Federal Title IV regulations stipulate that a student may only receive US Federal Title IV Funds for courses that count towards their degree/certificate. To comply with this regulation, institutions must track whether or not the courses a student is registered for count toward completion of their degree/certificate program.

Courses that count in program of study (CPOS) refers to the use of DegreeWorks/Banner rules and processes to ensure compliance with Federal Title IV regulations. The CPOS module integrates DegreeWorks with the Student and Financial Aid Banner Modules, as well as Applications Manager for automation and various database update scripts to ensure data integrity.

This document provides an overview of the CPOS system setups and related automation implemented to ensure regulatory compliance and student record integrity.

**CPOS Features**

The following bullets detail CPOS related system functionality as well as how LCC has chosen to administrate over the system.

* CPOS processing evaluates a student’s courses for financial aid eligibility for terms as defined by setups on SFACPSC via the audit process SFPCPOS.
* The CPOS process does not allow processing by semester in the job submission parameters. All semesters that are active on SFACPSC will allow re-evaluation if there is a change in the student’s registration or program. Therefore, staff may re-trigger a CPOS evaluation submitted for a term unintentionally based on the dates set on SFACPSC. LCC uses the first day of registration for the start date and the last day of the term for the end date.
* SFPCPOS can be run in batch, for one student at a time via the SFACPSC page (forced audits allowed) or via ROAIMMP (no forced audits allowed. The process sends a degree audit request to DegreeWorks to determine which registered courses count toward completion of the student’s program of study. SFPCPOS also applies remedial and repeat coursework rules.
* Students are ‘flagged’ in Banner to be audited if they have registration or program of changes. Note: scribing changes do not flag affected students in Banner automatically; students in any impacted program must have SFPCPOS manually run to force an audit to capture scribing changes in a new audit.
* The Registrars’ Office maintains CPOS rule and validation setups in Banner, and has the ability to force audits on students. Assigned ITS staff serve as a backup if updates are needed and Registrar Office staff are unavailable.
* The Registrars’ Office can preserve overrides to course program eligibility via the SFASCRE page. When manual overrides are made via the SFASCRE page, a comment documenting the update is required.
* SFASCRE logs the audit ID used for processing for reference to refer to the Degree Works data for audit purposes.
* UC4/Applications Manager is used to run CPOS audits nightly directly prior to financial aid disbursement. Two cleanup scripts are run with the audit to ensure accuracy:
	1. In order to avoid graded (failing) courses from becoming ineligible for aid after disbursement a cleanup script runs prior to the audit to ‘preserve override’ on any course with a grade entered on SFRSTCR (registration table).
	2. An update script that changes the ‘count in aid’ flag for remedial coursework when applicable due to students’ academic history.

**CPOS Resources**

The following resources are available from Ellucian to support CPOS.

* 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
* Ellucian Course Program of Study Webinar
* [Course Program of Study Banner Financial Aid Setup Brainshark](http://www.brainshark.com/ellucian/vu?pi=zHezuMlMYzNCYSz0&intk=346024651%20)
* [Course Program of Study Banner Financial Aid Processing Brainshark](http://www.brainshark.com/ellucian/vu?pi=zGyzx4SkAzNCYSz0&intk=656611944%20)
* [Course Program of Study Banner Financial Aid Examples Brainshark](http://www.brainshark.com/ellucian/vu?pi=zGfz5hJYXzNCYSz0&intk=370420194%20)

