

Appendix I. Projected Five-Year Budget

Consultation with the Assistant Provost for Academic Financial Operations should be completed prior to April 1 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* found online through the link provided in the [Appendix-Forms](#) 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 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 Assistant Provost for Academic Financial Operations that consultation occurred on the needs of the new program financial aid resources.