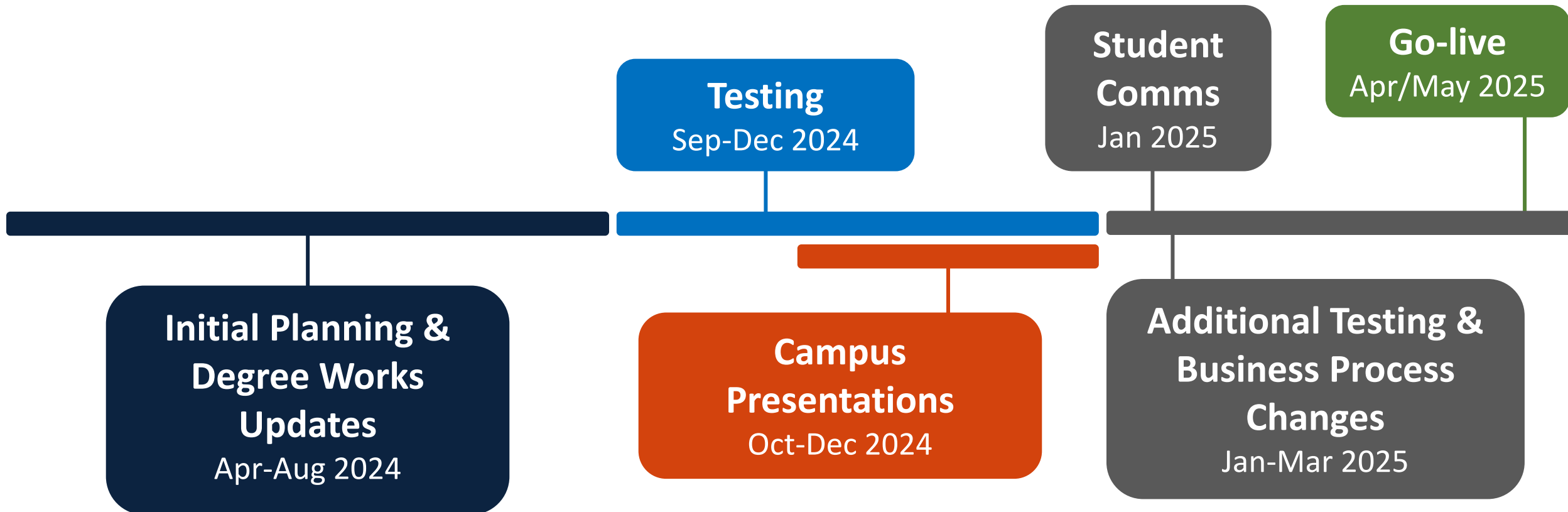 - **Aid pays on 9 hours (three-quarter time)**

→ **Example 2**
  - Student is **enrolled in 15 hours,** but **only 12 hours are degree-applicable**.
  - **Aid pays on 12 hours (full-time)**

→ **Example 3**
  - Student **only needs 3 hours to graduate.**
  - **Will not qualify for most federal aid (6 hours minimum needed)**

Course Program of Study

Points of Contact

Registrar, Tiffany Robinson

Financial Aid, Erika Cox

Advising, Vince Hernandez

Curriculum, Mark Appleford

CPOS FAQ website
https://onestop.utsa.edu/financialaid/eligibility/CPOS/

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QUESTIONS?

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