To: Department Chair/Advisor

From: WNMU Financial Aid Office

Regarding: Financial Aid Academic Progress

Any student deemed not to be maintaining satisfactory academic progress by the Financial Aid Office is denied federally funded financial aid. However the student has the right to appeal this decision to the Financial Aid Committee.

Information not readily available to the committee is needed during these appeals so that an accurate decision can be made. Please complete this “Department Chair Report” at your earliest convenience and forward to the Financial Aid Office. Note that Student appeals’ will not be considered by the Committee until this form is completed. If you are appealing for the Spring Semester and the University is closed during Winter Break, please submit your appeal to our office in January.

Please fill in the information below and submit the completed form to the Financial Aid Committee.
Student’s Name: ________________________________

Student’s ID: ________________________________

Has the student filed a Degree Plan? ________ If not, why? ____________________________
________________________________________
________________________________________
________________________________________

When is this student expected to graduate? ____________________________

Who is the student’s academic Advisor? _______________________________

Comments (Please provide a candid evaluation of this student’s likelihood of program completion):
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Department Chair/Advisor: ________________________________

Date: ________________________________