

## Appeal Guidelines for Undergraduate Students

The Office of Academic Programs carefully reviews each student's academic record before declaring the student ineligible for continued enrollment with the College of Agriculture, Food and Natural Resources (CAFNR). If exceptional circumstances affected your academic success, you are encouraged to submit an appeal.

To request re-enrollment with CAFNR, you must submit your appeal to the Office of Academic Programs by email (address below) *from your university email account*. Your letter should be addressed to Dr. Bryan Garton, Senior Associate Dean, and must include the following:

- Your name, student number, and preferred phone number.
- Career objective(s), intended major, and why you want to pursue this major. Please include whether you are considering a change of major or career plans; this will not have a negative impact on your appeal.
- Circumstances regarding your current cumulative and term GPAs.
- Specific examples of how you plan to change habits or circumstances to avoid the same challenges in the future.
- Your current advisor and/or any other faculty/staff member who has been advising you, including information on how often you communicated with them and in what manner.
- Unofficial transcript of coursework attempted at any institution(s) other than the University of Missouri, if it has not already been transferred to MU. Failure to divulge all collegiate level coursework is considered academic dishonesty.
- Any other supporting documentation (medical, etc.)

Email your letter and any supporting documents to [cafnradvising@missouri.edu](mailto:cafnradvising@missouri.edu). **You will receive a reply confirming your appeal was received.** If you do not receive a reply within 2 business days of submission, contact our office at 573-882-8301 to confirm.

The Sr. Associate Dean will review your appeal and any supporting documents. Possible outcomes include returning on academic probation, completing/repeating specific coursework, changing your major, or a recommendation to return in one calendar year.