Change of College/Major: CED INDIVIDUAL MAJOR

Follow these instructions if you are either 1) Currently an enrolled student at UC Berkeley outside the College of Environmental Design (CED), or 2) a CED student wishing to switch majors. Read these instructions carefully.

Petitions are reviewed once each term.
All petitions submitted before the deadlines will be reviewed with the following timeline.

Submitted by October 1: Decision made by October 15
Submitted by March 1: Decision made by March 15
Submitted by July 1: Decision made by July 15
Incomplete applications will be denied.

You will be considered for change of college only if you:

- Apply by the end of your third semester; you must have completed at least one semester of coursework at UC Berkeley.
- Have completed ENV DES 1, MATH 16A or STAT 2, and the first half of the Reading and Composition requirement.
- Are able to complete your degree within CED’s semester limit (four semesters for transfer students and eight for freshmen admits; students pursuing Simultaneous Degrees are granted one additional semester).
- Have a GPA of 3.0 or above. The higher your GPA the better your chances of acceptance.

Applicants are assessed based on their current progress toward completion of the program, their ability to complete the program within the semester limit, their overall academic performance, and their essay.

Note: You may apply for change of college no more than twice.

You must submit the following materials:

- Change of College Checklist.
- The Change of College/Major petition.
- Undergraduate Individual Major Student Statement.
- Required Courses list, signed by your Faculty Sponsor.
- Faculty Sponsor Statement.
- A completed graduation plan that outlines how you will complete all requirements for the major, College, and University (including breadth).

IMPORTANT: Please make sure you are using the most up to date major handbook that corresponds with the year you were admitted to UC Berkeley.

5.20.14
Change-of-College/Major Checklist

☐ I have read the front page of the change-of-college/major application for my prospective major, and I understand which requirements should be fulfilled with grades posted in advance of submitting my application.

☐ I have completed at least one fall or spring semester at UC Berkeley.

☐ I have run a Degree Audit on DARS for my prospective CED major, and I’ve used this information to formulate the graduation plan on my application.

☐ I have checked my GPA and it is at least a 3.0.

☐ If applicable, I have used the high school enrichment (AP, IB, and A-Level) document on the CED Advising website and I know which AP courses have fulfilled breadth requirements based on my scores. I have indicated which courses have been fulfilled through high school enrichment on my application. (See http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/)

☐ On my graduation plan, I have demonstrated that I can fulfill all breadth, major, college and university requirements within 8 fall and spring semesters, or 4 if I’m a transfer student. If I am planning to take some coursework over the summer, I have included this coursework in my graduation plan. If I am planning to study abroad and think that my study abroad program will qualify me for a 9th (or 5th semester, for transfer students,) I have indicated this on my plan.

☐ If admitted to UCB prior to FL 13, understand that CED courses may not fulfill breadth requirements. Students who enter UCB FL 13 and later may use 2 CED courses to fulfill breadth requirements. Refer to the major handbook for more information.

College Requirements

Reading and Composition A & B by end of sophomore year?

3 lower division ENV DES requirements?

7-course breadth (If you plan to fulfill the International Studies Requirement through study abroad, indicate this in your graduation plan)?

All lower and upper division major requirements?

☐ My graduation plan also shows that I will be enrolled in at least 12 units during each fall and spring semester, and that the total number of units adds up to at least 120. Also, I have made sure that I meet Senior Residency requirements: After 90 units, at least 24 of the remaining 30 units will be completed at UC Berkeley.

☐ I have not left anything blank. I wrote “IP” for “In Progress” for the courses I am currently taking or plan to take in the future.

☐ I have made sure that courses only offered in the fall or spring are arranged accordingly in my graduation plan.

☐ I have signed and dated my application, and included all of my contact information. My email address is legible.
THE UNDERGRADUATE INDIVIDUAL MAJOR

The individual major is a program leading to the Bachelor of Arts degree in an area of study that is appropriate to the College of Environmental Design but that cannot be accomplished through the four existing majors. Some examples of individual majors include structures, architectural journalism, visual design, computer applications in architecture, urban planning, community development, and the social basis of design. Students may also wish to use an existing CED minor as a foundation for a major.

