



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



NOTICE TO COMPLY - CA-1900831-1016 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	California Graduate School of Theology	Institution Telephone:	714-636-1722
Institution Code:	1900831	Administrator Name:	Paul Lee
Street Address:	11277 Garden Grove Blvd. Garden Grove, CA 92843	Date of Inspection:	October 25, 2016

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:


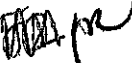
Education Code	Subsection, Description, and Required Correction
CEC §94906 - Language of Enrollment Agreement.	<p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>The institution failed to provide the required enrollment agreement in the Korean language.</p> <p><i>To remedy this violation, the institution shall provide a copy of your enrollment agreement, disclosures, and statements in the Korean language.</i></p>
CEC §94900 -Required Student Records	<p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p> <p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.</p> <p>The institution failed to maintain the proper documentation of student records.</p> <p><i>To remedy this violation, the institution shall submit a copy of three (3) complete student files of students that have graduated. The files must contain all the pertinent student records including a degree granted and the date on which the degree was granted.</i></p>
CEC §94902 -General Enrollment Requirements and 5, CCR §71920 - Student Records.	<p>(a) A student shall enroll solely by means of executing an enrollment agreement. The enrollment agreement shall be signed by the student and by an authorized employee of the institution.</p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p>

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Administrator's Initial: *PL*

	<p>Student Records. (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and</p> <p>The institution failed to maintain the proper documentation of student records.</p> <p><i>To remedy this violation, the institution shall submit a copy of three (3) complete student files of students that have enrolled. The files must contain all the pertinent student records including an enrollment agreement that shows the dates of enrollment.</i></p>
<p>CEC §94912 –Signature, Initials Required.</p>	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</p> <p>Institution did not maintain the required documents in the student files.</p> <p><i>To remedy this violation, the institution shall submit three (3) complete student files of students that recently enrolled. The files must contain all the pertinent student records including the School Performance Fact Sheet initialed, signed, and dated by student as well as signed and dated by institution.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(1) The school catalog.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have current catalog.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the current revised catalog.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(2) A School Performance Fact Sheet for each educational program offered by the institution.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an</p>

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	<p>institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have current SPFS for each educational program.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the current revised 2014/2015 SPFS for each educational program offered.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(3) Student brochures offered by the institution.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have brochures offered by the institution.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to any brochures offered.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(4) A link to the bureau’s Internet Web site.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have a link to the Bureau’s web site.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the Bureau’s web site.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.</p>	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <p>(5) The institution’s most recent annual report submitted to the bureau.</p>

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	<p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage does not have the most recent annual report.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the most recent annual report submitted to the Bureau.</i></p>
<p>CEC §94897 – Prohibited Business Practices and 5, CCR §74117 – Website Requirements.</p>	<p>(1) Use the terms “approval,” “approved,” “approval to operate,” or “approved to operate” without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is “licensed” or “licensed to operate,” but may not state or imply either of the following:</p> <p>(1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.</p> <p>(2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.</p> <p>Website Requirements In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website homepage failed to include a complete approval to operate statement.</p> <p><i>To remedy this violation, the institution shall revise the “Why Study At Cal Grad” section of website to include a complete approval to operate statement. In addition, the complete statement shall be found on the website homepage. Please see an example approval to operate statement below: 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.</i></p>
<p>CEC §94913 – Institutional Web Site Requirements and 5, CCR §74117 – Website Requirements.</p>	<p>(b) 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.</p>

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Administrator’s Initial: *JIA-pc*

	<p>Website Requirements In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Institution website does not include information where students may access the bureau's web site.</p> <p><i>To remedy this violation, the institution shall update its website homepage to include a clear and conspicuous link to the bureau's internet web site with its approval to operate statement.</i></p>
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Code of Regulations	Subsection, Description, and Required Correction
5, CCR §71720 – Faculty.	<p>(a) An Educational Program Leading to a Degree.</p> <p>(4) The faculty shall have sufficient expertise to support the institution's awarding of a degree identifying a specialty or major field of emphasis, demonstrated by, at a minimum:</p> <p>(A) That the person possesses one of the following:</p> <p>1. a degree from: an institution 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 in addition 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).</p> <p>The institution failed to employ qualified faculty that meet the degree requirement.</p> <p>To remedy this violation, the institution shall submit 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) for the following faculty member: Solomon Kim.</p>
5, CCR §71720 – Faculty.	<p>(a) An Educational Program Leading to a Degree.</p> <p>(4) The faculty shall have sufficient expertise to support the institution's awarding of a degree identifying a specialty or major field of emphasis, demonstrated by, at a minimum:</p> <p>(B) The degree, professional license, or credential possessed by the person shall be at least equivalent to the level of instruction being</p>

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Administrator's Initial: *pc*

	<p>The institution failed to maintain the proper documentation of student records.</p> <p><i>To remedy this violation, the institution shall submit a copy of three (3) complete student files of students who recently graduated in the doctoral degree. The files must contain all the pertinent student records including copies of the dissertations submitted by graduate students.</i></p>
<p>5, CCR §71920 - Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p>The institution failed to maintain the proper documentation of student records.</p> <p><i>To remedy this violation, the institution shall submit a copy of three (3) complete student files of students that have recently withdrawn. The files must contain all the pertinent student records including a refund document that meets the requirements mentioned above.</i></p>
<p>5, CCR §74112 - Uniform Data - Annual Report, Performance Fact Sheet.</p>	<p>(h) Documentation supporting all data reported shall be maintained by the institution for at least five years from the time included in either an Annual Report or a Performance Fact Sheet, and shall include at a minimum: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</p> <p>The institution failed to include the required supporting documentation for the SPFS.</p> <p><i>To remedy this violation, the institution must provide the 2013/2014 SPFS supporting data in an electronic format that includes all the following data points: student name(s), address, phone number, email address, program completed, program start and completion dates, place of employment and position, salary, hours, and a description of all attempts to contact each student. Documentation shall also include the name, email address, phone number, and position or title of the institution's representative who is primarily responsible for obtaining the</i></p>

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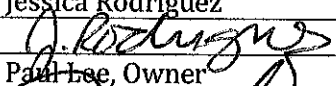

Administrator's Initial: *pc*

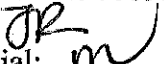

	<p><i>students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.</i></p>
<p>5, CCR §76140 – Record-Keeping Requirements.</p>	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ul style="list-style-type: none"> (1) Student identification number, (2) First and last names, (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid. <p>The institution failed to submit complete records to substantiate the data reported on the Student Tuition Recovery Fund Assessment Reporting Forms.</p> <p><i>To remedy this violation, the institution must submit records in an electronic format to substantiate the data reported for the 4th Quarter 2015 and 1st Quarter 2016 STRF Reporting Forms. The records must include all of the 13 data points listed above.</i></p>

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 Administrator's Initial: *m*

Only minor violations are listed on a Notice to Comply.

Education Code can be located at: http://www.bppe.ca.gov/lawsregs/ppe_act.shtml
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

Inspector's Name	Jessica Rodriguez
Inspector's Signature	
Institution Administrator Name/Title:	Paul Lee, Owner
Institution Administrator's Signature:	

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Administrator's Initial: 

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

DECLARATION

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY NOVEMBER 28, 2016

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