Instructions for filling out the 5-Year Budget Form for Graduate Programs

About the spreadsheet

This is a tool to help department chairs and program directors provide a budget for a new graduate degree program. A copy of your budget, along with the Program Request form, will be used for review prior to Board of Regents submission. Grey cells in the spreadsheet include formulas and are locked for editing. Green cells are for your data entry. Line 13, estimated SCH, includes an embedded formula but is not locked. See “Estimated SCH” below for additional information.

Revenue

Tuition Calculation

Tuition is subject to change. To ensure that the most recent tuition is used, download the graduate level 5-year Budget form at [https://vpaa.unt.edu/new-programs-or-changes-existing-programs](https://vpaa.unt.edu/new-programs-or-changes-existing-programs). Per SCH tuition for 2016-17 is $177.79.

Formula Funding

Formula match can be completed by using the Index tab in the spreadsheet. Use the Index tab to locate the funding code for the course CIP. If you are using courses from several disciplines, or if the course CIPs for your discipline vary, please verify the course CIP and Funding Code annually linked to [https://vpaa.unt.edu/new-programs-or-changes-existing-programs](https://vpaa.unt.edu/new-programs-or-changes-existing-programs).

- Formula Funding is calculated for years 3-5 only.
- If the CIP is uniform (all in the same funding code), use the Index to locate the funding amount. Select the correct level as funding varies between Master’s level courses (5000) and Doctoral (6000). Multiply this amount by your anticipated SCH.
- If the CIP is not uniform, use percentages of each CIP to make your projections. For example:
  - A 36-hour program has 18 hours (50%) of courses with a Liberal Arts CIP, 9 hours (25%) with a Business Administration CIP, and 9 hours (25%) with a Library Science CIP.
  - In year 5, the program anticipates 30 FT students.
  - In year 5 the anticipated SCH is 21 per student for a total of 630 SCH.
  - 50% of the SCH = 315; 25% = 157.5.
  - Using the Funding by SCH, the projection would look like this:
    - Liberal Arts: 315 * 221.56
    - Business Administration: 157.5 * 187.77
    - Library Science: 157.5 * 199.40
  - The total formula funding for year 5 is: $130,770.70

Program Fee

The program fee may be an amount charged at the program or college level each semester. Enter the fee amount multiplied by semesters and enrollment.
Projected Enrollment

The following table includes the results of a review of 14 new UNT Master’s level graduate programs from 1997 to 2014. The table provides the enrollment range, median and average over the 5-year period. Please use the averages provided in the table for your new Master’s level program projections. If you have sufficient data to support a larger enrollment, please include your source and analysis with your paperwork. Unsupported projections will not be accepted.

<table>
<thead>
<tr>
<th>MASTER’S</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>High</td>
<td>40</td>
<td>54</td>
<td>63</td>
<td>63</td>
<td>84</td>
</tr>
<tr>
<td>Median</td>
<td>8</td>
<td>10</td>
<td>17.5</td>
<td>23</td>
<td>23</td>
</tr>
<tr>
<td>Average</td>
<td>12</td>
<td>17</td>
<td>22</td>
<td>28</td>
<td>30</td>
</tr>
</tbody>
</table>

The following table includes the results of a review of eight new Doctoral programs from 1997 to 2015. The table provides the enrollment range, median and average over the 5-year period. Please use the averages provided in the table for your new Doctoral level program projections. If you have sufficient data to support a larger enrollment, please include your source and analysis with your paperwork. Unsupported projections will not be accepted.

