

Documentation of Academic Participation

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.

When a student withdraws from, or fails, classes for which they received federal grant aid, the school is required to determine whether or not the student earned the funds paid toward the classes.

- When a student who has received federal grant aid withdraws from one or more classes, the Financial Aid Office must determine if the student had academic participation in the class(es). The Financial Aid Office will reach out to the corresponding professor(s) of the withdrawn class(es) to determine if the student academically participated prior to withdrawing.
- When a student who has received federal grant aid earns a failing grade, the instructor will report if the failing grade was due to non-attendance.
 - **If the school is able to document that the student academically participated in the classes, the student is considered to have earned the federal grant aid paid for those classes.**
 - **If the school is not able to document that the student had academic participation in the classes, the Financial Aid Office is required to return the appropriate amount of federal grant aid associated with the enrollment for those classes.**

The Federal Student Aid Handbook defines academic participation as:

- 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

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

Documentation of Academic Participation Form

If the school is unable to document a student's academic participation in withdrawn or failed classes, but the student has proof of participation, the student can utilize the **Documentation of Academic Participation Form** which must be completed by the instructor of the withdrawn or failed class.