University of California, Berkeley College of Letters and Science

# COMPLETION OF L&S MINOR

**NAME** _____ **SID** _____

*A list of L&S minor programs can be found in the Berkeley Academic Guide http://guide.berkeley.edu/undergraduate/degree-programs/. If you are pursuing more than one major or minor, please use additional forms as necessary for each major and minor.*

☐ **I am requesting a waiver of the overlap verification.** There are no upper division courses that can count towards both my major and minor programs. *Please complete Section One of this form, obtain a signature from your Major Advisor, and then submit to your Minor Advisor.*

☐ **My minor and major have upper division course requirements in common**. *Please complete Section One and Section Two of this form Obtain a signature from your Major Advisor and submit to your Minor Advisor.*

***SECTION ONE*: L&S MINOR PROGRAM:** _____

| **Pre-requisite and/or Lower Division Minor Courses** *(Completed and currently enrolled in)* | | | | | **Upper Division Minor Courses** (*Completed and currently enrolled in)* | | | |
|---|---|---|---|---|---|---|---|---|
| Dept & course no. | Term completed | Where completed | Grade | | Dept & course no. | Term completed | Where completed | Grade |
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***SECTION TWO*: MAJOR PROGRAM:** _____

| **Upper Division Major Courses** *(Completed and currently enrolled in)* | | | | | **Upper Division Division Major Courses (Contd)** (*Completed and currently enrolled in)* | | | |
|---|---|---|---|---|---|---|---|---|
| Dept & course no. | Term completed | Where completed | Grade | | Dept & course no. | Term completed | Where completed | Grade |
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☐ **I plan to use this course:** _____ **to fulfill both a major and minor requirement.**
☐ **I do not plan to use any courses to fulfill both a major and minor requirement.**

**TO BE COMPLETED BY THE MAJOR ADVISOR:** I have reviewed and verified this information to be accurate.

_____

Major Adviser's Signature Printed Name Date

# COMPLETION OF L&S MINOR INSTRUCTIONS

This petition must be submitted to your Minor Advisor no later than Friday of RRR week of your Expected Graduation Term (EGT). If your EGT is a summer term, the petition is due the final Friday of the last Summer Session (session D). **Your Expected Graduation Term is posted on My Academics in CalCentral below your photo.**

You may have courses for the minor in progress at the time of your petition submission.

The purpose of this petition is to verify the courses you have completed (or have in progress) for the minor, and to confirm that no more than one upper division course will be used to fulfill both a minor and major requirement.

If you are pursuing one than one major or minor, you will need a form for each minor or major.

**Instructions to Waive Review of Course Overlap Between Major and Minor:**

If there is no possible overlap in upper division course requirements between your minor and major(s), (for example, between a major in Physics and a minor in English there are no upper division courses in common that could fulfill requirements in both programs) you may waive full review for overlap. Follow these steps:

1. Check the first box at the top of the form indicating a request for waiving review for overlap.

2. Complete Section One to verify the courses you have completed, or are in progress, that fulfill requirements for the minor you are pursuing.

3. Obtain a signature from your major advisor to confirm the waiver.

4. Submit form to the Minor Advisor.

**Instructions for Major and Minor Programs with Upper Division Courses in Common:**

If your major and minor programs have upper division courses in common, you will need to list all upper division courses you have completed (or have in progress) for each program, and confirm whether or not you plan to overlap one course between the major and minor by noting the specific course you will use to fulfill a requirement for both programs.

1. Check the second box at the top of the form indicating there are common upper division courses between the major and minor.

2. Complete Section One and Section Two.

3. Obtain a signature from your Major Advisor to confirm whether or not you will elect to use a course overlap.

4. Submit the form to your Minor Advisor.