



PETITION FOR COURSE PROGRAM OF STUDY (CPOS): INSTRUCTIONS

UTSA is required to follow U.S. Department of Education Title IV regulations related to the payout of federal financial aid. **Course Program of Study (CPOS)** is a federal requirement, which mandates that only courses counting toward a student’s declared program of study will be used to determine that student’s eligibility for federal financial aid (federal grants, federal loans, and federal work-study). If you enroll in courses that are not required for your program of study, your financial aid may be prorated and/or canceled as required by federal regulations.

In accordance with CPOS regulations, this form must be completed to petition for a course to apply towards a program of study. Depending on the semester in which the course substitution will be taken, a CPOS petition must be submitted on or before the following deadlines:

DEADLINES:

Courses to be taken in Fall:	August 1 st
Courses to be taken in Spring:	January 2 nd
Courses to be taken in Summer:	May 1 st

CPOS Petition Guide and Recommendations:

[GUIDANCE LINK GOES HERE](#)

Above, you will find a guidance resource to use when completing a CPOS petition. To avoid delays, we recommend using the information provided in this resource guide.

PROCESS:

For Students:

- This form will need to be completed if you are receiving federal aid.
- This form will need to be completed if the course is not a part of your program of study per your graduate catalog.
- If a CPOS petition is needed, please work with your department to have the petition submitted on your behalf.

For Department:

- The Graduate Catalog is used to determine which section of the program of study the CPOS Petition will apply towards. Please check the student's catalog to ensure that a CPOS petition is needed to substitute courses in these areas.
- If a CPOS petition is needed, please complete on behalf of the student and route for approvals.

Contact:

For any questions regarding the CPOS petition, please contact graduate.school@utsa.edu.



PETITION FOR COURSE PROGRAM OF STUDY (CPOS):

Please indicate the section of the program of study: _____

College of _____ Department: _____

STUDENT INFORMATION

Student Name _____

_____ Date

@ _____
Banner ID Degree Program Catalog Year
Ex: @01234567 Ex: 23-25

Concentration/Track/Option (if applicable)

Program of Study _____

JUSTIFICATION

APPROVALS

Graduate Advisor of Record, Signature

Print Name

Date

Approve Disapprove

Department Chair, Signature

Print Name

Date

Approve Disapprove

Associate Dean, Signature

Print Name

Date

Approve Disapprove

THE GRADUATE SCHOOL

Vice Provost and Dean of The Graduate School, Signature

Date

Approve Disapprove