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ACADEMIC POLICIES AND PROCEDURES

- A student whose term and cumulative grade point average are 2.0 or higher is in **regular academic standing**.
- A student in regular academic standing whose term grade point average subsequently falls below 2.0 but is 1.0 or above is placed on **academic probation**.
- A student whose cumulative grade point average falls below a 2.0 and whose term grade point average falls below 1.5 is eligible for **suspension** (one academic term). [CAFNR]
- A student whose term grade point average falls below 1.0 is **ineligible to re-enroll** (one calendar year).
- A student on academic probation must establish a 2.0 cumulative grade point average within two successive terms of enrollment; otherwise, he/she is **ineligible to re-enroll**.
- A student who has been suspended or ineligible to re-enroll may be readmitted only upon the approval of the Associate Dean and Director of Academic Programs. As a condition of readmission, the Associate Dean may set forth stipulations with regard to minimum standards of academic performance. If the student, after readmission, again becomes ineligible to re-enroll, the student’s ineligibility is normally considered permanent.
- In the application of the foregoing rules, the Associate Dean and Director of Academic Programs will determine how an incomplete grade in a course will be considered in determining a student’s academic standing.
- The Associate Dean and Director of Academic Programs may, in extenuating circumstances, waive regulations governing eligibility to re-enroll.
- Students on academic probation, may be required to submit a SAP appeal (additional details below).

**Q: Can a student appeal to another college and major?**

A: If a student on probation wishes to change their major, they should appeal to the new major’s academic unit. Not all units accept appeals, and staff in the respective office of academic programs can confirm who to contact.

**Q: What can a student do to strengthen their appeal to return?**

A: Many times, appeals are stronger providing the student can demonstrate success during their time away from the university. For some students, this means completing courses at another institution (will not count in GPA), working full time, or addressing medical challenges.

**Q: Who can use the course repeat policy?**

A: Students who receive a C- or lower after their first attempt at a course, re-took the exact same course at Mizzou, and earned a higher grade can take advantage of the course repeat policy. It is not automatically processed, and students should complete the online form. Students can only replace a maximum of 15 credit hours under this policy.

**Q: How does a student change their major?**

A: If a student wishes to change their major within CAFNR, they need to visit CAFNR’s Office of Academic Programs. If the student meets the 2.0 cumulative GPA requirement, their major will be changed in myZou. Students who want to change their major to a degree program in another college/school should go to http://transferofdivision.missouri.edu to request a major change. Some colleges/schools require students to meet in person. CAFNR receives a bi-monthly list of students who changed majors, which will be distributed to advisors.
Q: **When should I assign an incomplete ("I") grade?**

A: According to [University Policy](#), an “Incomplete” grade should only be assigned when the completed portion of the student’s work in the course is of passing quality AND there is evidence of hardship to make it unjust to hold the student to the limits previously fixed for the completion of the work.

Students who receive an “I” should NOT re-enroll in the course. They will be required to finish all coursework within a year or the agreed upon time period, whichever is shorter. Instructors are expected to include specific instructions in myZou and by email to the student on how/when the incomplete is to be completed.

The Office of Academic Programs follows up with both students and instructors who were granted an incomplete each semester.

Q: **Who can take a course satisfactory/unsatisfactory? How do they do this?**

A: Students who are in good academic standing can elect to change to satisfactory/unsatisfactory (S/U) within the first 10 days of the semester. The student & advisor should submit a request to CAFNRadvising@missouri.edu. Students can only enroll in one S/U course per semester. Students must confirm with their degree program first because some majors/programs do not allow students to take courses S/U. Also, double check pre-requisites for future courses. If a course requires a specific grade, S/U is not an option for the student.

Q: **AAA/Third Party Permissions – what’s the difference?**

A: Both are privacy settings related to FERPA. Faculty/staff can share student information to others at the University with an educational need to know. You may verbally share information to individuals listed under “third party permission”. Please remember, you may share information, but this does not require you to share information.

<table>
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<tr>
<th>Privacy</th>
<th>Restrictions/Permissions</th>
<th>How a student updates</th>
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<tbody>
<tr>
<td>AAA</td>
<td>Allows students to grant other direct online access to their student information. Gives additional people their own password to view portions of the students account.</td>
<td><a href="http://registrar.missouri.edu/policies-procedures/AAA.pdf">http://registrar.missouri.edu/policies-procedures/AAA.pdf</a></td>
</tr>
<tr>
<td>Third Party</td>
<td>Allows MU staff and faculty to verbally release information. Does not release written or electronic information. Does not duplicate AAA access.</td>
<td></td>
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REGISTRATION

Q: **Are students required to meet with their advisor each semester?**

A: It is highly recommended all students meet with their academic advisor at least once a semester. However, if a student is in good academic standing, CAFNR does not require students to meet with their advisor.

