Simultaneous Degrees Application Packet

Requirements
Your application for a simultaneous degree will be considered only when ALL of the following requirements have been met:

• At least two semesters have been completed at UC Berkeley.
• Your overall and technical GPA is a 3.0 or higher.
• If you are currently in another school or college other than Engineering:
  o You must have been admitted to UCB as a freshman.
  o You must meet all Change of College application criteria.
  o You must submit your application by no later than the end of your sophomore year.
• If you are currently in the College of Engineering:
  o If you started as a freshman in COE, you must submit by the end of your sixth semester of enrollment.
  o If you were admitted to UCB as a transfer student in COE, you must submit by the end of your second semester of enrollment at UCB.
• Your program includes no more than two upper division courses (used to satisfy major requirements) which overlap. Note: There is no limit on the number of courses used to satisfy breadth or humanities requirements that may overlap.
• Your program must include a minimum of five upper division courses distinct to each set of major requirements (5 classes beyond any that overlap).
• If a ninth semester (fifth semester for transfer students) is necessary to complete your simultaneous degree program, the request MUST be made at the time of application. You must indicate that by listing the courses you would enroll in during that additional semester on your planned program. The request for an additional semester will be reviewed as a part of your simultaneous degree application.

Instructions
Print and complete the following pages, obtaining signatures as required:
1. Personal Statement
2. The Petition to Declare Simultaneous Degrees
3. The Course Requirement Form, signed by Major Adviser #1 (your non-Engineering major)
4. The Program Planning Form, signed by Major Adviser #1 (your non-Engineering Major)
5. The Degree Worksheet for your Engineering major

If you are currently in the College of Engineering:
• Meet with the adviser for your non-Engineering major to verify that your proposed program satisfies all major requirements and conforms to anticipated department course offerings. Obtain the major adviser’s signature on the Program Planning Form and the Course Requirement Form.
• Meet with your Engineering Student Services (ESS) adviser in the College of Engineering to review your planned program. You may submit your completed application during the appointment with your ESS adviser in 230 Bechtel Hall. Once the College of Engineering has approved your application you will submit your materials to the second college. Note: Additional forms may be required by other colleges; check with the second college.

If you are currently in another school or college:
• Submit your application (items 1-5 above) to the major/college adviser for your non-Engineering major. Your Petition to Declare a Simultaneous Degree must be approved and signed by the major adviser in your current college BEFORE you submit it to the College of Engineering.
• Once your non-Engineering major adviser has signed off, submit the simultaneous degree application during the change of college application periods. If you are accepted, we will forward the application to the Dean of your current college for review/approval.
• College of Engineering Peer Advisers are available throughout the school year to assist you with the change of college application process.
Simultaneous Degrees Application Packet

Engineering Student Services • College of Engineering • 230 Bechtel Hall

Personal Statement

NAME________________________________________  SID#___________________________

All applicants must submit a personal statement (typed) discussing their interest, motivation and preparation for pursuing their intended majors.
Petition to Declare Simultaneous Degrees

Instructions (to be completed in the following order)*:
1. Consult with home college for appropriate forms, procedures and deadlines.
2. Obtain approval and signatures from each major department.
3. Obtain signature from the Dean's Office of your home school/college on this form.
4. Obtain signature from the Dean's Office of your second school/college on this form.
5. Within four to six weeks, check BearFacts to be sure that your application has been approved.*

*Procedure varies somewhat for the College of Engineering.

_____________________________  ______________________________
Student name  Student ID number

_____________________________
Mailing address

_____________________________
Email address  Phone number

I am requesting Simultaneous Degrees in:

_____________________________  ______________________________
Home College  Major

_____________________________  ______________________________
Second College  Major

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 major advisers, and 2) the Dean's office in each college or school (four signatures total).

_____________________________  ______________________________
Student's Signature  Date

For Office Use Only

_____________________________  ______________________________
Home College:  Signature of Dean or Dean's Representative  Date  College Code  Major Code

_____________________________  ______________________________
Second College:  Signature of Dean or Dean's Representative  Date  College Code  Major Code

This petition is approved for (determined by second college): □ Fall  □ Spring  Year: ______

For Registrar Use Only

_____________________________  ______________________________
Approved by (L&S use only)  Date

_____________________________  ______________________________
Date  /  / 20
# Course Requirement Form

University of California, Berkeley

Student name (please print)

Email address

Student ID number

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)

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<th>Dept &amp; course no.</th>
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**Upper division courses:**
(list all courses for the major already completed, currently enrolled in, and those yet to be completed)

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## Major #2:

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

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

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

1. 
2. 

* REQUIRED SIGNATURES

Major #1 adviser

Date

Completed by

Date

Major #2 adviser (except for Engineering)

Date

Completed by

Date

NOT REQUIRED FOR ENGINEERING

Completed by

Date

Major #2 adviser (except for Engineering)

Date

Completed by

Date

Major #2 adviser (except for Engineering)

Date
# PROGRAM PLANNING FORM

**Name:**

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<th>Last</th>
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<th>Middle</th>
<th>SID:</th>
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Beginning with the current term indicate all courses you plan to take, including those needed to complete major(s), college, and University requirements (see the COE Guide to Undergraduate Study for details).

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**Total**

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**Major Adviser #1**

**Major Adviser #2**

Not required for Engineering

The plan above is a contract with the College of Engineering and must be followed. Any changes to the plan must be reported to your student academic adviser in 230 Bechtel Hall. Note: Additional time to complete the degree is never granted to students who fail to follow their planned program. My signature acknowledges my understanding of, and agreement to, follow the above.

__________________________
SIGNATURE

__________________________
Date