



Financial Aid Office Verification of Academic Engagement and Attendance

Student Instructions: In order to determine your financial aid eligibility, verification of academic engagement and attendance is required for ALL COURSES. Write your name and ID and indicate the term. After acquiring signatures from all of your instructors, return the form to the Financial Aid Office, SSC L177, for processing. Failure to submit the required signatures to verify engagement and attendance can result in a permanent cancellation of financial aid funds and a balance you will owe to the college. Your instructor is not required to answer "yes" if you have not demonstrated academic engagement. Online instructors are welcome to email verification of academic engagement and attendance to FinAid@mcc.commnet.edu.

| | | |
|------------------|----|--------------------------|
| First Name | MI | Last Name |
| Banner ID Number | | Semester (Term and Year) |

Instructor: In order to avoid institutional liability, please complete the form and verify with your signature if the student below has demonstrated academic engagement. If the student is not academically engaged and attending, please indicate "no." Examples of academic engagement:

- **ANY** completed academic assignments, exams, quizzes or online discussion posts of academic matters.
- **ANY** documented record of the student participating in an interactive tutorial or computer-assisted instruction.
- **ANY** email from the student or other documentation showing that the student initiated contact with you to ask a question about an academic subject studied in the course.

"Wite-outs, cross-outs or overwrites" will not be accepted.

| Course Subject/Number (i.e. ENG 101) | Has the student demonstrated ANY academic engagement? | Faculty Signature | Date |
|--------------------------------------|--|-------------------|------|
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

Comments:

FOR OFFICE USE ONLY

Date Received _____/_____/_____

Reviewed By _____

December 2019/PR