

# CED INDIVIDUAL MAJOR HANDBOOK

**COLLEGE OF ENVIRONMENTAL DESIGN  
UNIVERSITY OF CALIFORNIA, BERKELEY**

**2012-2013**

*Download this handbook from the web at [ced.berkeley.edu/advising/forms](http://ced.berkeley.edu/advising/forms)*

## 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 three 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 the junior 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) and will be the "instructor of record" for the required ENV DES 199 course. 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 shows support for the student.
4. The proposed program does not exceed the College's semester limit and includes all College and University requirements, including ENV DES 1, 11A, and 11B; one Calculus or Statistics course; all breadth requirements, 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 the 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 senior thesis is a required part of the major program. ENV DES 195 (senior thesis preparation) followed by 4 units of ENV DES 199 (supervised thesis research and writing) must be included in the major. When ENV DES 195 is not available, a student may petition to use an alternate thesis preparation course as a precursor to the independent study. 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.

### **Items to be submitted for consideration for the Individual Major:**

1. Undergraduate Individual Major Student Statement
2. Petition for Undergraduate Individual Major
3. Undergraduate Individual Major Faculty Sponsor Statement

4. Completed graduation plan, indicating specifically how the student will complete all University, College, and Major requirements within the semester limit. All remaining graduation requirements must be included in this plan.
5. Undergraduate Petition: Change of College, Major or Curriculum (separate document).

All of the above required forms are available on the CED website at <http://www.ced.berkeley.edu/advising/forms>

## **UNDERGRADUATE ADVISING**

### *FACULTY ADVISOR*

#### **Associate Dean for Undergraduate Studies**

**Associate Professor Renee Chow**  
366 Wurster Hall  
[rychow@berkeley.edu](mailto:rychow@berkeley.edu)

### *STAFF ADVISORS*

#### **Office of Undergraduate Advising**

250 Wurster Hall  
510-642-4943  
[ced.berkeley.edu/advising](http://ced.berkeley.edu/advising)

#### **Director of CED Undergraduate Advising**

**Susan Hagstrom**  
250 Wurster  
510-642-4943  
510-642-0408 (direct)  
[hagstrom@berkeley.edu](mailto:hagstrom@berkeley.edu)

#### **College Evaluator** *(transfer work evaluation)*

**Lauren Roscoe**  
250 Wurster  
510-642-4943  
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## DEGREE REQUIREMENTS

### Summary of Degree Requirements

- A. University and Berkeley Campus Requirements
- B. CED College Requirements
- C. Individual Major Requirements
- D. General Electives (optional to reach 120 units)
- E. Unit and Semester Requirements

#### A. **University and Berkeley Campus Requirements**

All undergraduate students at UC Berkeley must complete:

- Entry-Level Writing Requirement
- American History and Institutions
- American Cultures

#### B. **CED College Requirements**

*Students who have been away from the University for five or more years are held to the college and major requirements that are in place when they re-enroll at UCB.*

1. Reading & Composition A & B. *See the CED Advising website for more information on R&C course placement. Must be completed with a letter grade of C- or better.*
2. Seven Course Breadth Requirement. *This requirement must be fulfilled with courses taken outside of the College of Environmental Design.*
  - Social and Behavioral Sciences
  - Physical Science
  - Biological Science
  - International Studies
  - Arts and Literature
  - Historical Studies
  - Philosophy and Values

\* One of the Seven Course Breadth may be taken on a Passed/Not Passed basis (maximum of one requirement). *All other courses above must be completed with a letter grade of C- or better.*

For a list of courses that fulfill the Seven Course Breadth Requirement, see <http://ls-advise.berkeley.edu/requirements/breadth7.html>. *CED students cannot use CED courses to fulfill breadth requirements, even if they appear on this list.* In addition, CED students may not use any courses cross-listed with CED courses to fulfill breadth.

CED students may use any second semester language course to fulfill the International Studies (IS) breadth requirement (exception: students may *not* use their native language to fulfill IS breadth). IS may also be satisfied by participation in the UC Education Abroad Program or a recognized equivalent program.

CED students may apply high school exam credit (Advanced Placement, International Baccalaureate, A-Level Exam) towards many of the above requirements. See the CED website section on High School Exam Credit for more information:  
<http://www.ced.berkeley.edu/advising/forms>

### **C. Individual Major Requirements**

*Students who have been away from the University for five or more years are held to the college and major requirements that are in place when they re-enroll at UCB.*

**All paperwork, including a detailed list of major requirements, must be pre-approved by the student's faculty sponsor and by the CED Associate Dean for Undergraduate Studies. The proposed course plan must include the following:**

1. Lower-Division Major Requirements:

*These courses must be completed with a letter grade of C- or better.*

- ENV DES 1 People and Environmental Design
- ENV DES 11A Introduction to Visual Representation and Drawing
- ENV DES 11B Introduction to Design
- MATH 16A, Math 1A, STAT 2, STAT 20, STAT 21, STAT 25, or STAT 131A (one course)

\* ENV DES 11A and/or 11B may be waived for proposed majors that are not design-oriented.

2. Upper Division Major Requirements, (approx 9-12 courses):

*You must earn a 2.0 average in upper division major requirements.*

- 36 upper division units from any department relevant to the field of study, including at least 24 upper division units from the College of Environmental Design and:
- ENV DES 195 (senior thesis prep)
- ENV DES 199 (4 units of supervised thesis research and writing)

*ENV DES 195 and 199 count towards the 36 required upper division units.*

**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 five 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 10<sup>th</sup> 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 199 is taken, or the date specified by the sponsor. The thesis must be submitted to the Associate Dean by the last day of instruction.

