

# Bishop State Community College

## NO SHOW APPEAL FORM

STUDENT

NAME: \_\_\_\_\_

STUDENT

NUMBER: \_\_\_\_\_

Last

First

SEMESTER: (Circle one)

SU 2009

FA 2009

SPG 2010

SUM 2010

DEADLINES:

June 15

Sept. 8

Jan. 26

June 14

BSCC EMAIL ADDRESS: \_\_\_\_\_@bishop.edu PHONE NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DATE OF APPEAL	COURSE # SECTION	CR HRS	ACCEPTABLE MITIGATING CIRCUMSTANCE (CIRCLE ONE)	INSTRUCTOR'S SIGNATURE	REQ'D DOC. ATTACHED	STEP 1 FA APPROVAL	STEP 2 BO APPROVAL
			A B C D E				
DAY CLASS MET ____/____/____				DAY STUDENT ATTENDED ____/____/____			

	ACCEPTABLE MITIGATING CIRCUMSTANCES	REQUIRED DOCUMENTATION
A	Military Duty, Jury Duty, Court Witness	STUDENT - Copy of Subpoena, Military Orders, etc.
B	Student registered for class that was cancelled, added a new class that <b>never</b> met prior to att. verification date	ADMISSIONS – Copy of cancelled class INSTRUCTOR – Copy of roll from first class meeting
C	Class never met prior to attendance verification date due to official College holidays or program.	ADMISSIONS – Copy of Semester Schedule/Program Notice INSTRUCTOR - Copy of roll from first class meeting
D	Verifying instructor reported as "No-Show" in error.	INSTRUCTOR - Copy of class roll showing student's attendance prior to attendance verification
E	Acute illness/hospitalization/death in family	STUDENT –Doctor's excuse/Written explanation of death covering all class days missed

Student Signature: \_\_\_\_\_

STEP 3 - ADMISSIONS	NO SHOW APPEAL INSTRUCTIONS – <u>CONTINUE ATTENDING CLASS WHILE APPEAL IS PROCESSED</u>
	1. YOU WILL BE NOTIFIED <u>VIA CAMPUS EMAIL</u> OF YOUR "NO SHOW" STATUS.
DATE RECEIVED	2. YOU <u>MUST</u> COMPLETE AND FILE THIS APPEAL FORM WITH THE FINANCIAL AID OFFICE <u>NO LATER THAN</u> THE PUBLISHED DEADLINE DATE.
DATE POSTED	3. REQUIRED DOCUMENTATION <u>MUST</u> BE PROVIDED WITH EACH FORM BEFORE THE APPEAL WILL BE CONSIDERED!
INITIALS	4. PROCESS YOUR COMPLETED FORM IN THE FOLLOWING ORDER: (1 <sup>ST</sup> ) FINANCIAL AID, (2 <sup>ND</sup> ) BUSINESS (3 <sup>RD</sup> ) ADMISSION OFFICES.
	5. YOU WILL BE NOTIFIED OF THE APPEAL DECISION WITHIN 3 BUSINESS DAYS.