

No Show Policy

It is imperative that students have a successful start of each semester by attending class during the first week and no later than the second week of the semester. A registered student who does not attend at least one class session (in person or by electronic equivalent) by the posted deadline on the academic calendar is a “no show”. For students enrolled in an online course, the instructor will provide details on how online attendance will be verified.

Registration will be cancelled for any student who is submitted to the Registrar’s Office as a “no show”. The “no show” student will not be charged tuition for the cancelled course. However, there may be serious financial aid consequences for students who are receiving financial aid, since this will reduce the number of enrolled credit hours.

If students believe their instructor reported them as a “no show” in error, they must contact the instructor immediately to resolve the issue.

A student has the right to appeal the “no show” course cancellation. Appeals must be submitted by email to the dean or designee of the college no later than the last day of the third week of classes. The email must include the reason for not attending during the first two weeks of class and the Laker ID. Consideration will only be given if the student meets all of the following criteria.

- If previously enrolled, in good academic standing as defined in the Academic Standing section of the Catalog.
- Recommendation of the instructor for reinstatement into the course.

The Assistant Vice President for Enrollment Management has final authority for all appeal decisions.

Course Overload

Students may schedule up to 18 hours per semester without special permission. A student who wishes to accelerate his or her study by taking more than 18 hours up to a maximum of 24 hours in a semester must have a written overload request approved by the dean or designee of the college. In general, a student must have been a Clayton State University for at least two semesters and have achieved an overall B average before an overload will be approved, although the dean or designee may make exceptions in special circumstances.

Course Repeat Policy

A student can repeat a course and earn a satisfactory grade without limit. All course attempts are recorded on the transcript, but only the most recent attempt for credit will count toward graduation and be included in the institutional GPA. This policy provides an opportunity for a student to raise his or her GPA by re-taking a course and earning a higher grade, but students must be aware that the most recent grade will count even if it is lower. Different policies apply for students using financial aid. If you are repeating a course please ensure that you understand the impact on your financial aid.