



Bureau for Private Postsecondary Education
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EDUCATIONAL PROGRAM MINIMUM REQUIREMENTS

Name of Institution:			
Street Address:			
City:	Zip:	Institution Code:	School Code:

Pursuant to the California Private Postsecondary Education Act of 2009 (Ed. Code) and Title 5, Division 7.5 of the California Code of Regulations (5 CCR), an institution shall be in compliance with minimum requirements related to educational programs of the institution.

Instructions: For each numbered item listed below:

1. Submit the requested documentation/information;
2. Write "N/A" next to any numbered item that does not apply to your institution; and
3. Complete and sign the declaration at the end of this document.

Return this completed document, along with the requested documentation to the Bureau for Private Postsecondary Education (Bureau) no later than ____ / ____ / ____.

1. For each educational program, please provide a list of the necessary subject areas for a student to achieve the educational objective.

5 CCR §71710(a) In order to meet its mission and objectives, the educational program defined in §94837 of the Ed. Code shall be comprised of a curriculum that includes: Those subject areas that are necessary for a student to achieve the educational objectives of the educational program in which the student is enrolled.

2. For each educational program, please provide documentation that shows subject areas and courses or modules that are presented in a logically organized sequence.

5 CCR §71710(b) In order to meet its mission and objectives, the educational program defined in §94837 of the Ed. Code shall be comprised of a curriculum that includes: Subject areas and courses or modules that are presented in a logically organized manner or sequence to students.

3. For each course or module, please provide the course outline or syllabus that is provided to students. Additionally, please provide the policy relative to providing the course outline or syllabus to students.

5 CCR §71710(c) In order to meet its mission and objectives, the educational program defined in §94837 of the Ed. Code shall be comprised of a curriculum that includes: 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:

- (1) a short, descriptive title of the educational program;
- (2) a statement of educational objectives;
- (3) length of the educational program;
- (4) sequence and frequency of lessons or class sessions;
- (5) complete citations of textbooks and other required written materials;

- (6) 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;
- (7) instructional mode or methods.

4. For institutions with educational programs that are degree granting, please provide documentation that shows the level and type of research required for each degree level.

5 CCR §71710(d) In order to meet its mission and objectives, the educational program defined in §94837 of the Ed. Code shall be comprised of a curriculum that includes: If degree granting, require research of an appropriate degree that utilizes a library and other learning resources.

5. For each educational program, please provide how the institution measures the student's learning for each course.

5 CCR §71710(e) In order to meet its mission and objectives, the educational program defined in §94837 of the Ed. Code shall be comprised of a curriculum that includes: Specific learning outcomes tied to the sequence of the presentation of the material to measure the students' learning of the material.

6. Relative to item no. 5 above, please provide how those learning outcomes are evaluated by duly qualified faculty.

5 CCR §71710(f) In order to meet its mission and objectives, the educational program defined in §94837 of the Ed. Code shall be comprised of a curriculum that includes: Evaluation by duly qualified faculty of those learning outcomes.

7. Please provide a copy of your institutions documentation that shows that the instruction offered leads to the achievement of the learning objectives of each course.

5 CCR 71715(b) The institution shall document that the instruction offered leads to the achievement of the learning objectives of each course.

8. For institutions that have educational programs offered through distance education, please provide a copy of your institution's policies and procedures relative to 5 CCR §71715(d)(1-8) listed below.

5 CCR §71715(d) Distance education as defined in §94834 of the Ed. Code, does not require the physical presence of students and faculty at the same location but provides for interaction between students and faculty by such means as telecommunication, correspondence, electronic and computer augmented educational services, postal service, and facsimile transmission. In addition to the other requirements of this chapter and the Ed. Code, an institution offering distance education shall:

- (1) ensure that the educational program offered through distance education is appropriate for delivery through distance education methods;
- (2) assess each student, prior to admission, in order to determine whether each student has the skills and competencies to succeed in a distance education environment;
- (3) ensure that the materials and programs are current, well organized, designed by faculty competent in distance education techniques and delivered using readily available, reliable technology;
- (4) provide for meaningful interaction with faculty who are qualified to teach using distance education methods;
- (5) maintain clear standards for satisfactory academic progress;
- (6) timely complete student evaluations of learning outcomes by duly qualified faculty, which are appropriate for use with the distance education methods used, and evaluated by duly qualified faculty;

- (7) employ a sufficient number of faculty to assure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project or dissertation is returned to the student within the time disclosed in the catalog; and
- (8) shall maintain a record of the dates on which lessons, projects, and dissertations were received and responses were returned to each student.

9. For institutions that offer undergraduate degree programs, please provide your institution's written policy that shows the minimum educational requirements for awarding an undergraduate degree.

5 CCR §71850 Graduation requirements for an undergraduate degree program shall meet minimum credit requirements and shall include provisions for general education appropriate to the level and type of degree. The institution shall specify the distribution of general education credit requirements by subject area for each undergraduate degree program.

