**CONNECTICUT BOARD OF REGENTS FOR HIGHER EDUCATION**

**Connecticut State Colleges & Universities**

APPLICATION FOR **NEW PROGRAM APPROVAL — SUPPLEMENT B**

**PRO FORMA BUDGET**

Institution: Click or tap here to enter text. Program: Click or tap here to enter text.

Resources and Expenditures Projections (whole dollars only)

|  |  |  |  |
| --- | --- | --- | --- |
| **PROJECTED Enrollment** | First Year | Second Year | Third Year |
| Fall Semester | Spring Semester | Summer | Fall Semester | Spring Semester | Summer | Fall Semester | Spring Semester | Summer |
| FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT |
| Internal Transfer (from other programs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| New Students (first time matriculating) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Continuing Students progressing to credential |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Headcount Enrollment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Estimated FTE per Year1** |  |  |  |
| **PROJECTED Program Revenue** | First Year | Second Year | Third Year |
| Fall Semester | Spring Semester | Summer | Fall Semester | Spring Semester | Summer | Fall Semester | Spring Semester | Summer |
| FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT | FT | PT |
| Tuition2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Tuition from Internal Transfer2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Program Specific Fees (lab fees, etc.) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Other Revenue (annotate in narrative) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Total Annual Program Revenue** |  |  |  |
| **PROJECTED Program Expenditures3** | First Year | Second Year | Third Year | **NOTE:** Existing regulations require that: “an application for a new program shall include a complete and realistic plan for implementing and financing the proposed program during the first cycle of operation, based on projected enrollment levels; the nature and extent of instructional services required; the availability of existing resources to support the program; additional resource requirements; and projected sources of funding. If resources to operate a program are to be provided totally or in part through reallocation of existing resources, the institution shall identify the resources to be employed and explain how existing programs will be affected. Reallocation of resources to meet new and changing needs is encouraged, provided such reallocation does not reduce the quality of continuing programs below acceptable levels.”1 1 FTE = 12 credit hours for both undergraduate and graduate programs; both for Fall & Spring, the formula for conversion of part-time enrollments to Full-Time Equivalent (FTE): Divide part-time enrollment by 3, and round to the nearest tenth - for example 20 part-time enrollees equals 20 divided by 3 equals 6.67 or 6.7 FTE.2 Revenues from all courses students will be taking.3 Capital outlay costs, instructional spending for research and services, etc. can be excluded.4 If full-time person is solely hired for this program, use rate time; otherwise, use a percentage. Indicate if new hires or existing faculty/staff. Record Salary and Fringe Benefits, accordingly.5 e.g. student services. Course development would be direct payment or release time; marketing is cost of marketing that program separately.6 Check with your Business Office – community colleges have one rate; the others each have their own. Indirect Costs might include such expenses as student services, operations, and maintenance. |
| Administration (Chair or Coordinator)4 |  |  |  |
| Faculty (Full-time, total for program) 4 |  |  |  |
| Faculty (Part-time, total for program) 4 |  |  |  |
| Support Staff ( lab or grad assist, tutor) |  |  |  |
| Library Resources Program |  |  |  |
| Equipment (List in narrative) |  |  |  |
| Other5 |  |  |  |
| Estimated Indirect Costs6 |  |  |  |
| **Total Expenditures per Year** |  |  |  |

\*Be sure the document name includes the names (or abbreviations) of your institution and program when you submit this document.