

## 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 to 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.**

**To be completed by the student. Please print.**

**SECTION I**

STUDENT NAME	
RCBC STUDENT ID#	SEMESTER
EMAIL	
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.

**Please indicate the type of documentation that you are including with your form:**

- Grade Book printout *(must include your name and course ID)*
- Documentation showing participation in an online discussion *(must include your name and course ID)*
- Graded and dated exam or quiz
- Graded and dated assignment

\_\_\_\_\_  
**Student's Signature (Electronic signatures will not be accepted.)**

\_\_\_\_\_  
**Date**

***Instructor completes the reverse side***

**SECTION III**

To be completed by the instructor. Please print.

INSTRUCTOR'S NAME	COURSE & 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.

\_\_\_\_\_  
*Instructor's Signature (Electronic signatures will not be accepted.)*

\_\_\_\_\_  
*Date*