

University at Buffalo
Office of the Vice Provost and Dean of Undergraduate Education
Guidelines for Proposal of a New Undergraduate Minor Program
(Revised 10/16/2012)

Departments are encouraged to submit proposals to establish an undergraduate minor program using the implementation guidelines that follow:

1. The departmental minor should 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.

2. Departments should include the following information when submitting a proposal for a new minor:
 - a. Name of the Program
 - b. Department that will administer the program and individual who will be providing academic advising to students
 - c. Program Objectives - Educational and career objectives of the program which must include expected learning outcomes
 - d. 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.
 - e. Duplication - Identify similar existing programs offered at UB and explain how the proposed program differs from these programs.
 - f. 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
 - g. 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.
 - h. 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.
 - i. Enrollment projections – for when the program begins and after five years
 - j. Resources - Expected impact on resources and means for meeting the programs' resource needs.
 - k. Effective Date - This minor may only be effective in the fall, and only if it is approved prior to the publication of the annual fall catalog.
 - l. 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.

3. 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.
4. Once formulated at the department level, the minor proposal should be forwarded to the appropriate Dean's office for screening and approval.
5. After the appropriate Dean approves the minor proposal, it should be forwarded to the Office of the Vice Provost for Undergraduate Education, ypue@buffalo.edu. It will be reviewed by the Associate Deans for Undergraduate Studies and the Vice Provost 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.
6. Upon Associate Deans for Undergraduate Studies and the Vice Provost approval, students will apply for a minor at the department office in the same manner as they apply for a major.
7. Changes to existing minors should be made using the [Guidelines for Revision of Existing Programs](#) (DOCX).