<table>
<thead>
<tr>
<th>DOCTORAL</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>2</td>
<td>5</td>
<td>8</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>High</td>
<td>13</td>
<td>20</td>
<td>22</td>
<td>27</td>
<td>35</td>
</tr>
<tr>
<td>Median</td>
<td>8</td>
<td>15</td>
<td>16</td>
<td>20.5</td>
<td>20.5</td>
</tr>
<tr>
<td>Average</td>
<td>8</td>
<td>14</td>
<td>15</td>
<td>20</td>
<td>22</td>
</tr>
</tbody>
</table>

Estimated SCH

A review of SCH per Master’s level graduate student for 2015-16 provided an annual average of 21 hours. With the exception of cohort programs, please use the equation and table below when calculating annual SCH:

\[(21) \times ENR\]

<table>
<thead>
<tr>
<th>ENR</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>12</td>
<td>252</td>
<td>357</td>
<td>462</td>
<td>588</td>
<td>630</td>
</tr>
</tbody>
</table>

A review of SCH per Doctoral level student for 2015-16 provided an annual average of 14 hours. With the exception of cohort programs, please use the equation and table below when calculating annual SCH:

\[(14) \times ENR\]

<table>
<thead>
<tr>
<th>ENR</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>112</td>
<td>196</td>
<td>210</td>
<td>280</td>
<td>308</td>
</tr>
</tbody>
</table>
Programs with cohorts should use the annual cohort SCH. **For AOP programs, please use 16 SCH per student annually.**

The cells in the spreadsheet include a formula to calculate Enrollment * 21 SCH. If the new program is cohort based or is a doctoral program, the formula can be edited.

**Net tuition per SCH**

The Excel spreadsheet calculates net tuition per SCH automatically.

**Revenue**

The Excel spreadsheet calculates total revenue automatically. Total revenue includes Program Fee + (Net tuition per SCH x Estimated SCH) + Formula Funding (in years 3, 4, and 5 only).

**Out of State Teaching Fee**

Out of State Teaching Fees (OSTF) fees are calculated separately. The program must be at least 50% online in order to include OSTF FTE enrollment. Please provide data to support any FTE enrollments that exceed the overall projected enrollment estimates provided in this document.

- SCH calculates automatically
- Line 19 Cell B includes 4 different possible rates per SCH for OSTF. Select the rate that applies to your program. The rate will populate into the connected cells.
- The total automatically calculates.

**Student Fees**

Student fee information is included to provide a complete picture of revenue. However, net loss/gain is calculated with tuition revenue only as student fees may not be used for salaries and operating costs.

**Expense**

**New Faculty and Staff**

New faculty and staff calculations include new hire salaries, potential merit increases, summer school pay and benefits. Do not include existing faculty salaries. Include only anticipated new hires for the new program. Assume a 3% merit increase annually for FT faculty and staff.


Staff salary information can be located at: [https://www.untsystem.edu/hr-it-business-services/human-resources/unt-job-descriptions](https://www.untsystem.edu/hr-it-business-services/human-resources/unt-job-descriptions). Use the minimum + 10% for estimating staff salaries.

Summer school pay is based on UNT’s calculation of 7.5% of salary for 3 SCH course. Benefits are calculated at 28% of FT faculty and staff salaries.
Course Development Costs

Include any costs associated with new course development.

Maintenance and Operations

Line 52: Include operating costs in this section. Define the operating costs in line 89 below the table.

Line 53: In general, estimate computer/furniture for new FT faculty in the year they start at approximately $2500 per faculty.

Line 54: Contact Jack Fraser (Jack.Fraser@unt.edu) from URCM for assistance estimating marketing costs. Enter the costs anticipated for marketing and promoting the new program, including web development.

Line 55: If you will be seeking a discipline-specific accreditation or designation, include any initial candidacy fees and/or annual membership fees.

Line 56: Consult with your department’s library liaison (http://www.library.unt.edu/subject-librarians) before entering costs here. Once you have spoken with your liaison, include the identified costs (e.g. subscription fee) for new collections and any updates associated with the library. Use line 93 below the table to include the name of the library liaison.

Line 57: Include any other specific operating costs not previously covered. If there are costs associated with advising graduate students, include them here. Specify what the costs are for in line 95 below the table.