

Documentation of Academic Engagement



Student Name

Washburn ID

Date

Financial Aid Office
1700 SW College • Topeka, KS 66621
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Per federal regulations, students that receive federal grant aid, such as the Federal Pell Grant and Federal Supplemental Educational Opportunity Grant (SEOG), must demonstrate academic engagement in each class for which they received payment of these funds.

If the school is unable to document a student's academic engagement in a withdrawn or reported non-attended failed class, but the student has proof of engagement, the student can utilize this form which must be completed by the instructor of the withdrawn or reported non-attended failed class.

The following activities are not considered as academic engagement:

- Living in institutional housing;
- Participating in the institution's meal plan;
- Logging into an online class or tutorial without any further participation; or
- Participating in academic counseling or advisement.

The following information must be completed by the instructor of the withdrawn or reported non-attended failed class:

I, _____, certify that _____
(Faculty Name) (Student Name)
did demonstrate academic engagement in _____
(CRN & Course Name)
during the _____ semester.
(Term and Year)

The student displayed engagement in the following ways during their enrollment in the course (check all that apply):

- Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students;
- Submitting an academic assignment;
- Taking an assessment or an exam;
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Participating in a study group, group project, or an online discussion that is assigned by the institution; or
- Interacting with an instructor about academic matters;

Faculty Email

Phone Number

Faculty Signature

Date

Student's Signature

Date

WARNING: If you purposely give false or misleading information on this form, you may be fined, be sentenced to jail, or both.