If a student is on academic probation, they are required to meet with their advisor to discuss registration and future semester planning. An email from the advisor to CAFNRadvising@missouri.edu is required to release the academic hold, before the student can register for the semester, using myZou.
Q: What do the holds mean on a student’s account? How are these removed?
A: Most holds restrict registration activities (add/drop), they typically do not restrict other activities (purchases at bookstore, meals, etc.). CAFNR’s Office of Academic Programs can only remove holds CAFNR adds, students must contact the department who placed the other holds. Frequent holds include:

- **PR/CP/FP**: Academic probation holds.
- **PLAN**: Student has completed 75 credit hours and is required to complete a graduation plan.
- **CASH**: Cashiers hold, students must contact the Cashier’s Office and either make a payment on their account or agree to a payment plan. The cashier’s office will drop individuals who do not address these holds in a timely manner.
- **HEALTH**: Student health hold. Students likely need to submit their immunization records to the student health center.
- **STU AFFAIRS**: Student has done something on campus to warrant contact from the student affairs office (e.g., alcohol on campus). This hold is not easily removed, and students are typically required to appear in front of a conduct board, attend specific courses or write a paper. This hold needs to be addressed immediately.

Q: How does a student and advisor know which curriculum year to follow?
A: Students should follow the general education catalog requirements based on the semester they start at the University of Missouri, not the semester they start in CAFNR. The program, with approval of the associate dean and director of academic programs has authority to determine which program catalog the student should follow.

If a student re-enrolls at the university, but does not have an approved graduation plan, they can use the catalog based on the semester of re-enrollment. This specific catalog year can be found at the bottom of the advising sheet.

Q: Are there restrictions to the number of credit hours a student can register?
A: Students can enroll in a maximum of 18 credit hours of coursework in the fall and spring semester (9 in summer). They are also restricted to 7 credit hours of self-paced courses through Missouri Online. If a student needs to enroll above the limit, they must meet with their advisor to discuss. This request is typically approved if students are enrolled in study abroad or internship hours for the semester. If the student and advisor determine it’s in the best interest to enroll in more than 18 credit hours or more than 7 credit hours of self-paced courses, the advisor emails the request (and cc: the student) to CAFNRAvising@missouri.edu. The Associate Dean and Director of Academic Programs will make the final decision. Additional self-paced credits are typically approved after the student completes (or makes significant progress) towards completing one self-paced course (i.e., completing two self-paced courses at one time).

Q: Can a student enroll in a course after the university deadline?
A: Although students are always encouraged to enroll in all courses prior to the deadline, there are exceptions. Students must provide documentation indicating the instructor will allow a late add and the student has been attending classes and is able to succeed. Permission numbers may be required by the instructor/department. All documents will be attached to a late registration form submitted in Cherwell. Internship, problems and research hours can be added anytime during the semester.

Q: When is a student assessed a late registration fee?
A: Students are assessed a late fee if they are not registered for any courses on the first day of the semester. Internship, problems, and research hours should not incur a late registration fee. Students can make changes
to their schedule (add, drop or swap) without a late registration fee as long as they are registered prior to the first day of the semester.

Q: Can a student enroll in two courses that cause a time conflict?
A: Yes, with approval. Students must provide documentation indicating one instructor is willing to work with the student to make up missed work. Permission numbers may be required by the instructor/department. All documents will be attached to a late registration form submitted in Cherwell.

Q: If a student earns their AA degree, what requirements are waived?
A: The AA degree must be an Associate of Arts degree from an accredited Missouri institution and be posted on their official transcript. If this is the case, the following requirements are met:

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<td>Students transferring an Associate of Arts degree from an accredited Missouri institution will meet the following degree requirements:</td>
</tr>
<tr>
<td>• English 1000</td>
</tr>
<tr>
<td>• Math 1100</td>
</tr>
<tr>
<td>• Math Reasoning Proficiency (requirement removed in SP21)</td>
</tr>
<tr>
<td>• Missouri State Law Requirement</td>
</tr>
<tr>
<td>• Humanities Requirements</td>
</tr>
<tr>
<td>• Lower-level Writing Intensive Course</td>
</tr>
<tr>
<td>• Distribution</td>
</tr>
<tr>
<td>The following are University Graduation requirements and must be completed with a C- or higher:</td>
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<tr>
<td>• Senior Capstone (course approved by degree program)</td>
</tr>
<tr>
<td>• 3000+ writing intensive course approved by degree program</td>
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Q: Can students take courses off campus and transfer them to Mizzou?
A: Yes—with permission. We always encourage students to verify how the course will transfer back to Mizzou. Students must also complete 30 of their last 36 courses on campus. If they need to take a course to complete the degree, please e-mail CAFNRadvising@missouri.edu to receive permission. Enter “TR” in the semester column, on the graduation plan.

Q: What is the SAP appeal and what do students have to submit?
A: SAP is the Satisfactory Academic Progress appeal and is required by financial aid. It requires students to meet with their advisor for an “academic/graduation” plan. The committee is looking for this letter to be a two-semester plan of action for the student. They are looking for advisor’s input on the student’s success in these courses. It does not have to be lengthy, but it does need to be on official letterhead. Typically, it says you met with the student and agreed on the following set of courses. If there is a minimum grade requirement, it is helpful to include that in the letter as well. If the student has submitted a graduation plan, they can use that as their plan. Students are required to submit an appeal for one of the following reasons:

• Cumulative GPA is below 2.0
• Less than 75 percent of attempted hours were completed
• Completed more than 180 hours

Students may continue to enroll in courses without completing their SAP appeal. However, without an approved SAP appeal, students are not eligible to receive financial aid for that semester.
Q: Are students required to take the myMathtest (previously ALEKS Exam)?

