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| Student Name: | | Student ID: | |
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DOCUMENTATION OF CLASS ATTENDANCE FOR FULL OR PARTIAL WITHDRAWALS

Complete this form if:

- You drop a class during the term (after week 2) and you receive the Federal Pell Grant (*Partial Withdrawal*)

o Form must be received by:

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|--|--|
| Fall term 2017: Tuesday, Jan 2, 2018 | Spring term 2018: Friday, July 6, 2018 |
| Winter term 2018: Friday, April 13, 2018 | Summer term 2018: one week from end of session |

- You withdraw from **all** classes during the term and need to prove attendance in a class (*Full Withdrawal*)

o Form must be received no later than two weeks after your official date of withdrawal

- You will receive a non-passing grade (F, X, W, NC) at the end of the term and you receive *any* type of Federal Student Aid (*some non-passing grades = Partial Withdrawal, all non-passing grades = Full Withdrawal*)

o Form must be received by:

| | |
|--|--|
| Fall term 2017: Tuesday, Jan 2, 2018 | Spring term 2018: Friday, July 6, 2018 |
| Winter term 2018: Friday, April 13, 2018 | Summer term 2018: one week from end of session |

- You participated in Concurrent Enrollment for the term in which you received a F, X, W, or NC grade (*Note: You must prove attendance in all non-WOU dropped courses. See Full or Partial Withdrawal timelines above*)

If you are completing this form prior to the end of the term for a class you intend to withdraw from, **make sure you officially withdraw from the course with the Registrar's Office.**

TO BE COMPLETED BY STUDENT:

(one form per course)

Term & Year (e.g. fall 2017): [] Course Prefix & Number (e.g. PE 131): []

Course Reference Number (CRN): [] Name of faculty member: []

TO BE COMPLETED BY FACULTY/INSTRUCTOR ONLY: Please provide the date of the student's last academically-related activity in your class. Academically-related activities include, but aren't limited to: physically attending class, submitting an assignment, taking a quiz or exam, or initiating contact with you to discuss course-related subjects. Academically-related activities do not include: logging into an online class without active participation or participating in academic advising.

Last date of participation in academically-related activity: _____

Faculty/Instructor Signature: _____ Date: _____
Electronic signatures will NOT be accepted

Faculty email address: _____ Phone Number: _____