

- f. Initiating contact with a faculty member to ask a question about the academic subject studied in the course.
2. Academically related activities do include activities where a student maybe present but not academically engaged, such as:
 - a. Living in institutional housing.
 - b. Participating in the university's meal plan.
 - c. Logging into an online class without active participation.
 - d. Participating in academic counseling or advisement.
- C. (FSA 5-60)- In a distance education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student. A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity. Academically related activities in a distance education course include, but are not limited to:
1. Student submission of an academic assignment.
 2. Student submission of an exam
 3. Documented student participation in an interactive tutorial or computer-assisted instruction.
 4. A posting by the student showing the student's participation in an online studygroup

All students shall engage in academically related activities in order to be eligible for federal (Title IV) student aid. All instructors of record shall verify their course rosters at designated times during each semester for such activity. This information will assist IUP personnel in Financial Aid and Bursar with the calculations of aid that may be awarded and/or returned.

Definitions

- A. **Withdrawal** To cease attendance in all Title IV eligible classes in a payment period or period of attendance, as applicable. A student is considered to have withdrawn from a payment period or period of enrollment if, in the case of a program that is measured in credit hours, the student does not complete all the days in the payment period or period of enrollment that the student was scheduled to complete.
1. **Official Withdrawal Date** If a student provides written or oral notification of withdrawal to the university's designated office stating intent to withdraw, the withdrawal date is the date the university receives the notification.
 2. **Unofficial Withdrawal Date** In general, if a student leaves the university without the provision of official notification, the withdrawal date is the midpoint of the payment period or period of enrollment, as applicable, or the last known date of an academically related activity in which the student participated.
- B. **Academically Related Activity**
1. Academically related activities include, but are not limited to:
 - a. Physically attending a class where there is an opportunity for direct interaction between the instructor and students.
 - b. Submitting an academic assignment.
 - c. Taking an exam, an interactive tutorial, or computer-assisted instruction.
 - d. Attending a study group that is assigned by the university.
 - e. Participating in an online discussion about academic matters.
 - f. Initiating contact with a faculty member to ask a question about the

4. A posting by the student showing the student's participation in an online study group that is assigned by the institution.
5. A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters.
- 6.

information to determine the amount of Title IV student aid that will ~~may~~ be awarded and/or returned.

Guidelines

For more information about specific guidelines, consult the University Catalogs (undergraduate and graduate) at <https://www.iup.edu/registrar/> or <https://www.iup.edu/graduatestudies/catalog/>.

Rescission

Not applicable.

Publication and Distribution Statement

This policy will be distributed directly to all IUP students, faculty and applicable administrative offices at least once per academic year.