**FLORIDA BOARD OF GOVERNORS**

**PROPOSAL TO OFFER A Full Range of GENERAL EDUCATION AND OTHER Lower-LEVEL CourseS AT AN EDUCATIONAL SITE**

**OTHER Than The UNIVERSITY Main Campus**

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| **University Submitting Proposal** |  | **Proposed Implementation Term** |
|  |  |  |
| **Name of Educational Site** |  | **Physical Location**  |

**The submission of this proposal constitutes a commitment by the university that, if the proposal is approved, the necessary financial and instructional resources will have been met prior to the initiation of the proposed courses.**

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

**Provide headcount (HC) and full-time equivalent (FTE) student estimates for Years 1 through 3. HC and FTE estimates should be identical to those in Table 1 in Appendix A. Indicate the projected costs for the first and the third years of implementation as shown in the appropriate columns in Table 2 in Appendix A. Calculate an Educational and General (E&G) cost per FTE for Years 1 and 3 (Total E&G divided by FTE).**

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| **Implementation Timeframe** | **Projected Enrollment** **(From Table 1)** |  | **Projected Implementation Costs****(From Table 2)** |
|  | **HC** | **FTE** |  | **E&G Cost per FTE** | **E&G Funds** | **Contract & Grants Funds** | **Auxiliary Funds** | **Total Cost** |
| **Year 1** |  |  |  |  |  |  |  |  |
| **Year 2** |  |  |  |  |  |  |  |  |
| **Year 3** |  |  |  |  |  |  |  |  |

*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.*

1. **Provide a narrative rationale for the request and describe the relationship to the university’s mission and strategic plan. Describe any relationship to goals included in the Board of Governors strategic plan.**
2. **Provide an assessment of student demand for lower-level courses at the educational site and explain why the need cannot be met by partner Florida College System institutions, state university campuses, or independent institutions in the area. Explain why the need cannot be met by a limited number of lower-level course offerings specific to existing or proposed degree programs in accordance with Board of Governors Regulation 8.009 (2) (a). Include any letters of community support or concern in the appendices.**
3. **Provide an assessment of the effect on local articulation agreements if a full range of lower-level courses are offered at this site and provide documentation of discussions with affected Florida College System or State University System institutions. Include any letters of support or concern in the appendices.**
4. **Provide projections of lower-level student headcount and FTE out to year three at the educational site using Table 1 (Appendix A) and provide a narrative explanation of the methodology used in making the projections.**
5. **Provide an assessment on the availability of necessary facilities, equipment, and educational resources to implement a full range of lower-level courses at the educational site. Identify any capital improvements that might be necessary, their projected cost, and the expected funding source.**
6. **Provide a projected operating budget out to year three using Table 2 (Appendix A) and include a narrative description of cost factors that support the projections. Identify any funds that will be reallocated from existing budget units at the campus or university in Table 3 (Appendix A).**
7. **Provide a listing of current and planned faculty out to year three who will provide the instruction for the lower-level courses using Table 4 (Appendix A).**
8. **Describe the expected impact on SACS COC Accreditation and provide a process and timeline for submitting a substantive change notification.**