

**Bishop State Community College**

**NO SHOW APPEAL FORM**

STUDENT NAME: \_\_\_\_\_ STUDENT NUMBER: \_\_\_\_\_  
 Last First

REGULAR TERM and FA 2019 SP 2020 SU 2020  
 1<sup>ST</sup> MINI TERM: (Circle one) Begins Aug 22 Jan 8 May 26

**DEADLINES:** Sep 17 Feb 6 Jun 19

2<sup>nd</sup> MINI TERM: (Circle one) Begins Oct 17 Mar 11 Jun 30

**DEADLINES:** Nov 12 Apr 7 Jul 24

DATE OF APPEAL	COURSE NAME and SECTION #	# CR HRS	<b>APPROVED</b> INSTRUCTOR'S SIGNATURE	DATE	1 <sup>ST</sup> DAY CLASS MET	DATE STUDENT BEGAN ATTENDING	Admissions Office Signature & Date
			Signature signifies that instructor will work with student to complete any missed course work/assignment(s).				

**INSTRUCTOR'S NAME (PRINTED)** \_\_\_\_\_ **CONTACT#** \_\_\_\_\_

**INSTRUCTOR'S REASON FOR DENYING STUDENT'S APPEAL:** \_\_\_\_\_

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

<p><b>NO SHOW APPEAL INSTRUCTIONS –</b>  <b><u>CONTINUE ATTENDING CLASS WHILE APPEAL IS PROCESSED</u></b></p>
<p>1. YOU WILL BE NOTIFIED <u>VIA CAMPUS EMAIL</u> OF YOUR "NO SHOW" STATUS.</p>
<p>2. YOU <u>MUST</u> COMPLETE AND FILE THIS APPEAL FORM <u>NO LATER THAN</u> THE PUBLISHED DEADLINE DATE.</p>
<p>3. YOUR COMPLETED FORM MUST BE RETURNED AND PROCESSED IN THE ADMISSIONS OFFICE.</p>
<p><b>It is the responsibility of the student to visit the Bursar's Office after their appeal has been processed to verify the accuracy of all charges.</b></p>