

COMPLETION OF L&S MINOR

See Page 3 for instructions. Please print legibly.

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.

<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"/> Buddhism <input type="checkbox"/> Celtic Studies Classics <input type="checkbox"/> Greek <input type="checkbox"/> Latin <input type="checkbox"/> Classical Civilization <input type="checkbox"/> Creative Writing <input type="checkbox"/> Demography <input type="checkbox"/> Disability Studies <input type="checkbox"/> Dutch Studies <input type="checkbox"/> Earth & Planetary Science East Asian Languages & Culture <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"/> General Minor in 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 <input type="checkbox"/> German <input type="checkbox"/> Global Poverty & Practice <input type="checkbox"/> Italian Studies <input type="checkbox"/> Jewish Studies <input type="checkbox"/> Lesbian, Gay, Bisexual, & 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 & 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 of Industrial Societies <input type="checkbox"/> European Studies <input type="checkbox"/> Religious Studies <input type="checkbox"/> Rhetoric <input type="checkbox"/> Scandinavian Slavic Languages & Literatures <input type="checkbox"/> Czech, Polish, BCS (Bosnian/Croatian/Serbian) Language & Literature <input type="checkbox"/> Russian Language <input type="checkbox"/> Russian Literature <input type="checkbox"/> Russian Language, Literature & Culture South and Southeast Asian Studies <input type="checkbox"/> South Asian Civilization Spanish and Portuguese <input type="checkbox"/> Spanish Language & Literature <input type="checkbox"/> Spanish Linguistics <input type="checkbox"/> Luso-Brazilian Language & Literature <input type="checkbox"/> Statistics Theater, Dance, and Performance Studies <input type="checkbox"/> Dance & Performance <input type="checkbox"/> Theater & Performance <input type="checkbox"/> Other _____ <input type="checkbox"/> Other _____
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To be completed by the Minor Adviser

L&S Minor Advisers: Please review the Major/Minor Course Overlap form(s) for excess overlap (more than one upper division course used for both a major and a minor, or for two minors). If there is no excess overlap and you approve this petition, please sign below and **send this petition and all Major/Minor Course Overlap forms to the Registrar's Office** within 4 weeks of the end of the student's final semester. Retain all relevant copies for your records. **Please do not send to L&S.**

I have waived the Major Adviser's signature(s) on the Major/Minor Course Overlap form(s) for the _____ major(s). There is no possibility that required major courses will overlap with this minor.

This student completed the minor program at the end of: _____ Semester/Year

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

Use additional forms to provide information about additional L&S majors and/or minors. List each major and minor only once.

PLEASE PRINT LEGIBLY

L&S MAJOR _____				MINOR _____ COLLEGE _____			
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
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

Below, list any required courses you are using for both an L&S major and a minor or for two or more minors.

1. _____ 2. _____

Major Adviser Signature

Printed Name

Date

Only L&S Major Advisers sign this form. L&S Minor Advisers sign the Completion of L&S Minor form

INSTRUCTIONS

Students:

Please submit the following forms to your minor adviser(s) once you've completed or are enrolled in all required courses for all majors and minors you are completing. These forms are available on the L&S Forms & Petitions website at <http://ls-advise.berkeley.edu/fp/fp.html>.

1. A "Completion of L&S Minor" form for each L&S minor. Students completing minors that have been officially approved but are not yet on this petition should check "Other" and write the name of the new minor on the blank line provided. **Students completing minors in other colleges, schools, or groups should obtain a minor petition from that minor's adviser rather than using a "Completion of L&S Minor" form. You will also submit a "Major/Minor Course Overlap Check" form (#2, below) to your minor adviser.**

Please make sure we have a way to reach you after you've left the university.

2. One or more "Major/Minor Course Overlap Check" forms:

- List only the courses *required* for each L&S major and minor (whether in L&S or not) you are completing. Use additional copies of the Overlap Check form as needed, but do not list any major or minor more than once.
- Indicate any courses you are using to satisfy a requirement for both an L&S major and a minor or for two minors.
- Obtain the signature of your L&S major adviser(s) on the Overlap Check form(s) and submit all forms to your minor adviser(s). If your major and minor are in very different fields and there is no possibility of overlapping courses, check with the minor adviser about waiving the signature of your major adviser. If you are completing more than one minor, make a copy of all pages of your Major/Minor Course Overlap Check forms to give to the second minor adviser. Each minor adviser must receive information about each L&S major and minor you are completing. The minor adviser may require that you bring a copy of your most recent UC Berkeley grade report and/or copies of transcripts from other institutions where relevant coursework was completed.

All students completing L&S minors must:

- Complete five upper-division, letter-graded courses for each minor (unless the minor has received an exception for all students). At least three of the five must be completed on the Berkeley campus.
- Achieve an average of 2.0 in upper-division courses used for the minor.
- Use no more than one of the five courses for a major or another minor. For double or triple majors, or two minors, one course overlap is allowed for each major/minor or minor/minor pair. (For L&S students undertaking minors in other schools or colleges, the minor must include at least four courses, either lower or upper division, that are not required for their major.)

For L&S students undertaking minors in other colleges, schools, or groups, the minor program must include at least four courses, either lower or upper division, that are not included in their major program.

All major and minor requirements must be completed by your degree date. If you anticipate getting an Incomplete in a course required for your minor, remove yourself from the current degree list by the end of the semester. Add yourself to the degree list when you expect all requirements to be complete. Keep your minor adviser informed of any changes to your status.

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>, where they can be downloaded). Each student should list all required courses for each L&S major they intend to complete and obtain the signature of each L&S major adviser. **However, if there is clearly no possibility of overlapping courses between your minor and the student's major(s), i.e., Art History and Physics, you may waive the Major Adviser's signature. Please check the waiver box on the Completion of L&S Minor form.** If in doubt, please require that the student obtain the signature.

Once grades have been posted for all courses required for the student'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). Students may use one upper division course to satisfy the requirements of both one major and one minor, or two minors. For double or triple majors, or two minors, one upper division course overlap is allowed for each major/minor or minor/minor pair.

If approved, sign and print your name and the date at the bottom of the Completion of L&S Minor form (or equivalent, for non-L&S minors) and send it and all Major/Minor Overlap Check forms to the Registrar's Office in 124 Sproul Hall, #5404.

If unable to approve, please inform the student and verify that excess overlapping courses are in fact necessary for that major and minor. It is not necessary to notify the student's major or college or the Registrar's Office if his or her minor remains unapproved.