



Bureau for Private Postsecondary Education
 P.O. Box 980818, West Sacramento, CA 95798-0818
 (888) 370-7589 / www.bppe.ca.gov



NOTICE TO COMPLY - 000310 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name: ANDREW UNIVERSITY	Institution Telephone: (510) 558-8228
Inst. Code: 0105781	Administrator Name: DR. TITUS YU
Street Address: 1821 Catalina Ave. Berkeley, CA 94707	Administrator Signature:
Inspector: DAVID LUI	Date: 9/14/12

VIOLATION(S)				
✓	Educ. Code	Description	Code of Regs	Description
	§94802	Continuance of Former Approvals. Subsection(s):	§71705	Mission and Objectives.
✓	§94897	Prohibited Business Practices. Subsection(s): (a), (i), (n)	§71710	Educational Program. Subsection(s): (a)-(f)
	§94898	Merging Classes, Converting Method of Delivery, Changing Locations. Subsection(s):	§71715	Instruction. Subsection(s): (b)
	§94899	Approval Required for Programs Leading to Licensed Profession.	§71716	Distance Educational Programs - Specific Provisions for Instruction Not in Real Time. Subsection(s):
✓	§94899.5	Collection of Tuition. Subsection(s): (e)	§71717	Satellite Locations. Subsection(s):
✓	§94900	Required Student Records. Subsection(s):	§71720	Faculty. Subsection(s): (a)(1-6)
	§94900.5	Required Institutional Records. Subsection(s):	§71730	Administration. Subsection(s):
	§94901	Requirements for Recruiters. Subsection(s):	§71735	Facilities and Equipment. Subsection(s):
✓	§94902	General Enrollment Requirements. Subsection(s): (b)	§71740	Library and Other Learning Resources. Subsection(s):
	§94903	Waiving Provisions Prohibited.	§71750	Withdrawals and Refunds. Subsection(s):
	§94904	Ability to Benefit Students.	§71760	Self-Monitoring Procedures.
	§94905	Professions Requiring Licensure, Internships. Subsection(s):	§71770	Admissions Standards and Transferred Credits Policy. Subsection(s):
✓	§94906	Language of Enrollment Agreement. Subsection(s): (a)(b)	§71800	Enrollment Agreement. Subsection(s): (a)-(f)
	§94907	Mandatory Internal Dispute Resolution Prohibited.	§71810	Catalog. Subsection(s): (b)(4-15)
	§94908	Size of Text in Required Documents.	§71850	Minimum Educational Requirements in Order to Award an Undergraduate Degree. Subsection(s): (a)
✓	§94909	Minimum Requirements for School Catalog. Subsection(s): (a)(2-14)	§71865	Minimum Educational Requirements in Order to Award a Graduate Degree. Subsection(s): (a)(b)(c)(1)
	§94910	Minimum Requirements for School Performance Fact Sheet. Subsection(s):	§71920	Student Records. Subsection(s): (b)(5)(E)
✓	§94911	Minimum Requirements for enrollment Agreement. Subsection(s): (c), (e)(1), (f)(h), (i), (j)	§71930	Maintenance of Records. Subsection(s):
✓	§94912	Signature, Initials Required. (a)-(d)	§74112	Uniform Data - Annual Report, Perform. Fact Sheet. Subsection(s):
	§94916	Statement On Loans To Students.	§74140	Retention of Advertising.
	§94918	Compliance with Federal Statutes.	§74150	Use of Term "University." Subsection(s):
	§94919	Institutions Participating in Federal Student Financial Aid Programs. Subsection(s):	§74190	Agents for Service of Process; Changes.
✓	§94920	Mandatory Cancellation, Withdrawal, and Refund Policies. Subsection(s): (a), (d)	§76140	Record-Keeping Requirements. Subsection(s):
	§94922	Waiving Provisions Prohibited.	§76215	Student Tuition Recovery Fund Disclosures. Subsection(s):
	§94929	Reporting of Completion Rate. Subsection(s):	Other Violation	Description
	§94929.5	Reporting of Student Performance Data. Subsection(s):	✓ 76120	(b) STRF
	§94929.7	Documentation of Performance Data. Subsection(s):		
✓	§94943.5	Agent for Service of Process.		

