# Template for Revising an Undergraduate Minor

To revise 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](mailto:uge-dean@buffalo.edu).

## Minimum Requirements

The departmental minor shall consist of 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 minor proposal is submitted. Departments may require as many upper-division courses as they deem necessary 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 information when revising a minor:
   1. Name of the Program
   2. Department: Identify the unit that will administer the program, and provide advising and admission processing.
   3. Admission requirements: If the revision modifies any admission criteria, indicate the rationale and data to support the need for the change. Typically the minimum requirements are - 2.5 in prerequisites and a 2.0 GPA in remaining courses. Give a rationale if a higher GPA requirement is proposed.
   4. Curriculum - Complete the chart below to indicate the curricular revisions. (Expand the table as needed.)

|  |  |  |
| --- | --- | --- |
| **Current Curriculum** | **Revised Curriculum** | **Change** |
| xxx 123 | xxx 123 | No change |
| xxx 234 | xxx 234 | No change |
| xxx 333 | xxx 333 | No change |
| xxx 334 | xxx 334 | No change |
| xxx 444 | xxx 456 | Delete 444; replace with 456 |
| xxx 445 | Choose from list | Replace 445 with list of options |
| **Total Credits and levels** | **18 credits** | **4 - 300-400 level** |

a. New Courses and Faculty - List any new courses required for the revision. If new courses are being proposed in the revision, utilize the [UB Course Proposal](https://prv-web.sens.buffalo.edu/apps/vpue/forms/courseproposal) tool to prepare the new course proposal.

1. Effective Date – Changes to minor requirements may only be effective in the fall, and cannot be modified mid-academic year.
2. Supporting Documents: If the revisions involve adding or deleting courses from another unit, include approving or acknowledging emails from the other department/s.
3. A department must guarantee that all courses included for the minor requirements will be available within every two-year period so that students can complete their programs in a timely manner.
4. After the appropriate unit Dean approves the minor proposal, it should be forwarded to the Office of the Dean of Undergraduate Education, [uge-dean@buffalo.edu](mailto:uge-dean@buffalo.edu). It will be then reviewed by the Associate Deans and Dean for Undergraduate Education.

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