

ADD OR AMEND A COURSE OF INSTRUCTION PROCEDURE

1. Submit a PSC-1 form which lists all program offerings—current and proposed. Denote with an asterisk the course(s) that is/are to be added or amended. Complete the “Roster of Instructional Staff” on the back side of the PSC-1 form. Submit a completed PSC-9 form, with documentation of credentials attached, for any instructor, current or proposed, who has not been approved by this office;
2. Submit a Course Outline for the new or amended course which includes subject numbers/titles, clock hours per subject, and quarter credit hours/semester credit hours, if applicable. Total the number of clock hours for the course;
3. Submit a Course Description for the new or amended course. From the course outline, list each subject by number/title and describe the emphasis of each subject in a few sentences; and
4. Submit a statement as to whether or not it will be necessary to purchase additional equipment/supplies/furnishings in order to offer the new or amended course. If yes, submit the inventory list for that course offering and indicate the number available of each item on the list.
5. If an externship or clinical is included on the course outline, submit a copy of the signed contract(s) with the facility(ies) which will be utilized for the externship/clinical.

Applications for new or amended programs are accepted continuously. However, if the application is submitted for an Associate in Occupational Studies Degree, that application will have to be considered by our Commission and Board. **PLEASE REMEMBER: YOU ARE NOT TO ADVERTISE, RECRUIT, OR OFFER THE NEW OR AMENDED COURSE UNTIL YOUR NEW OR AMENDED COURSE HAS BEEN APPROVED BY THE PROPRIETARY SCHOOLS BUREAU (R.S. 17:3141.5B).**