**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 (include application fees, course fees, books):**

**Expected Revenue/Expenses:**

**Proposed First Term of Enrollment:**

**Maximum enrollment:**

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

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

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

**Dean Date**

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

**CFO Date**

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

**Legal Affairs Date**

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

**Vice Provost, as appropriate Date**

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

**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