# Attendance & Performance Verification Form

**For Humanities & Fine Arts Declared Major and Exploratory Track Students**

**Humanities & Fine Arts Advising and Career Center**

E-202 South College
150 Hicks Way
Amherst, MA 01003
(413) 545.6152

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## THIS PART TO BE COMPLETED BY STUDENT:

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student ID</th>
<th>Major</th>
<th>Class Year</th>
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<thead>
<tr>
<th>Department</th>
<th>Course #</th>
<th>Section #</th>
<th>Schedule #</th>
<th>Credits</th>
<th>Semester</th>
<th>Year</th>
</tr>
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<table>
<thead>
<tr>
<th>Course Title</th>
<th>Instructor’s Name</th>
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## THIS PART TO BE COMPLETED BY INSTRUCTOR:

Please provide us with information you have regarding this student’s performance in this course. Check the appropriate box concerning attendance and summarize information on status of course requirements. The information you provide will help us make a decision about this student’s situation. Your assistance is greatly appreciated.

### ATTENDANCE

- □ Never attended a single class.
- □ Stopped attending on or before the add/drop period (typically the second week of the semester).
- □ Stopped attending on or before the course withdrawal deadline (typically mid-semester).
- □ Attended beyond the mid-point of the course until approximately ________________

### COURSE REQUIREMENTS

Requirements completed/submitted (please list type of assignment, date, and grade):

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### OTHER INFORMATION (use reverse side if necessary)

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Instructor’s Signature ___________________________  Instructor’s Name—Please Print ___________________________

Title/Position ___________________________  Campus Phone # ___________________________  Date ___________________________