(White) Bureau (Yellow) Inspector (Pink) Institution



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INSTITUTION NAME:

ANDREW UNIVERSITY

INSPECTOR'S COMMENTS:

CATALOG MIN REQUIREMENTS

- 94909(a)(2), 94909(a)(3)(A), 94909(a)(3)(B), 94909(a)(3)(D), 94909(a)(5), 94909(a)(8)(A), 71770(b), 7177(b)(1) thru (3), 94909(a)(8)(B), 94909(a)(8)(C), 94909(a)(8)(E), 94909(a)(9), 94909(a)(10), 94909(a)(12), 94909(a)(13), 94909(a)(14), 76215(a), 76215(b), 94909(a)(15), 71810(b)(4) thru (15)

- MISSING REQUIRED STATEMENT, LANGUAGE, POLICY, DESCRIPTION, SCHEDULE, OR REQUIRED INFORMATION IN CATALOG ENROLLMENT AGREEMENT

- 94906(a)(b), 94911(b), 94911(c), 94911(e)(1), 94911(f), 94911(h), 94909(a)(15), 94911(i)(1)(2), 94911(j)(1)(2), 94911(k), 71800(a) thru (f), 76215(a), 76215(b)

- MISSING REQUIRED STATEMENT, LANGUAGE, POLICY, DESCRIPTION, SCHEDULE, OR REQUIRED INFORMATION IN ENROLLMENT AGREEMENT

Comments continued on attached 2 page(s).

Inspection Date: 9/13-14/12 Inspector's Printed Name: DAVID LUI Inspector Initialed: DL

Institution Administrator Printed Name: DR. TITUS YU Administrator Initialed: TY

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 an inspection by the Bureau.

By no later than 30 days from the date of inspection, you must either: (1) Remedy the noncompliance(s) and sign 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 violations described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference.

Failure to timely remedy the noncompliance(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 for each violation was achieved. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

Signature

Date

Printed Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY 10/14/12

(White) Bureau

(Yellow) Inspector

(Pink) Institution



BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

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ATTACHMENT TO NTC - 310

Institution Name: ANDREW UNIVERSITY	Institution # 0105781
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Comments:

- (ADMINISTRATION MIN) REQUIREMENTS
- 94897(a) DIPLOMA HAS BPPVE
 - 94897(i) NAMES INSTITUTION DOES BUSINESS AS NOT PROVIDED
 - 94897(n) POLICY NA PROVIDED
 - 94943.5 & 74190 AGENT OF SERVICE AND LETTER FROM AGENT NOT PROVIDED
- (ADMISSIONS MIN) REQUIREMENTS
- 94899.5 POLICY FOR TUITION COLLECTION MISSING
 - 94899.5(e) POLICY FOR TUITION PAYMENT MISSING
 - 94920 (a) WITHDRAWAL POLICY MISSING
 - 94920 (d) REFUND POLICY MISSING
- (EDUCATIONAL PROGRAM MIN) REQUIREMENTS
- 71710(a) FOR EACH PROGRAM, SUBJECT AREAS TO ACHIEVE OBJECTIVE
 - 71710(b) " " SHOW SUBJECT AREAS PRESENTED LOGICAL SEQUENCE
 - 71710(c) FOR EACH COURSE PROVIDE SYLLABUS AND POLICY FOR PROVIDING TO STUDENTS
 - 71710(d) PROVIDE LEVEL + TYPE RESEARCH FOR EACH DEGREE LEVEL
 - 71710(e) FOR EACH EDUCATIONAL PROGRAM, HOW STUDENT LEARNING MEASURED
 - 71710(f) " " , HOW LEARNING OUTCOMES EVALUATED BY FACULTY
 - 71715(b) SHOW INSTRUCTION LEADS TO ACHIEVEMENT OF LEARNING OBJECTIVES OF EACH COURSE
 - 71850 (a) POLICY FOR MINIMUM REQUIREMENTS FOR BACHELOR
 - 71865 (a)(b)(c)(d) " " " " MASTER + DOCTORAL
- (FACULTY MIN) REQUIREMENTS
- 71720(a)(1) POLICY ON EMPLOYING QUALIFIED STAFF
 - 71720(a)(2) " " FACULTY PARTICIPATION
 - 71720(a)(3) " " ADDRESSES FACULTY REQUIREMENTS
 - 71720(a)(6) " " CONTRACTING EDUCATIONAL SERVICES
- (STUDENT FILES)
- 76120(a) STRIP NOT COLLECTED FROM STUDENT, NOT LISTED IN SIGNED ENROLLMENT AGREEMENTS, AMOUNTS ON SPREADSHEET NOT ROUNDED, NOT CALCULATED CORRECTLY (SPFS)
 - 94902(b) NO STUDENT PERFORMANCE FACT SHEET RECEIVED BY STUDENTS IN FILES NOT INITIALED IN ENROLLMENT AGREEMENT
 - 94912 ~~THE~~ ITEMS 94910(a) thru(d) ON AGREEMENT SPFS NOT INITIALED BY STUDENTS.

Attachment Page 1 of 2

Institution Administrator: DR. TITUS YU	Date: 9/14/12	Inspector: DAVID LUI
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(Yellow) Inspector

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(Rev. 4/17/11)

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