

**INFORMATION FOR STUDENTS WHO HAVE BEEN DISMISSED FROM
THE COLLEGE OF ARTS AND SCIENCE
AND ARE INTERESTED IN APPEALING THIS DECISION**

Our office carefully reviews each individual student's record before dismissing the student from the College of Arts and Science. Every student who believes there are grounds for **immediate** reversal of this decision has the right to appeal; however, because many appeals are not approved, students should immediately begin considering other options.

Under federal law, a student's record cannot be discussed over the phone with either the student or parent. All questions about ineligibility or appeal must be made in writing.

Students who decide to appeal the dismissal in order to return to the College of Arts and Science **this coming** semester must submit an appeal in writing (typed) to the Committee on Academic Appeals.

Committee on Academic Appeals
University of Missouri-Columbia
College of Arts and Science
107 Lowry Hall
Columbia MO 65211
OR
e-mail: muasadvising@missouri.edu

The appeal deadline for the spring 2019 semester is Wednesday January 16, 2019.

Appeals should include the following:

- The student's name, student number and mailing address
- A specific explanation of why the student earned less than satisfactory grades
- Any relevant documentation (medical, etc.)
- Specific steps taken to correct the cause of the poor grades
- Specific academic/course plans for if and when the student is readmitted

The Committee on Academic Appeals meets on a regular basis at the end of each semester. The appeal process takes several days. After reviewing each appeal, the committee will respond to each student via their MU email account. While we understand that a student and/or the family are anxious to learn information about his/her academic status/appeal, please do not contact our office multiple times or contact multiple individuals in our office as this significantly slows down the process and delays our response. Please be assured that we do review all correspondence we receive and will respond in a timely manner.

12/21/2018