



**Student Verification of Enrollment Appeal Form, 2009-2010**

**(NOTE: A separate form is required for each course being appealed)**

A student who was enrolled in one of your courses during the \_\_\_\_\_ semester submitted this form to you. The student received a grade for your course of "NR" (Never Recorded), "W" (Withdraw), "NF" (Never Attended Failed) or "SF" (Stopped Attending Failed). Federal financial aid regulations require that a student who never attended classes or stopped attending classes during the semester, return some or all of their financial aid to the Department of Education. Accurate reporting of the student's last date of attendance is necessary since significant changes to a student's financial aid can result in a student having to return financial aid, can effect future financial aid eligibility, and effect the student's ability to register for future terms and/or receive transcripts from Kent State University. This form has been given to you by the student to verify his/her actual enrollment and/or last date of attendance.

It is imperative that a distinction is made between whether the student ever attended your class at all, or if they stopped attending and the date of their last attendance, if known. This is not a grade change report. It is a clarification so we can maintain compliance with federal financial aid regulations. Please complete this form and return it to the Student Financial Aid Office.

Kent State University  
Student Financial Aid Office  
Attn: Anissa Strickland, Associate Director  
P.O. Box 5190  
Kent, Ohio 44242-0001

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Course Number: \_\_\_\_\_ Course Title: \_\_\_\_\_

Please verify the attendance for the above student during the \_\_\_\_\_ semester in your course. For the purposes of this form, "attendance" is defined as one or more of the following:

1. The student attended at least one class meeting
2. The student turned in homework or other class paperwork
3. The student participated in a test or quiz
4. The student participated in any class activity

Please check only one box, fill in the required information if necessary, sign and return this form to the Student Financial Aid Office at the address listed above:

- The student is enrolled in the course. I will change the NF/SF/NR/W grade to: \_\_\_\_\_
- The student never attended the course.
- The student attended the course but stopped. Their last date of attendance (as defined above) was \_\_\_\_\_

\_\_\_\_\_  
Instructor Name (please print)

\_\_\_\_\_  
Instructor Signature

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date