

FINANCIAL AID

Course Program of Study (CPOS)

Q&A for Students

TAKE CLASSES THAT COUNT!

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• What is Course Program of Study (CPOS)?

A Federal Title IV regulation requires colleges to ensure that students receive financial aid only for courses that count toward their declared degree or certificate and are necessary to complete their program. Course Program of Study (CPOS) is the process our college will use to ensure compliance with this requirement.

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• When will CPOS begin?

Soon, Fullerton College and Cypress College will apply CPOS requirements to both federal and state financial aid. The Financial Aid Office will:

- Determine financial aid eligibility based on program applicable units only, using the major on file with Admissions and Records.
- Apply CPOS to federal and state aid, including Pell Grant, SEOG, Federal Work-Study, Cal Grant, SSCG, and loans.
- Reduce federal and state aid amounts when units are not applicable to a student's Program of Study; enrollment fees may still be covered by the California College Promise Grant (CCPG), if eligible.
- Notify students via myGateway when a course is not applicable and encourage them to consult with an academic counselor.

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• What types of financial aid does CPOS impact?

Course Program of Study (CPOS) applies to federal financial aid programs, including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Direct Loans, and Federal Work-Study.

It also impacts eligibility for state financial aid programs, such as the Cal Grant, Student Success Completion Grant (SSCG), Chafee Grant, and Middle-Class Scholarship.

IMPORTANT! At this time, CPOS does not impact the California College Promise Grant (CCPG).

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• How can I check if I am impacted by CPOS?

When we go live, students will be notified once they enroll in classes. The results of their audit will be available in myGateway. Students will be able to review their status and make any necessary adjustments to ensure they qualify for financial aid.

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• When will I know if I am impacted by CPOS?

Students will be notified once they enroll in classes. The results of their audit will be available in myGateway. Students will be able to review their status and make any necessary adjustments to ensure they qualify for financial aid.

The audit process will run up to the semester's freeze date. If a student makes any changes that affect the audit—such as changing their major, dropping a course, or adding a new one—the audit will rerun. This can lead to changes in financial aid eligibility. Additionally, the audit process will run if we receive a student's FAFSA and enrollment data after the semester's freeze date.

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- **What should I do if I've been notified that one or more of my courses does not count toward my program of study (declared major)?**

Review your DegreeWorks audit to see how each course applies to your program and identify any that do not count.

Meet with an academic counselor to ensure you have an updated, comprehensive education plan and that you are enrolled in the correct courses for your program of study at your home campus - Fullerton College or Cypress College. An academic counselor can help discuss options to adjust your schedule, including adding, dropping, or remaining enrolled in specific courses.

While you may take courses for other goals, such as transfer, career advancement, or special programs, financial aid only covers those that apply to your declared program of study.

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- **What if I remain enrolled in courses that are not in my program of study?**

Your Federal and state aid will be adjusted to reflect only the coursework that is applicable towards your program of study. Your ineligible courses that do not meet CPOS can still be covered by the CCPG fee waiver if eligible.

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- **Do English as a Second Language (ESL) classes count?**

Yes. If you are enrolled in an eligible program, English as a Second Language (ESL) courses count toward federal financial aid eligibility.

NOTE: For new Workforce Pell-eligible programs, ESL and other remedial courses do not count toward federal financial aid eligibility.

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- **How do electives count?**

If your program lists specific electives, only those courses will count. If your program does not have a specific list, any degree-applicable course may count as an elective, if there is still room in your program for additional elective units.

A degree typically requires 60 units. If you have already fulfilled all major preparation and general education (GE) requirements, there may not be room for additional electives. However, if space is available, those courses will count toward your program and may be considered for your financial aid eligibility.

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- **What if there aren't enough classes in my program for me to be full-time this term?**

Only courses in your program of study count for financial aid. However, even if you are not enrolled full-time (12 or more units), you may still be eligible for federal and state aid programs that generally require a minimum of six units, such as the Pell Grant, loans, Federal Work-Study, Cal Grant, and Chafee Grant.

For example, if you only have six units remaining to graduate, those six units will be the only ones to count towards most federal and state eligibility.

You may also receive the California College Promise Grant (CCPG) fee waiver, if eligible, which will continue to waive your enrollment fees for any course.

IMPORTANT: At this time, CPOS does not impact the California College Promise Grant (CCPG).

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- **What if I think a class should count, but DegreeWorks says it doesn't?**

First, verify that your program of study and catalog year are correct in DegreeWorks. If they are, initiate a Course Program of Study (CPOS) petition with the Financial Aid Office. You'll need counselor approval and must add the course to your Student Education Program Plan (SEPP). Once submitted, the Financial Aid Office will review whether the course qualifies for financial aid eligibility.

