



Request for New School Approval Form

This form must be sent to both the Director of Human Resources and the Association President

Your Name: _____

College/University Name: _____

Website Address: _____

Course Title and Number: _____

Link to access the course/program description: _____

What are the school Accreditations: _____

Link to access the accreditation page: _____

Is this a graduate level program/course? _____

If this is a course, is it part of a graduate program: _____

If not, then what is it part of? _____

How many credits is this course/program? _____

What is the cost/per credit hour: _____

Link to access per credit cost information: _____

Narrative as to why you would like this approved: _____

Date submitted: _____

Requests will be determined within 60 days of submission.

Please make sure all information is completed above to help speed up the process.