

# 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

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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: \_\_\_\_\_  
\_\_\_\_\_

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Dr.