

# Deans' Conference Checklist

## Steps for Deans' Conference Request:

1. Once you have completed your first term elsewhere, collect the “**Items for Google Form Submission**” below before meeting with a L&S College Adviser.
2. Meet with a [L&S College Adviser](#) to prepare your case. Bring your documents for review.
3. Remove all registration holds (except for the “Academic Status Review” hold).
4. Submit your readmission request **via Google Form** (provided by a L&S College Adviser during your appointment) by the appropriate deadlines:
  - **June 1st** for Fall semester readmission (\*Priority deadline: March 15<sup>th</sup>)
  - **November 1st** for Spring semester readmission (\*Priority deadline: September 15<sup>th</sup>)

\*In order to be on time for your Phase I registration appointment, it is strongly recommended to submit your completed request by the priority deadlines. Completed requests will still be accepted after the priority deadlines, but are not guaranteed to result in a Phase I registration appointment.

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## Items for Google Form Submission:

- [Readmission form](#) with application fee (or appropriate EOP fee waiver).
- Your responses to the following “**Personal Statement Prompts**”. Be mindful of the character limits for each response. **Please note:** As Responsible Employees, our staff must report information related to sexual violence and sexual harassment. For more information, take a look here: <https://svsh.berkeley.edu/responsible-employee>
  - 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)
  - How will you utilize academic and non-academic resources to succeed upon your return to UC Berkeley? Please be specific in naming which resources, outlining the steps you will take, and how they will support your success. (1200 char limit)
- [Course Report Summary form](#) with all courses taken since dismissal.
- Unofficial transcripts for courses completed away from Berkeley. See <https://ceu.berkeley.edu/transferecredit/submit-and-review-transcripts>
- If declared, a completed [Program Plan](#) (minimum 13-units each semester unless approved for a reduced course load), signed and dated from your Major Adviser no more than 4 months prior to submitting your request.
- If undeclared, a completed [Conditions to Declare and Program Plan Form](#) (minimum 13-units each semester unless approved for a reduced course load), signed and dated from your intended Major Adviser no more than 4 months prior to submitting your request.
- [Change of College petition](#), if applicable.
- Optional: Supporting documentation such as letters of support, [Assessment of Readiness to Return Form](#), verification of employment, etc.