

Student Name (last, first, middle) _____

Student I.D. # _____

Palomar College Financial Aid & Scholarships Office
Course Progress Status Certification for Fall 2009

Course: _____ **Course Title:** _____

Section # _____ **Instructor:** _____

In accordance with Title IV Student Financial Aid federal regulations, the college is required to monitor a student's academic progress toward their program goal. Our office is respectfully requesting the above-named student's course progress status for the semester as of the 8th week of the semester.

Grades Status To Date: A B C D F Other: _____

Student attendance: Attends class regularly
 Does not attend class regularly
 Stop attending class (last date of attendance: _____)
 Never attended class

Instructor Comments: _____

Certification should not be completed earlier than 10/16/2009. Deadline: 11/12/2009

Instructor Signature _____ Ext. _____

Date: _____

Thank you for cooperation on this matter.

Palomar College Financial Aid & Scholarships Office
Course Progress Status Certification Instructions

TO: Student

Based on your financial aid academic records, the Financial Aid Office is requiring mid-semester progress review of all currently enrolled courses.

The form on the reverse side must be completed by your course instructor no earlier than the date indicated. You are expected to submit the completed form to the Financial Aid Office within 5 working days from the date of your instructor's signature.

TO: Instructor

In accordance with Title IV Student Financial Aid federal regulations, the college is required to monitor each student's academic progress toward declared program goal. Our department has determined that a mid-semester review must be conducted of the student's entire current course enrollment for the semester. Therefore, our office is respectfully requesting that you complete the reverse side of this notice. We would greatly appreciate it if you not certify the form any earlier than the date indicated. Please return the completed form to the student to submit to the Financial Aid Office within 5 working days from the date of your certification. Thank you.