



Title: Student Verification of Attendance

Policy
 No.: ADM 3.24

Date: 4/22/09
 Rev.: 6/28/10

Areas Affected: All BSMCON Faculty

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Policy Statement:

Verification of attendance for the semester must be completed by all students by the end of the second Saturday of the semester. Students are required to self-certify their attendance using the College's data management system, SONIS. Students receiving financial aid are required to self-certify prior to any disbursement of financial aid. For those students enrolled in two eight-week courses within the semester, verification of attendance must be confirmed for BOTH eight-week courses by the second Saturday of the semester. This student certification does not preclude instructors from taking class attendance.

Reference Policy # _____

Approved by:

 Signature

Assistant Dean Administration
Provost/VP

 Title

 Date

Approval History:

Committees and Dates:
 Office of Financial Aid – 4/22/09
 Policy Committee – 4/22/09