



Bureau for Private Postsecondary Education
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REQUIRED INFORMATION – NOT VERBATIM

- All required information must be printed in the same size as the rest of the catalog, unless it states to print it larger.
- The catalog must be updated every year and the dates must be on the catalog ex: January 1, 2014 - December 31, 2014 If you update the catalog during the year (add a class, delete a class, add faculty members, etc.) you may do that by adding an addendum, make sure it is clear that the addendum is part of the catalog and include the date that the addendum was added.
- The catalog must have the name of the institution along with the address, telephone number and web address. Include any other addresses where classes will be held.
- The catalog must have a statement that tells the reader that the institution is a private institution and is approved to operate by the Bureau for Private Postsecondary Education and what it means to be approved. Something along the lines of: "This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations." Would meet this requirement.
- The catalog must have all policies that the institution has regarding granting credit for "prior experiential learning." This would include a statement (if applicable) that the institution does not grant credit for "prior experiential learning."
- If the institution admits students from other countries the catalog must provide information regarding what visa services are provided and whether the institution will vouch for student status and clearly state any charges that the student would have to pay for the services.
- The catalog must have a description of the institution's library and learning resource center along with the directions on how to access the library and learning resources.
- If an institution offers correspondence instruction, the catalog must include the number of days between the time that the institution receives student lessons or assignments and the mailing of the evaluation of the lesson back to the student.
- The catalog must describe the student services offered by the institution.

- The catalog must describe the placement services offered by the institution.
- Housing information including all of the following:
 1. Whether the institution has dormitory facilities under its control;
 2. The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and
 3. If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement indicating that the institution has no responsibility to find or assist a student in finding housing. Don't say "the program is "non-residential" it does not satisfy this requirement.
- An explanation of the institution's complaint and grievance process. That is, inform the students about the process that they should follow to file complaints and/or notify the institution of problems. Make sure the students know the who (they should speak with), where (they can find that person) when (that person is available) and how (verbally, in writing, by email...etc.) for filing complaints.
- Explain how long student records will be kept and who the student or alumni should contact in order to get a copy of their student records or transcript.
- The institution's mission and purpose statement.
- The catalog must have a description of the programs that are offered by the institution and a description of the instruction in each of the courses offered. It must include the requirements for completion of each program - all the required courses, exit exams, internships/externships, etc. It must clearly include the total number of credit hours (semester or quarter) or clock hours or other increments that are required for completion.
- A statement that clearly describes the objective of each educational program.
- The catalog should describe the level of English proficiency that is required to be successful in the courses and how the student can document their proficiency. This might look something like: "A student must have a score of 500 on the TOEFL exam." Or "The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam."
- The catalog must have a list of the faculty and their qualifications.
- The catalog must clearly state the admission requirements. This should include any prior education or training that is required.
- The number of credits that the institution will accept for transfer and any limitations on the kind or types of institutions that grant the credit. Ex: "the institution will accept up to six units of credit from an accredited institution."

- If the institution will accept credits through challenge examinations and/or achievement tests.
- A statement that the institution has or has not entered into an articulation or transfer agreement. If the institution has entered into an articulation or transfer agreement describe the articulation or transfer agreement.
- The catalog should describe whether or not any English language services are provided such as translators or ESL classes and the amount charged for the service.
- All policies regarding any form of financial aid. Financial aid is any money that is coming from state and federal sources. This is not just Title IV money, but money from any source. This should include all required disclosures for student loans if the institution provides loans to students.
- The institution must include the requirements for student achievement. This could be a certain grade point average that needs to be maintained or the time that a student has to complete the course, or the number of tries a student has to pass the course and what happens if the student does not meet those requirements.
- Describe the Institution, the building, the grounds (if appropriate, the classrooms, any labs or practice rooms) and the equipment and materials that are available to the students for completion of the program.
- A statement reporting whether the institution participates in federal and state financial aid programs and, if so, all consumer information that is required to be disclosed to the student pursuant to federal and state financial aid programs.
- A statement specifying that, if a student obtains a loan to pay for their educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund in the case of a student's withdrawal. The catalog should also inform students that if they received federal student financial aid funds, and withdrew from the institution, the student is entitled to a refund of the money not paid from federal financial aid funds.
- A statement specifying whether the institution has a pending petition in bankruptcy, is operating as a debtor in possession, has filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)
- If the institution offers degree programs, the catalog must have a statement that the institution is or is not accredited. If the institution is not accredited, the catalog must also clearly state the known limitations of the degree program. The statement should include all of the following but more if applicable:

1. If a graduate of the program will be eligible to sit for any applicable licensure exam in California or other states;
 2. That a degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including but not limited to, positions with the State of California, and
 3. That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- If the educational program is designed to lead to positions in a profession, occupation trade or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.
 - The catalog must include the cancellation policy. This must include an explanation that the student has the right to cancel the enrollment agreement and obtain a refund through attendance at the first class session or the seventh day after enrollment whichever is later. This should also include the process that the student should follow to cancel and obtain a refund.
 - The catalog must include the process for notifying the school that they are withdrawing and the procedures for how the student can request a refund.
 - The institution's probation and dismissal policies. The policy might include the grounds for dismissal or probation and the students' rights regarding an appeal.
 - The institution's attendance policy
 - The catalog must include the policy for a leave of absence. This might include the length of time a student may request for a leave of absence, the number of leaves the student may request and the reasons a leave of absence may be approved.
 - The schedule of total charges for the period of attendance **and** an estimated schedule of total charges for the entire educational program.