# Langston University

## Class Attendance Verification Form for Current Term

**Office of Financial Aid - Student Success Center**  
1st Floor, Box 668, Langston, OK 73050  
405-466-3282-PH/405-466-2986-FX  
www.financial@lunet.edu

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<th>Name:</th>
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<th>Date of Birth:</th>
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This form is to be certified by LU Faculty in order to document that the student listed below completed the course(s) for the term indicated.

### Whom Should Complete This Form?
1. The top section is to be completed by the Student.
2. The bottom section is to be completed by the faculty member who taught the course.

A separate form must be completed for each course in question.

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### Student Section:

**Semester:**

**Course Name:**

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**Course Prefix and Number:**

**CRN Number:**

**Student Signature:**

**Date:**

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### Faculty Section:

Federal Student Aid guidelines state that if a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period of enrollment, LU must assume, for Title IV purposes, that the student has unofficially withdrawn unless the student can be documented that he/she completed the period. Please document below whether the student completed the course listed above.

- [ ] This student never attended my class
- [ ] This student is no longer attending and their last date of attendance was **DATE**
- [ ] This student is currently attending

**Instructor Name (Please Print):**

**Instructor Signature:**

**Date:**