Documentation of Class Attendance

Depending on the type(s) of financial aid you receive and the number of credits upon which your aid is based, there are scenarios where you must document that you began attendance in one or more class(es). In most cases, this documentation is necessary when you drop a class (earn no grade) or receive a grade of F, X, NC or W.

It is your responsibility to complete the number of credits for which you received financial aid. If you received a non-earned grade or dropped a class that jeopardizes your eligibility for aid, you should complete the first section of this form, obtain the signature of the faculty member/instructor and you should return the completed form to the Financial Aid Office by any deadline given to you by the Financial Aid Office.

The information on the form below helps ensure that students receive the financial aid for which they qualify and helps WOU maintain compliance with the Higher Education Act.

By signing below, I certify that I have read and understand the above statement and the information provided below is true and correct.

Student Signature: ____________________________ Date: ____________________________

Box 1 (to be completed by student):

Student Name: _______________________________ WOU ID #: V _______________________

Term & Year (e.g. fall 2015): __________________________

Course Prefix & Number (e.g. PE 131): __________________________

Course Reference Number (CRN): __________________________

Printed name of faculty member: __________________________

Box 2 (to be completed by faculty/instructor):

By my signature below, I verify that the above named student attended the class listed above at least one time during the term stated above. This attendance is determined by the student coming in person to a class or participating in an online class by submitting an assignment, posting on a discussion board, completing a paper, exam or quiz or corresponding with the faculty member in any way about the content of the course.

Faculty/Instructor Signature: ____________________________ Date: _______________________

Faculty email address and/or phone number: __________________________

The student must ensure this form is completed and delivered to the WOU Financial Aid Office.

This document is available in alternative formats. Please give reasonable notice to the Financial Aid Office.

Financial Aid Office
345 North Monmouth Avenue ● Monmouth, OR 97361 ● 503-838-8475 ● www.wou.edu/financialaid ● finaid@wou.edu