

Appendix I. Projected Five-Year Budget

Consult with the Assistant Provost for Academic Financial Operations at least by February 1 or sooner prior to the April 1 submission deadline to develop the new program's proposed budget.

- Provide a five-year budget projection, including projected revenues and expenses for the proposed degree. The budget should be prepared using the *Budget Template for New Graduate Programs Form* or *Budget Template for New Undergraduate Programs Form* found online through the link provided in the [Appendix-Forms](#) found at the end of this Handbook.
- Include projected revenues for full-time and part-time student enrollments, tuition rate per credit and tuition revenue. Growth should be projected over five years and reflected in the five-year budget.
- Determine the actual costs for faculty and staff, including projected salary increases and any costs required for replacing faculty in other programs. Include:
 - projected expenses for additional full-time and part-time faculty, salaries and benefits
 - costs of faculty research start-up funds, teaching load, exchange time, stipends and faculty support
 - additional library resources
 - information and computing resources
 - instructional and research facilities and equipment
 - staff and administrative support
 - student scholarships and financial aid
 - program start-up costs such as advertising or professional services
- [Memo from the](#) Director for Academic Financial Operations that consultation occurred on needs of the new program financial aid resources.