Procedures for Declaring Multiple Majors and/or Degrees  
(both within and across colleges/schools)

Submit the following items stapled together to your college advising office. If you already have a declared major in the Colleges of AH/LLL, your college office is the Advising Center at QLC113:

1. **Application for Multiple Undergraduate Majors and/or Degrees** (the UHM-3 Form). Before submitting this to the Advising Center, be sure to obtain advising and approval from both your current major department (top section) and your proposed new major department (next section).

2. **An Academic Plan** (through graduation). The plan must include all requirements for all majors/degrees you intend to complete, including General Education and Graduation Requirements, credit minimum/maximums, and any minors or certificates. Our Mānoa Peer Advisors (MPAs) can assist you with creating your plan – just make an appointment. Before submitting, be sure that the plan is complete and shows that you can complete multiple majors/degrees without unduly extending your graduation date.

3. **Justification.** A brief statement (½ to 2 pages in length, typewritten, in formal format and signed by hand) explaining why you want to complete multiple majors/degrees and how each of the majors/degrees, individually and in combination, will be useful to your career and life after graduation.

Approval will depend on the following:

- **Good academic standing** (cumulative GPA of 2.0 or higher); the stronger your cumulative GPA, the more likely your application will be approved.

- **Promise of success in each of the majors/degrees;** the more courses, the more upper division courses, and the stronger your grades in each of the majors/degrees, the more likely your application will be approved.

- **Timely graduation;** the closer to your four-year graduation date you are able to graduate, the more likely your application will be approved.

- **Minimal excess credits;** if you have already completed more than 130 credits, it is unlikely you will be approved for additional majors/degrees. If you have a lot of credits but still want to complete multiple majors/degrees, consider graduating and returning for post-baccalaureate or second degree work.

- **Compelling justification;** the better your reason for completing multiple majors/degrees, and the more likely you will use multiple majors/degrees in your career, the more likely your application will be approved. A solid justification can overcome excessive credits and/or delayed graduation.

*Note: You cannot “double dip” – i.e., use the same course to fulfill major requirements in more than one major/degree program, the only exception being when a single specific course is required by both programs.*
UNIVERSITY OF HAWAI‘I AT MĀNOA

APPLICATION for MULTIPLE UNDERGRADUATE MAJORS and/or DEGREES

Before completing this application, please consult with advisors in the appropriate college/school to ensure that you meet the criteria for pursuing multiple majors and/or degrees. To be eligible for consideration, you must already have a declared major and be in good academic standing (2.0 cumulative Grade Point Average or above). Note that each college/school may have its own eligibility and application requirements in addition to this form. Before submitting this application, please discuss your plans to pursue multiple majors and/or degrees with your current academic advisor.

Legal Name: Family/Last

First

M.I.

UH Student I.D.#:

Student Signature         Date

Approval from Current Major Department:

(School/College)         (Major)         (Degree: BA, BS, etc.)

This student is eligible to declare multiple majors and has this department’s approval to do so.

Department Advisor/Chair (print name and sign above)         UHM Phone         Date

Approval from Proposed Multiple Major Department

This student has been advised about requirements for a ____________ in _______________ and is

(Degree: BA, BS, etc.)         (Major)

subject to the requirements established in _______________. The student _______________

Sem/Year         is / is not

recommended for admission.

Remarks:

Department Advisor/Chair (print name and sign above)         UHM Phone         Date

Approval from Proposed Student Academic Services

Approved / Denied, effective ______________

(Circle one)         (Sem/Year)

College/School Dean or Designee (print name and sign above)         UHM Phone         Date

Primary Degree/Major: ______________

Confirmed by Student (initial): ______________

Majors from Schools/Colleges that charge a professional fee (e.g. Nursing, Engineering, Business, Architecture) shall be designated as primary.