**FOR MINORS**

<DATE>

MEMORANDUM

TO: Laura E. Lyons

Interim Vice Provost for Academic Excellence

VIA: <DEAN NAME>

Dean, <COLLEGE/SCHOOL>

FROM: <CHAIR NAME>

Chair, <DEPARTMENT NAME>

SUBJECT: APPROVAL OF A NEW MINOR IN [PROGRAM TITLE]

SPECIFIC ACTION REQUESTED:

It is requested that you approve a new minor in [Program Title]

REQUESTED EFFECTIVE TERM:

ADDITIONAL COST:

PURPOSE & RATIONALE:

1. **What are the objectives of the proposed minor?**
   1. Discuss the need for the program.
   2. What kinds of students might be interested in this program?
2. **How will the minor be administered?**
   1. Will resources be required to administer this program? (Note that it is expected that existing courses will be utilized.)
3. **What is your projected enrollment? How many students are currently served in the major program? Identify the source of students for the proposed program.**
4. **What foundation courses and prerequisites are needed for acceptance into the minor (e.g., minimum credits, grade point average, work experience)?**
5. **How many credits will be required for the minor? *(Minors require a minimum of 15 non-introductory credits)***
6. **What is the minimum number of credits toward the minor that students must earn at UH Mānoa?**
7. **How will the program be organized (e.g., first-semester courses, required or core courses, electives)?**
8. **Who will have responsibility for tracking, advising, and mentoring students (e.g., program director or staff, individual faculty)? Note that the procedures and requirements for the declaration of a minor are the same as those for a major. Identify the person(s) responsible for advising students and compiling data on enrollment and number of minors conferred.**

APPROVED/DISAPPROVED:

Laura E. Lyons Date

Interim Vice Provost for Academic Excellence