

BISHOP STATE COMMUNITY COLLEGE

ATTENDANCE VERIFICATION POLICY

The number of credit hours that a student is paid federal aid will be based on the number of credits that the student is enrolled in the day after the drop and add period ends and only after the student's attendance in classes have been verified

1. The day after the drop/add period ends the Registrar's Office sets up the system for attendance verification. Attendance verification is done online by the faculty.
2. The day after the drop/add period ends the Academic Dean notifies the faculty to verify attendance by an established deadline.
3. Once the attendance verification process is closed, the Financial Aid Office, with assistance from Computer Services, will generate a report of all financial aid recipients and adjust aid for those students who have been reported for non attendance in class (es).
4. Credit balances will be disbursed to students 14 days after the first day of class and will be based on the classes that the student is reported to be attending.
5. Students will not be reinstated in classes after attendance is verified.

10/17/07/VEB