

## **Information for Re-entry While on Dropped Status**

### **A. If dropped for a Semester with time off:**

1. Submit a re-entry application to the Office of Admissions and Recruitment (<https://www.admissions.wisc.edu/apply/reentry/>). The Office of Admissions will notify CALS that student has applied for re-entry.
2. Think about your answers to the questions below. Make an appointment with your advisor and come prepared to discuss your answers, as they might help to guide your conversation.
  - Please describe the circumstances that led to your current academic standing.
  - What steps did you take to address the issues described above and what were the outcomes of those steps?
  - What steps will you take once back on campus to improve your academic performance?
3. Meet with your academic advisor. Your advisor should indicate in advisor notes, e-mail, or letter confirmation of this meeting and provide a recommendation regarding admission.
4. Once you have met with an advisor, come in to 116 Ag Hall to meet with a Dean on Call in order to discuss re-entry. If approved, CALS will contact Office of Admissions will recommendation to admit on probation.

### **B. If dropped for a Year with time off:**

1. Submit a re-entry application to the Office of Admissions and Recruitment (<https://www.admissions.wisc.edu/apply/reentry/>). Office of Admissions will notify CALS that student has applied for re-entry.
2. If our office has not already reached out to you after submitting the re-entry application, you will need to contact CALS Academic Affairs via email at [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu) to make an appointment to appear at a Scholastic Policies and Actions Committee (SPAC) meeting.
3. Complete the Re-entry Appeal Form (<https://cals.wisc.edu/spacform/#oneyeartime>) and submit it online. Submit any additional documentation to support your appeal, including letters of support from advisors, instructors, faculty, or other campus partners. Those documents can be sent via email to [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu) or brought in-person to the CALS Academic Affairs in 116 Ag Hall.
4. Once an appeal is scheduled, your request will be heard during a scheduled SPAC meeting. It is strongly recommended that you appear personally for the meeting.

### **C. To request permission to continue in school without time off, regardless of dropped for a semester or year status:**

1. Complete the Re-entry Appeal Form (<https://cals.wisc.edu/spacform/#withouttime>) and submit it online. Submit any additional documentation to support your appeal, including letters of support from advisors, instructors, faculty, or other campus partners. Those documents can be sent via email to [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu) or brought in-person to the CALS Academic Affairs office in 116 Ag Hall.
2. Consult with your academic advisor, or other faculty and staff here on campus. If they are willing to provide a letter of support or email as mentioned above, they can send that to [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu).
3. If, in addition to a written appeal, you would like to make a personal appeal, which is highly recommended, you must call 116 Ag Hall at (608)262-3003 or email [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu) in order to schedule. The appointment can be scheduled any time before the next SPAC meeting, but must be done at least three days before the scheduled date. If you choose not to appeal, you must use My UW to drop all future courses for which you are registered, before the start of classes.

### **CALS Academic Affairs Contact Information:**

Address: 116 Agricultural Hall, 1450 Linden Drive

Phone: (608)262-3003

Email: [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu)