

## 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 proposed new major/degree (Section 1) and your current major/degree (Section 2).
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.

<b>Legal Name:</b> Family/Last	First	M.I.	<b>UH Student I.D.#:</b>
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*Student Signature*

*Date*

**Step 1: 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:

*Signature of Department Advisor/Chair*

*UHM Phone*

*Date*

**Step 2: Approval from Current Major Department**

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

*Signature of Department Advisor/Chair*

*UHM Phone*

*Date*

**Step 3: Approval from Proposed Student Academic Services**

Approved / Denied, effective \_\_\_\_\_  
*(Circle one)* *(Sem/Year)*

*Signature of College/School Dean or Designee*

*UHM Phone*

*Date*

Primary Degree/Major: \_\_\_\_\_

Confirmed by Student (initial): \_\_\_\_\_



ADVISING CENTER FOR THE COLLEGES OF AH/LLL

Degree: Major \_\_\_\_\_

Major Advisor: \_\_\_\_\_

Time / P-R / M / GEd / Elec / Cr

Year 1		Year 2		Year 3		Year 4		V List
Fall 20____		Fall 20____		Fall 20____		Fall 20____		FW
								FS
								FG (A/B/C)
								FG (A/B/C)
								DA/H/L
								DA/H/L
								DB
Credits:		Credits:		Credits:		Credits:		DP
Spring 20____		Spring 20____		Spring 20____		Spring 20____		DY
								DS
								DS
								HSL 101
								HSL 102
								HSL 201
								HSL 202
Credits:		Credits:		Credits:		Credits:		W (300+)
Summer 20____		Summer 20____		Summer 20____		Summer 20____		W (300+)
								W
								W
								W
								H
								E (300+)
								O (300+)
Credits:		Credits:		Credits:		Credits:		<b>120 credits</b>
		Subtotal:		Subtotal:		Subtotal:		<b>45 UD credits</b>
Total:		Total:		Total:		Total:		

--> This plan is incomplete until checked by both your major and college advisors!