Documentation of Academic Participation

Student Name

__________________________________________

Washburn ID

__________________________________________

Date

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 participation in each class for which they received payment of these funds.

If the school is unable to document a student’s academic participation in a withdrawn or failed class, but the student has proof of participation, the student can utilize this form which must be completed by the instructor of the withdrawn or failed class.

The following activities are not considered as academic participation:

- Living in institutional housing
- Participating in the school’s meal plan
- Logging into an online class without active participation
- Participating in academic counseling or advisement

The following information must be completed by the instructor of the withdrawn or failed class:

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

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

☐ Physically attending a class where there is an opportunity for direct interaction between the instructor and students
☐ Submitting an academic assignment
☐ Taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction
☐ Attending a study group that is assigned by the school
☐ Participating in an online discussion about academic matters
☐ Initiating contact with a faculty member to ask a question about the academic subject studied in the course

__________________________________________
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.