Verification of Class Attendance

The Office of Scholarships and Financial Aid is requesting that you verify the last day of attendance for the student referenced below. According to the Office of Registration & Records, the student did not successfully complete your course for the Spring 2017 semester.

Federal regulations require that students who withdraw from the University before completing 60% of the semester (stopped attending/participating prior to 3/24/17) must repay a portion of the financial aid received for the term. Additionally, students who fail to successfully complete any of their courses (either by receiving grades of F, U, IN or LA in every course) are assumed to have “unofficially” withdrawn from the University. Those students must document that they attended more than 60% of the semester or will be required to repay aid they received.

Based on your available records, please indicate the last date of attendance/participation in your class. If your course was taught via distance education, please provide the last date where you can best determine the student’s engagement or participation in the course subject matter. Log in dates are not sufficient documentation of participation. Your immediate attention to this request will be greatly appreciated. If necessary, the Office of Scholarships and Financial Aid will contact you to verify the accuracy of this document. This form must be returned by 5 p.m. on June 9, 2017 or we will recharge the student for aid received for the spring semester.

Faculty/instructors with questions may contact Jamie Pendergrass (jfpender@ncsu.edu) with questions or concerns.

__________________________________  __________________
Student’s Name      Student ID Number

__________________________________  __________________________
Course Name & Number     Date of last attendance in course

__________________________________  ________________
Instructor’s Name    Phone

__________________________________  ________________  ______________________
Instructor’s Signature     Email Address

__________________________________  __________________
Instructor’s Signature     Date