



**Title IV Federal Student Financial Aid
Proof of Course Completion Form**
CNM Financial Aid and Scholarship Services
525 Buena Vista SE Albuquerque, NM 87106

This form is strictly for your Financial Aid file
This form cannot be used for Veterans Affairs

Section I (to be completed by student) please print

Last Name	First Name	MI	ID Number
Email Address			Phone
Address			

***Contact information for CNM Academic divisions is published in the CNM Catalog.**

The above student received a failing grade in your course for the:

Fall 20__ **Spring 20__** **Summer 20__** **semester.**

The Department of Education requires the student to repay a portion of their Financial Aid unless the school can document that he or she participated in an academically related activity **through the end of the term**. If the student has received an “**Incomplete**” for your course, please indicate below. A CNM instructor or official must complete Section II with all required information. **Please note the final deadline to submit this form for the semester is in your email.** If you have any questions regarding this process, please contact us at (505) 224-3090.

Examples of academically related activities are:

- classroom attendance
- examinations or quizzes
- computer assisted instruction
- completing an academic assignment, paper or project

Section II (to be completed by CNM instructor or official) please print

Instructor's Name	CRN, Subject & Course
Instructor's Phone Number	Instructor's Email

I certify that the above student participated in academically related activity through the end of the above term and has earned a grade of F or NC by failing to achieve the course objectives.

I certify that the above student has an “Incomplete” for my class and will be allowed to complete the course earning an official grade no later than (*Date*) _____.

Instructor's Signature

Date

(*Must be signed by CNM instructor or official)