

## Instructions for Readmission after Dismissal Requests to the Deans' Conference

1. Meet with a L&S College Adviser to review your request and prepare for a meeting with an Assistant Dean. Appointments can be scheduled by clicking on our YCBM link here: <https://ls-advising-appts.youcanbook.me>
2. After meeting with a L&S College Adviser, they will be able to schedule a meeting for you with an Assistant Dean if they feel you are ready for the next step.
3. Any supporting documents must be emailed directly to the Assistant Dean at least 24 hours in advance. If your materials are not submitted in advance, your appointment may be canceled. Their email can be found in the bCal invite you received after scheduling a meeting. All readmission documents must be ALSO submitted to [ls petitions@berkeley.edu](mailto:ls petitions@berkeley.edu) before the appropriate deadline date.
4. The deadline to submit an application for readmission after dismissal is **June 1<sup>st</sup>** for the following fall semester and **November 1<sup>st</sup>** for the following spring semester. It is **strongly** recommended that you submit your request well in advance of the deadlines in order to receive a Phase I registration appointment (e.g. suggested timeline: meet with an Assistant Dean and submit your request before April 1<sup>st</sup> for fall readmission and October 1<sup>st</sup> for spring readmission). During the readmission period (October-December, May-July), completed cases submitted by the deadline will be reviewed on a first-come, first-served basis.
5. You will need to also submit a letter addressed to the Deans' Conference. The letter should be concise, to the point, and include all information relevant to your request. **One page max limit and double spaced.** It must include the following:
  - Your name, SID, email address, telephone number, and signature;
  - The nature of your request (e.g. readmission after dismissal for Fall 2021);
  - The following information (suggested limit of four sentences each):
    - Explanation of the circumstances that led to your dismissal;
    - Actions you have taken to address those challenges; and
    - Your plan for success upon readmission to Berkeley.
6. Review and include the "Readmission after Dismissal Checklist and Course Report Summary" on the second page of this document. Submit all documentation required on the checklist. Forms are available on [lsadvising.berkeley.edu](http://lsadvising.berkeley.edu). The Deans' Conference will not consider incomplete packets.
7. For students who previously submitted two requests for readmission after dismissal: in order for the Deans' Conference to review your request, you must receive support from a L&S College Adviser during an advising appointment.
8. 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 1-3 weeks for your readmission packet to be processed by the Office of the Registrar. Once processed, your enrollment times will be available in CalCentral.

