

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

About the spreadsheet

This is a tool to help department chairs and program directors provide a budget for a new undergraduate degree program. A copy of your budget, along with the VPAA-182, 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 11, projected enrollment, and line 12, estimated SCH, are prepopulated but not locked. See “Projected Enrollment” and “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 5-year Budget form at (<http://accreditation.unt.edu/resources>). Per SCH tuition for 2017-18 is \$230.11.

Formula Funding

Formula match can be completed by using the Index and Funding per SCH tabs in the spreadsheet. First use the Index tab to locate the funding code for the program CIP. If you are using courses from several disciplines, or if the course CIPs for your discipline vary, please use the course CIP (*Annually linked to* <http://accreditation.unt.edu/resources>).

- The FTE enrollment must be entered in line 12 in order to calculate the funding
- Formula Funding is calculated for years 3-5 only.
- The CIP will not be uniform. A liberal Arts degree such as a BS in Sociology, will have the majority of the hours classified as funding code 1. However there are 2 lower division science courses required by the core that will be classified as fund code 2. The degree requires 42 upper division courses. Taking into account the required courses, core courses, and hours in the degree, the breakdown would look something like this:
 - 42 core hours- 6 hours as funding code 2 and 36 as funding code 1. All will most likely be lower division.
 - 42 Upper division Sociology courses- funding code 1 at the upper division weight (1.76).
 - 36 other Lower division courses. If the courses are not prescribed, use funding code 1 for lower level courses.
- Use percentages of each CIP to make your projections. **For example, a 120 hour program as described above:**
 - A 120-hour program as described above has 6 lower division hours (5%) of courses with a Science CIP, 72 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

College/Program/Course Fee

College, program and course fees are provided here: <https://studentaccounting.unt.edu/explanation-fees>. The program fee may be an amount charged at the program or college level each semester. Specific courses may also have fees. Enter the estimated fees per year. Use line 64 below the spreadsheet to explain the fees.

Do not include other student fees as they are already included.

Projected Enrollment

The results of a review of 17 new UNT undergraduate programs from 1997 to 2014 is below. The table provides the enrollment range, median and average over the 5-year period. Please use the averages provided in the table for your 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.

	Year 1	Year 2	Year 3	Year 4	Year 5
Low	1	7	15	12	10
High	47	122	170	215	239
Median	10	30	49	56	68
Average	18	50	74	86	90

Estimated SCH

A review of SCH per FTE undergraduate student for 2016 provided an annual average of 32 hours (includes per student average for fall, spring and summer semesters). Please use the equation and table below when calculating annual SCH:

$(32) * ENR$

	Year 1	Year 2	Year 3	Year 4	Year 5
ENR	18	50	74	86	90
SCH	576	1600	2368	2752	2880

The cells in the spreadsheet include a formula to calculate Enrollment * 32 SCH.

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 20 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.

You may use a discipline specific source or CUPA as a source for estimating faculty salary. CUPA data may be found at: <http://www.cupahr.org/surveys/files/salary2016/FHE-2016-2-Digit-Average-Salaries-Tenured-and-Tenure-Track.pdf>.

Staff salary information can be located at: <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 53: Include operating costs in this section. Define the operating costs in line 89 below the table.

Line 54: In general, estimate computer/furniture for new FT faculty in the year they start at approximately \$2500 per faculty.

Line 55: Include costs anticipated for marketing and promoting the new program, including web development.

Line 56: If you will be seeking a discipline-specific accreditation or designation, include any initial candidacy fees and/or annual membership fees.

Line 57: **Consult with your department's library liaison** 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 58: Include any other specific operating costs not previously covered. Specify what the costs are for in line 96 below the table.