PCCF **myUH ID** _____

UNIVERSITY of HOUSTON | YOU ARE THE PRIDE

Proof of Course Completion Form – Spring 2013

If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, the institution must assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. (DCL GEN-04-03, February 2004)

Examples of academically related activities are – examinations or quizzes, tutorials, computer-assisted instruction, academic conferences, completing an academic assignment, paper, or project, and attending a study group required by the institution where attendance is taken. (34 CFR 668.22(c)(3))

A student's certification of attendance that is not supported by school documentation will not be acceptable as proof of the student's last date of attendance at an academic related activity. In the absence of evidence of a last day of attendance at an academic related activity, a school must consider a student who failed to earn a passing grade to be an unofficial withdrawal and subject to returning 100% of the financial aid received for Spring 2013.

The final deadline to submit this form and the acceptable documentation to the Financial Aid Office is May 24th, 2013

Section I (To be completed by the student. Please print.)

Last Name	First Name	MI	People Soft ID
Email			Phone
Address			

Section II (To be completed by Course Instructor and turned in by student. Please print. Attach applicable documentation as listed above.)

The above student did not receive a passing grade in any course during the Spring 2013 term. Per federal regulations referenced above, the student must repay up to 100% of the financial aid received for Spring 2013, unless acceptable documentation can be provided which proves that the student participated in an academic related activity between January 30th 2013 and May 10th 2013. INSTRUCTORS: Please provide proof of the last documented date of attendance at an academic related activity. (Examples of academically related activities are outlined above Section I)

Instructor's Name	Course ID and Section
Instructor's Phone Number	Instructor's Email Address

☐ I (the Course Instructor) **have attached acceptable documentation** proving that the above student last participated in an academically related activity **on the following date** (mm/dd/yy): _____.

☐ I (the Course Instructor) **have attached acceptable documentation** proving that the above student completed this course and earned a grade of F by failing to achieve the course objectives.

_____ _____

Instructor's Signature Date

State law requires that you be informed of the following: (1) with few exceptions, you are entitled on request to be informed about the information the University collects about you by use of this form; (2) under sections 552.021 and 552.023 of the Government Code, you are entitled to receive and review the information; and (3) under section 559.004 of the Government Code, you are entitled to have the University correct information about you that is incorrect.