**New Academic Program Review**

Financial Considerations

Please work through the following questions related to your proposed program. These questions focus on the financial planning aspects of a new academic initiative.

New Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What are the expected number of students? Document the expected pattern of student cohorts as the program is rolled out.
2. What will be the timing of the first course offerings? Document the timing of first hires and the term in which courses will first be offered.
3. Other than routine operating cost (S&E) are there any other special cost associated with this program? Please list special items, cost and expected timeframe for expenditures. This would include any initial capital investment for facilities.
4. What are the plans in terms of faculty and staff? Please document the desired hiring of faculty and staff to meet the student demand in the program. Provide any specifics about the use of adjuncts or existing faculty to meet this demand. Estimate salaries for new positions.
5. Will there be any special financial aid offered for these students?
6. What will be the tuition and fees structure? Please list proposed amounts and the reasoning behind the rate.
7. Will this program be providing courses for students outside of the program major?
8. Is there an existing University program in which this new program will mirror? Where will the program reside within the University structure (school, department, etc...)?
9. Please note any special requirements of this program that will impact University services such as the Library, Admissions, Student Services and Facilities.
10. Please note any expected sources of funding for the startup of this program.

Please direct any questions to the office of Decision Support and Financial Strategy.