

Appeal to Associate Dean for Undergraduate Studies

REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING YOUR ONLINE FORM.

Step 1: Review and discuss the relevant information

1. Carefully review policy relevant to your request.
2. If you are requesting a course add or drop or a change in grading option, use the "Late/Retroactive Petition to Change Class Schedule" petition instead of this form. Available at the [forms and documents](#) page.
3. If you are requesting an exception related to your major requirements, use the "CED Course Substitution and Curriculum Petition Process" for your major instead of this form. Available at the [forms and documents](#) page.
4. Use this form to appeal to the Associate Dean to request special exception to college policy.
5. Requests will be reviewed by the Associate Dean's Committee
6. Meet with a CED Academic Advisor to discuss your request
 - a. Meeting with an academic advisor is **required**
 - b. Please visit tinyurl.com/CED-UG-advising for information on how to connect with a CED academic advisor.
7. Depending on the time of year, review of your request may take approximately 1-3 weeks to process.
8. You will be notified of the Associate Dean's Committee decision via your UC Berkeley email address.

Step 2: Gather and Organize Documents

1. Write a statement regarding request.
 - a. The statement should be a full, but concise, explanation of the circumstances requiring consideration of this exception. Including:
 - i. A clear chronological explanation of the extenuating circumstances that led to this request with relevant and specific dates, and facts.
 - ii. An explanation of any delay between the events referred to in your statement and the filing of this petition.
 - b. The Appeal to Associate Dean for Undergraduate Studies Form (attached) provides a space for the statement, if more space is needed please attach a pdf document of the statement.
2. Organize the *Appeal to the Associate Dean* form and supporting *documents*.
IMPORTANT:
 - a. Attach documentation verifying extenuating circumstances.
 - b. If applicable provide relevant letters of support (from faculty, campus departments, etc.). Letters of support should be signed and submitted to cedadvising@berkeley.edu.
3. Combine into one pdf file.
 - a. Save the PDF file of your request as: "*your last name, first name_SID_appeal_term of request*" (Example "Bear,Oski_1111111_appeal_Fall 2020.pdf").
 - b. If supporting documentation cannot be combined with your request petition, you will be able to submit separate document. Save the PDF file of your work as: "*your last name, first name_SID_appeal_document title*" (Example "Bear,Oski_1111111_appeal_Employer note.pdf").

Step 3: Submit Online Form

1. Submit your completed form and documents (as applicable), via tinyurl.com/CED-appeal
2. Before completing the online form ensure you have all the information you needed to complete the form. Including;
 - a. The Appeal to Associate Dean for Undergraduate Studies Form (attached),
 - b. Documentation of the extenuating circumstances that led to your request
3. Plan to spend 15-20 minutes filling out form.
4. Be aware that you are **NOT** able to save and return to the online form.
5. Incomplete petitions will be denied.

Appeal to Associate Dean for Undergraduate Studies Form

Student's Name

SID Number

Major

Request: Briefly state the exception you wish to be considered.

Statement: