Instructions for Written Appeals to the Deans’ Conference

1. Meet with an Assistant Dean to review your request in person. You may bring a draft of your appeal letter. Appointments can be scheduled by calling (510) 642-1483. Please plan ahead as appointments fill up quickly.

2. Appeals are made in writing and addressed to the Deans’ Conference. The deadline for submitting your appeal 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 appeal 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.

3. The deadline to submit an appeal for readmission after dismissal is June 1st for the following fall semester and November 1st for the following spring semester. It is recommended that you meet with a dean prior to 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 of appeal 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 2016);
   - 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 of appeal.

6. If you are requesting readmission after dismissal, review and include the “Readmission after Dismissal Checklist and Course Report Summary.”

7. For students who previously submitted at least two appeals 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 decision made by the Deans’ Conference 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 Appeal

☐ Meet with a College Adviser to prepare your case.
☐ Meet with an Assistant Dean to review your request.
☐ Remove all of your registration holds.
☐ Complete the Reading & Composition requirement (or In-Progress).
☐ Submit appeal by June 1st for fall readmission or November 1st for spring readmission.
☐ Make copies of supporting documentation for your own record.

Items for Appeal Packet

☐ Readmission and Statement of Legal Residence forms with $70 payment to UC Regents
☐ Appeal letter addressed to Deans’ Conference
☐ Course Report Summary (below)
☐ Official transcripts for courses completed away from Berkeley, mailed to: Deans’ Conference, College of Letters and Science, 206 Evans Hall, Berkeley, CA 94720-2924
☐ Progress letters from your current instructors that include your current grade in the course. Submitted sealed in an official college envelope or instructor email to Elizabeth Olin at olin@berkeley.edu
☐ Signed Declaration of Major or 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 short study list)
☐ Other 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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<tr>
<th>Institution</th>
<th>Term</th>
<th>Dept. &amp; Course #</th>
<th>Title</th>
<th>Units</th>
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Forms are available at: http://ls-advise.berkeley.edu/fp/fp.html