

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/participate in class by the posted deadline on the academic calendar is a “no-show”.

Attending or participating is defined as follows:

- a. Submitted an assignment, quiz, or discussion post in D2L (or textbook resource) before the published no show reporting deadline.
- b. Attended a synchronous class session on TEAMS conducted by the instructor.
- c. Attended a face-to-face class on campus.

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 student who are receiving financial aid, since this will reduce the number of enrolled credit hours.

No Show Appeal for Reinstatement Process

- a. You will receive an email notification your registration has been cancelled.
- b. The email will contain a link to Service Now.
- c. If you are in good academic standing, you will be given the opportunity to request reinstatement. Students who are on academic warning or probation are not eligible for reinstatement.
- d. Your request will be sent directly to your instructor for consideration.
- e. If your instructor approves your request, you will be notified via your CSU student email account once your registration has been reinstated.
- f. Once your registration has been reinstated, it can take up to 12 hours for your course to be added back in D2L.

The Provost/Vice President for Academic Affairs (or their designee) has final authority for all appeal decisions involving the no show policy.