



Registrar

Class Schedule

Registration

The DUCK

Academic Catalog

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Printable Forms

Readmission Appeal Guidelines

Students who are seeking readmission to Clayton State University after serving an academic suspension or dismissal should follow the steps below:

1. If you have not been enrolled at the University for the last three semesters, you must file a readmission application form in the Office of the Registrar.
2. Complete the readmission appeal form and file it in the Office of the Registrar on August 1 for fall semester, December 1 for spring semester and May 1 for summer semester. Attach your letter of appeal. Instructions for what to include in your letter of appeal are outlined on the readmission appeal form.
3. Include any documents that support what you have written in your letter of appeal. Include any letters from faculty, advisors or others who may give information that supports your appeal.
4. Once you have submitted your forms and appeal letter, your readmission request will be reviewed by the Readmission Appeal Committee. This committee considers all the information you have provided and examines your academic history from Clayton State and any other colleges you may have attended. The decision of the committee will be communicated to you in a letter mailed to the address you provide on your readmission appeal form. The decision of the committee is considered final.
5. [Download Readmission Appeal Form](#)
6. Application Deadline

Semester	Application Deadline
Fall	August 1
Spring	December 1
Summer	May 1