

Never Attended (NA) Grade – Proof of Attending Course Form

The Office of Financial Aid is required to confirm student enrollment before any aid can be disbursed to a student’s account. Instructors are required to report students who have never attended courses. If a student is reported for not attending a course, it may impact their award amounts. Students are given an opportunity demonstrate their attendance prior to permanent financial aid eligibility adjustments. All resolution forms must be submitted prior to the last day of the academic term.

SECTION I	To be completed by the student. Please print.	
	Name	Semester
	Email	RCBC Student ID #
	Home Phone	Cell Phone
	Address	
	City, State, Zip	

SECTION II	In addition to this form, students are required to provide documentation that they are currently participating in academically-related activities. Academically-related activities DO NOT include logging into an online class without active participation or participating in academic counseling or advisement. Your form will not be accepted without supporting documentation.
	<p>Please indicate the type of documentation that you are including with your form:</p> <p><input type="checkbox"/> Graded and dated exam or quiz</p> <p><input type="checkbox"/> Graded and dated assignment</p> <p><input type="checkbox"/> Documentation showing participation in an online discussion</p> <p><input type="checkbox"/> Other (please specify) _____</p>

SECTION III	To be completed by the course instructor. Please print.	
	Instructor’s Name	Course ID & Section
	Instructor’s Email	
Instructor’s Phone		

I certify that the above student has attended my class and will be allowed to complete the course earning an official grade at the end of the term. If the student stops attending, a grade of ST or SR (with date of last attendance) will be awarded in lieu of an F.

Instructor’s Signature (Electronic signatures will not be accepted.)

Date

Phone (856) 222-9311, ext. 1575 • Fax (609) 894-0139 • Email financialaid@rcbc.edu