**NKU PROFESSIONAL Development**

***Administrative Approval Request Form***

*This form is not required for learning opportunities offered at low-to-no-cost to professional colleagues, or those designed solely for personal enrichment.*

**College(s):**

Click here to enter text.

**Department(s):** Choose an item.

Click here to enter text.

**Program Name:**

Click here to enter text.

**Location of the Offering:**

Click here to enter text.

**Mode of delivery:**

Click here to enter text.

**Description:**

Click here to enter text.

**Is this for a special organization/company OR for a general audience?**

Click here to enter text.

**Will there be an opportunity to earn Course Credit, CEUs, and/or Professional Certification?**

Click here to enter text.

**Demonstrated Demand:**

Click here to enter text.

**Projected Number of Participants:**

Click here to enter text.

**Program Cost (identify both one-time costs and continuing costs):**

* **One-time Costs -** expense that is not recurring in nature such as the purchase of equipment required to start a program.

Click here to enter text.

* **Continuing Costs -** expenses that are recurring and ongoing such that they need to be incorporated into the base budget of the department.

Click here to enter text.

**Proposed Fee Charged/Student or Program:**

Click here to enter text.

**Competition (list competitors offering similar program and amount they charge):**

Click here to enter text.

**Contact information for the program lead:**

Click here to enter text.

**Signatures:**

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**Department Chair(s)/School Director(s) Date**

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**Dean(s) Date**

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

**CFO Date**

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**Vice Provost for Graduate Education, Research & Outreach Date**

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**Provost Date**