Students proposing an individual major must be in good academic standing, have completed at least one semester in the College of Environmental Design, and must be sponsored by a member of the College faculty. The major must be proposed no later than the first semester of sophomore year.

The student must propose a detailed program developed in consultation with a faculty member in the College who agrees to serve as a sponsor (the sponsor must be a member of the Academic Senate, a faculty member with a title of “Professor,” “Associate Professor,” or “Assistant Professor”). The individual major proposal includes a written statement of support from the faculty sponsor and conforms to the following guidelines:

1. Applicants must have a 3.0 GPA.
2. The proposal must include a student statement describing the content and focus of the proposed major and thesis.
3. The faculty sponsor’s statement includes the educational objectives of the major and demonstrates support for the student.
4. The proposed program does not exceed the College’s semester limit and includes all College and University requirements, ENV DES 1, 11A, and 11B; one Calculus or Statistics course; all breadth requirements (including ENV DES 4A/B/C), unit requirements, etc. ENV DES 11A and 11B may be waived for proposed majors that are not design-oriented.
5. The 36 required upper division units may be drawn from any department relevant to the field of study but at least 24 units must be in the College of Environmental Design.
6. Approval of courses for the major does not guarantee acceptance into these courses; this is especially true for courses outside of CED. Course prerequisites must be met and regular enrollment procedures must be followed. The student must present documentation from the relevant academic departments that s/he will have access to all courses outside CED that are specified in the proposal.
7. A two-semester senior thesis (ENV DES 195A and 195B) is a required part of the major program. The thesis must be approved by the faculty sponsor and submitted to the Associate Dean for Undergraduate Studies by the last day of instruction in the term in which the thesis is completed. The faculty sponsor must grade the thesis, present a final written evaluation, and certify completion of the individual major requirements to the Associate Dean. See the section on Thesis Guidelines for more information.

The proposal, together with the sponsor’s written statement, and graduation plan must be submitted to the Office of Undergraduate Advising (250 Wurster Hall). If the proposal meets the general guidelines listed above, it will be forwarded to the Associate Dean for review.
**Thesis Guidelines:** An individual major thesis should consist of approximately 30 pages of double spaced 12-point text, with endnotes, bibliography, etc. bringing the total to approximately 45 pages. The thesis should be written using an University-approved style, as determined by the faculty sponsor. The Environmental Design Library has a large number of excellent resources on writing theses. Consult the reference librarian for more information.

**Thesis Deadlines:** A typical thesis completion schedule is as follows. Outline and Bibliography are due to the sponsor by the end of week four of the term in which the thesis is written. Students may also submit an initial draft to the sponsor at this time. A full draft of the thesis is due by the end of the 10th week. The completed thesis is due on the Friday of the second-to-last week of full instruction during the semester in which ENV DES 195B is taken, or the date specified by the sponsor. The thesis must be submitted to the Associate Dean by the last day of instruction.

1. Name_______________________________________    SID# _____________________

2. Application Type: (if not registered last term, attach a Readmission Petition to this form)
   - □ Change of College
   - □ Change of Major (Current CED students only)
   - □ Simultaneous Degree (Attach Simultaneous Degree Petition)

3. Current College______________________  Major______________________

4. Semester/Year you were admitted to UC Berkeley: ______________________________

5. Have you applied to the College of Environmental Design before?  □ Yes  □ No
   If yes, which semester(s)?__________________________________________

6. Individual Major Title__________________________________________

7. Faculty Sponsor__________________________________________

8. Expected Graduation Date__________________________________________

5.20.14
INDIVIDUAL MAJOR
STUDENT STATEMENT

Within 1000-1500 words, please
a. Define the subject of your major,
b. Specify your educational and career objectives,
c. Explain how your major will provide a coherent program of study,
d. Explain why such a course of study is not feasible under an existing major in the College or University, and
 e. Describe your tentative thesis topic and objectives and briefly explain how they relate to your major field of study.
REQUIRED COURSES FOR CED INDIVIDUAL MAJOR

Please note which of the following lower division major requirements and College breadth requirements you have either completed or have in progress (IP). If you have not yet taken the course or it is not in progress, please indicate the semester in which you plan to take the course.

