Instructions for Readmission after Dismissal Requests to the Deans’ Conference

Please read the following carefully and thoroughly. Deadlines for submitting packets are: **June 1st** for Fall semester readmission **November 1st** for Spring semester readmission.

In order to be on time for your Phase I registration enrollment, it is strongly recommended to submit your request well before the deadlines. The Deans’ Conference will not consider incomplete packets.

1. Prepare and be ready to show the following items to your L&S College Adviser (while it is encouraged to have all items prepared, the readmission packet does not need to be fully prepared to meet with an Adviser):
   - If declared, a completed and signed, **Program Plan**, from your Major Adviser.
   - If undeclared, a completed and signed, **Conditions to Declare and Program Plan Form**, from your intended Major Adviser.
   - Consider and reflect on the Personal Statement prompts below (eventually you will need to submit to the Deans’ Conference). These questions (or variations of them) will be asked by your L&S College Adviser as well.
   - Complete a **Course Report Summary form** to indicate all past and IP coursework attempted after your dismissal.
   - Unofficial transcript(s) for courses completed away from UC Berkeley (including UC Berkeley Extension).
   - If applicable, progress reports from your current instructors that include your current grade in the course. The instructor can email the progress report to the Deans’ Conference at **lsdeansconference@berkeley.edu**.
   - Optional: Supporting documentation such as paystubs, medical documentation, etc.

2. Meet with an L&S College Adviser to review your terms of readmission and to prepare for your case to be submitted for Deans’ Conference consideration. **Appointments can be scheduled here**.

3. Submit your readmission items in the Google Form link provided by your Adviser.

4. **Personal Statement Prompts:**
   - Concisely explain the circumstances that led to your dismissal. (1000 char limit)
   - What actions have you taken to address the challenges related to the circumstances that led to your dismissal? (1200 char limit)
   - Explain how viable your intended or declared major is. Be specific in your plans to succeed in your intended or declared major. Provide evidence that demonstrates your readiness to succeed in this major. (1200 char limit)
   - In many cases, having a back-up major can make your readmission case stronger. Please state your back-up major, why you chose it, and be specific in your plans to succeed in that major. (1200 char limit)
   - How do you handle both academic and non-academic stress? Please describe your strategies to navigate these stresses at UC Berkeley. (1200 char limit)
   - If you haven't already covered this information in the prompts above, please be specific about the academic and non-academic resources you will use to succeed upon your return to UC Berkeley. (1200 char limit)

5. For students who previously submitted two requests for readmission after dismissal: you must receive support from an L&S College Adviser during an advising appointment.

6. The Deans’ Conference decision will be emailed to you typically by the week after the meeting at which your request is considered. If your readmission is approved, please allow 2-3 weeks for your readmission packet to be processed by the Office of the Registrar. Once processed, your enrollment times will be available in CalCentral.
Deans’ Conference (DC) Checklist

Name: ________________________  Student ID: __________________  E-mail: _______________________

Steps for Deans’ Conference Request

☐ Collect the “Items for Google Form Submission” below before meeting with an L&S College Adviser.

☐ Meet with an L&S College Adviser to prepare your case. Bring your documents for review.

☐ Remove all of your registration holds (except for the “Academic Status Review” hold) by the readmission deadline.

☐ Submit request via Google Form by June 1st for fall readmission or November 1st for spring readmission.

Items for Google Form Submission

☐ Readmission form with application fee (or appropriate EOP fee waiver).

☐ Your responses to the “Personal Statement Prompts” above. Be mindful of the character limits for each response.

☐ Course Report Summary form with all courses taken since dismissal.

☐ Unofficial transcripts for courses completed away from Berkeley. See https://ceu.berkeley.edu/transfercredit/submit-and-review-transcripts

☐ If declared, a completed and signed, Program Plan, from your Major Adviser (minimum 13-units each semester unless approved for a reduced course load).

☐ If undeclared, a completed and signed, Conditions to Declare and Program Plan Form, from your intended Major Adviser (minimum 13-units each semester unless approved for a reduced course load).

☐ Optional: supporting documentation, e.g. verification of employment, medical reports, etc.

☐ [To be submitted via email] If applicable, progress reports from your current instructors that include your current grade in the course. The instructor can email the progress report to the Deans’ Conference at lsdeansconference@berkeley.edu