**Board of Governors, State University System of Florida**

**PROPOSAL TO ESTABLISH A NEW TYPE I, II, OR III CAMPUS, OR SPECIAL PURPOSE CENTER**

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| **University Submitting Proposal** |  | **Proposed Name of Educational Site** |
|  |  |  |
| **Site ID** |  | **Proposed Type of Educational Site**(Type I, II, or III Campus, or Special Purpose Center) |
|  |  |  |
| **Physical Address of Educational Site** (US Site: address, city, state, zip) (International site: street address, number , city, county/province, country) |  | **Proposed Opening Date**(First date and term student instruction will be offered at the site) |

**The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary financial resources and the criteria for establishing or relocating an educational site have been met prior to the initiation of the first course offerings.**

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| **Date Approved by the University Board of Trustees** |  | **President** |  | **Date** |
|  |  |  |  |  |  |  |
| **Signature of Chair, Board of Trustees** |  | **Date** |  | **Vice President for Academic Affairs** |  | **Date** |

**Under Projected Enrollment, provide headcount (HC) and full-time equivalent (FTE) student enrollment estimates by level from Table 1 in Appendix A for Years 1 and 5, or the Final Year of implementation if it exceeds five. Under Projected Costs, provide revenues and expenses from Table 2 and capital project costs from Table 3 for Years 1 and 5, or the Final Year if it exceeds five.**

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| **Projected Site Enrollment** (from Table 1) |  | **Projected Costs** (from Tables 3 and 4) |
|  | **HC** | **FTE** |  | **Operational** |  |
|  |  | **E&G Funding** | **Other (Contracts & Grants, Auxiliary)** | **Capital Projects** | **Total Cost** |
| Undergraduate | **Year 1** |  |  |  | **Year 1** |  |  |  |  |
| **Year 5** |  |  |  | **Year 2** |  |  |  |  |
| Graduate | **Year 1** |  |  |  | **Year 3** |  |  |  |  |
| **Year 5** |  |  |  | **Year 4** |  |  |  |  |
|  |  |  |  |  | **Year 5** |  |  |  |  |

*Note: This outline and the questions pertaining to each section must be reproduced within the body of the proposal to ensure that all sections have been satisfactorily addressed. Tables 1 through 4 are to be included as Appendix A and not reproduced within the body of the proposals because this often causes errors in the automatic calculations.*

**I. Introduction**

1. **Provide a short description of the project and rationale for the request to establish an educational site, including the main purpose for this site (research, instruction, administration, student services, etc.).**
2. **Provide a short narrative assessment of how the establishment of the educational site supports the university mission and the goals incorporated into the university strategic plan and Board of Governors State University System Strategic Plan.**
3. **Provide a timetable of critical benchmarks that must be met for full implementation which can be used to monitor progress (planning, design, funding, construction, etc.). The timetable should also include ensuring appropriate accreditation of the proposed educational site and any proposed programs requiring specialized accreditation, if required**.

**II. Need and Demand Assessment**

1. **Provide a detailed assessment of unmet local student demand for access to academic programs in the vicinity of the proposed educational site. Complete Table 1 in Appendix A to enrollment projections for unduplicated student headcount and FTE by degree program and level.**

1. **Provide a detailed data-driven assessment that describes unmet local and regional workforce need for programs and services to be offered at the proposed educational site. In the appendices, provide letters of support from the local community and business interests.**

**III. Academic Programs and Courses**

1. **Provide a list of the degree programs, partial programs, or college credit certificates and courses to be offered at the proposed educational site by year five or the Final Year of implementation if different, using Table 1 in Appendix A. The proposed degree programs must be identified by six-digit CIP Code, by program title, and degree level.**
2. **Provide an explanation as to how the proposed degree programs and courses will be affiliated with similar programs offered on the central campus and/or other educational sites of the university. Will they be independent or an extension of existing programs?**(Please see BOG regulation 8.011 (5))
3. **Provide an assessment, supported with data, that justifies any duplication of degree programs and services that might already be provided by an existing state university or Florida College System campus in the vicinity of the proposed educational site. Describe any discussions that have taken place with affected colleges and universities and provide letters of support or letters of concern in the appendices.**

**IV. Administration and Student Support Services**

1. **Describe the administrative structure of the proposed educational site and how it will relate to the central administration of the university. Include any necessary funding in the financial plan outlined in Table 2 of Appendix A.**
2. **Describe how the proposed site will provide student services, either onsite or online from the central university campus.**
3. **Provide a plan to provide library services and other instructional resources that will support the proposed programs. Include any necessary funding in the financial plan outlined in Table 2 of Appendix A.**

**V. Budget and Facilities**

1. **Provide a projected operational budget using Table 2 in Appendix A that includes revenues and expenses out to year five, or the final year of implementation if different. Provide a narrative that explains the cost assumptions reflected in Table 2. Include the operational costs on the proposal cover page.**
2. **Use Table 3 in Appendix A, to identify each facility or facilities required to establish the proposed educational site, and any additional facilities that will be required once the site has reached its expected size and enrollments. Include capital facility costs on the proposal cover page.**
3. **Describe ownership of the new location and provide documentation of ownership or lease agreements, to include any special clauses, easements, or deed restrictions. If the property is a gift, provide the gift agreement. Please provide information on the type of ownership if the site is leased or owned (if leased please provide information on the duration of the lease and the entity that owns the lease). If the site is joint-use please provide the name of the other entity in the joint agreement as well as the total number of students this site will serve from year 1 through year 5.**
4. **Are the facilities owned or leased by the University?**

**( ) Owned ( ) Leased**

**VI. Addendum for International Campuses and Special Purpose Centers**

**If the proposed site is international, include a copy of any MOU or other agreements related to the site as an appendix**

**( ) The University certifies that all requirements of BOG Regulation 8.009(3)(f) have been met.**