School of Travel Industry Management Office of Student Academic Services (TIM OSAS)
Procedures for Declaring Concurrent/Multiple Majors and/or Degrees
Both Within and Across Colleges for NON-TIM MAJORS (adding a TIM major)

**Step #1**
Meet with your current major department to retain signature for “current major department” on UHM-3 Form.

*Note: your current major department may have their own requirements that must be met to multiple major/ degree*

**Step #2:**
Submit to TIM OSAS, the following materials in PDF format via email to timinfo@hawaii.edu:

1. **UHM-3 Form** (page #2)
   a. Top section (student name, ID & signature) & current major department completed
   b. A 3.25 cumulative GPA is required
2. A complete **academic plan** (through graduation) updated on STAR GPS Registration. The plan must include:
   a. All requirements for all majors/ degrees intended to complete, including general education and graduation requirements;
   b. Credit minimums/ maximums (19 credits maximum per semester); and
   c. Any minors/ certificates
3. A **justification**. A typed statement (1 page maximum, double-spaced, 12 size font), addressing:
   a. What your plans are and why; and
   b. Description of the educational value of pursuing multiple degrees and how they relate to your academic and professional goals

**Step #3:**
Sign-up for an advising appointment via STAR Balance to meet with a TIM Advisor to review your materials and to retain a signature for “proposed major department” & “proposed student academic services.”
Sign-up online: star.hawaii.edu/appointment

**Step #4:**
TIM OSAS will submit your completed and signed UHM-3 Form to the Records Office to declare your multiple major with TIM.

Important Notes:
- Courses cannot double-dip, i.e. - use the same course to satisfy major requirements in multiple major/ degree programs, with the exception of a specific course being required for each program.
- If approved for concurrent/multiple major/degrees, it is your responsibility to understand the possibility of delayed graduation and financial aid implications. Please consult with the other offices that may be impacted (e.g., VA, etc).
UNIVERSITY OF HAWAIʻI 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.

*The School of Travel Industry Management requires a 3.25 cumulative Grade Point Average for approval.

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.