# Template for Proposal of a New Undergraduate Minor Program

To propose a new Undergraduate minor, please complete the information requested below. Questions on how to complete any portion of the requested information should be directed to the Office of Undergraduate Education at uge-dean@buffalo.edu. Changes to existing minors should be made using the Template for Revision of an Existing Minor.

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Minimum Requirements

A minor should require a minimum of 18 credits: six courses, two lower-division and four upper division. In exceptional cases, deviations from the two/four course distribution can be justified at the time the proposal is submitted. Departments may require as many upper-division courses as deemed appropriate as long as at least four 300 and/or 400 level courses are incorporated into the program. In some cases, it may be appropriate for a minor to consist of all upper-division courses. Graduate-level courses cannot be required for an undergraduate program.

1. Departments should include the following when proposing a new minor:
	1. Name of the Program
	2. Department that will administer the program and individual who will be providing academic advising to students
	3. Program Objectives - Educational and career objectives of the program which must include expected learning outcomes
	4. Justification - Provide justification for why the program is necessary or desirable at UB. Include information about majors the proposed minor is intended to serve or complement.
	5. Duplication - Identify similar existing programs offered at UB and explain how the proposed program differs from these programs. P
	6. Admission requirements – Include the GPA and prerequisite requirements for admission, and a description of how these requirements are intended to assure that students are prepared to complete the program
	7. Curriculum – Include a list of the required courses as they would appear in the undergraduate catalog, and provide rationale for the particular courses selected. A semester by semester chart that sequences the progression should also be included.
	8. New Courses and Faculty - List any new courses required for the program and faculty who will be teaching them. If new courses are being proposed in conjunction with the new minor, New Course Proposals should be included with the submission.
	9. Enrollment projections – for when the program begins and after five years
	10. Resources - Expected impact on resources and means for meeting the programs’ resource needs.
	11. Effective Date - New minors may only be effective in the fall, and only if it is approved prior to the publication of the annual fall catalog.
	12. Supporting Documents – Include letters from any department that offers required courses or electives that are outside of the department administering the program which verify that courses will be offered regularly and that seats are available for students in the minor.
2. A department must guarantee that all courses it submits as requirements for completion of the minor will be available within every two-year period so that students can complete their programs in a timely manner.
3. Once formulated at the department level, the minor proposal should be forwarded to the appropriate Associate Dean’s office for screening and approval.
4. After the appropriate Dean approves the minor proposal, it should be forwarded to the Office of Undergraduate Education, uge-dean@buffalo.edu. It will be reviewed to ensure that it adheres to the minor curriculum requirements promulgated by the Faculty Senate and to ensure that it is consistent with the aims and goals of other programs and then shared with the Undergraduate Associate Dean Council for final review and approval.
5. Once the minor is approved, students enroll for a minor at the department office in the same manner as they enroll in the department’s major.