

### **Information for Students Planning for Re-entry**

Students who withdraw from the University, and are not enrolled for a full semester, are required to submit a re-entry application with the Office of Admissions and Recruitment. Students should review the information found at this link: <http://www.admissions.wisc.edu/reentry.php>, to verify the steps and deadlines for submitting a re-entry application.

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

Students who were required to sit out for a semester or a year due to being dropped for unsatisfactory academic progress, and who do take time off, are required to submit the re-entry application referred to above, and take additional action.

If dropped for a Semester:

1. Submit a re-entry application to the Office of Admissions and Recruitment. Office of Admissions will notify CALS that student has applied for re-entry.
2. Student can access "Guidance for Appealing for Re-entry" form, which can be found by going to this link: [www.cals.wisc.edu/wp-content/uploads/2015/02/appealingreentry.pdf](http://www.cals.wisc.edu/wp-content/uploads/2015/02/appealingreentry.pdf). Provide thoughtful answers to the questions provided, and plan to meet with academic advisor to review. Advisor should indicate in advisor notes, e-mail, or letter confirmation of this meeting, and provide a recommendation regarding admission.
3. Once advisor appointment has been completed, and advisor has documented, student can meet with a Dean on Call in 116 Agricultural Hall to discuss re-entry. Student should bring answers to questions to the meeting with a Dean. If approved, CALS will contact Office of Admissions will recommendation to admit on probation.

If dropped for a Year:

1. Submit a re-entry application to the Office of Admissions and Recruitment.
2. Student will need to contact CALS Academic Affairs at (608)262-3003 to make an appointment to appear at a Scholastic Policies and Actions Committee (SPAC) meeting, which occur once a month.
3. Student can refer to this link: <http://www.cals.wisc.edu/academics/forms/> to download the SPAC request form, and should follow the instructions found on the Guidance for Appealing for Re-entry form.
4. Student request will be heard during scheduled SPAC meeting. It is strongly recommended that students appear personally for the meeting.

To request permission to continue in school without time off, regardless of dropped for a semester or year status, please complete the following steps:

1. Review the "Guidance for those Appealing for Re-entry" document. This can be accessed by going to the link above.

2. Write a letter of appeal to: SPAC, College of Agricultural & Life Sciences, Academic Affairs, 1450 Linden Dr., 116 Agricultural Hall, University of Wisconsin-Madison, Madison, WI 53706-1562 or send via email, to [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu).
  - Letters of appeal are due in 116 Ag Hall at least three days before the scheduled SPAC date.
3. Consult with your academic advisor and if they are willing to provide a letter of support or email, they can send that to [academicaffairs@cals.wisc.edu](mailto:academicaffairs@cals.wisc.edu). Please note SPAC in the subject line of the email.
4. 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 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.