

## CED Course Substitution Process

For **CURRENT STUDENTS** who have completed unarticulated (not pre-approved) courses, including study abroad

This form is to request a course (or set of courses) to substitute for a CED college, major, or minor requirement. If you are inquiring only about the transferability of units, please refer to the UCB Office of Undergraduate Admissions. For California Community College courses, use [assist.org](http://assist.org)

Before faculty can review your request, you must complete the three part process outlined on this form. The turn-around time is typically 2-4 weeks.

### Part 1: Submit Online Form

- A. CED Course Substitution Online Form: Visit (<http://tinyurl.com/ced-subform>) and complete the information requested. Read all the information in this document before you begin the online form.
- B. Ensure you have all the information you need to complete the online form. Including;
  - i. information of the course you are submitting (course title, units, institution)
  - ii. detailed reason/explanation for submitting this request.
- C. Plan to spend 5-20 minutes filling out form.
- D. Be aware that you are **NOT** able to save and return to the online form. You will have to complete all questions in one sitting.

### Part 2: Submit Syllabus (or other relevant document)

- A. Create a single pdf file with syllabus and/or other relevant documents.
- B. Having a course syllabus would allow for a complete review of a substitution petition.
- C. If your request does not include a review of a non-approved course then you may skip Part 2.
- D. Urban Studies curriculum only: for all petitions, **download and complete the "List of Course Requirements Urban Studies" Form** from the [Forms and Documents page on the CED website](#). Submit form with other relevant documents.

### Part 3: Review the following information

**Submission of online form indicates that you have read and understand the following information**

#### **REVIEW THE FOLLOWING INFORMATION CAREFULLY BEFORE SUBMITTING YOUR CED COURSE SUBSTITUTION ONLINE FORM:**

1. This form is for the review of unarticulated coursework to fulfill CED College or CED Major Requirements. If you are inquiring only about the transferability of units, please refer to the UCB Office of Undergraduate Admissions. For California Community College courses, use [assist.org](http://assist.org).
2. Your request to review coursework will not be considered without a course description and syllabus.
3. Contact Curtis Morisaki ([c.morisaki@berkeley.edu](mailto:c.morisaki@berkeley.edu)) in the UC Berkeley Office of Undergraduate Admissions for an evaluation of unit transferability.
4. Course Evaluations take approximately 4 weeks to process. You will be notified of the decisions by email.

5. For coursework completed outside UC Berkeley. After completion of the coursework, request an official transcript from the institution and deliver it, unopened, to 250 Wurster Hall. If you are not returning to Berkeley, mail your unopened transcript to CED's Undergraduate Advising Office.
6. After your credits have been transferred to your UCB transcript, you may need to ask for a correction of your DARS report.
7. Note: If you were admitted to UC Berkeley as a freshman, R&C A and all lower division ENV DES courses (ENV DES 1, ENV DES 4A/B/C, ARCH 11A/B (formerly ENV DES), LD ARCH 1, LD ARCH 12) must be completed at UC Berkeley.

### **For All Requests**

- I have met with my major adviser to discuss my plans; including the completion of my graduation requirements, the semester limit, and the Senior Residence requirement.
- I understand that if I am studying elsewhere in my final term, I must meet the deadlines to complete coursework and to submit official transcripts. If I cannot meet these deadlines, I will be dropped from the degree list and must add myself to the subsequent degree list.
  - Fall: Courses completed by December 31. Transcripts due before the first Friday in February.
  - Spring: Courses completed by May 31. Transcripts due before the first Friday in July.
  - Summer: Courses completed by August 31. Transcripts due before the first Friday in September.
- I have submitted transcripts (or other documentation) to Curtis Morisaki (c.morisaki@berkeley.edu) in the Office of Undergraduate Admissions to determine the transferability of the units from the institution(s) I attended/plan to attend.
- I understand that all evaluation decisions are unofficial and are contingent on the units transferring to UCB, the course transferring exactly as evaluated (same units, same title), and a final grade of C- or better. In most cases, the course will need to transfer for at least 2 semester units (3 units for breadth requirements).
- I have a back-up plan to complete any requirements in case my courses are not approved.

### **7-Course Breadth Requirements**

I understand that while a course may fit into more than one breadth category, it will only fulfill one requirement (eg: an Art History course may fulfill either Arts and Literature or Historical Studies, but not both).

- I have submitted a "CED Course Substitution Online Form" for EACH requirement I am requesting.
- If I am participating in the UC Education Abroad Program or a recognized equivalent program only to fulfill the International Studies Breadth, I do not need to complete this evaluation.
- I have included a detailed reason/explanation as requested on the "CED Course Substitution Online Form" outlining the reason the course I am submitting fulfills a breadth requirement.

### **Upper Division CED Courses Outside your Major Department**

- I understand that only two of the three required "Upper Division CED outside your Major Department" courses may be taken abroad.
- I have submitted a "CED Course Substitution Online Form" for EACH requirement I am requesting.
- I have included a detailed reason/explanation as requested on the "CED Course Substitution Online Form" outlining the reason the course I am submitting fulfills the Upper Division CED Course Outside my major department requirement.

### **Major Requirements (Lower Division and Upper Division)**

- I have submitted a "CED Course Substitution Online Form" (for my major) for EACH major requirement I am requesting.
- I have included a detailed reason/explanation as requested on the "CED Course Substitution Online Form" outlining the reason the course I am submitting fulfills the major requirement
- For Urban Studies Students: I understand that only two upper division Urban Studies major requirements can be completed at another institution, including an approved study abroad program.

**Email your syllabus and other documentation to the major or minor adviser listed below:**

**MAJORS:**

**Architecture:** Isela Pena-Rager isela.penarager@berkeley.edu

**Landscape Architecture:** Omar Ramirez oramirez@berkeley.edu

**Sustainable Environmental Design:** Heather Grothjan Heather.grothjan@berkeley.edu

**Urban Studies:** Omar Ramirez oramirez@berkeley.edu

**Individual Major:** Susan Hagstrom hagstrom@berkeley.edu

**MINORS:**

**Architecture:** Isela Pena-Rager isela.penarager@berkeley.edu

**City and Regional Planning:** Omar Ramirez oramirez@berkeley.edu

**Environmental Design and Urbanism in Developing Countries:** Isela Pena-Rager isela.penarager@berkeley.edu

**History and Theory of Landscape Architecture and Environmental Planning:** Omar Ramirez oramirez@berkeley.edu

**History of the Built Environment:** Isela Pena-Rager isela.penarager@berkeley.edu

**Social and Cultural Factors in Environmental Design:** Isela Pena-Rager isela.penarager@berkeley.edu

**Sustainable Design:** Heather Grothjan Heather.grothjan@berkeley.edu

**FOR ALL MINORS:** You will be required to attach the documentation of any approvals to the minor completion form you submit when you are completing your final course for the minor.