



Business, Consumer Services and Housing Agency  
 Governor Edmund G. Brown Jr.  
**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](http://www.bppe.ca.gov)



## Catalog Checklist

<b>Name of Institution:</b>	<b>Application #:</b>
<b>Reviewer Name:</b>	<b>Institution Code:</b>

Pursuant to the California Private Postsecondary Education Act of 2009 (CEC) and Title 5, Division 7.5 of the California Code of Regulations (5, CCR), an institution shall be in compliance with the catalog minimum requirements. The minimum requirements listed in the table below summarize relevant sections of the CEC and 5, CCR, or requests specific documentation in regards to the CEC and 5, CCR. Attached for your reference and convenience is the full text of those laws.

**Instructions:** For each numbered item listed in the table below:

1. Under "Catalog Page No." write the page number(s) where the minimum requirement is found in the catalog. If the minimum requirement is not applicable to your institution, write "N/A."
2. In your institution's catalog, indicate where each numbered minimum requirement is located, by writing and circling the corresponding "Item No." on the applicable catalog page;
3. Item No. 1 is for your information and does not require a response;
4. Complete and sign the declaration at the end of this document.

		Review Date
<b>Item No.</b>	<b>Catalog Minimum Requirements</b> The Catalog shall contain CEC §94909 (\$ references the section of the CEC and 5, CCR)	<b>Catalog Page No.</b>
1	Any information required by the CEC to be included in the catalog shall be printed in at least the same size font as the majority of the text in that document. (CEC §94908)	X
2	Provide a separate statement indicating how often the catalog is updated. (5,CCR §71810(a))	X

3	Provide a separate statement indicating how you provide your institution's school catalog to a prospective student or to the general public when requested. (CEC §94909(a))	X
4	The catalog shall contain the name, address, telephone number, and, if applicable, internet web site address of the institution. (CEC §94909(a)(1))	
5	The catalog shall contain the address or addresses where class sessions will be held. (CEC §94909(a)(4))	
6	The catalog shall contain the specific beginning and ending dates defining the time period covered by the catalog. (5,CCR §71810(b)(1))	
7	The catalog shall contain, except as specified in CEC §94802, a statement that the institution is a private institution and that it is approved to operate by the bureau. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. (CEC §94909(a)(2) and CEC §94897(l)(1)(2))	
8	The catalog shall contain 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.). (CEC §94909(a)(12))	
9	The catalog shall contain specific required language that encourages students to review the catalog and School Performance Fact Sheet prior to signing an enrollment agreement. (CEC §94909(a)(3)(B))  "As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment	
10	The catalog shall contain a statement of the institution's missions and purposes and the objectives underlying each of its educational programs. (5,CCR §71810(b)(2))	

11	The catalog shall contain a description of the facilities and of the types of equipment and materials that will be used for instruction. (5,CCR §71810(b)(9))	
12	The catalog shall contain a description of library and other learning resources and the procedures for student access to those resources. (5,CCR §71810(b)(10))	
13	<p>The catalog shall contain specific required language that directs students to the Bureau for unanswered questions. (CEC §94909(a)(3)(A))</p> <p>"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at <b>(insert address *)</b>, <b>(insert web site address*)</b>, <b>(insert telephone and fax numbers*)</b>."</p> <p><b>*The following may be used for inserts:</b>  Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  P.O. Box 980818, West Sacramento, CA 95798-0818  Web site Address: <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>  Telephone and Fax #'s: (888) 370-7589 or by fax (916) 263-1897  (916) 431-6959 or by fax (916) 263-1897</p>	
14	<p>The catalog shall contain specific required language that refers individuals wishing to file a complaint about the institution to the Bureau. (CEC §94909(a)(3)(C))</p> <p>"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling <b>(insert toll-free telephone number)</b> or by completing a complaint form, which can be obtained on the bureau's internet Web site <b>(insert internet Web site address)</b>."</p> <p><b>*The following may be used for inserts:</b>  Toll-free telephone #: (888) 370-7589  Web site Address: <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a></p>	

15	<p>The catalog shall contain specific required language that addresses transferability of credits and credentials. (CEC §94909(a)(15))</p> <p>"NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION"</p> <p>"The transferability of credits you earn at <i>(insert name of institution)</i> is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the <i>(insert degree, diploma, or certificate)</i> you earn in <i>(insert name of educational program *)</i> is also at the complete discretion of the institution to which you may seek to transfer. If the <i>(insert credits or degree, diploma, or certificate)</i> that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending <i>(insert name of institution)</i> to determine if your <i>(insert credits or degree, diploma or certificate)</i> will transfer."</p> <p><i>*If institution offers more than one educational program, "the educational program" may be inserted.</i></p>	
16	<p>The catalog shall contain:</p> <ul style="list-style-type: none"> <li>admission policies, including the policies regarding acceptance of credits earned at other institutions or through challenge examinations and achievement tests,</li> <li>requirements for ability-to-benefit students,</li> <li>and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. <b><i>If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</i></b></li> </ul> <p>(CEC §94909(a)(8)(A), and 5,CCR §71770)</p>	
17	<p>The catalog shall contain 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. (5,CCR §71810(b)(7) and 5,CCR §71770(c))</p>	
18	<p>If the institution admits students from other countries, the catalog shall specify whether visa services are provided or whether the institution will vouch for student status, and any associated charges; (5,CCR §71810(b)(3))</p>	

