

ATTENDANCE VERIFICATION FORM – UNOFFICIAL WITHDRAWALS

Dear University Official:

Thank you for assisting the Financial Aid Office in _____ last date of attendance for the previous semester. When a student fails to earn a passing grade or attend through 60% of the period in at least one course, federal regulations require schools to

Please indicate which of the following most accurately describes _____ last date of attendance:

The student completed the referenced course and earned a passing grade _____, which will be posted no later than 30 days after the end of the period.

Please note federal rules require students to earn a passing grade in their last scheduled session (Summer only).

_____ for the referenced course. The Financial Aid Office must be notified of the within the academic term. Record date below.

Please note federal rules do not consider a grade of “Incomplete” to be a passing grade.

The _____ at an academically-related activity. Record date below.

Examples of academically-related activities include examinations or quizzes, tutorials or lectures, computer-assisted instruction, academic conferences, completing an academic assignment, paper, or project, and attending a study group required by the institution where attendance is taken.

In accordance with federal rules, participating in academic counseling or advisement, or logging into an online class without active participation will not be considered an academically-related activity.

*****Last Date of Attendance = ____/____/____*****

Please describe the activity: _____

Dr.