

Points to Be Addressed in Proposals for  
Undergraduate Minors at  
The University of Hawai‘i at Mānoa

1. What is the need (or clientele) for the proposed academic minor and what are the purpose and objectives for it? What is the relationship of the minor to the major program?
2. How will the minor be administered? Note that it is expected that existing courses will be utilized. However, if new resources will be required, how will these be obtained?
3. What are the approximate number of students to be served each year and the major fields from which they are primarily expected?
4. What foundation courses and prerequisites are needed for acceptance into the program (e.g., minimum credits, grade point average, work experience)?
5. Will there be fields of concentration (tracks, areas of specialization); if more than one, how do they differ? Note that minors need not necessarily correspond to fields of specialization in the major.
6. How many credits will be required for the minor? Note that the minimum required credits for academic minors are 15 in non-introductory courses, and that double-counting of credits, as elsewhere, is not permitted in the minor.
7. How will the program be organized (e.g., first-semester courses, required or core courses, electives)?
8. Who will have responsibility for advising of students (e.g., program director or staff, individual faculty)? Note that the procedures and requirement for declaration of a minor are the same as those for a major.