

# **Approval Guidelines for Non-Curriculum Revenue Generating Programs**

## **Introduction**

Opportunities will arise were it is appropriate to start revenue generating academic programs that are non-curriculum type programs. Creating such programs should be encouraged and supported. The purpose of these guidelines is to ensure appropriate units are aware of the program being proposed and have the opportunity to review the proposal to assess the proposed program success and financial requirements. All such programs will be approved through formal notification from the Office of the Provost.

The concept should be initially discussed by the dean with the provost. Once concept is agreed to, a detailed proposal including financial analysis should be submitted to the Office of the Provost for review of the proposal and financial analysis.

## **Timeline**

Non-curriculum revenue generating programs may be submitted for approval through-out the year.

## **Proposal**

Program proposals should include program description, financial analysis and sunset clause.

### **Program Description**

Proposal will include a detailed program description that also includes:

- Goals of the proposed program
- Rationale for instituting this program
- How program advances mission and strategic goals of university and college or school
- Constituency served/intended student market
- Market demand statement
- Facilities to be used for delivery
- Timeline for the new program initiation
- Faculty who will facilitate program
- Identify special needs associated with program

### **Financial Analysis**

Proposal will include detailed description of revenue sources and all expenses. Units are highly encouraged to contact the University Budget Office to assist in developing the budget revenue and expense projections.

### **Resources**

Similar to new academic programs associated with the curriculum, these non-curriculum programs may require allocation of funds to cover start-up cost and other initial expenses. The proposal should identify those cost/expenses. Every effort should be pursued in maximizing reallocation of college or department resources to fund start-up cost and initial expenses. For start-up cost that cannot be internally reallocated, an agreement on how the start-up cost or initial uncovered expenses are allocated and repaid will be part of the approval documentation.

### **Sunset Clause**

A sunset clause is required for all submitted proposals and must identify parameters that must be achieved by specified time and maintained in order for the program to continue.