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CPOS – Course Program of Study

- The U.S. Department of Education requires that only courses that count towards a student's program of study will be considered when determining the student’s financial aid eligibility.

- Noncompliance with these requirements may result in a penalty to the university.

- **Course Program of Study** (CPOS) is a process that is run in Banner which uses Degree Works to determine which courses a student is currently registered for that count toward their program requirements.

- CPOS assessment requires a complete program of study on the students record in Banner.

- CPOS is for both undergraduate and graduate students who receive federal financial aid.

- While only students who receive federal financial aid will be affected by a CPOS, the CPOS functionality in Degree Works will apply to all students.

- While CPOS affects students receiving Federal Financial Aid, many state entities follow the federal guidelines for disbursing aid.

- It is recommended that advisors advise all students to follow CPOS-related guidelines.

- CPOS was designed to help students finish their degree faster by focusing on coursework directly related to their program of study.

- Students who complete their program in a timely manner can graduate with reduced costs as well as less student debt.
What is a Program of Study?

• A student’s program of study includes the requirements for a degree as outlined in the University Catalogs (Graduate and Undergraduate) for the catalog the student is currently following. *This may or may not be the catalog the student was admitted under.

• Courses can only be determined to be eligible (in program) based on the official curriculum as noted in the University Catalogs.

• The number of “free” electives varies depending on the student (how many free electives the student has already taken) and their program. Check the University Catalog for the catalog year a student is following to determine how many “free” electives are allowed in their program.

• Optional Blocks such as Honors block, ROTC blocks, declaration blocks, licensure blocks, non-required minors, additional minors, and additional concentrations are not considered part of the program of study.

3. Core - 36 s.h.

- ECON 2113 - Principles of Microeconomics
- ECON 2133 - Principles of Macroeconomics
- ECON 3144 - Intermediate Microeconomics
- ECON 3244 - Intermediate Macroeconomics
- ECON 4443 - Econometrics
- Choose an additional 21 s.h. above 2999, including a minimum of 6 s.h. above 3999

4. Cognates - 9 s.h.

- ENGL 3880 - Writing for Business and Industry
- MATH 2283 - Statistics for Business
- MIS 2223 - Introduction to Computers

5. Minor and general electives to complete requirements for graduation.

(Minor must be chosen with approval by advisor.)
What does a complete program of study mean?

For the CPOS process to assess whether current classes are applying to the program of study, it is imperative that the student’s program in Banner include all curricula as outlined in the University Catalog.

For example: If a student is currently pursuing a BA degree and a minor has not been added in Banner, current courses counting toward the minor may fall into the electives block on the degree works audit. If the student has no more “free electives” or the minor course does not share with a major/concentration requirement, the course may be counted as out of program.

Check Degree Works to verify the students Program of Study and catalog year are correct.

- Check the Degree Works header to verify program of study.
- Check the Degree and Major blocks to see if a Concentration or minor is missing.

Items to Verify

- Is the program/major correct in Banner and Degree Works?
  - Shadow programs – Students who are following requirements and registering for classes based on a program/major/concentration/minor that has not been updated in Banner.
  - Campers – Students trying to get in a major but sitting in another until they are accepted.
- Is a concentration required? Has the concentration been added to Banner?
- Is a minor required? Has the minor been added to Banner?
- Does the catalog year need to be updated in Banner?
- Is a program attribute required? Has it been added to Banner?
- Is an advisor listed for the student?
Degree Works Audit

- Degree Works lists the requirements for a degree (courses and non-courses) as outlined in the University Catalog.

- Degree Works displays the curriculum that is set up in Banner for a student.

- Additional curricula added (outside of the official curriculum as outlined in the University Catalog) is considered optional and courses in optional curricula may or may not count for aid.

- Optional blocks include Honors block, ROTC blocks, declaration blocks, licensure blocks, non-required minors, additional minors, and additional concentrations are not considered part of the program of study.
  
  o Courses in optional blocks may count in program:
    
    ▪ If the courses are sharing with a required block such as major, concentration, minor, General Education, Writing Intensive, Foreign Language, specialty cores and electives to meet degree blocks.
    
    ▪ If the student has free electives available.
  
  o Courses in optional blocks may count in aid:
    
    ▪ Courses in optional blocks may count if the student has free electives available to cover those courses, courses are sharing with a program requirement, or be enrolled (Fall and Spring) in at least twelve (12) credits of degree applicable hours for undergraduate students and nine (9) for graduate students.

- Changes in Academic Program applied for a future term will display in Degree Works, however CPOS assessment will use the current terms curricula from Banner to process courses that count in program.
Students who take extra courses outside of their program of study.

Courses outside of the student’s program of study may count if the student has free electives available to cover those courses, courses are sharing with a program requirement, or be enrolled (Fall and Spring) in at least twelve (12) credits of degree applicable hours for undergraduate students and nine (9) for graduate students.

