COMPLETION OF L&S MINOR
See Page 3 for instructions. Please print legibly.

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<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
<th>Student ID number</th>
<th>Degree Date (Sem/Year)</th>
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Permanent Address
Street
City
State
Zip
Country

Permanent Email address

Permanent Phone number

Student’s signature

Date

To be completed by the Minor Adviser

L&S Minor Advisers: Please review a Major/Minor Course Overlap form for the student’s major(s) or other minor(s) to ensure that this minor includes a maximum of 1 upper division course used for another major or minor (until Fall 2016, this step is not necessary if the student is in a college or school other than L&S, but please check the waiver box below). If you approve the minor, please sign below and send this petition and all Major/Minor Course Overlap Forms to the Registrar’s Office as soon as possible following the end of the student’s final semester. Please do not send any forms or petitions to L&S.

☐ I have waived the Major and/or other Minor Adviser’s signature(s) on the Major/Minor Course Overlap form(s) for this student’s ☐ major and/or ☐ minor in ___________________________________________ because, 1. ☐ there is no possibility that required major or minor courses overlap with this minor, or, 2. ☐ this student is in another college or school. (If you are approving a minor for a student in another college or school, please send a copy of this petition there as well as to the Registrar. See Page 3 for those addresses).

This student completed the minor program at the end of

Term/Year (required)

Minor Adviser’s Signature

Printed Name

Date

For Office of the Registrar Use Only

Term and Year Completed

Posted to transcript by

Date
# MAJOR/MINOR OVERLAP CHECK FORM

**NAME** ____________________________________________________________  **SID** ______________________________________________________________

In addition to the major and minor listed below, I am completing a ☐ major and/or ☐ minor in ______________________________

__________________________________________________________________________________________________________

Please use additional forms as necessary for each major and minor.

<table>
<thead>
<tr>
<th>L&amp;S MAJOR</th>
<th>MINOR</th>
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**Required Lower Division Courses**  
*(Completed and currently enrolled in)*

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<th>Grade</th>
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**Required Upper Division Courses**  
*(Completed and currently enrolled in)*

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Below, list any required courses you are using for both an L&S major and one or more minors, and indicate which major(s) and minor(s) they are being used for:

____________________  
______________________________________________________________________

---

**Major Adviser’s Signature**  
**Printed Name**  
**Date**

**Additional Minor Adviser’s Signature(s)**  
**Printed Name**  
**Date**

*Required for additional minors.*
Students:

L&S students completing an L&S minor must:

- Complete all courses required by your minor by the last day of the term you intend you graduate. Each course must be letter-graded (unless the minor has received an exception for all students) and at least three upper division courses must be completed on the Berkeley campus.
- Achieve an average of 2.0 in upper-division courses used for the minor.
- For each major/minor and/or minor/minor pair, a student may use a maximum of 1 upper-division course to satisfy requirements for both a major and a minor. You must inform your minor adviser about every L&S major and minor you are completing.

To declare your minor:

Once you’re enrolled in your final required course(s) for all the majors and minors you are completing (and it’s after the 5th week add/drop deadline):

- Ask your minor adviser about waiving your major and/or other minor adviser’s signature(s) on the “Major/Minor Overlap Check” form, if your major and minor(s) are so different that there’s no possibility of course overlap (for example, Physics and English).
- If your minor adviser waives the major and/or other minor adviser’s signature(s), fill out a “Completion of L&S Minor Form” and a “Major/Minor Overlap Check Form(s)” for each major and minor you’re completing, and give them all to your minor adviser.
- If your minor adviser does not wish to waive a major or other minor adviser’s signature(s):
  - List all required courses for that major and/or other minor on one or more “Major/Minor Overlap Check” form(s), and take to your major and/or other minor adviser(s) to obtain their signature(s). Return each, with a “Completion of L&S Minor” form, to your minor adviser.

All forms are available on the L&S Forms & Petitions website at [http://ls-advise.berkeley.edu/fp/fp.html](http://ls-advise.berkeley.edu/fp/fp.html). L&S students completing a minor in another college or school should check with the minor adviser for policies and procedures.

All students: All major and minor requirements must be completed by the last day of finals of the term you graduate. If you anticipate not passing or getting an Incomplete in a course required for your minor, remove yourself from the current degree list by the end of the term. Resubmit all relevant amended petitions to your minor adviser and add yourself to the degree list when you expect all requirements to be complete. Minors are posted on students’ transcripts but not on their diplomas.

L&S Minor Advisers:

Please give a “Completion of L&S Minor” form and one or more “Major/Minor Overlap Check” forms to each student completing your minor (or direct them to the L&S Forms & Petitions website, [http://ls-advise.berkeley.edu/fp/fp.html](http://ls-advise.berkeley.edu/fp/fp.html)). Each student should list all required courses for each L&S major and minor they are completing and obtain the signature of each L&S major and minor adviser. **However, if there is clearly no possibility of overlapping courses between your minor and the student’s major(s) and/or other minor(s), i.e., Physics and English, you may waive the major and/or other minor adviser’s signature(s). If so, please check the waiver box on the “Completion of L&S Minor” form.** If in doubt, please require that the student obtain the signature(s).

*If the student is in another college or school, you may also waive the major adviser’s signature until Fall 2016. Please send a copy to their college, to:*

- Chemistry – 121 Gilman Hall #1460 – send original to Chemistry for overlap review, not to the Registrar.
- Engineering - 230 Bechtel Hall #1708
- Environmental Design - 232 Wurster Hall #1800
- Natural Resources - 260 Mulford #3100

Once grades have been posted for all courses required for the student’s L&S major(s) and minor(s), compare courses listed on the “Major/Minor Overlap Check” form with your minor’s required courses to determine that there is no excess overlap between a student’s major(s) and other minor(s). **For each major/minor or minor/minor pair,** a student may use a maximum of 1 upper-division course to satisfy requirements for both a major and a minor

If approved, sign and print your name and the date at the bottom of the “Completion of L&S Minor” form and send it and all “Major/Minor Overlap Check Forms” to the Registrar’s Office in 124 Sproul Hall, #5404. Retain all relevant copies for your records. **Please do not send any forms to L&S.**

If unable to approve a student’s completion of your minor because of excess overlap, please inform the student and determine with them that they have no additional non-overlapping courses they could apply to either the major or minor. It may be necessary for them to provide you with a revised “Major/Minor Overlap Check” form, signed by the major or other minor adviser.

It is not necessary to notify the student’s major or college or the Registrar’s Office if their minor remains unapproved.