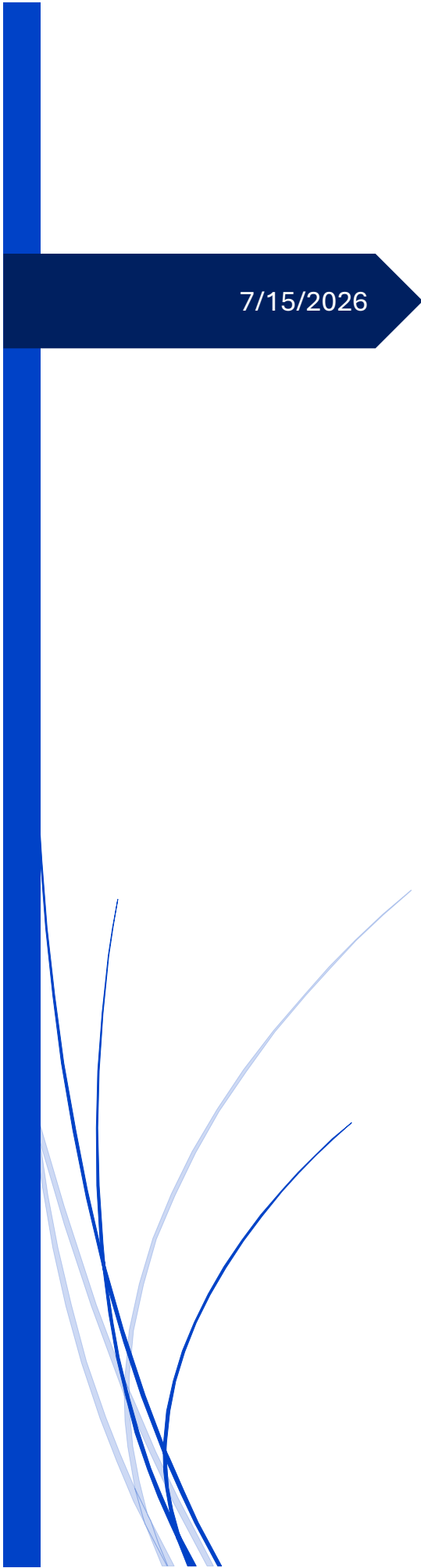




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Student's Guide to CPoS at Fayetteville State University

Office of the Registrar & Financial Aid
FAYETTEVILLE STATE UNIVERSITY

Contents

1. [CPOS – Course Program of Study](#)
2. [What is a Program of Study?](#)
3. [What does a complete program of study mean?](#)
4. [Degree Works Audit](#)
5. [Students who take extra courses outside of their program of study.](#)
 - a. [How will required courses for my minor be treated?](#)
6. [Degree Works Plan](#)
7. [How will I know which courses are not counting toward a student's program of study?](#)
8. [The What-If CPOS Audit](#)
9. [How to view a saved What-If CPOS audit.](#)
10. [How will a student know which courses are not counting for Financial Aid?](#)
11. [What do I need to do?](#)
12. [How do I get help?](#)
13. [Change of Majors](#)
14. [Course Substitutions](#)
15. [CPOS Timeline](#)
16. [List of Programs That Require or Allow for a Minor](#)

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 counts 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 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 year the student is currently following.

*This may or may not be the catalog for the year 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/transferred) 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.
- Degree Works will display the number of Free Electives a student may take based on the calculated value in the degree works audit to meet the number of minimum credits required. The number displayed in the Credits Required field is based on the Individual Student. This number DOES NOT adjust as the students take electives. Please note it says “up to” and may be less based on the credits applying to other required blocks and the number of credits being shared.
- Optional Blocks such as licensure blocks, non-required minors, additional minors, and additional concentrations are not considered part of the program of study.

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 Degree Works include all curricula as outlined in the University Catalog.

For example: If a student is currently pursuing a BA degree that requires a minor, and a minor has not been declared, 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.
 - If you notice a missing Program or Minor, please contact the student to verify they have declared those programs.
 - Contact the Office of the Registrar if the paperwork has been submitted. (Change of majors and Concentrations should take no more than 2 business days to process after they have reached the Office of the Registrar.)

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 into a major but sitting in another until they are accepted.
- Does the degree require a concentration? Has the concentration been added to Banner?
- Does the degree require a minor? 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 program (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 displayed in Banner but is considered optional and courses in optional curricula may or may not count for aid.