*Each student's plan will vary, depending on interests. See your adviser if you are interested in applying for graduate school, studying abroad, attending summer school, pursuing a minor or second major, etc.*

## **D. General Electives**

Students may need to take additional courses to reach the 120 units required for graduation.

## **E. Unit and Semester Requirements**

The Bachelor of Arts degree in the College of Environmental Design requires the successful completion of at least 120 semester units of courses subject to certain rules:

- A maximum of 16 units of Special Studies coursework (courses numbered 97, 98, 99, 197, 198, or 199) is allowed towards the 120 units; a maximum of four is allowed in a given semester; only upper division students (60 or more units completed) may enroll in 197, 198, or 199 coursework.
- A maximum of 4 units of Physical Education from any school attended will count towards the 120 units.
- Students may receive unit credit for courses graded P (including P/NP units taken through EAP) up to a limit of one-third of the total units taken and passed on the Berkeley campus at the time of graduation.
- No more than 60 units from a single department can be used towards the 120 minimum.

### **Unit Minimum**

CED students must enroll in at least 12 units each fall and spring semester. (*Students entering UCB with no prior units would need to complete 15 units per semester to graduate in four years.*)

### **Semester Limit**

Students admitted as freshmen must graduate within eight fall/spring semesters at UC Berkeley. Students admitted as transfer students must graduate within four fall/spring semesters at UC Berkeley. EAP and UCDC count towards this semester limit; summer session, UC Extension, and study abroad through non-UC programs do not. Students approved for simultaneous degrees in two colleges may be granted an additional semester.

### **Senior Residence Requirement**

After reaching senior status (with 90 semester units earned), students must complete at least 24 of the remaining 30 units in at least two semesters in residence at UC Berkeley. To count as residence, a semester must consist of at least 4 passed units. [Intercampus Visitor](#), [Education Abroad Program](#), [UC Berkeley-Washington Program](#), and [UC Berkeley Extension](#) units are **not** applied to this requirement.

Students may use [Berkeley Summer Sessions](#) to satisfy one semester of the Senior Residence Requirement, provided that four units of course work are completed.

### **Modified Senior Residence Requirement**

Participants in the [UC Education Abroad Program](#) (EAP) or the [UC Berkeley-Washington Program](#) may meet a Modified Senior Residence Requirement by completing 24 (excluding EAP) of their final 60 semester units in residence. At least 12 of these 24 units must be completed after senior status (90 units) is reached.

Most students automatically fulfill the residence requirement by attending classes here for four years. In general, there is no need to be concerned about this requirement, unless you go abroad for a semester or year or want to take courses at another institution or through University Extension during your senior year. In these cases, you should make an appointment to see an adviser to determine how you can meet the Senior Residence Requirement.

## GRADE REQUIREMENTS

- A 2.0 UC GPA is required for graduation.
- A 2.0 GPA within the major is required at time of graduation.

## DEADLINES AND POLICIES

See the CED advising website for the most up-to-date information: [ced.berkeley.edu/advising](http://ced.berkeley.edu/advising)

## CED MINORS

Minors offered by the college of Environmental Design include:

- [Architecture](#)
- [City & Regional Planning](#)
- [Environmental Design and Urbanism in Developing Countries](#)
- [Geospatial Information Science and Technology](#) (College of Natural Resources for paperwork and advising)
- [History & Theory of Landscape Architecture & Environmental Planning](#)
- [History of the Built Environment](#)
- [Social & Cultural Factors in Design](#)
- [Sustainable Design](#)

Minors generally consist of five upper-division courses plus any lower-division prerequisites to those courses. Any course taken for your minor may also be used to fulfill major and upper-division CED non-major requirements. Courses used to fulfill a breadth requirement may also be used to satisfy a minor requirement. Students may apply the non-CED version of a CED cross-listed course towards a minor.

See [CED Minors](#) on the web for more information.

The *City Planning Minor Intent* form and the *CED Minor Completion Form* are available on-line in the Minors section of [CED Forms & Documents](#). You must fill out the completion form if you want your CED minor to show on your transcript.

CED students may pursue minors in any of the other undergraduate schools and colleges at UC Berkeley.

## DEGREE AUDIT REPORTING SYSTEM (DARS)

DARS is a service designed to assist you with planning and tracking your progress toward graduation by comparing or auditing your academic record against the requirements for your bachelor's degree. Your DARS report includes completed UC Berkeley courses, transfer credit, and in-progress courses (the ones you're taking now).

To request a DARS report, go to the Bear Facts page, click the DARSweb link, and log in with your CalNet ID and Passphrase.

- Click the "Audits" tab and select "Request New Audit."
- Select either "Run for current major" (the default) or for any "selected program" (a "what if" scenario).
- Click the "Submit New Audit" button.
- Wait a few moments for your report to run, then click the "Refresh List" button. You may have to click it a few times.
- When your new request appears on the list below, click the "Open Audit" button to its left.

There is no limit to the number of DARS reports you can request, but only the ten most recent will be saved. The most recent report always appears at the top of the list.

Request a new DARS Report at least once a semester and whenever you change your course schedule. Each report is up-to-date as of the date and time it is generated. Changes, updates or corrections to either your degree requirements or your academic record (e.g., adding or dropping courses; grade changes; new transfer credit; declaring, adding or changing majors, etc.) will change the results of your report.

DARS is an unofficial report and does not eliminate the need for advising! It should be used in consultation with College and Major advisers, who make the final determination about completion of degree requirements.

***If you notice any errors in your Degree Audit, submit the DARS Correction Request form (available at [ced.berkeley.edu/advising/forms](http://ced.berkeley.edu/advising/forms)) to the Office of Undergraduate Advising in 250 Wurster.***