

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

The Financial Aid Office is required to confirm student enrollment before any Federal or State aid can be disbursed to a student's account. Students who have enrolled in a course but have been reported by the instructor as never having attended are notified of this and given an opportunity to demonstrate their enrollment before financial aid eligibility is adjusted. In addition to this form, students are required to provide documentation that they are currently enrolled or have participated in academically related activities during the term.

Examples of academically related activities are:

- Classroom Attendance
- Examinations or Quizzes
- Computer Assisted Instruction
- Completing an Academic Assignment, paper, or project

To be completed by the student. Please print.

SECTION I			Semester
	Name		BCC Student ID #
	Email		
	Home Phone		Cell Phone
	Address		
	City, State, Zip		

To be completed by the course instructor. Please print.

SECTION II	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

Date

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