

## Instructions for Developing the UMBC Budget for New Program Proposal

This is a tool to help faculty create a UMBC budget for new undergraduate and graduate degree programs. The separate budget required by MHEC will be developed based on the UMBC budget. The tool consists of three worksheets and one budget template. The UMBC budget template must be included in any new program proposal.

The red tabs are worksheets to guide you as you complete the yellow tab budgets.

### **Undergrad Enrollment Worksheet**

This worksheet is intended to assist academic units in projecting enrollments in their new program. Faculty are strongly encouraged to seek assistance from the Provost's Office in completing this worksheet. The Provost's Office can assist in providing assumptions and comparable program data, and in considering overall enrollment impacts of the proposed new program on the campus. Cells shaded orange are for your data entry. The Student Sources Worksheet can help to identify possible sources of new students.

The data for section 4 (estimated return ratios) can be found in the Retention Rate Tables link. Once you have identified the rates to be used, copy and paste the data into the proper cells in section 4. The Retention Rate Table is updated each fall by the Office of Institutional Research, Analysis, & Decision Support (IRADS).

### **Student Sources Worksheet**

This worksheet is intended as a tool for academic units and governance bodies in their consideration of the likely sources of students, historical enrollment patterns, and the enrollment profiles of comparable programs. To the extent practicable, please include informed estimates on the potential for the internal migration of students from major program into the newly proposed program. Please provide enrollment data on comparable programs within Maryland and among UMBC's peer and aspirational peer institutions.

Possible data sources include [UMBC's Office of Institutional Research, Analysis, and Decision Support](#), [MHEC's Annual Enrollment Reports](#), and [the National Center for Education Statistics' \(NCES\) College Navigator](#).

### **Impact on Other Programs Worksheet**

This worksheet allows the user to more accurately consider the total costs of new programs by considering the impact on other departments.

### **New Program Budget - Undergrad**

Cells shaded blue will automatically update based on your data entry in the orange cells of the Undergrad Enrollment Worksheet. The Tuition & Fee Rate is updated every Spring.

### **Graduate Enrollment Worksheet**

This worksheet is intended to assist academic units in projecting enrollments in their new program. Faculty are strongly encouraged to seek assistance from the Provost's Office in completing this worksheet. The Provost's Office can assist in providing assumptions, comparable program data, and in considering overall enrollment impacts on the campus. Cells shaded orange are for your data entry. The Student Sources Worksheet can help to identify possible sources of new students.

The data in section 3 (estimated return ratios) are the overall return ratios for all graduate programs. Additional data on graduate retention rates can be found in the REX Guided Report: Home > Census Data > Retention and Graduation Rates > Grad Retention and Graduation by plan. Through this report, one can select plan objective, FT or PT status, College, Organization, and/or Program Plan to compare rates to similar existing programs. Use the data from the latest cohort term with four years of retention data available.

### **New Program Budget-Graduate**

Use data from the Graduate Enrollment Worksheet to populate the New Students, Continuing Students, Total Headcount, and Total Credit Hours lines. The Tuition & Fee Rate is updated every Spring.