


Berkeley Graduate Division

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Date: April 18, 2016
To: Deans, Chairs, Graduate Advisors, Graduate Student Affairs Officers
From: Fiona M. Doyle, Dean of the Graduate Division 
Re: Revisions in Admissions Policies for Former or Current Berkeley Graduate Students

The implementation of a new Student Information System (SIS) has revealed the need to clarify policy and procedure for students who seek a new degree that is different from -- or in addition to -- their original degree program. Recognizing that there may be a variety of procedures among degree-granting programs regarding the admission of current or former Berkeley graduate students to new or additional degree programs, this memo is intended to clarify the process going forward beginning Fall 2016.

With the intention of standardizing graduate admissions processes for both new and existing Berkeley students, students will no longer be allowed to add or change to a new degree program without applying through the Online Application for Admission per the degree-granting program's normal admissions and review cycle. This policy is to ensure a transparent, thorough, and fair application review process, independent from an applicant's current or past enrollment at Berkeley. There is no need to submit the former "Application for Readmission" or the "Change of Major" forms.

In some cases exceptions to this process may be required. Please contact the Graduate Degrees Office should such a situation arise. Also, please note that students returning to the *same* program after a period of absence are covered under the "Re-Enrollment" process in the new SIS; they do not have to apply again or use the Online Application for Admission process.