

**COLLEGE AND MAJOR TRANSFER REQUEST  
FOR CURRENTLY ENROLLED AND CLASSIFIED STUDENTS ONLY  
COLLEGES OF ARTS AND SCIENCES**

1. Complete the following:

Gender: Female Male

|                  |           |       |          |                    |
|------------------|-----------|-------|----------|--------------------|
| Student I.D. No. | Last Name | First | Middle   | Home Phone No.     |
| Local Address    |           |       | Zip code | Business Phone No. |

I am currently registered in:

|                         |                 |                           |
|-------------------------|-----------------|---------------------------|
|                         |                 | (1) _____                 |
| College (Org Structure) | Degree (Ed Obj) | (2) _____ (if applicable) |
| Major (Curriculum/Pgm)  |                 |                           |

**I wish to:**

*declare*                      *change to*                      *add* <sup>+</sup>                      *drop* \_\_\_\_\_  
**See additional 2<sup>nd</sup> major information below**                      Major

If approved, I will be in:

|                                    |           |                           |
|------------------------------------|-----------|---------------------------|
| ARTS & SCIENCES                    | <b>BA</b> | (1) <b>Biology</b>        |
|                                    | Degree    | (2) _____ (if applicable) |
| Major/Concentration(if applicable) |           |                           |

**Note:**

List non UH Manoa colleges attended with dates\*: \_\_\_\_\_

- \*2. If transcripts of all other colleges are not available on the UHM computer system, you must have them sent to A&S Student Academic Services, Hawaii Hall, Room 108.
- 3. Please consult your departmental adviser on major requirements, have him/her complete the department section (reverse side); return this form to Hawaii Hall, Room 108.
- 4. If you wish to be considered for admission into the requested program in time for the registration period for continuing students, this form and all required documents must be submitted by **April 1** for Fall and by **Nov. 1** for Spring semester.
- 5. Changes of major and or major concentration within Arts & Sciences will be effective immediately upon approval. Transfers into Arts & Sciences from another college or school, approved by the third week of classes, will be effective for that semester. Later requests will be for the following semester. (Note: These deadlines are effective unless otherwise specified by the Major Department).

Date: \_\_\_\_\_ Your signature: \_\_\_\_\_

**<sup>+</sup>ADDITIONAL INFORMATION**

If you are **ADDING A SECOND MAJOR IN ARTS & SCIENCES** or **REQUESTING A CONCURRENT DEGREE IN ARTS & SCIENCES**, you need to attach the following to this "College and Major Transfer Request":

- 1. A **typewritten statement that has been signed and dated**. The statement should address the following questions: why do you want to add the second major or the concurrent degree program; what educational benefits do you expect to gain from this addition to your program; how do you think this addition will enhance your career objectives? This statement must be **typed, double-spaced, and concise** (no longer than one page).
- 2. Evidence of academic planning. You may need to attend a JUMP or GRAD session to develop an academic plan to determine the sequence of courses you need to complete for graduation. Or if you've already attended a session, then **attach an academic plan worksheet** to show how you will be completing your course work for graduation.

Student's Name: \_\_\_\_\_ I.D. No.: \_\_\_\_\_

TO DEPARTMENT: Please advise this student regarding your curriculum requirements, complete this form, and have the student return this form to A&S Student Academic Services, Hawaii Hall 108.

The student named above has been advised about requirements for a BA Degree

in Biology Major \_\_\_\_\_ and is subject to major requirements  
Major Concentration (if any)

in effect \_\_\_\_\_ sem/year. The student IS recommended for admission into the program.  
is/is not

Remarks: \_\_\_\_\_

Department: Biology Program Signed: \_\_\_\_\_ Chairperson/Adviser \_\_\_\_\_ Date \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**ENTERING COLLEGE**

Rec/Trans. received on \_\_\_\_\_

Col/Curr Transfer \_\_\_\_\_ Approved

Effective \_\_\_\_\_ Not Approved

Remarks \_\_\_\_\_

Signed \_\_\_\_\_

Dean, Student Academic Services

**EXITING COLLEGE**

Rec/Trans. forwarded on \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

Signed \_\_\_\_\_

Dean, Student Academic Services

ISIS DATA (38) \_\_\_\_\_ Ed Level

(25) \_\_\_\_\_ Ed Obj

(90) \_\_\_\_\_ Org Struc/College

(91) \_\_\_\_\_ Curriculum/Program