	<p>The catalog shall contain language proficiency information, including 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 whether English language services, including instruction such as ESL, are provided and, if so, the nature of the service and its cost;</p> <p>(5,CCR §71810(b)(4))</p>	
	<p>The catalog shall contain 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;</p> <p>(5,CCR §71810(b)(5))</p>	
19	<p>The catalog shall contain:</p> <p>a description of the programs offered and a description of the instruction provided in each of the courses offered by the the requirements for completion of each program, including required courses, any final tests or examinations, any required internships or externships, and the total number of credit hours, clock hours, or other increments required for completion.</p> <p>(CEC §94909(a)(5))</p>	
20	<p>The catalog shall contain a notice and a list of the requirements for eligibility for licensure, if the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state.</p> <p>(CEC §94909(a)(6))</p>	
21	<p>The catalog shall contain a statement specifying whether the institution or any of its degree programs are accredited by an accrediting agency recognized by the United States Department of Education.</p> <p>(CEC §94909(a)(16))</p>	
	<p>If the institution is unaccredited and offers a degree program, or is accredited and offers an unaccredited degree program, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:</p> <p>(A) Whether a graduate of the degree program will be eligible to sit for the applicable licensure exam in California and other states.</p> <p>(B) 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.</p> <p>(C) That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.</p> <p>(CEC §94909(a)(16) and CEC §94897(p))</p>	<p>A)</p> <p>B)</p> <p>C)</p>

22	The catalog shall contain the schedule of total charges for a period of attendance <b>AND</b> an estimated schedule of total charges for the entire educational program. (CEC §94909(a)(9))	
23	The catalog shall contain a description of the student's rights and responsibilities with respect to the Student Tuition Recovery Fund (STRF). This statement shall specify that it is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the STRF. This statement shall also describe the purpose and operation of the STRF and the requirements for filing a claim against the STRF. (CEC §94909(a)(14))	
	The catalog shall contain the specific required language related to the Student Tuition Recovery Fund (STRF). <i>See CCR §76215 for the full text of the law for required language.</i> (5,CCR §76215(a) and 5,CCR §76215(b))	
24	The catalog shall contain cancellation, withdrawal, and refund policies, including an explanation that the student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. (CEC §94909(a)(8)(B))	
25	The catalog shall contain information regarding the faculty and their qualifications. (CEC §94909(a)(7))	
26	The catalog shall contain 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. (CEC §94909(a)(10))	
27	The catalog shall contain a statement specifying that, if a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds. (CEC §94909(a)(11))	
28	The catalog shall contain the institution's policies and practices, including required disclosures, regarding any form of financial aid. (5,CCR §71810(b)(6))	

29	The catalog shall contain the institution's standards for student achievement. (5,CCR §71810(b)(8))	
30	The catalog shall contain attendance policies. (CEC §94909(a)(8)(D))	
31	The catalog shall contain probation and dismissal policies. (CEC §94909(a)(8)(C))	
32	The catalog shall contain leave-of-absence policies. (CEC §94909(a)(8)(E))	
33	The catalog shall contain policies on student rights, including the procedure for addressing student grievances. (5,CCR §71810(b)(14))	
34	The catalog shall contain a description of all student services. (5,CCR §71810(b)(12))	
35	The catalog shall contain a description of the nature and extent of the placement services, if provided by the institution. (CEC §94909(a)(13))	
36	The catalog shall contain housing information to include 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. (5,CCR §71810 (b)(13)(A)(B)(C))	A) B) C)
37	The catalog shall contain policies on the retention of student records. (5,CCR §71810 (b)(15))	

38	If the institution offers distance education, the catalog shall contain 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. (5,CCR §71810 (b)(11))	
39	After an approval to operate has been granted, an institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (1) The school catalog (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau's Internet Web Site. (5) The institution's most recent annual report submitted to the bureau. An institution shall include information concerning where students may access the bureau's Internet Web site anywhere the institution identifies itself as being approved by the bureau. (CEC §94913)	Compliant?  1) 2) 3) 4) 5)
	Please submit a copy of your institutions School Performance Fact Sheet (SPFS). (CEC §94910 and 5,CCR §74112)	Please provide your SPFS

**To the best of my knowledge, I declare that the information submitted is true and correct.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name and Title \_\_\_\_\_