



Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818, West Sacramento, CA 95798-0818
P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



TOP 5 MISTAKES FOUND IN CATALOGS

1. Institutions often forget to include the schedule of total charges for a period of attendance, and an estimated schedule of total charges for the entire educational program. These are two separate items that need to appear in the catalog.
2. 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 number or types of institutions that would be acceptable; 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; and if the institution has entered into an articulation or transfer agreement describe the articulation or transfer agreement.
3. Institutions often forget to include all of the addresses where class sessions will be held. If there are some classes that will be provided off site, the address for those locations must be included as well. Including the type of location – branch or satellite.
4. 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.). Even if the institution has not filed for any sort of bankruptcy, or this statement does not apply to them at all, they must still address the information to explain that they do not have any of the above mentioned issues.
5. The catalog must have a list of the faculty and their qualifications. Often time institutions do not provide the entire list of faculty or all of their qualifications which makes them qualified to instruct the courses they are providing at the institution. All of this information must be included. For example, if a degree was earned simply putting BA does not clearly identify their qualifications. It should be clearly identified for example, as BA Business Administration.