

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

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|-------------------------|------------|-------------|------------------------|------------------------|---------|
| Last Name | First Name | Middle Name | Student ID number | Degree Date (Sem/Year) | |
| Permanent Address | Street | City | State | Zip | Country |
| Permanent Email address | | | Permanent Phone number | | |
| Student's signature | | | | Date | |

Check one minor only. Use additional forms for additional minors.

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| <input type="checkbox"/> African American Studies <input type="checkbox"/> Anthropology <input type="checkbox"/> Applied Language Studies <input type="checkbox"/> Art, History of <input type="checkbox"/> Art, Practice of Asian Studies <input type="checkbox"/> Chinese Studies <input type="checkbox"/> Japanese Studies <input type="checkbox"/> Korean Studies <input type="checkbox"/> Astrophysics <input type="checkbox"/> Celtic Studies Classics <input type="checkbox"/> Classical Civilization <input type="checkbox"/> Greek <input type="checkbox"/> Latin <input type="checkbox"/> Creative Writing <input type="checkbox"/> Demography <input type="checkbox"/> Disability Studies <input type="checkbox"/> Earth and Planetary Science East Asian Languages and Cultures <input type="checkbox"/> Buddhism <input type="checkbox"/> Chinese <input type="checkbox"/> Japanese <input type="checkbox"/> Korean <input type="checkbox"/> English Ethnic Studies <input type="checkbox"/> Asian American Studies <input type="checkbox"/> Chicano Studies <input type="checkbox"/> Ethnic Studies <input type="checkbox"/> Native American Studies | French <input type="checkbox"/> French <input type="checkbox"/> French Civilization <input type="checkbox"/> French Language <input type="checkbox"/> French Literature <input type="checkbox"/> Gender and Women's Studies <input type="checkbox"/> Geography German <input type="checkbox"/> Dutch Studies <input type="checkbox"/> German <input type="checkbox"/> Global Poverty and Practice <input type="checkbox"/> Interdisciplinary Human Rights <input type="checkbox"/> Italian Studies <input type="checkbox"/> Jewish Studies <input type="checkbox"/> Lesbian, Gay, Bisexual, and Transgender Studies <input type="checkbox"/> Linguistics <input type="checkbox"/> Mathematics <input type="checkbox"/> Medieval Studies <input type="checkbox"/> Middle Eastern Studies <input type="checkbox"/> Music Near Eastern Studies <input type="checkbox"/> Ancient Egyptian and Near Eastern Civilizations <input type="checkbox"/> Arabic <input type="checkbox"/> Hebrew <input type="checkbox"/> Persian <input type="checkbox"/> Turkish <input type="checkbox"/> Peace and Conflict Studies | <input type="checkbox"/> Philosophy <input type="checkbox"/> Physics Political Economy <input type="checkbox"/> European Studies <input type="checkbox"/> Religious Studies <input type="checkbox"/> Rhetoric <input type="checkbox"/> Scandinavian <input type="checkbox"/> Science and Math Education Slavic Languages and Literatures <input type="checkbox"/> Czech, Polish, or BCS (Bosnian/Croatian/Serbian) Language and Literature <input type="checkbox"/> Russian Language <input type="checkbox"/> Russian Literature <input type="checkbox"/> Russian Language, Literature and Culture <input type="checkbox"/> South and Southeast Asian Studies Spanish and Portuguese <input type="checkbox"/> Luso-Brazilian Language and Literature <input type="checkbox"/> Spanish Language and Literatures <input type="checkbox"/> Spanish Linguistics <input type="checkbox"/> Statistics Theater, Dance, and Performance Studies <input type="checkbox"/> Dance and Performance Studies <input type="checkbox"/> Theater and Performance Studies <input type="checkbox"/> Other _____ |
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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 at least 4 upper division courses not used for another major or minor (this step is not necessary if the student is in a college or school other than L&S). 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. Minors are posted on students' transcripts but not on their diplomas. Retain all relevant copies for your records.

Please do not send any forms or petitions to L&S.

I have waived the Major and/or 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 will overlap with this minor, or, 2. this student is in another college or school. 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

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.

| L&S MAJOR _____ | | | | MINOR _____ | | | |
|--|----------------|-----------------|-------|--|----------------|-----------------|-------|
| Required Lower Division Courses <i>(Completed and currently enrolled in)</i> | | | | Required Lower Division Courses <i>(Completed and currently enrolled in)</i> | | | |
| Dept & course no. | When completed | Where completed | Grade | Dept & course no. | When completed | Where completed | Grade |
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| Required Upper Division Courses <i>(Completed and currently enrolled in)</i> | | | | Required Upper Division Courses <i>(Completed and currently enrolled in)</i> | | | |
| Dept & course no. | When completed | Where completed | Grade | Dept & course no. | When completed | Where completed | Grade |
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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*

Printed Name

Date

***Required only when the minor described above is a 2nd or 3rd minor**

INSTRUCTIONS

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, the minor must contain at least 4 upper division courses not required by the major or other 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, Music and Math).
- 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>.

L&S students completing a minor in another college or school must:

- Complete at least four courses, *either lower or upper division*, that you did not use for your major.
- Obtain a minor petition from the minor adviser, fill it out, and return it to the minor adviser.
 - **School of Education minors only** – please see <http://gse.berkeley.edu/program/UM/completion.html> for instructions.

All students: All major and minor requirements must be completed by the last day of finals of the semester 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 semester. Resubmit all relevant amended petitions to your minor adviser and add yourself to the degree list when you expect all requirements to be complete.

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>). 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., Music and Math, or the student is in another college or school, 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's major is in another college or school, it is not necessary to check for overlap with their major. Check the box, "this student is in another college or school", on the "Completion of L&S Minor" form and mail the form directly to the Registrar's Office.)

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, the minor must contain at least 4 courses not required by the major or other 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. **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.