

**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"/> 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 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"/> 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"/> German <input type="checkbox"/> Dutch Studies <input type="checkbox"/> Global Poverty and Practice <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 of Industrial Societies <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"/> Spanish Language and Literatures <input type="checkbox"/> Spanish Linguistics <input type="checkbox"/> Luso-Brazilian Language and Literature <input type="checkbox"/> Statistics Theater, Dance, and Performance Studies <input type="checkbox"/> Dance and Performance <input type="checkbox"/> Theater and 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 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 (not necessary if the student is in another college or school). If you approve the minor, 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 any petitions to L&S.**

I have waived the Major Adviser's signature(s) on the Major/Minor Course Overlap form(s) for the \_\_\_\_\_ major(s) because  there is no possibility that required major courses will overlap with this minor, or,  this student is in another college or school. This student completed the minor program at the end of \_\_\_\_\_ Semester/Year.

Minor Adviser's Signature	Printed Name	Date
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**For Office of the Registrar Use Only**

Term and Year Completed	Posted to transcript by	Date
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**MAJOR/MINOR OVERLAP CHECK**

PLEASE PRINT LEGIBLY

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.

<b>L&amp;S MAJOR</b> _____				<b>MINOR</b> _____ <b>COLLEGE</b> _____			
<b>Required Lower Division Courses</b> <i>(Completed and currently enrolled in)</i>				<b>Required Lower Division Courses</b> <i>(Completed and currently enrolled in)</i>			
Dept & course no.	When completed	Where completed	Grade	Dept & course no.	When completed	Where completed	Grade
<b>Required Upper Division Courses</b> <i>(Completed and currently enrolled in)</i>				<b>Required Upper Division Courses</b> <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 only. Minor Advisers in other colleges sign their own minor approval forms only.**

## INSTRUCTIONS

**Students:****L&S students completing an L&S minor 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.
- Complete at least four upper division courses that were not used for another major or minor. For double or triple majors, or two minors, one course overlap is allowed for each major/minor or minor/minor pair.
- Give a **“Completion of L&S Minor”** form **and** a “Major/Minor Course Overlap Check” form, signed by your major adviser, to the minor adviser of each L&S minor you’re completing, once you’ve completed or are enrolled in all required courses for all majors and minors (after the 5<sup>th</sup> week drop deadline). These forms are available in a “Completion of L&S Minor” packet on the L&S Forms & Petitions website at <http://ls-advise.berkeley.edu/fp/fp.html>.
  - If your major and minor are in very different fields and there is no possibility of overlapping courses, ask your minor adviser about waiving the signature of your major adviser.
  - If you are completing more than one L&S minor, each minor adviser must receive a copy of the other minor petition. **Each minor adviser must receive information about each L&S major and minor you are completing.**

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

- Complete at least four courses, *either lower or upper division*, that are not required by your major.
- Obtain a minor petition from the minor adviser, fill it out, and return it to the minor adviser.
  - School of Education (Education or Interdisciplinary Studies in Early Childhood) minors only - you must also give the minor adviser a “Major/Minor Overlap Check” form for each L&S major you are completing, signed by each major adviser, and a “Completion of L&S Minor” form, signed by the minor adviser, for any L&S minor you are completing. These forms are available in a “Completion of L&S Minor” packet on the L&S Forms & Petitions website at <http://ls-advise.berkeley.edu/fp/fp.html>.
    - If your major(s) and/or other minor(s) are in very different fields and there is no possibility of overlapping courses, ask the School of Education minor adviser about waiving the signature of your major and minor adviser(s).

**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 they intend to complete and obtain the signature of each L&S major adviser. **If there is clearly no possibility of overlapping courses between your minor and the student’s major(s), i.e., Art History and Physics, or the student is in another college, school, or group, 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.

**If the student 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 directly to the Registrar’s Office.**

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 and send it and all Major/Minor Overlap Check forms to the Registrar’s Office in 124 Sproul Hall, #5404. **Please do not send to L&S.**

If unable to approve a student’s completion of your minor, 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 is not necessary to notify the student’s major or college or the Registrar’s Office if his or her minor remains unapproved.