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:

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

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

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

Last Updated April 21, 2020

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

Office of Undergraduate Advising
250 Bauer Wurster Hall

Addendum: Architecture

Final Deadline

Spring: March 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 March 1 of the spring of the First-Year (Freshman) year**
  - Applications submitted after March 1 will not be considered.
  - 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:**
  - **ENV DES 1** *or* **ENV DES 5**
    - **and**
  - **First Half of the Reading and Composition Requirement**
- *Completion of MATH 16A or MATH 1A is desired but not required for application*

- **Fill out the Architecture: Requirements and Graduation Planning Form**
  - Applicants must demonstrate they can complete their degree within CED's semester limit (eight semesters for first-year admits)
    - Applicants pursuing Simultaneous Degrees are granted one additional semester

- **Have a minimum 3.0 GPA.** The higher your GPA, the more competitive you will be.

- **Write a 750-word maximum essay response to the Simultaneous Degrees prompt**

Berkeley College of Environmental Design

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Architecture: Requirements and Graduation Plan Form

Name _____ SID # _____ UCB Email _____

Instructions:

1. Begin by clicking the 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] 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 Architecture Requirements and Graduation Plan and paste it below:
(File -> Share -> Copy link)

I agree to the following:

- ❒ I have shared my architecture requirements and graduation plan with cedadvising@berkeley.edu and provided “Editor” access
- ❒ I have filled all blank yellow cells on the architecture requirements and graduation plan form

Student Signature (*required*) _____ Date _____

Berkeley College of Environmental Design

Office of Undergraduate Advising
250 Bauer Wurster Hall

Simultaneous Degrees Essay

Name _____ SID # _____ UCB Email _____

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

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