



**Application for Associate in Occupational Studies Degree**

**State of Louisiana  
Board of Regents**

Division of Planning, Research & Performance  
Proprietary Schools  
P.O. Box 3677  
Baton Rouge, LA 70821-3677

PLEASE TYPE OR PRINT

The Louisiana Board of Regents shall approve or disapprove occupational degree proposals as submitted by eligible licensed post-secondary proprietary schools under its jurisdiction.

*Title of Associate in Occupational Studies Degree Proposal*

KNOW ALL MEN BY THESE PRESENTS:

That \_\_\_\_\_  
(Name of Proprietary School)

of the City of \_\_\_\_\_, State of \_\_\_\_\_

is:

- (1) licensed by the Louisiana Board of Regents;
  - (2) domiciled in the State of Louisiana; and
  - (3) accredited by a regional or national accrediting agency recognized by the United States Department of Education.
- a. The Louisiana Board of Regents shall revoke the degree-granting status of any post-secondary proprietary school that loses or withdraws its accreditation.
  - b. Eligible post-secondary proprietary schools shall award a non-academic degree entitled "The Associate in Occupational Studies" (*AOS Degree*). No proprietary school shall award the Associate of Arts or Associate of Science. All advertising, recruiting, and publications shall state clearly that such occupational degree awarded by a post-secondary proprietary school is non-academic and does not imply, promise, or guarantee transferability.
  - c. Each student admitted to an occupational degree program in an accredited post-secondary proprietary school shall be required to:
    - 1) have a high school diploma or equivalent and
    - 2) complete a minimum of two years, four semesters, or six quarters of course work for each occupational degree program.
  - d. Each *AOS* degree program shall have a minimum of 75 percent of its course of study in a specific occupational area.
  - e. Each course of study shall have a minimum of 96 quarter hours if using quarter hours, a minimum of 1800 clock hours if using clock hours and a minimum of 64 semester hours if using semester hours.

Please enclose one (1) original, in a binder with tabs, of the following:

- 1) a completed PSC-1 form, including the title of the proposed AOS degree program;
- 2) the completed PSC-11 form;
- 3) a blank copy of an AOS degree for this program;
- 4) a detailed program outline including subject numbers, subject titles, clock hours, quarter hours or semester hours (whichever is used) for each subject, and total clock hours, quarter hours or semester hours (whichever is used);
- 5) a description of each subject including the number of quarter hours, clock hours or semester hours (whichever is used);
- 6) an inventory list of equipment/supplies/furnishings available for the AOS degree program.

*Please note quarter hours are typically measured in the following manner:*

- a. 10 class periods equals 1 quarter credit hour in lecture-type courses;
- b. 20 class periods equals 1 quarter credit hour in lab-type courses; and
- c. 30 class periods equals 1 quarter credit hour in shop-type courses.

One class period is generally defined as a minimum of 50 minutes of instruction within a 60 minute (1 hour) time period.

The rule for converting quarter hours to semester hours is as follows:

Quarter hours multiplied by two-thirds equals semester hours.

Name and Address of Institution: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature  
of School Official*

\_\_\_\_\_  
*Notary Public  
(Printed Name)*

\_\_\_\_\_  
*Title  
of School Official*

\_\_\_\_\_  
*Signature and Seal of Notary*