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- **If I take 17 units, but 3 of them don't count, will I still get full financial aid?**

If at least 12 units count toward your program of study, you are still considered full-time for financial aid purposes and can receive full eligibility for federal and state grants based on 12-unit enrollment.

However, for programs like the Student Success Completion Grant (SSCG), which awards the full \$4,000 for 15 or more program of study units, you will not receive the full amount. In this example, only 12 eligible units count, so your SSCG award for the term would be \$1,298, assuming you are Cal Grant eligible, meet all other grant requirements, and funding is still available.

The 3 units that do not apply toward your program of study may still have enrollment fees waived through the California College Promise Grant (CCPG), if you are eligible. However, those units will not be counted toward other financial aid programs, such as the Pell Grant, Cal Grant, or SSCG at the higher award level.

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- **What should I do if some of my classes don't count toward my program of study?**

Before the semester starts: Speak with a counselor. You may want to drop the classes that don't count and enroll in ones that do or discuss whether you are eligible to submit a Course Program of Study (CPOS) petition.

After the semester starts: Your financial aid will be adjusted for the classes that don't count, and you will be locked in for the units that are eligible for your program of study. However, if you are eligible, the California College Promise Grant (CCPG) will still cover your fees for the other classes.

IMPORTANT: At this time, CPOS does not impact the California College Promise Grant (CCPG).

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- **What if none of my classes count toward my program of study, but I still want to take them?**

You will not be considered for other financial aid besides the California College Promise Grant (CCPG). If you don't qualify, you can use a [Payment Plan](#) to make college more affordable.

If you want to receive financial aid in future terms, be sure to maintain your GPA and class completion rate, or you may lose eligibility. Satisfactory Academic Progress (SAP) will still evaluate all cumulative coursework, regardless of whether the units count toward your program of study or if financial aid was received.

IMPORTANT: At this time, CPOS does not impact the California College Promise Grant (CCPG).

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- **Do internships, athletics requirements, or transfer preparation coursework count?**

Yes, if they are required for your home campus (Fullerton College or Cypress College) program of study on file with Admissions and Records. However, if the course does not fulfill a requirement in your program, the units will not count toward your financial aid eligibility. All courses may still be covered by the California College Promise Grant (CCPG) fee waiver, if you are eligible.

You may meet with a counselor and submit a Course Program of Study (CPOS) petition, but there is no guarantee it will be approved if there is no documentation showing that the course is required for your program of study at your home campus.

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- **Do prerequisites count toward my program of study?**

Yes, if they are required for your program of study. A prerequisite can fulfill a general education area, major preparation, or elective requirement.

Prerequisites can also be considered remedial courses for financial aid purposes. If a class does not fulfill one of the areas above, you can receive financial aid for only up to 30 units of these types of courses (including any remedial or preparatory courses from all colleges you've attended).

If you have not reached the regulatory limit for payment of remedial courses for 30 semester units, they may be included.

In some cases, a prerequisite may be classified as remedial if it could not otherwise fit into your program of study. Depending on how your degree audit reflects the course, you may need to submit a Course Program of Study (CPOS) petition to the Financial Aid Office.

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- **What if I am part of the Promise Program, EOPS, DSS, Veterans programs, or another program that requires enrollment in a specific number of units? How does that work?**

If you are part of a specialized program, it is important to meet your program's support services to ensure you are meeting their enrollment requirements. CPOS is a financial aid requirement, and although you might be enrolled in 12 units with only 9 counting toward your program of study, this may not impact your eligibility for other programs that require full-time enrollment (e.g., 12 units). You will need to check with each program or service individually. Always confirm with your specific program to ensure you meet all of its requirements.

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- **How can I appeal if a course should count toward my program of study?**

Yes, you can appeal. To do so, you must initiate a Course Program of Study (CPOS) petition with the Financial Aid Office. The petition requires a counselor's signature and documentation verifying that the course(s) in question are part of your program of study at your home campus - Fullerton College or Cypress College.

The petition must be submitted **before the freeze** date and must include an updated education plan showing the course(s) as part of your program.

We expect a high volume of petitions, so while submissions must be made before the freeze date, processing may occur afterward due to the anticipated number of requests.

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- **What happens if I am waitlisted for a course?**

If you are waitlisted for a course, it will not be picked up for your program of study or reviewed to determine if it is part of your program until you are officially registered.

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- **Do you have additional questions about CPOS?**

For more information about CPOS, please contact the Financial Aid Office. Students may reach us in several ways: (1) In person at our office in Building 100, Room 115; (2) [Request a callback](#) using the link in the Contact Us section of our website; (3) Email your assigned Financial Aid Technician as listed in the Contact Us section of our website.