

1. What is CPoS?

Course Program of Study (CPoS) is a federal requirement that affects how your financial aid is calculated.

- Only courses that count toward your officially declared degree program can be included when determining eligibility for federal and some state financial aid.
- If you take courses outside your program, those credits may not count toward full-time status for aid purposes

2. Why it Matters

- To receive the full amount of aid you're eligible for, you must be enrolled in at least 12 credit hours for undergraduate students and at least 9 credit hours for graduate students that apply directly to your program of study.
- Courses not in your plan might still help you academically, but they won't be counted toward full-time status

3. How to Check CPoS in Degree Works

1. Log in to mypennwest.
2. Click on the Degree Works tile.
3. Review how your courses are applied:
 - * Courses that meet program requirements will appear in the appropriate degree blocks.
 - * Courses that do not apply will show under a section "**Courses NOT Counting Toward Degree.**" This section can be found at the bottom of the audit.

4. Common Scenarios

- Free Electives: Only electives allowed by your program will count. You can view the number of free elective credits at the top of your audit
- Undeclared majors/certificates: Aid is based only on your officially declared major or certificate.

Note: Minors and concentrations are only covered if they are part of your degree or count as electives within your major.

5. What to Do if Something Looks Wrong

- If a course you believe should count is not shown in your program, contact your academic advisor
- Advisors will review if a course substitution is needed, if you need to update your declared program, or if there is an error.
- Do not wait until the end of the semester, issues can affect your aid before disbursement.

6. Tips for Staying on Track

- **Meet with your advisor every semester** before registering.
- **Declare majors/certificates early** so courses count properly.
- **Use Degree Works regularly** to make sure your courses are applying as expected.

Need Help?

- ⇒ Class questions? Talk to your advisor (you'll see their name at the top of your audit!)
- ⇒ Financial aid questions? Email: Finaid@pennwest.edu.
- ⇒ Tech or tool issues? Email: Graduation@pennwest.edu.