Petition to Declare Simultaneous Degrees

Use this form if you are already declared in a major and want to add a second major in a different college. The college in which you are currently declared is your **home college**. The college you plan to add is the **second college**. If you are planning to pursue majors in two colleges and are not currently in either, consult with your prospective major advisors prior to completing this form.

Instructions (to be completed in the following order):

1. Consult with your home and second colleges for appropriate forms, procedures, eligibility requirements, and deadlines, and to ensure you can meet both colleges' eligibility requirements.
2. Review the supplemental instructions and eligibility requirements for your home college and second college listed in the "Supplemental Materials" links below.
3. Request approval and signatures from your home college advisor and current major advisor, if applicable, on all forms in the packet. Include all supplemental materials, if applicable.
4. Request approval and signature from your intended major advisor, if applicable.
5. Request approval and signature from a college advisor in the second college and leave the petition with the second college advisor.
6. If approved, the second college will submit your petition via CalCentral. Approved changes to your degree goals and expected graduation term will be reflected on your CalCentral records within two weeks. Contact the second college advisor if you do not see any changes after two weeks.

Simultaneous Degree Info and Supplemental Application Materials by College (if applicable)

College of Chemistry: chemistry.berkeley.edu/ugrad/current-students/academic-policies#7
College of Engineering: engineering.berkeley.edu/academics/majors-minors/major-options
College of Environmental Design: ced.berkeley.edu/students/undergraduate-advising/policies-resources/#simultaneous
College of Letters & Science: ls.berkeley.edu/advising/planning/schedule-planning/double-majors-and-simultaneous-degrees
Rausser College of Natural Resources: nature.berkeley.edu/handbook#Majoring
Haas School of Business: haas.berkeley.edu/undergrad/academics/curriculum/simultaneous-degree/

Processing Instructions (For Colleges Only)

To Be Completed by Home College:	To Be Completed by Second College:
Confirm with student that all supplemental materials have been completed.	Verify that home college advisor and major advisor (if applicable) signatures are complete
Verify Expected Graduation Term (EGT) (pages 2 & 4)	Upload sim degree packet and all supplemental materials into Advising Notes. Use topic label: Dbl Major/Simultaneous Degree. List Overlap Courses #1 and #2
Provide signatures to approve change to degree goal and EGT	Add College via CPP eForm. Approval is immediate, advisor info will update in CalCentral within 20 minutes, Home College gets notification
	Update Expected Graduation Term via CPP eform (pages 2 & 4), if necessary, after the new college info has updated in CalCentral

Student Information

_____   _____
Student Name   Student ID Number

_____   _____   _____
Email Address   Phone Number   Term Admitted to UC Berkeley

I am requesting Simultaneous Degrees in:

_____   _____   _____
Home College   Major   Sub Plan, if applicable

_____   _____   _____
Second College   Major   Sub Plan, if applicable

_____   _____
Current Expected Graduation Term (see CalCentral)   New Expected Graduation Term

I understand that I will be held to the academic policies and procedures (e.g., unit or term maximums, add/drop/withdrawal deadlines, readmission criteria, etc.) of both schools or colleges. I further understand that all changes to my class schedule require approval from 1) both of my academic advisors, and 2) the Dean's office in each college or school.

_____   _____
Student's Signature   Date

──────────────── **For Office Use Only** ────────────────

Home College: _____   _____   _____
                        Name of Dean or Dean's Representative   Signature   Date

Second College: _____   _____   _____
                         Name of Dean or Dean's Representative   Signature   Date

Degree Requirements

Student Name (please print)

Student ID Number

Email Address

Phone Number

Home College and Current Major

Major #1:

Major #2:

Lower division courses:
(List all courses for the major already completed, currently enrolled in, and those yet to be completed)

Dept & course no.	Term completed	Where completed

Lower division courses:
(List all courses for the major already completed, currently enrolled in, and those yet to be completed)

Dept & course no.	Term completed	Where completed

Upper division courses:
(List all courses for the major already completed, currently enrolled in, and those yet to be completed)

Dept & course no.	Term completed	Where completed

Upper division courses:
(List all courses for the major already completed, currently enrolled in, and those yet to be completed)

Dept & course no.	Term completed	Where completed

List upper division courses which overlap to complete requirements in both majors. Programs with more than two overlapping courses will be denied.

1.

2.

Major #1 Advisor Printed Name

Major #2 Advisor Printed Name

Major #1 Advisor Signature   Date

Major # 2 Advisor Signature   Date

Graduation Plan

Student Name: _____   SID: _____

Major #1: _____   Major #2: _____

Expected Graduation Term: _____   Expected Total Units : _____

Beginning with the current term, indicate all courses you plan to take, including those needed to complete major, college/school, and University requirements.

Summer	Units	Fall	Units	Spring	Units
Total		Total		Total	

Summer	Units	Fall	Units	Spring	Units
Total		Total		Total	

Summer	Units	Fall	Units	Spring	Units
Total		Total		Total	

Summer	Units	Fall	Units	Spring	Units
Total		Total		Total	

REQUIRED SIGNATURES

_____   _____
Major #1 Advisor Printed Name   Major #2 Advisor Printed Name

_____ _____   _____ _____
Major #1 Advisor Signature   Date   Major #2 Advisor Signature   Date

I understand that the plan above is a contract with both colleges/schools and must be followed. I will consult with my academic advisors if I make any changes to the above plan. My signature indicates my understanding of, and agreement to follow, the above plan.

Student Signature: _____   Date: _____

Berkeley | College of Environmental Design

Addendum: Landscape Architecture

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 may be denied.

Eligibility Requirements:

➤ **Priority Deadline: Apply by October 1 of the Fall semester of Sophomore year**
  o Final Deadline: Applications submitted by March 1 at the end of Sophomore year will be reviewed, but space will be limited.

➤ **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**
    ▪ **and**
  o **First Half of the Reading and Composition Requirement**

➤ **Fill out the Landscape Architecture: Requirements and Graduation Planning Form**
  Applicants must demonstrate they can complete their degree within CED's semester limit (eight semesters).

➤ **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**

Landscape Architecture: Requirements and Graduation Plan Form

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

Instructions:
1. Begin by clicking the Landscape Architecture: 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] Landscape Architecture: 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

Copy link for your Landscape Architecture Requirements and Graduation Plan and paste it below:
(File -> Share -> Copy link)

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

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

Berkeley College of
Environmental Design

Simultaneous Degrees Essay

Name _____ SID # _____ UCB Email _____

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

- Essay is only required for students adding CED as their second college