CED INDIVIDUAL MAJOR HANDBOOK

COLLEGE OF ENVIRONMENTAL DESIGN

UNIVERSITY OF CALIFORNIA, BERKELEY

2013-2014

<u>**For Students Admitted to UCB Fall 2013 and Later**</u>

Download this handbook from the web at
http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents

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 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, 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. **GPA**: Applicants must have a 3.0 GPA.
2. **Proposal**: The proposal must include a student statement describing the content and focus of the proposed major and thesis.
3. **Faculty Sponsor**: The faculty sponsor's statement includes the educational objectives of the major and shows support for the student.
4. **Limits and Requirements**: 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. **Upper Division**: 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. **Course Access**: 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. **Thesis**: A two-semester senior thesis course (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.

Items to be submitted for consideration for the Individual Major:
1. Change of College/Major Petition for Undergraduate Individual Major
2. Undergraduate Individual Major Student Statement
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://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/

UNDERGRADUATE ADVISING

FACULTY ADVISOR

Associate Dean for Undergraduate Studies

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STAFF ADVISORS

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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

1. <u>Reading & Composition A & B.</u> 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. <u>Seven Course Breadth Requirement.</u> Up to two CED courses or courses cross-listed with CED may be used to complete Seven Course Breadth (students admitted to UCB FL 13 and later only).
   - Social and Behavioral Sciences
   - Physical Science
   - Biological Science
   - International Studies
   - Arts and Literature
   - Historical Studies
   - Philosophy and Values

   For students admitted to UC Berkeley FL 13 and later, only Lower Division ENV DES courses (ENV DES 1, 4A, 4B, 4C) and Lower Division Major Requirements may simultaneously fulfill Seven Course Breadth. However, no more than two CED courses or courses cross-listed with CED may be used to complete Seven Course Breadth. A Seven Course Breadth class that is also being used to complete another CED requirement must be completed with a letter grade of C- or better.

   Only one of the remaining Seven Course Breadth may be taken on a Passed/Not Passed basis.

   For a list of courses that fulfill the Seven Course Breadth Requirement, see http://ls-advise.berkeley.edu/requirements/breadth7.html.

   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://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/

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.

3. Lower Division Environmental Design* (3 courses total). *Must be completed with a letter grade of C- or better.*
   - ENV DES 1 People and Environmental Design
   - ENV DES 4A Design and Activism, 4B Global Cities, 4C Future Ecologies (complete 2 of 3)

Lower Division ENV DES courses (ENV DES 1, 4A, 4B, 4C) and Lower Division Major Requirements may simultaneously fulfill Seven Course Breadth. However, no more than two CED courses or courses cross-listed with CED may be used to complete Seven Course Breadth.

*Lower Division ENV DES requirement applies to all students admitted to UC Berkeley as freshmen beginning FL 2013. This includes students admitted to other colleges at UC Berkeley who enter CED through the Change of College process.

C. Individual Major Requirements

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 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. A course used to fulfill an Upper Division Major Requirement may **not** also be used to fulfill Seven Course Breadth.

   - 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 195A (Introduction to Methods and Thesis Preparation)
   - ENV DES 195B (Thesis Research and Writing)

   ENV DES 195A and 195B 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 a 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.

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, pursing a minor or second major, etc.

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.

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.

SAMPLE GRADUATION PLAN

FRESHMAN

Fall Semester	Units		Spring Semester	Units
R&C A	4-6		R&C B	4
ENV DES 1	3		ENV DES 4A/B/C*	3
MATH 16A or STAT 2	3-4		ENV DES 11A	4
Breadth #1	2-4		Breadth #2	2-4
TOTAL	12-17		TOTAL	13-15

SOPHOMORE

Fall Semester	Units		Spring Semester	Units
ENV DES 4A/B/C*	3		ENV DES 4A/B/C*	3
ENV DES 11B	5		Breadth #5	2-4
Breadth #3	2-4		Breadth #6	2-4
Breadth #4	2-4		Breadth #7	2-4
TOTAL	12-16		TOTAL	12-15

Complete 2 of 3 from ENV DES 4A, 4B, 4C

JUNIOR

Fall Semester	Units		Spring Semester	Units
Major Concentration	3-4		Major Concentration	3-4
Major Concentration	3-4		Major Concentration	3-4
Major Concentration	3-4		Major Concentration	3-4
Elective	2-4		Elective	2-4
TOTAL	12-16		TOTAL	12-16

SENIOR

Fall Semester	Units		Spring Semester	Units
ENV DES 195A	4		ENV DES 195B	4
Major Concentration	3-4		Major Concentration	3-4
Major Concentration	3-4		Major Concentration	3-4
Elective	0-4		Elective	0-4
TOTAL	12-16		TOTAL	12-16

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, pursing a minor or second major, etc.

GRADE REQUIREMENTS

- A 2.0 UC GPA is required for graduation.
- A 2.0 GPA within the major is required at time of graduation.
- **GRADUATING WITH HONORS**
- To graduate with distinction, you must meet the grade-point average (GPA) requirement and complete at least 50 units in residence at Berkeley (this may include UCB Extension XB units and up to 20 units from UCDC or EAP), of which 43 units must be letter-graded (not including physical education activities courses). *Transfer students must make sure they complete 50 units at Berkeley to qualify for honors.*

- Your GPA in all letter-graded courses taken at Berkeley must be equal to or higher than the GPA established for honors in the year in which you graduate. These GPA cut-offs change slightly each year and are posted on the CED website.

DEADLINES AND POLICIES

See the CED advising website for the most up-to-date information:
http://ced.berkeley.edu/ced/students/undergraduate-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 Seven Course 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 *CED Minor Completion Form* is 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 http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/) to the Office of Undergraduate Advising in 250 Wurster.

FINANCIAL AID BUDGET APPEALS

Students are allowed to submit a request to the Financial Aid Office to increase the size of their standard budget for certain expenses that are above the standard amounts: housing, a computer (once every three years), uninsured medical/dental/optical expenses, and child care.

In addition, CED students who are enrolled in a studio course may submit a budget appeal for additional loan or work-study to help cover studio-related expenses. To request additional financial aid to help with studio expenses, you will need to include with your appeal the "Estimated Undergrad Studio Expenses for Financial Aid Appeals" document, available on the CED website:
http://ced.berkeley.edu/ced/students/undergraduate-advising/forms-documents/

For more information on budget appeals, see
http://students.berkeley.edu/finaid/undergraduates/budgetappeal.htm.