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Effective Date: 2023

Last Updated: April 2023

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Responsible Departments:
Registrar's Office, Financial Services Office

Policy Contact: University Registrar

PURPOSE OF POLICY:

Per federal regulations, schools are required to review students who received federal financial aid and did not pass any courses. An assessment must be made to determine whether the student earned the non-passing grades while attending courses, or stopped attending courses, but did not officially withdraw. Students who stopped attending courses may be required to repay a portion of the federal financial aid for that semester.

POLICY STATEMENT:

Students who stop attending all classes without officially withdrawing or taking a leave of absence are considered Unofficial Withdrawals and will be subject to a return of federal student aid funds calculation based on the last documented date of attendance or academically related activity as determined by University of Valley Forge.

The review process must be completed within 30 days after the end of each semester. If a student receives all non-passing grades and academically related activity (attendance or course participation) for the duration of the term cannot be verified, the University of Valley Forge will determine the student to have unofficially withdrawn.

University of Valley Forge will determine a last date of attendance. This date will be used to calculate the potential return of federal student aid per the Federal Title IV return Calculation policy. If no academically related activity can be verified within the term, the last date of attendance will be determined to be the last date of the previous term of enrollment and the student will be withdrawn from the university in our student information system.

ACADEMICALLY RELATED ACTIVITY:

Academically related activity is defined as any of the following:

- Course attendance

- Submission of an academic assignment
- Submission of an exam
- Documented participation in an interactive tutorial or computer-assisted instruction
- Discussion board posting
- Documented correspondence with the faculty member concerning academic topics related to the course for which the student is enrolled

RESPONSIBLE DEPARTMENTS:

- Registrar's Office – registrar@valleyforge.edu; 610-917-1424
- Financial Services Office – financialservices@valleyforge.edu; 610-917-1475