**Federal Financial Aid Repeating Coursework**

**Graduate Student Progress Validation**

Satisfactory Academic Process Documentation

Higher Education Act Section 668.2(b) specifies that in a term-based program a student may repeat any coursework previously taken in the program but the coursework may not include more than one repetition of a previously passed course. This provision applies to graduate and professional as well as undergraduate students. (October, 30, 2015) In cases where academic program requirements mandate that a student repeat a course more than once, the student’s academic progress must be documented in order for the student to continue to be eligible for federal student aid. Certification on this form meets that requirement.

Student name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TWU ID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Academic department/program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Financial Aid Application term: Fall Spring Summer  Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Repeated course Title \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course prefix and number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The student has demonstrated progress:

1. The student is making satisfactory progress toward her/his degree or certificate.
2. The estimated completion date for the degree or certificate is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (term, year)

1. The number of credit hours remaining to complete the degree or certificate. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 The student has not made progress toward completing her/his dissertation/thesis/professional paper. (No work was submitted and/or no contact was had with student.)

Other comments:

Completed by:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

 (Print Name) (Signature)

 Academic Advisor

 Research Chair

 Department Chair/Director/Associate Dean

 Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (explain)

Return this form to the Financial Aid Office in ACT 201 as soon as possible. Questions? Call 940-898-3064.