

## SECTION 4

### New Specialization

#### **Proposal**

Program proposal for new Specialization is composed of the following sections: 1) program description; 2) accreditation; 3) impact on exiting program and programs external to department; 4) course taken at other institutions; and 5) sunset clause.

If new resources or additional space are required to support the proposed Specialization the Market Demand Analysis and Financial Analysis sections must be completed.

1. The automated [CourseLeaf program](#) will be used for submission of the proposal for a new specialization. The online approval form should be completed by the department submitting the proposal, the proposal and other supporting documentation should be attached to the online approval form. The online approval form and the documentation are submitted via the autom4 612 79 reW\* nBT





The financial analysis section will include written detail and justification for projected revenues, expenses, capital expenses, and start-up costs as well as a five-year budget showing all annual revenues and expenses. The five-year budget projection worksheet template is included as [attachment B](#) and the five-year assumption worksheet template is included as [attachment C](#) both worksheets need to be completed and submitted with the proposal.

A. Revenues:

Net Tuition Revenue: An estimate of the Net Tuition Revenue including a description of the revenue assumptions basis should be made using the following information:

Enrollment Projections: estimate the number of NEW full-time and continuing students and advanced standing students. Full-time Undergraduate, Law and Dental students are defined as students taking more than 12 credits per semester. For all Graduate students, Part-time Undergraduate, Law and Dental estimate total number of credit hours.

Tuition Revenue: If existing tuition rates are being proposed, calculate the tuition revenue by multiplying the estimated number of students/credits times the appropriate current year tuition rate (please refer to the Bursar Home Page <sup>rent</sup> assumptions on future tuition rate increases. For each successive fiscal year projection use the appropriate tuition with the designated increase. For programs with new rates, calculate the tuition revenue by multiplying the estimated number of students/credits times the proposed new rate. A designated tuition increase should be used for each successive fiscal year projection.

Fee Revenue: If a new fee is being proposed calculate the fee revenue by multiplying the estimated number of students/credits times the proposed fee.

Unfunded Tuition Discount: unfunded discounts are all non-endowed, unrestricted scholarships, grants, stipends, and assistantships. For estimates of discount for Undergraduate, Graduate, Law and Dental contact the Director of Financial Aid.

Funded Discount: attach documentation outlining each source of funded discount. For spendable income estimates using endowed and restricted scholarships please contact the Budget Office.

Contributions: estimate the total expected gift revenues and identify the source.

Grants: estimate the total expected grants revenue and identify the source.

Other Income: estimate the total expected revenue and identify the source.

B. Personnel Expenses:

Faculty Salaries: Please provide an estimate of full-time faculty salaries. Attach documentation listing the number of faculty, rank and status (tenure, non-tenure).

Administrator Salaries: Please provide an estimate of full-time administrator salaries. Attach documentation listing the number of administrators and titles.

Support Staff: Please provide an estimate of full

Information Technology: Costs associated with new computer hardware or software systems include equipment purchases, administrative systems purchases, outside consulting and related costs. Items that are direct expenses include Marquette University travel related to the project and MU labor costs.

F. Start-up Expenses:

Start-up Expenses: estimate the one-time costs associated with the

## Flow Chart for