



February 6, 2024

Dear Pace Students,

Please be aware that, as required per US Department of Education regulations, **all Pace University instructors (in-person and online) must submit verification of students' class participation at the beginning of every semester.** This confirms your eligibility for various types of Federal, State, and Institutional aid. **For international students (F-1/J-1 visa), non-attendance may lead to serious consequences to your visa status.**

Class participation for this process includes:

- Attending synchronous classes, online or in person
- Submitting assignments or taking exams
- Engaging in tutorials, webinars, or online discussions assigned by the instructor
- Interaction with the instructor about academic matters.

If you are regularly attending and active in your registered classes, simply continue doing so. Be sure to communicate with your professor if there's a challenge that may prevent your participation.

If you are marked as not participating in your registered class(es): you will receive an email notification from the Office of the Registrar. Be sure to follow the instructions and act immediately to avoid any disruption of your studies or financial aid impact. If you fail to show up for and participate in your classes or respond to the email notification, you may be dropped from your class(es). This could change your financial aid eligibility and possibly trigger the start of repayment of any federal student loans you may have.

For further information and answers to more common questions, find out more about [enrollment verification](#).

Thank you for your cooperation, and best wishes for a successful semester!

Sincerely,

Frances Fisher
Registrar Services Coordinator
Office of the Registrar