

Last Day of Attendance Appeal Undergraduate Students

All students are responsible for adhering to UAB's Federal Guidelines used in connection with Title IV Funds (i.e. Financial Aid) and Veteran Benefits. The guidelines require the College to report the student's **Last Date of Attendance (LDA)**. The purpose of the Last Date of Attendance Policy is to appropriately assess the financial liability for students, ensure good stewardship of financial aid funds, veteran benefits and limit the financial liability for the college, and academic consequences for the student.

The amount of Title IV funds earned by a student is based on the amount of time spent in attendance by the student for that term. Students are expected to attend classes regularly and participate in class discussions, assignments, and examinations in order to fulfill course requirements. Once a student is assigned a grade of "F" the LDA is entered by the faculty member. The issuing of the LDA will activate re-evaluation of a student's financial aid and veteran benefits and may result in repayment. The student will remain responsible for any financial liability and any academic consequences due to LDA.

Requests are evaluated based only on submitted written documentation and not through appointments or phone calls. **Requests for exceptions, along with supporting documentation, must be submitted no later than the withdrawal date for the term immediately following the term in which the LDA is being contested. Consideration will not be given to any request submitted after the deadline.** (Please note that grievances of an academic nature are addressed through the Academic Grievance Policy). A student who is receiving any form of Federal Title IV Financial Aid and Veteran Benefits will be liable for any unearned funds received as determined by the Federal Return of Funds Policy (check with Financial Aid and Veteran Affairs for guidelines).

Procedure for Submitting the Last Date of Attendance Form

Requests for exceptions to the Last Date of Attendance should be submitted in writing along with cause-specific supporting documentation to:

Office of the Registrar
Attn: Regina McFadden
1605 11th Avenue South
Birmingham, AL 35294-4300

Acceptable forms of documentation include but are not limited to the following:

- exams
- records of attendance
- computer-assisted instruction or assignments (e.g. Blackboard)
- counseling with professor

All documentation will be verified by the faculty member.

You will be notified by email of the status of your Appeal when the completed file has been reviewed.

Semester/Term Involved _____

Student ID Number _____

Name of Student _____

Major _____

Mailing Address _____

Daytime Phone _____

Evening Phone _____

E-mail _____

Please indicate whether a message may be left on voicemail: (YES or NO)

Are you receiving Financial Aid? (YES or NO)

Are you receiving Veteran Benefits? (YES or NO)

Please Note: If you receive a note from Student Financial Aid stating that you are not making satisfactory academic progress, a separate appeal must be submitted and you will need to contact the Financial Aid Office.

I am requesting an appeal for the last date of attendance from the class(es) taken in the semester/term indicated above.

<u>CRN</u>	<u>SUBJ</u>	<u>CRSE</u>	<u>SEC</u>	<u>Last Day of Attendance</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Student Signature _____

Date _____

Office Use Only

Return to:

Office of the Registrar | 1605 11th Ave. South | Birmingham, AL 35294-4300
 | Phone: (205) 934-9708 | Fax (205) 975-3700 | appeals@uab.edu