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 lspotitions@berkeley.edu before the appropriate deadline date.

4. The deadline to submit an application for readmission after dismissal is June 1st for the following fall semester and November 1st 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 1st for fall readmission and October 1st 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):
     o Explanation of the circumstances that led to your dismissal;
     o Actions you have taken to address those challenges; and
     o 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. 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.
**Steps for Deans’ Conference Request**

- Meet with a L&S College Adviser to prepare your case.
- Meet with an Assistant Dean to review your request. Bring your documents for review.
- Remove all of your registration holds.
- Complete the Reading & Composition requirement (or In-Progress).
- Submit request by June 1st for fall readmission or November 1st for spring readmission.
- Make copies of the application packet for your own records.

**Items for Application Packet**

- Readmission form with application fee (or appropriate EOP fee waiver).
- Letter addressed to Deans’ Conference (see above for prompt).
- Course Report Summary with all courses taken since dismissal (see below).
- Official transcripts for courses completed away from Berkeley. See https://ceu.berkeley.edu/transfer-credit/submit-and-review-transcripts
- Progress letters from your current instructors that include your current grade in the course. The instructor can email the letter to Lauren Ash (laurenash@berkeley.edu).
- Signed Conditions to Declare Major form, if undeclared. You can find this form on L&S Advising website.
- Signed Program Plan Form that includes both your major and non-major requirements (minimum 13-units each semester unless approved for a reduced course load).
- Supporting documentation, e.g. verification of employment, medical reports, etc.

**Course Report Summary**

Legibly, list all courses taken since dismissal in chronological order.
Include current (IP), future summer courses, and failed/withdrawn courses.

<table>
<thead>
<tr>
<th>Course Dept &amp; #</th>
<th>Institution</th>
<th>Semester</th>
<th>Units</th>
<th>Grade or IP</th>
<th>May Satisfy (Major Req, L&amp;S breadth, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: FRENCH 101</td>
<td>UC Berkeley Extension</td>
<td>Fall 2020</td>
<td>5</td>
<td>B</td>
<td>Major Requirement</td>
</tr>
</tbody>
</table>