Instructions for Written Requests to the Deans’ Conference

1. Meet with an Assistant Dean to review your request in person. You must bring your documents to the meeting. Appointments can be scheduled by calling (510) 642-1483. Plan ahead as appointments fill up quickly.

2. Requests are made in writing and addressed to the Deans’ Conference. The deadline for submitting your request is the Friday prior to each meeting (see #3 for readmission deadline information). The Deans’ Conference will not consider incomplete requests. You may submit your request in advance of the Assistant Dean’s appointment at the reception desk in 206 Evans Hall or mail it to: Deans’ Conference, College of Letters and Science, 206 Evans Hall, Berkeley, CA 94720-2924. Otherwise, submit your request when you meet with the Assistant Dean.

3. 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 prior to the deadlines in order to be on time for your Phase I registration appointment. You should meet with a dean 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. The Deans’ Conference will not consider incomplete packets.

4. Your letter should be concise, to the point, and include all information relevant to your request. In most cases it should not be longer than one page (typed and single-spaced). It must include the following:
   • Your full registered name;
   • Your student ID, address, email address, and telephone number;
   • Your signature;
   • The exact nature of your request (e.g. readmission after dismissal for fall 2017);
   • A brief yet detailed explanation of the circumstances related to your request; and
   • All relevant dates.

5. Attach supporting documentation (conditions to declare, program plan, verification of employment, medical reports, etc.) to your letter.

6. If you are requesting readmission after dismissal, review and include the “Readmission after Dismissal Checklist and Course Report Summary” on the second page of this document.

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 College Adviser during a 30-minute pre-scheduled appointment.

8. The Deans’ Conference decision will be emailed to you by College Analyst Elizabeth Olin by the Friday following the meeting at which your request is considered. She can be contacted at olin@berkeley.edu.
Readmission after Dismissal Checklist and Course Report Summary

Name: ___________________________ Student ID: ________________ E-mail: ____________________

Steps for Deans’ Conference Request

☐ Meet with a College Adviser to prepare your case.
☐ Meet with an Assistant Dean to review your request. You must have your documents available for the appointment (see below)
☐ 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 supporting documentation for your own records.

Items for Application Packet

☐ Readmission and Statement of Legal Residence forms with $70 payment to UC Regents
☐ Letter addressed to Deans’ Conference
☐ Course Report Summary with all courses taken since dismissal (below)
☐ Official transcripts for courses completed away from Berkeley, mailed to: Add Credit, UCB SID: (Insert Your SID# Here), 16 Sproul Hall, MC 0608, Berkeley, CA 94720-0608
☐ Progress letters from your current instructors that include your current grade in the course. The instructor can email the progress letter to Elizabeth Olin at olin@berkeley.edu or submit it in a sealed official college envelope.
☐ Signed Conditions to Declare Major form if undeclared
☐ Program Plan Form signed by your major department or intended major department including 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

All courses taken since dismissal, including current and summer courses

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<th>Term</th>
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<th>Title</th>
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Forms are available at: http://ls-advise.berkeley.edu