- Optional blocks include licensure blocks, non-required minors, additional minors (more than 1), additional concentrations (more than 1), and undergraduate certificates are not considered part of the program of study. Courses in optional blocks may count toward financial aid eligibility:

- If the courses are shared with a required block such as major, concentration, minor (when covered by program), and electives to meet degree blocks.
- If the student has free electives available.
- If the student is enrolled full-time.
 - This means, for Fall and Spring terms the student is in at least twelve (12) credits of degree applicable hours for undergraduate students and nine (9) for graduate students.
 - For Summer terms it is nine (9) credits for Undergraduate students and six (6) credits 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 for curricula from Banner to process courses that count in program.

Students who take extra courses outside of their program of study.

May count toward Federal Financial Aid if:

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

- If the courses are shared with a required block such as major, concentration, minor, and electives to meet degree blocks.
- If the student has free electives available.

How will required courses for my minor be treated?

If a minor is required for your degree program, the courses you take to meet that requirement are eligible for financial aid. If you are pursuing an optional minor, you will need to have free electives (if minor courses do not meet another requirement of your degree) to cover those courses to be eligible for financial aid or be enrolled in at least twelve (12) degree applicable credits for Fall and Spring terms and nine (9) degree applicable credits for Summer term. Please check the University Catalog to determine if a minor is required for your degree. [List of programs](#) that require or allow for a minor.

Degree Works Plan

- The Student Plan presented by Advisors and in Smart Plans, 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 federal financial aid.
 - Graduate students must have at least five (5) degree applicable credits remaining in their final term to qualify for federal financial aid. Courses such as Dissertation and Thesis courses (regardless of the number of hours) are eligible for full-time federal 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.
- 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 my program of study?

Degree Works

If a student has 1 or more course(s) not counting toward federal financial aid and has accepted federal financial aid, Degree Works will display these courses in the “Courses Not Applied” block.

The What-If CPOS Audit

Additionally, advisors 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 the program. The three (3) latest CPOS audits will be displayed for the student.

Courses not eligible for Federal Financial Aid will be displayed in the “Courses Not Applied” 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 federal financial aid eligibility.

How to view a 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 recently saved What-If CPOS audit.

5. Scroll to the bottom of the audit and review the “Courses Not Applied” to see which courses are not counting in program.

NOTES:

- 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 weekly CPOS process will run on all students on Fridays during the registration period.

How will a student know which courses are not counting for Financial Aid?

Email

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

What do I need to do?

- Speak with your advisor about Change of Majors (if necessary) before the end of Add/Drop.
- Ask for help before the end of Add/Drop! Email your advisor to set up an appointment.
- 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 federal financial Aid, ask for help by emailing your advisor.

Change of Majors

- **Change of Majors 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 Major 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.
 - 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 complete the necessary paperwork.

Course Substitutions

- Substitutions received by the Office of the Registrar after the last day of Add/Drop period cannot be guaranteed in time for CPOS assessment.
- Substitutions are submitted by advisors or program directors to the Office of the Registrar and if approved, will be processed by the Office of the Registrar.
- A student does need a final grade for a class for a substitution to be submitted.

CPOS Timeline

After Census

Day of Early Registration

Advising for spring registration period begins

- Registration begins.
- Change of Academic Program opens for registration term.
- CPOS Process begins running for registration term courses.
- Reports/Financial Aid Self Service Available beginning day after early registration.
- The automated CPOS Advisor report will be sent out daily after registration begins until the last day of add/drop period. You will not receive a report if you have no advisees on the list

First Day of Classes

Last Day of Add/Drop period

Classes Begin

- Last day of Add/Drop period.
- Last day to Change of Academic Program for CPOS Assessment.
- Last day to submit Petition for Substitutions for CPOS Assessment.
- Last Day to submit Financial Aid Exception Appeal for CPOS Assessment

Last Day of Add/Drop period

Day after Last Day of Add/Drop period

Final CPOS process run for registration term.

Financial Aid Freeze date for registration term.

List of Programs That Require or Allow for a Minor:

Broadwell College of Business and Economics-

- None

College of Education-

- Birth Through Kindergarten, Non-Teaching, BS

Lloyd College of Health, Science, and Technology-

- None

College of Humanities and Social Sciences-

- Criminal Justice, BS
- English Language and Literature, BA
- English Language and Literature, Creative and Professional Writing Concentration, BA
- Geospatial Science, BA
- History, Africa / African-American / African Diaspora Concentration, BA
- History, European Concentration, BA
- History, General Concentration, BA
- History, Military Concentration, BA
- History, US Concentration, BA
- History, World Concentration, BA
- Intelligence Studies, BA
- Music, Music-Voice Studies, BA
- Political Science, BA
- Political Science, Environmental Politics and Policy, BA
- Political Science, Public Administration, BA
- Psychology, BS
- Psychology, Health Psychology Concentration, BS
- Psychology, Work and Organizational Psychology Concentration, BS
- Spanish, BA
- Sociology, BA
- Theatre, BA