



Title: Enrollment Requirements Policy
Effective Date: March 25, 2024
Issuing Authority: Executive Vice President
Policy Contact: Associate Vice President for Student Financial Planning
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Purpose

The purpose of this policy is to provide the enrollment requirements for student financial aid.

Scope

This policy applies to all students at Mercer University.

Exclusions

None

Policy Statement

Enrollment Status

A student's enrollment status is determined by the number of credit hours they are enrolled in, provided these credits align with their Program of Study (CPoS). For undergraduate students, enrollment status categories are as follows:

- full-time (12 credit hours);
- three-quarter time (9 credit hours);
- half-time (6 credit hours); and
- less-than-half-time (fewer than 6 credit hours).

It is important to note that only courses within the student's degree program are considered when determining enrollment status for financial aid purposes. This status plays a crucial role in calculating the student's Cost of Attendance for the award year.

For graduate and professional students, the criteria for full-time, half-time, and less-than-half-time status vary and are dependent on the specific program in which the student is enrolled. These details are outlined in the University catalog.

Coursework toward Program of Study (CPoS)

Coursework toward Program of Study (CPoS) pertains to the courses a student undertakes as part of their degree program. Federal regulations on financial aid stipulate that only courses

contributing to the student's degree are considered when assessing eligibility for federal aid. Enrollment in courses outside the eligible Program of Study may lead to a reduction in the student's financial aid.

To determine a student's eligibility for federal financial aid programs—including grants, work-study, and loans—as well as their enrollment status (e.g., full-time, half-time), only courses required for the completion of the degree are taken into account.

Why is this important?

Taking courses that are not required to complete the student's degree could result in receiving less or no federal aid or owing money back. Taking classes that are not in the CPoS for the student's officially declared major or minor (if required for the program) may result in a reduction to the student's overall financial aid. Enrolling in courses not necessary for the completion of a student's degree may lead to a decrease in federal aid received, or even require repayment of funds. Classes outside the Program of Study (CPoS) for a student's declared major or minor (if applicable to the program) could reduce the total amount of financial aid awarded.

It's essential to understand that only courses contributing towards the degree program are considered when calculating a student's enrollment status for financial aid purposes.

Student Example: If only 9 of your 12 hours are in your CPoS, your enrollment status will reflect you are not a full-time student (9 hours = 3/4-time enrollment status). Your COA and financial aid will be updated based on your 3/4-time enrollment status, which could reduce your federal, state, and institutional scholarships. Remember, financial aid cannot be awarded in excess of your specific cost of attendance.

Minors

- The minor must be required for the degree program; or
 - The minor can be completed with general electives; or
 - With the student's permission, a credit from Title IV aid can be used to pay for a minor that is not required for the program.
 - For programs with flat tuition rates, minors that are not required for the degree program can be covered over the required 12 hours for full-time status, up to 18 hours.
- NOTE:** 12 credit hours MUST be part of the student's CPoS to meet the full-time enrollment status requirements.

What should the student do?

1. Check MyMercer to be sure your major and minors are correctly declared and required for your degree program.
2. If a minor is outside your degree program, check with the Office of Student Financial Planning for other payment options.

3. See your academic advisor to be sure you are registering for classes that fulfill your degree requirements.
4. Check your financial aid in MyMercer for messages and updates to your financial aid.

Additional Resources

1. Cost of Attendance Policy: <https://policies.mercer.edu/cost-of-attendance/>
2. MyMercer: <https://my.mercer.edu/>

History

Revised July 2023

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