





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

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-time support staff salaries. Attach documentation listing the number of support staff and classification.

Part-time personnel: Please provide an estimate of part-time personnel, including faculty, administrators, support staff, student and graduate assistants. Attach documentation listing the number of employees and classification.

Fringe Benefits: Estimate fringe benefits using designated rates for all full-time personnel and part-time personnel. Please contact the Budget Office for your college/department average fringe benefit rate.

Direct Expenses: Estimate all expenses including office supplies, advertising, promotion, travel, postage, etc.

C. Direct Expenses:

Identify each category of expenses (i.e. office supplies, Telephone, Advertising and public relations, Administrative expenses, travel and entertainment, copying, professional fees, accreditation fees, software fees periodical, journals and electronic serial fees, and marketing cost) in writing as to the need and also on the five-year budget projection worksheet. Direct expenses in subsequent year are held at a flat rate.

D. Indirect Expenses:

Occupancy and other indirect expenses will be determined by Office of Finance.

E. Capital Expenses:

Capital Equipment: Capital equipment, furniture, or fixtures is defined as any individual item costing \$5,000 or more and having a useful life of at least one year.

Construction Renovation: A remodeling or renovation project is determined to cility, adds to the life of the facility, and costs over \$25,000. The following remodeling and renovation costs are not capital costs but rather treated as direct expenses: painting, MU travel related to the project, fixtures and furniture with a unit cost of less than \$5,000, carpeting, and minor renovations under \$25,000 in total.

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 implementation of a new program, major, academic initiative, etc. Examples of one-time costs are as follows: Promotion, Advertising Costs (Television, print, radio, etc.), Publications, Brochures, Applications, Miscellaneous (signs, etc.).

6. **Sunset Clause**

The proposal must include a detailed plan for terminating the program if the revenue and or enrollment targets as identified in the proposal are not achieved by the fall semester of the fourth year or subsequently maintained during periodic program reviews.

7. **Submit proposal to the Office of the Provost (Attn: Chief of Staff to the Provost)**

<

## Flow Chart for