- (a) A Bachelor's degree may be awarded to a student whom the institution can document has achieved sequential learning equivalent in general education and equivalent in depth of achievement in a designated major field to that acquired in four years of study beyond high school, as measured by a minimum of 120 semester credits or its equivalent. At least 25 percent of the credit requirements for a Bachelor's degree shall be in general education.
- (b) An Associate degree may be awarded only to a student whom the institution can document has achieved sequential learning equivalent to that acquired in two years of study beyond high school, as measured by a minimum of 60 semester credits or its equivalent. Except as provided in subdivision (c) of this section, at least 25 percent of the credit requirements for an Associate degree shall be in general education.
- (c) The Specialized Associate degree (Occupational) or the Associate of Applied Science degree may be awarded only to a student who completes at least the learning outcomes equivalent to a minimum of 60 semester credits or the equivalent. A minimum of seventy-five percent of the credits shall be in the occupational area for which training is offered. The general education offered as part of a Specialized Associate degree (Occupational) or an Associate of Applied Science degree program shall be such as is necessary for a student to achieve the educational objectives of the program in which the student is enrolled. General education shall be at the same level of quality as that taught in approved Bachelor's or Associate degree programs.

10. For institutions that offer graduate degree programs, please provide your institution's written policy that shows the minimum educational requirements for awarding a graduate degree.

5 CCR §71865

- (a) A Master's degree may only be awarded to a student who demonstrates at least the achievement of learning in a designated major field that is equivalent in depth to that normally acquired in a minimum of 30 semester credits or its equivalent or one year of study beyond the Bachelor's degree.
- (b) A professional Doctoral degree may only be awarded to a student who has completed a prescribed level of study normally requiring a minimum of three academic years of full-time graduate study or the equivalent in part-time study; or, if the program leads to a profession or occupation requiring a state licensure, which satisfies the requirements of the state agency. The degree shall include the name of the field in which it is offered (e.g., Juris Doctor or Doctor of Music).
- (c) (1) A Doctor of Philosophy degree (Ph.D.) is a research-oriented degree requiring a minimum of three years of full-time graduate education or the equivalent in part-time study. Such a doctoral program shall include substantial instruction in both theory and research at an advanced level in a designated field and specialty, and may only be awarded to a student who has completed a program of study that includes research methodology and demonstrated learning achievement through original research directly attributable to the student. Each educational program leading to a Doctor of Philosophy degree shall involve preparation for scholarship and systematic inquiry.

- (2) (A) Each Doctor of Philosophy program shall include a minimum of two formal evaluations of the student by a doctoral committee. The doctoral committee shall be composed of at least three members of the institution's own faculty who meet the qualifications in subdivision (c)(3).
- (B) The first evaluation shall consider the student's qualifications, including the student's knowledge, skills, and conceptual framework, for undertaking rigorous inquiry into the student's designated field.
- (C) The second evaluation shall consider the design procedures and products of a formal original inquiry proposed and completed by the student.
- (3) The faculty members who serve on each student's doctoral examining committee shall meet the following qualifications:
- (A) Each member shall have earned a Doctoral degree from: an institution that is approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).
- (B) The chair and the majority of the committee shall have earned degrees related to the student's field of investigation.
- (C) A minimum of 50% of the faculty on the committee shall have degrees conferred by an institution accredited by an accrediting association recognized by the United States Department of Education or the American Bar Association, unless the accreditation does not exist.
- (D) All of the faculty shall have three or more years of field or research experience related to their degree obtained after they obtained their degrees.
- (E) All of the faculty shall have been active in their field of scholarship or profession during the five year period preceding their participation on the committee.
- (4) The formal evaluation procedures shall provide the committee as a whole with the opportunity to jointly examine the candidate.
- (5) If the candidate is not physically present and the evaluation must take place by telephone or other means of electronic communication, one of the following shall apply:
- (A) One faculty member on the student's doctoral committee from the main location (i.e., the state in which the program is licensed or otherwise officially approved) must be present at the location where the doctoral student is examined.
- (B) A proctor, selected and approved by the doctoral committee, shall sit as an observer with the student at the distant location and verify, under penalty of perjury under the laws of the State of California, the identity of the student and the facts that the student received no prompting by anyone and did not have access to un-allowed materials during the evaluation process.
- (6) If a project includes more than one student, the individual student's role and contributions shall be clearly identified and documented.
- (7) The institution shall maintain a written record of the evaluations. This record shall include the names and signatures of all committee members who participated in the evaluations.
- (d) No more than 25 percent of the credits required for graduate degree programs may be awarded for a final product such as a thesis, dissertation, or product.
- (e) Dissertations, theses and other products submitted by a student as part of a graduate program shall be signed by all faculty members recommending the student for an award of a degree.

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

Signature

Date

Printed Name and Title