



## 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.