

Academic Stress Primer: Navigating Procedures

DSP Accommodations

What accommodations are available?

Note taking, alternative media, test-taking, accessible furniture

How to apply

Submit the online application and then make an **appointment** with a DSP Specialist at **(510) 642-0518** (Make sure you have necessary **documentation** prior to this) Once you have been approved for services, log on to the DSP website to request your accommodations.

Everything you need to know:
<https://dsp.berkeley.edu/>

Extra services available for students who come from low-income backgrounds.

Reduced Course Load

What is it?

If you would like to take **fewer than 13 units**, you can apply to have a reduced course load.

Who can get a reduced course load?

- Students who work more than 15 hours per week (requires **this** petition)
- DSP students (requires a DSP letter)
- Student parents
- Graduating seniors
- Students who are only completing their major honors program

How do you do it?

In all cases, make sure to talk to an academic adviser before dropping any classes. Some cases, like DSP students, require special documentation, or will require you to visit certain offices. All of the requirements can be found **here**.

When's the deadline?

Students must submit their petitions by the middle of the 4th week of the semester

Taking a reduced course load could impact your financial aid. See an adviser in Cal Student Central before dropping any classes.

More information:
<https://ls.berkeley.edu/advising/planning/enrolling/course-load-limits>

Withdrawing

What is it?

If you withdraw from UC Berkeley, you are discontinuing your studies and de-enrolling in the university.

How do you do it?

Meet with an academic adviser, a Cal Student Central adviser, and (if applicable) someone in the Housing Office and/or in the International Office. They will assist you in the formal process. You will have to be the one to initiate the withdrawal.

Can you come back to UC Berkeley? How?

Contact an adviser in your college for more information. When you feel ready to return to UC Berkeley, you will have to reapply for admission. You can find more information about readmission **here**.

What are the different types of withdrawal?

If you are withdrawing for health reasons, consider a **medical withdrawal** [requires documentation in all cases and will affect SHIP if withdrawal exceeds a semester]. You can find more information about medical withdrawals **here**.

Personal or general withdrawals can also be made for medical reasons but have different criteria.

What are potential effects of a withdrawal?

A withdrawal will remove the semester's grades from your transcript, but your transcript will note that you withdrew. A withdrawal does not affect your GPA.

You may not get your tuition, fees, or other payments refunded. Academic Probation may also impact a readmission and result in needing to take further classes after a withdrawal

What's the difference between cancellation and withdrawal?

If you decide **not to return** to UC Berkeley before the start of a semester, contact the Office of the Registrar. This is considered a cancellation, and you will not have to pay any tuition or fees.

If you decide to leave UC Berkeley during the semester, you are withdrawing.

More information:
<https://studentcentral.berkeley.edu/withdraw>

Late Change of Schedule

What is it?

If you need to make a change to your class schedule (adding or dropping a class), or to change your grading option (letter grade to pass/no pass) **after the deadlines have passed**, you can do a late change of schedule.

Regardless of the information below, please ensure you **meet with an adviser** before taking any action and be mindful of the deadlines for each college.

What do you have to do?

Letters and Sciences

You can **only** pick one semester during your time in Berkeley to make a late change to your schedule. In that one semester, you are allowed two actions. Fill out this **form** and drop it off!

College of Engineering

You can pick one semester **only** during your time in Berkeley to make a late change to your schedule. There may be a fee reflected on your CalCentral. Please refer to this **form** and discuss with your adviser.

College of Natural Resources

Speak with a college adviser.

College of Environmental Design

Refer to this **form** and discuss with adviser.

College of Chemistry

Speak with a college adviser.

Haas School of Business

Refer to this **form** and discuss with your adviser

For all

Advising, documentation and instructor approval is necessary to submit a form.

Extenuating Circumstances may apply

On-campus bodies, like Path to Care and Basic Needs Security, can **perform late changes on your behalf** if you are experiencing extenuating circumstances, without it counting as your one per semester.

PLEASE NOTE: THIS PRIMER IS PURELY FOR QUICK REFERENCE PURPOSES. IT IS MEANT TO BE A RESOURCE TO ACCESS MULTIPLE POINTS OF CONTACT AND INFORMATION ON CERTAIN ACADEMIC PROCEDURES. IT SHOULD NOT BE USED AS A COMPLEX "HOW TO GUIDE" FOR THESE DIVERSE ACADEMIC NEEDS. THIS INFORMATION IS ALSO BASED ON L&S POLICIES AND MAY NOT APPLY TO COE, CNR, OR COC STUDENTS. IF YOU NEED HELP WITH AN ACADEMIC PROCEDURE TALK TO A COLLEGE ADVISER OR IF YOU HAVE AN ACADEMIC DISPUTE WITH THE UNIVERSITY CONSULT AN ACADEMIC ADVOCATE AT THE **ASUC STUDENT ADVOCATE'S OFFICE**



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