

The CED Individual Major is undergoing a significant curriculum revision and will not be available for declaration after October 1, 2019. Students who submit a successful application by this deadline will be allowed to complete the major.

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.***

Final Deadline: October 1, 2019

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

- **Apply by October 1, 2019.** The CED Individual Major is undergoing a significant curriculum revision and will not be available for declaration after this date.
- **Apply by the end of your third semester;** you must have completed (or be in progress in) at least one semester of coursework at UC Berkeley.
- Have completed or are enrolled in **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.

Applications are assessed based on the rationale, coherence, and significance of the proposed curriculum and thesis; responses to the five questions in the student statement; ability to complete the program within the semester limit; and overall academic performance. Once approved by your faculty sponsor, your application will be reviewed by the Associate Dean for Undergraduate Studies.

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

You must submit the following materials:

- **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.

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 in progress or 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 an Academic Progress Report in Cal Central 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 coursework over the summer, I have included this 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, I 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?

3 upper division courses within CED but outside of your major?

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. My faculty adviser has reviewed, signed and dated my graduation plan.

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, ARCH 11A and 11B, one Calculus or Statistics course, all breadth requirements (including ENV DES 4A/B/C), unit requirements, etc. ARCH 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. These units must be taken for a letter grade.
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 course sequence (ENV DES 199 and 195B) is a required part of the major program. The 30-page 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 _____

INDIVIDUAL MAJOR STUDENT STATEMENT

Within 1000-1500 words total (include additional pages if needed), please explain the following:

1. The subject of your proposed major, how your major will provide a coherent program of study, and why this course of study is not feasible under an existing major at UC Berkeley:

2. Your educational and career objectives and how your proposed major addresses these objectives:

3. Your tentative thesis topic and objectives and how they relate to your proposed major:

4. The central questions you are developing for your investigation. Why are these questions significant?

5. The rationale for the courses you have selected and how they support your thesis investigation:

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.

University Requirements	Course	Course Title	Units	Grade	Term
Entry Level Writing					
American History					
American Institutions					
American Cultures					
College Requirement	Course	Course Title	Units	Grade	Term
R & C A					
R & C B					
Arts & Literature					
Biological Science					
Historical Studies					
International Studies					
Philosophy and Values					
Physical Science					
Social & Behavioral Science					
ENV DES 1					
ENV DES 4A, 4B, or 4C*					
ENV DES 4A, 4B, or 4C*					

*Students who begin at UC Berkeley FL 13 and later must complete 2 of 3 of ENV DES 4A/B/C.

Upper Division Outside Indiv Major (3 courses)	Course	Course Title	Units	Grade	Term
Example: <i>City Planning</i>	<i>CYPLAN 110</i>	<i>Introduction to City Planning</i>	<i>4.0</i>	<i>B</i>	<i>Fall 2019</i>
#1					
#2					
#3					

Lower Division Major Requirements	Course	Course Title	Units	Grade	Term
Example: <i>Economics</i>	<i>Econ 1</i>	<i>Introduction to Economics</i>	<i>4.0</i>	<i>B</i>	<i>Fall 2020</i>
ARCH 11A					
ARCH 11B					
MATH 16A or 1A or STAT 2, C8, 20, 21, 25, 131A					

**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 and ENV DES 195B. 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 199 and ENV DES 195B and the thesis is being researched and written.

Faculty Sponsor Signature

Date