### Undergraduate Students

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Degree Works Plan

- The Student Plan in Degree Works helps the student plan courses each semester for registration and Financial Aid Eligibility.

- This is particularly helpful for Dual Degrees, Double Majors, and Graduating students.
  
  - Financial Aid Rule applying to undergraduate students who are seeking dual degrees or double majors - once the student completes all degree requirements for one major or degree, a student is no longer eligible for grants, whether the student has been conferred a bachelor’s degree or not.
  
  - Undergraduate students must have at least six (6) degree applicable credits remaining in their final term to qualify for financial aid.
  
  - Graduate students must have at least five (5) degree applicable credits remaining in their final term to qualify for financial aid.
  
  - It is not advisable for students to leave just one course remaining for their final term if they will need federal aid to cover their charges.
  
  - There are exceptions to some courses such as Thesis / Dissertation courses.

- Undergraduate students can avoid losing federal aid eligibility by arranging courses to enter their final semester with degree requirements in both majors.

- Graduating students can avoid losing federal aid eligibility by ensuring they are registered for a minimum of six (6) for undergraduate students or five (5) for graduate students of degree applicable hours in their final semester.
How will I know which courses are not counting toward a student’s program of study?

Use Degree Works

The Student Worksheet

If a student has 1 or more courses not counting in program and has been offered aid (regardless if they have accepted), Degree Works will display “Registered Course(s) Not Eligible for Financial Aid” For details go to https://bantst-ssb.ecu.edu/StudentSelfService/ssb/financialAid” in the header block.

The What-If CPOS Audit

Additionally, advisors (only) will have access to the CPOS What-If Audit. The CPOS what if audit will display how the process determined what courses were counted and what courses were not counted in program.

Courses not counting in program will be displayed in the “Electives – credits excluded” block on the saved CPOS What-If audit. The Degree Works worksheet should not be used to determine which courses are or are not counting in program.
How to view the saved What-If CPOS audit

1. Go to the students Degree Works audit.

2. Click on What-If link.

3. Click on the “View historic what-if audit”.

4. Select the most recent saved What-If CPOS audit.

5. Scroll to the bottom of the audit and review the “Electives – credits excluded” to see which courses are not counting in program.

NOTES:

• Optional blocks are not included in the saved CPOS What-If audits. The optional blocks will be excluded entirely (Honors, ROTC, etc. or may have advice alerting you that the block is not eligible for Federal Financial Aid.

• Only 3 audits are saved at any one time.

• Saved CPOS What-If audits are created when the CPOS process is run on a student.
• The nightly CPOS process will only run on a student if there has been a change in their banner record for curriculum or registration or if a petition has been processed on the audit.
• The weekly CPOS process will run on all students on Friday’s during the registration period.

Use the CPOS reports and dashboard in ECUBIC.

Use the CPOS reports and CPOS dashboard found in the CPOS folder in the Registrar’s folder in ECUBIC to help you track students that have courses that are not counting in program and aid.

Use the “CPOS Advisor Report.

The “CPOS Advisor Report” can help you track which students you advise (who are receiving aid) and are at risk of not receiving full-time aid. PLEASE NOTE that not all students will or can receive full-time aid.

The report will display any student who has been offered aid, who is below full-time aid enrollment and has 1 or more courses that are not counting in program and aid.

IMPORTANT NOTES:

• You must be marked as the students Primary Advisor in Banner (SGASADVR) to view your advisees.
• At the beginning of the registration term, advisors (who have advisees assigned in Banner) will automatically receive this report once a week if they have an advisee who appears on this report.

How to run the CPOS Advisor Report:

1. Go to the report in ECUBIC.

2. From the Academic Period field, select the current registration term.

3. From the Accept field, select “Yes” to view only students who have accepted aid. You can choose “Select All” if you want to view students who also potentially could accept aid but have not done so yet.

4. Select your name from the Advisor Name list.

5. Click View Report.
Use the CPOS Advisor Report by Advisor ID

If you are not the primary advisor for students, but are marked in Banner as an Athletic, Minor, Honors, Major 2 or any other secondary advisor, you can use the CPOS Advisor Report by Advisor ID to track your advisees.

How to run the CPOS Advisor Report by Advisor ID:

1. Go to the report in ECUBIC.

2. From the Academic Period field, select the current registration term.

3. In the Accept field, select “Yes” to view only students who have accepted aid. You can choose “Select All” if you want to view students who also potentially could accept aid but have not done so yet.

4. Enter your Banner ID in the Advisor ID field.

5. Click View Report.

How to Create a Subscription

1. Go to CPOS Report Folder in ECUBIC

2. Click on the ellipse to the left of the star on the CPOS Advisor Report by Advisor ID. You won’t see it until you move your mouse over it.

