

VERIFICATION OF ACADEMIC ENGAGEMENT

DUE DATE: [Office insert date one week from 60%-point of term at host institution]

PURPOSE

Students participating in an Education Abroad program must complete this form to verify academic engagement in at least one course in order to remain eligible for aid awarded (if applicable) during the semester and to be in compliance with Education Abroad regulations. For more information, please review the *Withdrawing and Non-Attendance* page on the financial aid website for more information: <http://finaid.txstate.edu/undergraduate/withdrawals.html> **All students on an affiliated or exchange program must complete this form since students are eligible to apply for federal financial aid at any time throughout the semester.**

BACKGROUND

Per federal regulations, Texas State is required to review students who are awarded federal financial aid but receive all non-passing grades. In such cases, students are considered unofficially withdrawn from the university for financial aid purposes. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that the student must repay. The only exception is when an institution can document (within 30 days of the end of the semester) that the student was academically engaged after the 60-percent point of the semester.

Since the term start and end dates for students on a reciprocal exchange or affiliated program vary by host institution, it is important for students to complete and return a verification of academic engagement form within 30 days of the end of the term at their host institution. Completion of this form will prevent the student from being unofficially withdrawn. **This form is mandatory for all students participating in an affiliated or exchange program. Failure to complete this form by the above due date may negatively impact current or future aid rewards.**

INSTRUCTIONS

- Student must complete Section 1, 2, and 4.
- Instructor / Coordinator / Staff must complete Section 3. (if applicable)
- Student must email completed form to Education Abroad at educationabroad@txstate.edu by the deadline indicated above.

SECTION 1: STUDENT AND COURSE INFORMATION

Name of Student: _____

Texas State ID#: _____

Term: Fall _____ Spring _____ Summer _____
yyyy yyyy yyyy

Please identify the course at your host institution you are using to verify academic engagement.

Host Institution: _____

Course Number and Title: _____

Name of Instructor: _____

Class Meeting Times: _____

SECTION 2: ACADEMICALLY RELATED ACTIVITY

Select one from the options below:

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | A. I attended classes and engaged in an academically related activity such as class attendance, laboratory work, or supervised studio work after the date indicated above .
Complete sections 1, 2, 3 and 4. | <input type="checkbox"/> | C. I participated in an online discussion related to a course. Complete sections 1, 2, and 4 and attach documentation verifying your participation after the date indicated above . |
| <input type="checkbox"/> | B. I attended classes and have copies of dated, graded assignments.
Complete Sections 1, 2, and 4 and attach a graded assignment, quiz, or exam dated after the date indicated above . | <input type="checkbox"/> | D. I initiated contact with a faculty member to ask a question about the academic subject studied in the course. Complete sections 1, 2, and 4 and attach documentation verifying contact made after the date indicated above . |

SECTION 3: FACULTY VERIFICATION OF ACADEMIC ENGAGEMENT (THIS SECTION TO BE COMPLETED BY INSTRUCTOR/COORDINATOR/STAFF)

This section is required if student only selected option A in section 2 or did not provide satisfactory documentation of academic engagement.

I confirm that _____ was academically engaged in my course after _____
Student Name mm/dd/yyyy
during the semester indicated above. 60%-point of the term

*Name of Instructor/Coordinator/Staff

Title/Department

mm/dd/yyyy
Date

Instructor/Coordinator/Staff E-mail

SECTION 4: STUDENT CERTIFICATION STATEMENT

I am aware of what is considered an academically related activity, and affirm that I was academically engaged in the course listed above after _____ during the semester indicated above.
mm/dd/yyyy
60%-point of the term

*Name

mm/dd/yyyy
Date

***"I understand that by typing my name I am electronically signing this document".**