<table>
<thead>
<tr>
<th>College Requirements</th>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
<th>Term</th>
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<td>Social &amp; Behavioral Science</td>
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<td>ENV DES 1</td>
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<td>ENV DES 4A, 4B, or 4C*</td>
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<td>ENV DES 4A, 4B, or 4C*</td>
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*Students who begin at UC Berkeley FL 13 and later must complete 2 of 3 of ENV DES 4A/B/C.

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<th>Lower Division Major Requirements</th>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
<th>Term</th>
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<tr>
<td>Example: <em>Economics</em></td>
<td>Econ 1</td>
<td>Introduction to Economics</td>
<td>4.0</td>
<td>B</td>
<td>Fall 2011</td>
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<td>ENV DES 11A</td>
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<td>ENV DES 11B</td>
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<td>MATH 16A or 1A or STAT 2, 20, 21, 25, 131A</td>
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Required Courses Continued.

Upper Division Major Requirements (36 units minimum, including 24 upper division units in CED):

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<tr>
<th>Upper Division Major Requirements</th>
<th>Course</th>
<th>Course Title</th>
<th>Units</th>
<th>Grade</th>
<th>Term</th>
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<tr>
<td>ENV DES 195A</td>
<td>ENV DES 195A</td>
<td>Senior Thesis Preparation</td>
<td>3</td>
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<td>ENV DES 195B</td>
<td>ENV DES 195B</td>
<td>Supervised Thesis Research &amp; Writing</td>
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Total Upper Division Units__________________________

Required prerequisites to the above courses:

___________________________________________________
Student Signature                                           Date

___________________________________________________
Faculty Sponsor Signature                                   Date

___________________________________________________
Associate Dean Signature                                    Date
UNDERGRADUATE INDIVIDUAL MAJOR
FACULTY SPONSOR STATEMENT

As the sponsor of an individual major you are asked to accept the responsibility for guiding the student and supervising and evaluating the student’s work, particularly the thesis. This implies that you will be available to meet with the student on a regular (bi-weekly) basis for the terms during which the thesis is being researched and written and that you will be the “instructor of record” for ENV DES 199. The Associate Dean for Undergraduate Studies asks that you write a statement of support (space provided below) explaining the educational objectives of the major and indicating your support for the student.

When the thesis is completed you will be asked to provide the Associate Dean with a final written evaluation and certification that the individual major requirements are complete. The thesis will be filed with the Associate Dean.

Your statement of support (explaining the educational objectives of the major and showing your support of the student):

I have read and approve of the Individual Major proposal for ______________________. I will supervise and evaluate the student’s work and I will be available to meet bi-weekly with the student for the terms during which the student is enrolled in ENV DES 195 and ENV DES 195B and the thesis is being researched and written.

__________________________________________________________________________________

Faculty Sponsor Signature           Date  5.20.14
# Graduation Plan

Student Name: ______________________________________ SID: _____________________________
Email Address: ______________________________________ Telephone: _______________________

Please check all that apply:
- Simultaneous Degree
- Excess Semester/Units
- Change of Major
- Minor
- Probation
- Change of College into Environmental Design
- Readmission: Fall _____ Spring ______

Major(s): ______________________________________ Minor: _______________________________
Expected Graduation Date: ________________________ Expected Total Units: __________________

**PROPOSED SCHEDULE OF CLASSES:** Beginning with the current term, indicate all courses you plan to take, including those needed to complete major, college/school, and University requirements.

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Total: ____________

**REQUIRED SIGNATURE(S)**

________________________________________  _______________________________________
Student          Date    Major Adviser    Date

5.20.14
Undergraduate Petition
Change of College, Major or Curriculum

For Term:  □ Fall  □ Spring  Year: ______

Note: To declare or change a major in the College of Letters and Science, obtain a "Petition to Declare a Major" from the College, 113 Campbell Hall.

Student Name (please print) ____________________________  Birthdate ________  Student ID Number __________

Email Address ____________________________  Local Phone Number ________  Permanent Phone Number ________

Local Address ____________________________  Permanent Address ____________________________

First enrolled at Berkeley ________  Last enrolled at Berkeley ________  Registration Status:  □ New  □ Continuing  □ Readmit

☐ I request a change of college/school  (See "A" on reverse)

From: ____________________________  To: ____________________________

Present College/School

From: ____________________________  To: ____________________________

Present Major/Curriculum

☐ I request a change of major or curriculum  (See "B" on reverse)

Only for use by students in the Colleges of Chemistry, Engineering, Environmental Design, and Natural Resources.

