

**CREIGHTON UNIVERSITY  
REQUEST FOR NEW PROGRAM APPROVAL  
*Financial Implications Form* (FIF)**

**Purpose:** Proposed new undergraduate, graduate and professional programs (degrees, majors, minors, and certificates) must submit information concerning how the program will be financially supported prior to proceeding through the curricular development process.

**Procedure:** Although internal review processes may vary within each school or college, the completed form must be approved by the relevant parties (department curriculum committee, department chair, school/college curriculum committee, school/college dean, and provost) PRIOR to the beginning detailed work in curriculum development and submission of the full new program proposal. In those cases where a new program engages more than one department or school/college, the review process will be coordinated to ensure all parties are aware of potential financial implications. **School/College Finance Partners may be consulted to assist with the preparation of this form.**

**Definition:** A “program” can be a degree, a major, a concentration or track within a major, a minor, or a certificate.

**Complete the following information:**

Department(s): \_\_\_\_\_

Contact person(s) : \_\_\_\_\_

Date: \_\_\_\_\_

Proposed new program: \_\_\_\_\_

**Undergraduate**

**Graduate**

**Professional**

**BRIEF DESCRIPTION OF THE PROPOSED PROGRAM and HIGHLIGHTS FROM MARKET ANALYSIS (please include full market analysis document as attachment)**

[500 word limit]

**ENROLLMENTS**

In the table below, summarize enrollment and degrees conferred projections for the program for the first and fifth years of operation. Include reference materials from the market analysis in making these projections. If possible, indicate the number of full-time and part-time students to be enrolled each fall term in the notes section. If it is not possible to provide fall enrollments or fall enrollments are not applicable to this program, please indicate so and give a short explanation here.

<b>Table 1: STUDENT ENROLLMENT AND DEGREE PROJECTIONS FOR THE PROPOSED PROGRAM</b>		
<b>Category</b>	<b>Year 1</b>	<b>Year 5</b> Or when fully implemented
Number of Program Majors/Minors/Certificates (Fall Headcount)		
Annual Full-time-Equivalent Majors/Minors/Certificates (Fiscal Year)		
Annual Number of Degrees/Certificates Awarded		

Add any relevant notes for the enrollment table 1 (e.g., students are to be enrolled in a cohort; all students will be enrolled part-time; etc.) as an attachment.

**Budget Rationale (as an attachment; include corresponding data in Table 2)**

Provide financial data that document the department's capacity to implement and sustain the proposed program and describe the program's sources of funding.

- a. Is the unit(s)' (College/School, Department) current operating budget (non-capital contractual, commodities, equipment, etc.) adequate to support the program when fully implemented? If "yes", please explain. If new resources are to be provided to the unit to support the program, what will be the source(s) of these funds? **[Table 2 – Section 1]**
- b. What impact will the new program have on faculty assignments in the department? Will current faculty be adequate to provide instruction for the new program? If additional faculty are needed, please indicate the number and whether new faculty members will be full-time or part-time faculty, tenure track or non-tenure track faculty. In addition, please indicate the timing for proposed hiring of new faculty. **[Table 2 – Section 2]**
- c. Will current staff be adequate to implement and maintain the new program? This includes clinical staff or staff time required for intern placement or compliance. If "yes", please explain. Will additional staff be hired? Will current advising staff be adequate to provide student support and advisement, including job placement and or admission to advanced studies? For graduate or professional programs, will additional academic coaches be required? If additional hires will be made, please elaborate and indicate timelines. **[Table 2 – Section 2]**

- d. Are the unit's current facilities adequate to support the program when fully implemented? Will there need to be facility renovation or new construction to house the program? (For a new degree program describe in basic detail the facilities and equipment currently available).  
Also include what would be needed to for this program to be successful including: classrooms, office space, laboratories, equipment and other instructional technologies for the program). **[Table 2 – Section 3]**
- e. Are library resources adequate to support the program? Please indicate what additional library resources are needed and provide justification.
- f. Are there any additional costs not addressed in items a. – d.? These might include such items as accreditation costs or faculty start up. **PLEASE NOTE:** student recruitment or marketing needs will be addressed in the formal pro forma.  
**[Table 2 – Section 4]**
- g. Are any sources of funding temporary (e.g., grant funding)? If so, how will the program be sustained once these funds are exhausted?
- h. If this is a graduate program, discuss the intended use of graduate assistantships and where the funding for assistantships would come from.

**Table 2: RESOURCE REQUIREMENTS**

<b>ESTIMATED COSTS OF THE PROPOSED PROGRAM</b>			
<b>Only include <i>new</i> resources not currently available to the program</b>			
A full proforma will be required with the final proposal			
Category	Unit of Measurement	Year One	5 <sup>th</sup> Year (or when fully implemented)
<b>Section 1: Operating Expenses</b>			
Including but not limited to: Contractual, Commodities, Equipment, etc.	Dollars	\$	\$
<b>Section 2: Personnel</b>			
Faculty	FTE	#	#
Faculty	Dollars	\$	\$
Graduate Assistants (stipends + tuition)	20 hour GA	#	#
Graduate Assistants (stipends + tuition)	Dollars	\$	\$
Other Personnel Costs – All Staff excluding Faculty	Dollars	\$	\$
<b>Section 3: Facilities</b>			
One-time Capital Costs: Construction, renovation, large capital equipment expenses	Dollars	\$	\$
Recurring Costs: Including but not limited to rental, maintenance, etc.	Dollars		
<b>Section 4: Other Costs (itemized)</b>			
•	Dollars	\$	\$
•	Dollars	\$	\$
•	Dollars	\$	\$
•	Dollars	\$	\$
•	Dollars	\$	\$
<b>Total</b>	Dollars	\$	\$

**Routing and action summary – in sequential order:**

1. _____ Department/School Curriculum Committee Chair	_____
2. _____ Department Chairperson	_____
3. _____ School/College Finance Director	_____
4. _____ College/School Dean	_____
5. _____ Provost	_____

For interdisciplinary programs involving more than one unit, signatures from the relevant parties from each department/school/college must be obtained before being presented to the Provost.

***Once approved, include this form with the Step 1 of New Academic Program (or related).***