



September 18, 2023

Dear Advisors and Faculty Colleagues,

As we embark on the new academic year, we are writing to share an update regarding the Course Program of Study (CPOS) requirement mandated by the U.S. Department of Education and New York State Higher Education Services Corporation. This regulation decrees that only courses in a student's declared major or minor program will determine that student's eligibility for federal or state financial aid. This includes core requirements and required elective hours, along with major and minor course credits.

All students are subject to CPOS compliance to help them finish their degree programs faster by prioritizing the completion of courses associated with their programs of study. Failure to comply jeopardizes Pace's eligibility for Title IV funding and our regional accreditation, so today, we ask for your assistance in maintaining CPOS compliance by observing the following guidelines when meeting with students:

- Ensure that students understand that only courses toward their degree are eligible for financial aid.
 - Undergraduate students must be registered for at least 12 credits of coursework in their program of study to be considered full-time students for federal and state financial aid.
 - Graduate students must be registered for at least 9 credits of coursework in their program of study to be considered full-time students for federal and state financial aid.
 - If a student is not enrolled full-time in courses that count toward their degree, their financial aid may be reduced.
- Encourage students to plan out their full program of study, year by year, so that they take enough required credits each term to qualify as full-time students.
- If you know that a student will need a waiver or substitution, work with the appropriate offices to have this submitted and reflected on the student's record.
- If students have not done so, encourage them to declare all major(s) or minor(s) through the [Office of the Registrar](#).

Looking ahead, as part of the PaceWorks project, Pace University will be implementing an automated process in 2024 that will assist you and your students in more accurately and easily tracking courses that count toward their degree programs. Stay tuned for more information.

More information on CPOS can be found on the [Financial Aid](#) website.



In the meantime, we appreciate your support for this important initiative and thank you for all that you continue to do to support our students.

Sincerely,

A handwritten signature in black ink, appearing to read "Robina C. Schepp".

Robina C. Schepp
ACS
Vice President for Enrollment and Placement

A handwritten signature in black ink, appearing to read "Joseph R. Franco".

Joseph R. Franco, PhD, LMHC, NCC,
Provost and Executive Vice President
for Academic Affairs