**OFF-SITE OFFERING OF ACADEMIC PROGRAMS AT NKU APPROVED INSTRUCTIONAL LOCATION**

***Administrative Approval Request Form***

**College(s):**

**Department(s):**

**Program Name:**

**Degree Level:**

**Location of the Degree Offering:**

**Total Credit Hours Required for Completion:**

**Percentage of the degree that will be offered off-site:**

**Mode of delivery:**

**Description:**

**Demonstrated Demand:**

**Projected Minimum Cohort Enrollment:**

**Program Cost/student (identify all costs, including tuition, application fees, course fees, books, etc):**

**Expected Revenue:**

**Proposed First and Last Term of Enrollment (semester & yr):**

**Maximum enrollment:**

**Contact information for the lead person at the instructional site:**

**Contact information for the lead contact individual for the academic program:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Department Chair(s) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Dean(s) Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**CFO Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Vice Provost, as appropriate Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Legal Affairs\* Date**

\*Only necessary if expenses are being paid by an entity other than the students and a contract is needed.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_**

**Provost Date**

* This form should be used for both external closed cohorts and contract cohorts
* External closed cohort: an existing NKU program offered at an off-site location
* Contract cohort: specialty packaged offerings requested by off-site partners.
* This form is not to be used for Education Abroad