

Instructions for Form 0391, "Exhibit E: Program of Instruction Outline"

The Program of Instruction Outline form is used to describe briefly each individual program of instruction offered by the institution. Exhibit E should be submitted annually for each program; however, if Exhibit E has been submitted previously for a program of instruction, check "Previously Authorized" at item 4 and fill in only the program title and those items for which data has changed since the prior submission. Items 5 and 12 must be completed annually. Please make additional copies of the Exhibit E form, as needed. Instructions for completing items on the form follow.

- 1. Name of Institution.** Enter the full name of the institution. Provide the name of the local campus if the institution is a branch or affiliate of a parent institution or company.
- 2. Date.** Enter the date of submission of the Program of Instruction Outline Form to the commission.
- 3. Program of Instruction Title.** Provide the exact title of the program, as it is identified or proposed to be identified in the catalog and other literature provided to students and prospective students.
- 4.** Check the appropriate box to indicate whether authorization is being requested for a new program of instruction or whether this Exhibit E form is being submitted to provide updated information on a previously authorized program.
- 5. Costs.** Report the cost that must be paid by every student in order to complete the entire program.
 - Tuition.** Enter the amount of tuition charged to each student for the entire program (assuming completion in the normal amount of time). If tuition varies according to the type of program or for other reasons, attach explanatory information. (Note: the amount of tuition charged per term or course segment (quarter, semester, etc.), if such segments are used, is reported in Item 14.)
 - Fees.** Enter the total amount of any fees which are separate from tuition and list each in the spaces provided.
 - Other Charges.** Write the total amount of any other expenditure the student is routinely required to make in order to complete the program. This may include equipment, supplies, or specialized services not provided by the institution. List these charges in the spaces provided.
- 6. Subject Titles.** List all individual subjects which make up the program of instruction. Include both required subjects and electives which students may apply to completion of the program.
- 7. Objectives of the Program of Instruction.** List the occupational objectives. Identify jobs which should be available to students upon completion of the program of instruction.
- 8. Entrance Requirements.** List the qualifications required of a student entering the program, including any tests used and minimum acceptable scores.
- 9. Instructional Methods.** Describe how each subject is taught, and list instructional materials and textbooks used.
- 10. Facilities and Equipment.** Describe the physical facilities and equipment utilized in this program.
- 11. Accreditations and Authorizations.** Name only those accreditations and authorizations specifically awarded to this program.

12. **Enrollment In the Program.** If the program has been in existence for at least one year, provide enrollment, graduate, and placement data for the most recent twelve month academic year. If the program is new, provide estimates for the first twelve months.
13. **Duration of the Program.** Enter the number of hours per day, days per week, and total number of weeks typically required to complete the program of instruction. If the program involves more than one term or course segment (quarter, semester, etc.), complete the information provided in item 14 instead of entering a figure for 'number of weeks.*
14. **Term or Course Segment Used.** If the institution utilizes a quarter, semester, or other term segment, check the appropriate box and indicate the number of weeks in one term or segment. Also, indicate the number of segments normally needed to complete the program, and the tuition charged per segment for a normal class load. If a different tuition amount is charged for each individual class or for students who enroll for less than full class loads, please explain in an attached note. (If the entire program of instruction is completed in one segment, please fill in the "number of weeks" blank under item 13.)
15. **Delivery of Instruction.** Check as many boxes as needed to identify the normal delivery mode for the program. If two or more distinct formats are employed, submit a separate "Exhibit E" for each format.
16. **Basis for Completion.** Check the appropriate box to identify the method for accumulating the minimum number of hours or units required for completion of the program. Check "hours" if the institution uses a "clock hours," "contact hours," or "class hours" basis. If a "credit hours" or "credit units" basis is used, check "credit hours." If not provided with a previous Exhibit E, attach an explanation of the system for accumulating hours or credits.
17. **Subject Description.** On a separate attachment, provide a brief description of each subject listed in item 6. If the institution's catalog provides subject descriptions which adequately respond to this item, refer to page numbers in your catalog. A copy of the catalog must accompany each program of instruction submission.