



Degree Pursuant Courses / Course Program of Study (CPOS) in the Financial Aid Office

*Alicia Frey
Director of Financial Aid
West Virginia Northern Community College*

*"Happiness can be found even in the darkest of times if one only remembers to turn on the light."
~ Albus Dumbledore*



Federal Regulations: Determining Enrollment Status

Federal regulations stipulate that a student may only receive Title IV funding for courses that count towards their degree or certificate.

Institutions are required to determine if a course is part of the student's program of study before counting that course towards the student's enrolled hours for financial aid.

If a student is enrolled in courses that do not count toward his/her degree, certificate, or other recognized credential, they cannot be used to determine enrollment status unless they are eligible remedial courses. This means you cannot award the student aid for classes that do not count toward his/her degree, certificate, or other recognized credential.

2019-2020 FSA Handbook, Volume 1, Chapter 1 School-Determined Requirements
Ellucian Live 2019 Session ID: EL256594



Retaking Coursework

You may count towards enrollment status and award Title IV funds to a student who is repeating, for the first time only (i.e. one repetition per class), a previously passed course in a term based program.

For this purpose, passed means any grade higher than an “F”, regardless of any school or program policy requiring a higher qualitative grade or measure to have been considered to have passed the course.



Remedial and ESL Coursework

You may count up to one academic year's worth of remedial courses in a student's enrollment for federal aid

- For the purpose of this limit, that is 30 semester hours.


Similar to other remedial coursework, a student may receive FSA funds for English as a second language (ESL) courses that are part of a larger eligible program.

- ESL courses do not count against the one-year limitation on remedial coursework



West Virginia State Aid Policy:

- State financial aid can only be used to pay for degree requirements.
- State aid funds cannot be used to pay for courses that do not apply to a student's degree program.

To be consistent and ease administrative burden schools following the federal regulations will also be in compliance with state financial aid policy with course program of study. HEPC will begin to look at compliance and request degree audits at the next state aid review on a sample of students.  The first time a school has a review will be for training purposes and schools will not have to return funds for course program of study but are expected to be compliant by the next state aid review.



Course Program of Study (CPoS)

What is CPoS?

Features of CPoS



What is CPoS?

Courses that count in program of study (CPoS) refers to the Ellucian delivered functionality providing the integration of a chosen Degree Audit System (CAPP or DegreeWorks) with the Student and Financial Aid Banner Modules to ensure compliance with Federal Title IV regulations.



Course Program of Study Features

CPoS processing evaluates a student's courses for financial aid eligibility

- Sends a degree audit request to CAPP or DegreeWorks to determine if the courses are part of the student's program of study
- Applies remedial coursework rules
- Applies ESL coursework rules
- Applies repeat coursework rules
 - May allow in process repeats
 - Allows for legitimate course repeats (music or thesis classes)



Course Program of Study Features

- Administrators determine which terms are open for processing
- Students will be processed with registration, curricula or academic history changes
 - Administrators may “force” CPoS processing as needed
 - Note: Only available during term dates set on SFACPSC
- Allows overrides of course evaluation process
 - May preserve override for subsequent processing
- Logs the audit ID used for processing, which can be used to refer to the Degree Works or CAPP data for audit purposes



Course Program of Study

Banner Resources



Helpful Resources – Banner Guides

- Banner Student Release Guide 8.9
- Banner Student Release Guide 8.12
- Banner Student Release Guide 8.13.2
- Banner Student Release Guide 8.10.3
- **Banner Financial Aid Release Guide 8.24.2**
- Banner Financial Aid User Guide 8.29 and 9.3.2/3 page 204
- Banner Student User Guide 8.18.1 and 9.3.16 pages 1407-1420



Helpful Resources – Brainshark Presentations

- Course Program of Study Banner Financial Aid Setup Brainshark
<http://www.brainshark.com/ellucian/vu?pi=zHezuMIMYzNCYSz0&intk=346024651>
- Course Program of Study Banner Financial Aid Processing Brainshark
<http://www.brainshark.com/ellucian/vu?pi=zGyzx4SkAzNCYSz0&intk=656611944>
- Course Program of Study Banner Financial Aid Examples Brainshark
<http://www.brainshark.com/ellucian/vu?pi=zGfz5hJYzNCYSz0&intk=370420194>



Helpful Resources - DegreeWorks

- DegreeWorks Forum 2019 Session ID: DWF261229
- DegreeWorks Forum 2019 Session ID: DWF254267



Key Decisions

Review of the Business Decisions necessary before setting up CPoS Processing



Banner Security

Course Program of Study functionality must be set up on both the Banner Student and Banner Financial Aid functional areas.

Recommended Cross-functional team for implementation:

- Registrar
- Financial Aid
- Advising
- Curriculum and Planning



Course Program of Study Processing Decisions

- When will you evaluate a student's courses of eligibility?
- How often will you re-evaluate courses due to registration, curricula (major and catalog year) or academic history changes?
 - Undecided Majors – how long to let run?
 - Multiple majors?
- How will you select the students to be processed?
- Which staff can perform course program of study evaluations?



Courses Not In Program – Questions to Consider

- How will you handle courses that are not in a student's program of study?
 - Pre-Corequisties
 - Course Substitutions
- Who will perform overrides?
- Will you preserve overrides?
- Will you manually evaluate courses not in program?
- How will you notify students of non-eligible courses?



Discussion

Comments

Questions and Concerns?



Financial Aid Setup

- Enrollment Rules – ROENRR
 - Rule settings to apply to CPoS Processing
- Global Institution Financial Aid Options – ROAINST
 - Set CPoS Processing Options
- Financial Aid Repeat Course Exclusion – RORRPCX
 - Exclude courses from Financial Aid repeat rules
- Miscellaneous Parameters – RORMPRM
 - Controls when enrollment calculation is used
- Financial Aid Enrollment – ROAENRL
 - Displays results of CPoS Audit
- Applicant Immediate Process – ROAIMMP
 - Ability to run Course Program of Study (SFPCPOS)



Thank You!

