

Instructions

A. 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. Online: The [Degree Worksheet](http://coe.berkeley.edu/degree-worksheets) (coe.berkeley.edu/degree-worksheets) for your Engineering Major

B. Meet with the Adviser for your non-Engineering major. They will 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.

C. Meet with an Engineering Student Services (ESS) adviser in the College of Engineering. If you are currently enrolled in a college other than Engineering, call (510) 642-7594 to schedule an appointment with an ESS adviser. You must bring a proposed semester-by-semester plan to your meeting with an ESS adviser.

D. 1) If you are **currently enrolled in a college other than Engineering**, first submit your application (items 1-5 above) to your Dean's office for review; your Petition to Declare a Simultaneous Degree must be approved and signed by the appropriate authority in your current college BEFORE you submit it to the College of Engineering. Once your current Dean's office has approved your application submit the application during an appointment with an ESS adviser. Call (510) 642-7594 to schedule an appointment.

2) **If you are a College of Engineering student**, submit your completed application first during an [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.

Requirements

Your application for Simultaneous Degree to the College of Engineering will be considered only when ALL of the following requirements have been met:

- At least two semesters have been completed at UC Berkeley.
- If you are from a school or college other than Engineering, your overall and technical GPA must be 3.0 or higher, you must meet all [Change of College application criteria](#), and in most instances you must submit your simultaneous degree application by no later than the end of your sophomore year. Change of College criteria can be found at <http://coe.berkeley.edu/change-of-college>
- 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.
- 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. If you believe a ninth semester is required, you have indicated that by listing what 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.
- College of Engineering students must submit a minimum of two semesters prior to graduation. Students from other college in most instances must submit by the end of their sophomore year. Questions about deadlines for submitting a simultaneous degree application will be addressed in item C above (appointment with ESS adviser).

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

Posted By

Date

Approved by (L&S use only)

Date

____ / ____ / 20____

PROGRAM PLANNING FORM

Name: _____ SID: _____
 Last First Middle

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).

Fall _____	Units	Spring _____	Units	Summer _____	Units
Total		Total		Total	

Fall _____	Units	Spring _____	Units	Summer _____	Units
Total		Total		Total	

Fall _____	Units	Spring _____	Units	Summer _____	Units
Total		Total		Total	

Fall _____	Units	Spring _____	Units	Summer _____	Units
Total		Total		Total	

 Major Adviser #1

NOT REQUIRED FOR ENGINEERING
 Major Adviser #2

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