

California Code of Regulations
Title 5. Education
Division 7.5. Private Postsecondary Education
Chapter 3. Institutional Operating Standards

**PROPOSED REGULATORY LANGUAGE CONCERNING EDUCATIONAL
PROGRAMS UNDER 32 HOURS IN LENGTH**

Legend—added text indicated by underline, deletion by ~~strikethrough~~.

1. Amend Section 71710, of Article 1, of Chapter 3, of Division 7.5 of Title 5 of the California Code of Regulations

71710. Educational Program.

(a) In order to meet its mission and objectives, the educational program defined in section 94837 of the Code shall be comprised of a curriculum that includes:

~~(a1)~~ Those subject areas that are necessary for a student to achieve the educational objectives of the educational program in which the student is enrolled;

~~(b2)~~ Subject areas and courses or modules that are presented in a logically organized manner or sequence to students;

~~(c3)~~ Course or module materials that are designed or organized by duly qualified faculty. For each course or module, each student shall be provided with a syllabus or course outline that contains:

~~(4A)~~ A short, descriptive title of the educational program;

~~(2B)~~ A statement of educational objectives;

~~(3C)~~ Length of the educational program;

~~(4D)~~ Sequence and frequency of lessons or class sessions;

~~(5E)~~ Complete citations of textbooks and other required written materials;

~~(6F)~~ Sequential and detailed outline of subject matter to be addressed or a list of skills to be learned and how those skills are to be measured;

(7G) Instructional mode or methods.

(d4) If degree granting, require research of an appropriate degree that utilizes a library and other learning resources;

(e5) Specific learning outcomes tied to the sequence of the presentation of the material to measure the students' learning of the material; and

(f6) Evaluation by duly qualified faculty of those learning outcomes.

(b) An educational program of 32 hours or less as described in Section 94837 of the Code shall be presumed to be “designed to lead to employment” if any of the following apply:

(1) it is on the Eligible Training Provider List the Employment Development Department published on its website at www.edd.ca.gov pursuant to the Workforce Innovation and Opportunity Act (Public Law 113-128) section 122 (29 U.S. Code section 3152) and Code of Federal Regulations, Title 20, section 680.500;

(2) the institution represents that the course or module, either separately or as part of a set of related courses or modules, leads to employment or a career, either as stated by the institution to the Bureau on any application submitted to the Bureau for approval of any institution or educational program, including sections 71100, 71105, 71210, 71220, and 71390, or in any other written correspondence provided to the Bureau, or in any advertising or publication used to solicit or recruit prospective students. “Advertising” shall have the meaning set forth in section 74140;

(3) the institution represents in its course or module materials, syllabus or course outline that the educational objectives of the course or module includes preparing or fitting students in the skills and knowledge necessary to satisfy the qualifications for licensure in a specified career, occupation, vocation, job, or job title.

Note: Authority cited: Sections 94803, 94885 and 94877, Education Code. Reference: Sections 94837 and 94885, Education Code.

2. Amend Section 71810, Article 2, Chapter 3, Division 7.5 of Title 5 of the California Code of Regulations

71810. Catalog.

(a) Each institution shall provide a catalog pursuant to section 94909 of the Code, which shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:

(1) The specific beginning and ending dates defining the time period covered by the catalog;

(2) A statement of the institution's missions and purposes and the objectives underlying each of its educational programs;

(3) If the institution admits students from other countries, whether visa services are provided or whether the institution will vouch for student status, and any associated charges;

(4) Language proficiency information, including: (A) the level of English language proficiency required of students and the kind of documentation of proficiency, such as the Test of English as a Foreign Language (TOEFL), that will be accepted; and (B) whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost;

(5) Whether any instruction will occur in a language other than English and, if so, the level of proficiency required and the kind of documentation of proficiency, such as the United States Foreign Service Language Rating System, that will be accepted;

(6) The institution's policies and practices regarding any form of financial aid, including all consumer information which the institution is required to disclose to the student under any state or federal financial aid program;

(7) The institution's policies and procedures for the award of credit for prior experiential learning, including assessment policies and procedures, provisions for appeal, and all charges that a student may be required to pay;

(8) The institution's standards for student achievement;

(9) A description of the facilities and of the types of equipment and materials that will be used for instruction;

(10) A description of library and other learning resources and the procedures for student access to those resources;

(11) If the institution offers distance education, the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.

(12) A description of all student services;

(13) Housing information including all of the following:

(A) Whether the institution has dormitory facilities under its control;

(B) 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

(C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph.

(14) Policies on student rights, including the procedure for addressing student grievances; and

(15) Policies on the retention of student records.

(c) Institutions that include one or more courses in its catalog that do not meet the definition of educational program in section 94837 of the Code must include a list of the programs to which the provisions of the Act apply, to be provided after the following disclosure:

“This catalog includes programs that are state-approved by the California Bureau for Private Postsecondary Education and subject to the California Private Postsecondary Education Act of 2009 and others that are not. Certain rights and protections outlined in this catalog, including but not limited to student refund rights, cancellation rights, and Student Tuition Recovery Fund (STRF) eligibility, apply only to the following state-approved programs:”.

Note: Authority cited: Sections 94803, 94877 and 94885, Education Code. Reference: Sections 94837, 94885 and 94909, Education Code.