Sustainable Environmental Design(SED): Change of College/Major Petition

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.**

Deadlines

Fall: October 1 (priority deadline)
Spring: March 1 (final deadline)
Summer: July 1

We will do our best to review petitions before enrollment begins for the next term.
Incomplete applications will be denied.

Eligibility Requirements:

➢ **Apply by October 1 of the fall of the Second-Year (Sophomore) year**
  o Applications submitted by March 1 at the end of second year will be reviewed; however, space will be limited.
  o Students admitted as "transfer" are ineligible to apply.
➢ **Completion of at least one fall or spring semester at UC Berkeley**
➢ **Have completed or enrolled in the following:**
  o ***ENV DES 1** *or* **ENV DES 5, MATH 16A, First Half of the Reading and Composition Requirement**
    Completion of LDARCH 12, PHYS 8A; STAT 2; and ECON C1 or C3 are desired but not required for application.
    *Students must earn a B+ or better in ENV DES 1 or ENVDES 5 to be considered.
➢ **Fill out the Sustainable Environmental Design: Requirements and Graduation Planning Form**
  o Applicants must demonstrate they can complete their degree within CED's semester limit (eight semesters).
  o Please make sure you are using the most up to date major handbook that corresponds with the year you were admitted to UC Berkeley.
➢ **Have a minimum 2.0 GPA.** The higher your GPA, the more competitive you will be.
➢ **Write a 750-word maximum essay response to the change of college/major prompt**

How to Apply: **Students may apply for a CED change of college/major no more than twice**
    You must submit the following materials to heather.grothjan@berkeley.edu:
        1. The Change of College/Major Petition Checklist (pg. 2)
        2. A link to your completed SED: Requirements and Graduation Plan (pg. 3)
        3. A 750-word maximum word essay (pg. 4)

Name _____ **SID #** _____ **UCB Email** _____

Change of College/Major Petition Checklist

☐ I have read the front page of the change-of-college petition 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 checked my GPA and it is at least a 2.0.

☐ 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 High School Exam Credit https://ced.berkeley.edu/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.*** 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 semester I have indicated this on my plan.

☐ I have verified that my graduation plan includes the following:
   ☐ Reading and Composition A & B by end of sophomore year
   ☐ 2 lower division ENV DES requirements (ENV DES 1 and ENV DES 5)
   ☐ 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. Note: Students who are pursuing a Reduced Course Load should meet with an advisor prior to submission.

☐ **I have not left anything blank**. I wrote "IP" (In Progress) for the courses I am currently taking or "PL" (Planned) for courses I will 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. A **major adviser** signature is not required to submit my application.

☐ I understand the admission process for this major is very competitive. There is no guarantee of admission, even if I meet the criteria. I understand it is advised to have an alternative major planned.

SED: Requirements and Graduation Plan Form

Name _____ **SID #** _____ **UCB Email** _____

Application Type: (if not registered last term, attach a Readmission Petition to this form)
☐ Change of College: Current College_____ Major_____
☐ Change of Major (Current CED students only): Current Major _____

Semester/Year you were admitted to UC Berkeley: _____
If currently not enrolled in CED, have you applied to CED before? ☐ Yes ☐ No
If yes, which semester(s)? _____

Instructions:
1. Begin by clicking the SED: Requirements and Graduation Plan form
2. Once you've accessed the appropriate form, click on "Use Template" on the top right
3. Save Follow these steps:
   - Change your document's name to include your name on the name of document
     i. For example "[Bear, Oski] SED: Requirements & Graduation Plan Form"
4. Share your document with the CED Advising Office
   - Select "File" -> "Share" -> "Share with others" and add <cedadvising@berkeley.edu> in the "Add people and groups" box
   - Make <cedadvising@berkeley.edu> an "Editor" and click send
5. Now, you can start filling out the form with your graduation plan details
   - Provide all the required information in the appropriate fields. All the fields you need to fill out are highlighted in yellow
   - Only fill in the information in the form. Do not make changes to the format
     i. Students should only fill the information on the first tab titled "Reqs & Grad Plan (student form)"
   - Pay special attention to the sections related to major requirements, College-specific requirements, and University requirements
   - Fill in the necessary information according to your individual plan and academic progress
6. Important Notices
   - Utilize your Academic Progress Report and Major Handbook that corresponds with the year you were admitted to UC Berkeley to assist you in filling out the form

Submit your link for your SED Requirements and Graduation Plan in the space below:

I agree to the following:
❑ I have shared my SED requirements and graduation plan with cedadvising@berkeley.edu and provided "Editor" access
❑ I have filled all blank yellow cells on the SED requirements and graduation plan form

Student Signature (*required*) _____ **Date** _____

Change of College/Major Essay

Name _____ **SID #** _____ **UCB Email** _____

Essay Prompt (750-word maximum): Please describe your interest in the SED major, including your readiness to succeed and your educational/professional goals.