3. Select Subscribe from the pop-up menu.

4. Give the subscription a description. Include the term (for example: Spring 2024 CPOS Advisor Report)

5. Under the Schedule section, click on the Edit Schedule button.

6. Set the schedule and click Apply.

7. Under the Report Parameters section enter:
   a. Enter the registration term in the Academic Period field.
b. Enter your Banner ID in the Advisor ID field.

<table>
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<tr>
<th>Report parameters</th>
<th>Source of values</th>
<th>Values/Field</th>
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<td>ACCEPT</td>
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<tr>
<td>ADVISOR ID</td>
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</table>

8. Click Create Subscription

Use the “CPOS” dashboard.

The CPOS dashboard can be used to view courses that are not count or are counting in program any student (regardless of aid), by program, by level, or by course.

This is a useful tool if you have not been assigned advisees in Banner. It is also a useful tool to use by departments to see which common courses students are taking in your program that are not counting.

How to get Access to ECUBIC

- If you do not have access to the Registrar’s ECUBIC folder, please submit a Banner Security Request through PiratePort. In the comments box enter: “Need Access to Registrar Reports.”
- Advisors who have Banner access will automatically have access to the Registrar’s folder in ECUBIC.
- For help submitting a Banner Security request, please contact Novine Kros (krosn@ecu.edu)
How will a student know which courses are not counting for Financial Aid?

Email
- Students will receive an email notification to their student ECU email account from the Office of Student Financial Aid (OSFA) when courses are not counting for Aid. Additional emails will be sent if their Aid Eligibility Status changes.
- If a student received an email, they will be directed to their Advisor for support.
- The Financial Aid Office cannot advise students on which courses they need to take for degree completion.

Degree Works
- If a student has 1 or more courses not counting in program and has been offered aid (regardless if they have accepted), Degree Works will display “Registered Course(s) Not Eligible for Financial Aid For details go to https://bantst-ssb.ecu.edu/StudentSelfService/ssb/financialAid” in the header block.

Financial Aid Self-Service
- The Financial Aid Self Service Home Page will display courses not eligible for aid.
- Financial Aid Self Service is only available to students who have a Financial Aid record in Banner.
- Click here for student instructions on accessing Financial Aid Self Service.
- By default, the informational box is closed.
- Students must click the toggle to open the message.
Count in Program versus Count in Aid

Courses that Count in Program

- A course that is counted toward a student’s program of study as defined by the University Catalog.

Courses that Count in Aid

- A course that is eligible for aid and will count in a student’s Aid enrollment status.

How are they different?

- Zero credit courses may or may not count in program but will not count in aid.

- BY EXCEPTION, some courses may count in aid but may not count in program.
  - The below courses will not count in program but will automatically be updated to count in aid for financial aid purposes.
    - MATH 0045 (Remedial)
    - MATH 0001 (Remedial)
    - UNCX % (UNC Language Academy and EMAoL program)
    - EXCH % (outbound Exchange)
    - UNCP % (outbound Exchange)
    - ISEP % (outbound Exchange)
  - These courses may or may not be counting in program but will count in Aid.
    - COAD 1000 - Academically At-Risk Students - students who do not take this course in their first semester (fall) but make below a 2.0 are automatically enrolled for the spring. Athletes are required to take this course.
    - % 7000 (Thesis)
    - % 7001 (Summer Thesis)
    - % 9000 (Dissertation)
    - % 9001 (Summer Dissertation)
    - PSYC 8990 (Internship)
    - MUSC 4990 (Internship)
  - Courses that are not counting in program but may have a FA Exception (submitted by the advisor on behalf of the student to CPOS@ecu.edu) include:
    - GD/DD
    - Senior College credit course
    - In residence requirements
    - hidden prerequisites
    - WI – when not sharing in another block and student is out of electives.
What can I do to help?

- Process Curriculum changes (if necessary) in Banner before the end of Add/Drop.
- Submit a Degree Works Course Substitution by 8:00AM the last day of Add/Drop.
- Submit a Financial Aid Course Exception request by 8:00AM the last day of Add/Drop. Email CPOS@ECU.EDU
- Ask for help before the end of Add/Drop! Email CPOS@ECU.EDU
- Not all students will or can receive full-time aid.

How do I get help?

- If you do not know why a course is not counting toward degree requirement and financial Aid, ask for help by emailing CPOS@ECU.EDU
- The Office of Student Financial Aid and the Office of the Registrar’s office will review students to determine why a course(s) is not counting in program.
Change in Academic Program

NEW GUIDELINES BEGINNING FALL 2023:

- Changes to academic program may NOT be processed outside of the designated open/close dates for a current term. Dates are determined by the Academic Calendar and coincide with early registration and the end of the Add/Drop period for the current registration term.

- Undergraduate students: Change of Academic Program updates must be completed in Banner before the last day of Add/Drop for it to be processed for CPOS assessment for the current term.