**Banner System References & Setup**

CPOS rules and codes are setup in the Banner General, Student and Financial Aid modules. Related processes, forms and corresponding tables are below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form** | **Description** | **Type** | **Maintenance Performed By** | **Notes** |
| **SETUP** |
| GTVSQPR | Business Rule Process Code Validation | Form | IT Staff | CPOS |
| GTVSQRU | Business Rule Code Validation | Form | IT Staff | CPOS\_AID\_RULECPOS\_ESL\_RULECPOS\_REMEDIAL\_RULE |
| GORRSQL | Business Rules | Form | IT Staff | Establish business rules for Aid Eligibility/ESL/Remedial |
| STVREST | DegreeWorks API Form | Form | IT Staff |   |
| SOAREST | DegreeWorks API Form | Form | IT Staff |   |
| SFACPSC | Course Program of Study Control | Form | Registrars' Office Staff | Setup audit dates for termsSetup process and override rulesSetup repeat and program exclusions |
| RORMPRM | Miscellaneous Parameters | Form | PMBA Staff |   |
| RORENRR | Enrollment Rules | Form | PMBA Staff |   |
| ROAINST | Global Institution Financial Aid Options | Form | PMBA/Financial Aid Staff |   |
| **PROCESSING** |
| SFASCRE | Student Course Evaluation Form | Form | Registrars' Office Staff |   |
| SFPCPOS | Course Program of Study (Audit) | Process | IT Staff/Registrar's Office Staff | Captures and updates SFASCRE with course eligibility information based on student registration, curricula and academic history changes within term audit dates and flags student for re-audit. Note: Does NOT capture DW Scribing changes and automatically flag for re-audit.  |
| ROAENRL | Financial Aid Enrollment | Form | Applications Manager/Financial Aid Staff |   |
| ROAIMMP | Applicant Immediate Process | Form/Process | Financial Aid Staff | Allows for financial aid staff to perform an audit on individual students. Will NOT update the audit if the student has not been flagged by the student system due to registration, program or academic history changes. |

**Banner Security**

CPOS related Banner page and process security definitions are below. Registrars’ Office and IT staff are the only staff that perform forced audits on student records and maintain rule and validation setups.

|  |  |  |  |
| --- | --- | --- | --- |
| **Forms** | **LCC\_S\_CPOS\_VIEW** | **LCC\_S\_CPOS\_PROCESS** | **LCC\_S\_CPOS\_SUPPORT** |
| GORRSQL | Q |   | M |
| GTVSQPR | Q |   | M |
| GTVSQRU | Q |   | M |
| SFACPSC | Q | M | M |
| SFASCRE | Q | M | M |
| SFPCPOS | Q |   |   |
| SOAREST | Q |   | M |
| STVREST | Q |   | M |

**Banner Self Service**

CPOS related messages are visible in Banner Self Service (SSB) on the General Information (GI), Accept Award Offer (AA) and Award Overview (AO) tabs. Messages are dynamic and based on student audit results on SFASCRE.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Form** | **Description** | **Type** | **Maintenance Performed By** | **Notes** |
| RORWTAB | Web Tab Rules | Form | PMBA | Define web text rule placement on self service tabs.Web Text Rules:AA and AO Tab CPOS NoticeGI-CPOS FA CRSES NOT IN PGRMGI-CPOS FA CRSES REMEDIAL 30GI-CPOS SP CRSES NOT IN PGRMGI-CPOS SP CRSES REMEDIAL 30GI-CPOS SU CRSES NOT IN PGRMGI-CPOS SU CRSES REMEDIAL 30 |
| RTVWTXT | Web Text Rule Code Validation | Form | PMBA | Define web text rule codes |
| RORWTXT | Web Text Rules | Form | PMBA | Define web text rules & corresponding text |

**Argos Reports**

The following CPOS related Argos reports exist to assist with student record updates and audits.

|  |  |  |
| --- | --- | --- |
| **Argos Report Name** | **User(s)** | **Notes** |
| CPOS Student & Program Review | Business Analysts, IT Staff, Financial Aid Staff | Dashboard with various reports to search for CPOS scenarios, students, etc. |
| Census/CPOS Review by Student | Financial Aid Staff | Operational report for financial aid processing. |

**UC4/Applications Manager**

LCC uses UC4/Applications Manager to run CPOS audits on students nightly.