From: ____________________________  To: ____________________________

Present Major/Curriculum

Reason for request: ____________________________________________________________

__________________________________________________________  ____________________________

REQUIRED SIGNATURES

Student ____________________________  Date ____________________________  New Major Adviser for the College of Natural Resources ____________________________  Date ____________________________

For College Use Only

This petition is approved for:  □ Fall  □ Spring  Year: ______

Change of Major/Curriculum to ____________________________

Major Code ____________________________  Change of college/school to ____________________________  College Code ____________________________

Signature of Dean or Dean's Representative ____________________________  Date ____________________________

For Registrar Use Only

Approved by (L&S use only) ____________________________  Date ____________________________  Date

For Term:  □ Fall  □ Spring  Year: ______

Note: To declare or change a major in the College of Letters and Science, obtain a "Petition to Declare a Major" from the College, 113 Campbell Hall.

Student Name (please print) ____________________________  Birthdate ________  Student ID Number __________

Email Address ____________________________  Local Phone Number ________  Permanent Phone Number ________

Local Address ____________________________  Permanent Address ____________________________

First enrolled at Berkeley ________  Last enrolled at Berkeley ________  Registration Status:  □ New  □ Continuing  □ Readmit

☐ I request a change of college/school  (See "A" on reverse)

From: ____________________________  To: ____________________________

Present College/School

From: ____________________________  To: ____________________________

Present Major/Curriculum

☐ I request a change of major or curriculum  (See "B" on reverse)

Only for use by students in the Colleges of Chemistry, Engineering, Environmental Design, and Natural Resources.

From: ____________________________  To: ____________________________

Present Major/Curriculum

Reason for request: ____________________________________________________________

__________________________________________________________  ____________________________

REQUIRED SIGNATURES

Student ____________________________  Date ____________________________  New Major Adviser for the College of Natural Resources ____________________________  Date ____________________________

For College Use Only

This petition is approved for:  □ Fall  □ Spring  Year: ______

Change of Major/Curriculum to ____________________________

Major Code ____________________________  Change of college/school to ____________________________  College Code ____________________________

Signature of Dean or Dean's Representative ____________________________  Date ______________
INSTRUCTIONS

A. STUDENTS REQUESTING A CHANGE OF COLLEGE/SCHOOL

1. Complete this petition and obtain required signatures of approval.

2. Submit petition to the college or school Dean's Office to which you are seeking entry. If your petition is approved, the Dean or the Dean's Representative will sign the petition and forward it to the Office of the Registrar for processing. Keep a copy of this petition for your records.

3. College of Letters and Science: Please consult the College of Letters and Science website (ls-advise.Berkeley.edu/faq/chgclg.html) for deadlines and academic progress criteria. A written statement is also required. If you have completed over 60 units, you must attach a Declaration of Major Petition and a semester-by-semester program plan indicating how and when you will graduate, both signed by the advisor in the major you wish to declare.

4. College of Natural Resources: If you are petitioning to enter the College of Natural Resources, you MUST obtain the signature of your new major advisor. Check with the College of Natural Resources Dean's Office for further instructions.

B. STUDENTS REQUESTING A CHANGE OF MAJOR/CURRICULUM

1. Complete this petition and obtain required signatures of approval if you are requesting a change of major or curriculum in:

   College of Chemistry
   College of Engineering
   College of Environmental Design
   College of Natural Resources

   DO NOT USE THIS PETITION TO DECLARE OR CHANGE A MAJOR WITHIN THE COLLEGE OF LETTERS AND SCIENCE.

2. Submit completed petition to the appropriate Student Service Office or the Dean's Office. If your petition is approved, the Dean or the Dean's Representative will sign the petition and forward it to the Office of the Registrar for processing. Keep a copy of petition for your records.

3. If you are in the College of Natural Resources, you MUST obtain the signature of your new major advisor.

   MAJOR ADVISORS AND COLLEGE OR SCHOOL DEAN'S OFFICE
   Keep a copy of petition for your records.
   Send a copy of the approved petition to the original college/school.