



# Attendance & Performance Verification Form

Humanities & Fine Arts Advising and Career Center

For Humanities & Fine Arts Declared Major and Exploratory Track Students

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

## THIS PART TO BE COMPLETED BY STUDENT:

_____		_____		_____		_____	
<i>Student Name</i>		<i>Student ID</i>		<i>Major</i>		<i>Class Year</i>	
_____		_____		_____		_____	
<i>Department</i>		<i>Course #</i>		<i>Section #</i>		<i>Schedule #</i>	
_____		_____		_____		_____	
<i>Course Title</i>		<i>Instructor's Name</i>					

## 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 \_\_\_\_\_  
*Date*

### 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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_____		_____	
<i>Instructor's Signature</i>		<i>Instructor's Name—Please Print</i>	
_____		_____	
<i>Title/Position</i>		<i>Campus Phone #</i>	
_____		<i>Date</i>	