A: MyMathTest is a placement exam for math courses. Students must have either an appropriate score or prior credit to register for math courses. The math department WILL drop students who do not meet the pre-requisites. Log ins should be completed using the students @mail.missouri.edu address.

PLANNING for GRADUATION and MEETING DEGREE REQUIREMENTS

Q: When is the plan for graduation due?

A: After a student completes 75 credit hours (including transfer, MU, and test credits), they are required to submit a plan for graduation. The approved plan (signed by the student, advisor & advisor chair) must be received in the Office of Academic Programs (CAFNRadvising@missouri.edu) before the student can register the following semester. Students will receive notification from the Office of Academic Programs approximately two months before the plan is due. A hold will also be placed on myZou accounts, impacting future enrollment.

Q: When should a student submit a graduation plan change form?

A: When course changes are made to a student’s approved program for graduation, a graduation plan change form should be submitted. This form must be approved by the advisor and advisor chair of the respective degree program.

Q: What is the distribution of content? How do I verify?

A: Distribution of content is a University requirement that provides students with a breadth and depth of knowledge, ensuring a well-rounded graduate. Most degrees have the distribution built into the program requirements. Nine credit hours must be completed in each of the follow three areas, with at least one 2000-level course in two areas:
  - Biological, Physical and/or Mathematical Science
  - Behavioral and/or Social science
  - Humanities and/or Fine arts

Q: What can be used as a capstone course?

A: A capstone is any course approved by the degree program. There is no longer a list of “approved” capstone courses. To designate, students denote “CAP” on their graduation plan. Students must earn a C- grade or higher.

Q: When and how should a student declare a minor?

A: A student may request the addition of a minor to their degree plan anytime during their undergraduate career. Minor applications should be made online (declareaminor.missouri.edu) and will be approved based on meeting requirements defined in the University Catalog. If minor requirements change, confirm with the program which catalog year the students should follow. Minors are entered into myZou when the electronic form is submitted and approved by the Office of Academic Programs.
Q: Can students earn dual emphases?
A: Yes, as long as their degree program confirms they are meeting all requirements for both emphasis areas. Both emphases must be completed at the same time, as a degree is only awarded once. Students should submit two graduation plans – one for each emphasis.

Q: Can students dual major?
A: Yes, they must meet all degree/college and University requirements for each major. They will have an advisor in each major. Students must choose one college/school as their “primary” for scholarship purposes.

Honors, Recognitions, and Graduation Ceremonies

Q: When can a student enroll in the CAFNR honors program?
A: A student can enroll any time prior to their final semester. They must have and maintain a 3.3 cumulative GPA to receive CAFNR honors. Each degree program’s requirements vary to meet honors. The Office of Academic Programs will verify with the degree program during the final semester if a student has earned departmental honors.

Q: When does a student earn Dean’s List status?
A: A student is eligible for the CAFNR Dean’s List each semester they earn a 3.5 term GPA on at least 12 graded credit hours and maintain a 3.0 UM system cumulative. Dean’s lists are shared on CAFNR social media. The associate dean and director of academic programs emails students a congratulatory notification. The practice of mailing printed certificates ended in 2020.

The MU News Bureau posts the full Dean’s List for viewing and the CAFNR Communications Office sends press releases to the local newspapers. Dean’s Lists are determined on the date semester grades post. Therefore, students who complete courses following that date, might not be included on the list. Also, students are listed under the county of their permanent address. Some students denote Columbia, MO (Boone County) as their permanent address, not their parents’ address. Some students have a FERPA shade on their account, which prevents their names from being released in publications.

Q: What are the requirements for Latin Honors?
A: Latin Honors in CAFNR are based on the cumulative UM-System GPA (excluding transfer courses). Latin honors at graduation ceremonies are based on the cumulative GPA of the most recently completed semester (i.e., students graduating in spring will be awarded honors based on their final fall semester cumulative GPA).
- Cum Laude: 3.5-3.69
- Magna Cum Laude: 3.7-3.89
- Summa Cum Laude: 3.9-4.0

Q: Can a student participate in a graduation ceremony following a semester for which they do not graduate?
A: Student names are pulled based on the expected graduation semester in myZou. August graduates are invited to participate in the May graduation ceremony. Students must apply thru myZou for the appropriate ceremony and semester. Names cannot be added to the University bulletin after the published deadline. Extraneous circumstances should be brought to the attention of the Coordinator of Student Services or Associate Dean and Director of Academic Programs.
Q: How does a student declare a different graduation date than in the system?

A: Students can either submit a graduation plan change form indicating a change in the semester or they can send an e-mail to CAFNRadvising@missouri.edu from their MU e-mail address specifying the semester they wish to graduate. As long as a student still has courses remaining, they can push their graduation date to a later semester. However, if they have completed all courses designated on their graduation plan and minors, the appropriate academic credentials will be awarded.