

What is CPoS?

Course Program of Study (CPoS) is a federal financial aid requirement that ensures students receive **federal financial aid only for courses required for their officially declared degree program** (major, concentration, and/or minor).

Required coursework is determined using the student's DegreeWorks audit.

Who Does CPoS Affect?

✓ Applies to:

- Federal Pell Grant
- Federal SEOG
- Federal Direct Loans
- Federal PLUS Loans
- Federal Work-Study

✗ Does NOT Apply to:

- Institutional scholarships
- Outside scholarships
- TOPS
- VA Educational Benefits
- Students not receiving federal financial aid

Enrollment Requirements

Student Level	Full-Time	Part-Time
Undergraduate	12 degree-applicable hours	6 degree-applicable hours
Graduate	9 degree-applicable hours	5 degree-applicable hours

Students enrolled in courses that do not apply toward their degree may have federal aid **reduced or canceled**.

Where to Verify Courses

DegreeWorks is the official source.

Look for:

- Required courses that satisfy degree requirements
- Fall Through section = courses that do not count toward the student's program of study

DegreeWorks updates **the day after** schedule changes.

Advisor Responsibilities

- Help students enroll in courses required for their declared program.
- Verify electives satisfy degree requirements.
- Complete course substitutions **before the 7th class day** when appropriate.
- Submit override requests when approved electives should count.

The Financial Aid Office **cannot advise students on course selection**.

Common Reasons a Course Does NOT Count

- Course is not required for the declared program.
- Course substitution has not been processed.
- Student already completed all required electives.
- Course is not required under the student's catalog year.
- Repeat limit has been exceeded.

Repeat Course Rules (Federal Aid)

A student may:

- Repeat an **F** as many times as needed until earning a **D** or higher.
- After earning a **D** or higher, federal aid will pay for **only one additional repeat**.

A "D" is considered passing for federal financial aid purposes.

Important Deadlines

- Students should adjust schedules **by the last day to add/drop** if they need additional degree-applicable coursework.
- Withdrawing after add/drop (receiving a **W**) does not change that semester's CPoS determination.

FREQUENTLY ASKED QUESTIONS

Can students take courses outside their program?

- Yes, but federal financial aid cannot pay for those courses.
- Undergraduate students may take non-degree courses **after** reaching **12 degree-applicable hours**.
- Graduate students may take non-degree courses **after** reaching **9 degree-applicable hours**.

Can students appeal a CPoS determination?

- No.
- If a course should count, the academic department must complete an approved substitution or override.

What if a student has completed the major but is still finishing a minor?

- Federal aid eligibility generally ends once all major degree requirements are completed.

Does CPoS affect SAP?

- No. Satisfactory Academic Progress is a separate federal requirement.

KEY MESSAGE FOR STUDENTS

Federal financial aid can only pay for coursework required to complete your officially declared degree program. Always review your DegreeWorks audit before making schedule changes.



Office of
**Financial Aid
& Scholarships**

Northwestern State University of Louisiana