- Changes requested outside of the designated time MUST be done through a Degree Works petition submitted by the advisor/department and will be applied to the next registration term by the Office of the Registrar.
  - The CPOS assessment process will use the program listed for a student’s current term in Banner.
  - Degree Works will display the curriculum change made for the future term.

- Graduate Students Change of Program / Add a Certificate requests submitted through the Graduate School forms will be applied to the following term if request is received outside of the permitted dates.

- Graduate students who require a concentration be added/changed, a certificate to be removed, or a catalog change must contact their program director. The program director can make the change if it is within the designated time for Change of Academic Program. If it is outside the designated time, a Degree Works petition must be submitted.

Degree Works Course Substitutions

Petitions received by the Office of the Registrar after 8:00AM on the last day of Add/Drop period cannot be guaranteed in time for CPOS assessment.

- A petition for a current course (CUR) must be submitted via Degree Works prior to the last day of the Add/Drop period of the term for it to be included in CPOS assessment for Financial Aid.

- Petitions are submitted by advisors or program directors to the Office of the Registrar and if approved, will be processed by the registrar’s office.

- A student does not need to be registered for a class for a petition to be submitted.

- Click here for instructions on submitting a Degree Works course substitution.
Financial Aid Course Exception Request

A Financial Aid Course Exception may be requested when a current course is marked Not in Program on the CPOS Advisor report or the saved CPOS What-if audit but is required for graduation. In these instances, a Financial Aid Course Exception Request may be submitted.

Financial Aid Course Exception Requests received by the Office of Student Financial Aid after 8:00AM on the last day of Add/Drop period cannot be guaranteed in time for CPOS assessment.

Examples of Financial Course Exceptions may include:

• Current course being taken to meet an attribute requirement such as DD, GD, SCL, etc.
• Current course being taken to meet in residence hours or senior college hours.
• Current course needed as a prerequisite (a hidden prerequisite).
• A course taken as part of a Double major or Dual Degree but is listed in the “Elective credits – excluded” block.
• A Writing Intensive course that is not shared with the major/conc/minor (if required) block but is needed as part of the graduation requirement.

Financial Aid Course Exception Request Process

1. Email CPOS@ECU.EDU to request the course be given a Financial Aid Exception.
   Email should include:
   • Student name
   • Banner ID
   • Course Subject and Course Number
   • Reason for why the course should count toward Financial Aid eligibility status.

2. Request must be submitted before 8:00AM on the last day of the Add/Drop period to count in CPOS assessment.

3. Request will be reviewed by the Office of Student Financial Aid and the Office of the Registrar.

4. If approved, the override will be applied by the Office of Student Financial Aid.

5. Financial Aid Course exceptions will not be displayed in Degree Works. These courses will count in Aid but not in Program.

*Undergraduate students who are already enrolled (fall and spring) in twelve (12) hours degree applicable or graduate students enrolled in nine (9) degree applicable hours DO NOT need an exception.

*Exceptions are only needed if the student is below fulltime financial aid eligibility status.
## CPOS Timeline

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<th>Date</th>
<th>Event</th>
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<tr>
<td>10/23/2023</td>
<td>• Advising for Spring registration period begins</td>
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<tr>
<td>11/3/2023</td>
<td>• Registration Begins for Spring 2024</td>
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<td>• Change of Academic Program opens for Spring 2024</td>
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<td>• Runs nightly to capture Banner and Degree Works changes.</td>
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<td>• Reports/Financial Aid Self Service Available.</td>
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<td>1/8/2024</td>
<td>• Classes Begin for Spring 2024</td>
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<td>1/12/2024</td>
<td>• Last day of Add/Drop period.</td>
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<td>• Last day to Change of Academic Program for Spring 2024 for CPOS Assessment.</td>
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<td>• Last day to submit Petition for Substitutions for Spring 2024 for CPOS Assessment.</td>
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<td>• Last Day to submit Financial Aid Exception Appeal for Spring 2024 for CPOS Assessment.</td>
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<tr>
<td>1/12/2024</td>
<td>• Final CPOS process run for Spring 2024.</td>
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<td>• Financial Aid Freeze date for Spring 2024.</td>
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Helpful CPOS Links

https://financialaid.ecu.edu/cpos-advisor/

- University Catalogs
- CPOS for Students
- CPOS FAQs for Students
- CPOS for Departments and Advisors
- CPOS Fact Sheet
- ECUBIC CPOS Reports and Dashboard
- Degree Works Substitution Process
- Financial Aid Course Exception Process
- Change of Academic Program Guidelines for Students
- Change of Academic Program Guidelines for Departments and Advisors
- How to view a saved What-If CPOS audit
- Student instructions on viewing Financial Aid Self Service Courses not eligible for aid.
- Need CPOS help? Email CPOS@ECU.EDU