Financial Aid Course Exception Request Process

1. Email CPOS@ECU.EDU to request the course be given a Financial Aid Exception.

   Email Subject Line = Exception Request

   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. Requests 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 on Degree Works. These courses will count in Aid but will continue to display in the Electives – credits excluded section in Degree Works.

PLEASE NOTE:

- 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 full-time financial aid eligibility status and has ACCEPTED Federal Financial Aid.

- Exceptions are used when a petition is not an option.