

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/simultaneous-degrees

College of Environmental Design: <https://ced.berkeley.edu/students/undergraduate-advising/policies-resources/#simultaneous>

College of Letters & Science: <https://lsadvising.berkeley.edu/majors-minors/double-majors-simultaneous-degrees>

College of Natural Resources: nature.berkeley.edu/handbook#Majoring

Haas School of Business: haas.berkeley.edu/Undergrad/current/degree/simultaneous_degree_information.html

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

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

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 Adviser Printed Name

Major #2 Adviser Printed Name

Major #1 Adviser Signature

Date

Major # 2 Adviser Signature

Date

Program Plan & Addendum

Student Name: _____ Student ID #: _____

Major(s)/Intended: _____ Expected Graduation Term: _____

Minors(s)/Intended: _____

Check all that apply: Double Major Simultaneous Degree Change of College into Letters and Science

STUDENT INSTRUCTIONS:

L&S Undergraduate Program Plan

1. Starting with the current term, list all courses you plan to take, including those needed to complete major(s), college/school, and university requirements (see <https://lsadvising.berkeley.edu> for details). When filling out the "Req" column, you should indicate if a course fulfills a requirement.
Examples: "major," "minor," "college," "elective," "premed."
- a. A minimum of 13 units must be listed for each semester unless you are approved for a reduced course load by Letters and Science. Your program plan should also include your in-progress courses for the current semester. You DO NOT need to list previous coursework that you have already completed. If you do not know the exact department or number of the course(s) you intend to take, put place-holders. For example, you can write: "Elective" or "Major Course." Please ensure that all requirements that you need to fulfill for graduation are included on the program plan and addendum.

b. When totaling "Cumulative Units," this should include all units that you would earn upon successful completion of that term, including previously earned units while in high school (AP, IB, etc.), adjusted transfer units, and UC Berkeley units. Refer to your Transfer Credit Report on CalCentral. When completing the program plan, please be mindful of the **Unit Ceiling and Semester Limit** policies. It is important to prioritize major requirements and college requirements to ensure timely progress towards graduation.

Addendum: L&S Degree Requirements

1. Identify which of the following University and College requirements you have completed, have in progress (IP), or plan to take. If you have not yet taken the course or it is not in progress, please indicate the semester in which you plan to take the course. If the requirement was completed with an Exam, please note this under the "Course" column.
- a. Please note that in addition to these course requirements for L&S and UC Berkeley, L&S has unit requirements that need to be completed for graduation.
2. Review and complete the "Student Acknowledgment" section.
- a. If you need assistance completing this addendum, please use the **APR tool** or contact **L&S Advising** for support.

UNDERGRADUATE MAJOR ADVISER INSTRUCTIONS: Please review and sign the student's L&S Undergraduate Program Plan to confirm that the course(s) listed will help satisfy major requirements. Please refer students to an L&S College Adviser to discuss remaining L&S graduation requirements and the semester limit/unit ceiling.

Name: _____ SID: _____ Date: _____

L&S UNDERGRADUATE PROGRAM PLAN

YEAR 1	FALL__			SPRING__			SUMMER__		
	Course	Req	Units	Course	Req	Units	Course	Req	Units
	Semester Units			Semester Units			Semester Units		
Cumulative Units			Cumulative Units			Cumulative Units			

YEAR 2	FALL__			SPRING__			SUMMER__		
	Course	Req	Units	Course	Req	Units	Course	Req	Units
	Semester Units			Semester Units			Semester Units		
Cumulative Units			Cumulative Units			Cumulative Units			

YEAR 3	FALL__			SPRING__			SUMMER__		
	Course	Req	Units	Course	Req	Units	Course	Req	Units
	Semester Units			Semester Units			Semester Units		
Cumulative Units			Cumulative Units			Cumulative Units			

YEAR 4	FALL__			SPRING__			SUMMER__		
	Course	Req	Units	Course	Req	Units	Course	Req	Units
	Semester Units			Semester Units			Semester Units		
Cumulative Units			Cumulative Units			Cumulative Units			

REQUIRED SIGNATURES

Major #1 Adviser Printed Name

Major #2 Adviser Printed Name

Total
Units

Major #1 Adviser Signature Date

Major #2 Adviser Signature Date

Addendum: L&S Degree Requirements

_____SID #: _____

University Requirements	Course (e.g. PSYCH 1)	Units	Grade	Term
American Cultures				
American History & Institutions				
Entry Level Writing				
College Requirement	Course (e.g. PSYCH 1)	Units	Grade	Term
Foreign Language				
Quantitative Reasoning				
Reading & Composition A				
Reading & Composition B				
Seven-Course Breadth	Course (e.g. PSYCH 1)	Units	Grade	Term
Arts & Literature				
Biological Sciences				
Historical Studies				
International Studies				
Philosophy & Values				
Physical Sciences				
Social & Behavioral Sciences				

Student Acknowledgment

On my program plan, I have either planned to take a minimum of 13 units each semester or am eligible for a reduced course load in accordance with the [L&S unit minimum policy](#).

My program plan incorporates all remaining college, major, Berkeley Campus, and University of California requirements, including [L&S unit and residence requirements](#).

Based on the program plan, I will complete all degree requirements within the [L&S semester limit or unit ceiling](#).

I understand that as a Simultaneous Degree student, I must adhere to the policies, procedures, and deadlines of both colleges. I understand that this means I must meet the stricter policies of the two colleges.

I understand that the Program Plan and Addendum is a contract with both colleges/schools and must be followed. I will consult with my academic advisers if I make any changes to my plan.

I acknowledge that submitting this form does not constitute an official degree check. I will meet with an [L&S College Adviser](#) if I would like an official degree check.

Student Signature:_____Date:_____