



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
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**NOTICE TO COMPLY - CA-1919351-0315 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Stella Adler Academy of Acting	Institution Telephone:	323-465-4446
Institution Code:	1919351	Administrator Name:	Wendy Overend
Street Address:	6773 Hollywood Blvd. Hollywood, CA 90028	Date of Inspection:	March 11, 2015

**Nature and Facts of the Violation(s):**

Education Code	Subsection and Description
§94900 - Required Student Records.	(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following: (1) The degree or certificate granted and the date on which that degree or certificate was granted. (2) The courses and units on which the certificate or degree was based. (3) The grades earned by the student in each of those courses. <b>The institution does not maintain for a majority of the sample student files reviewed a permanent record of the certificate granted and/ or the date on which that degree or certificate was granted, the courses and units on which the certificate or degree was based and/or the grades earned by the student in each of those courses.</b>
§94902 - General Enrollment Requirements.	(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. <b>The institution could not produce an enrollment agreement for several of the sample student files reviewed.</b>

Code of Regulations	Subsection and Description
§71720 - Faculty.	(b) Instructors in an Educational Program Not Leading to a Degree. (1) An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications. <b>The institution could not produce faculty files for the randomly</b>

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Inspector's Initial: *JS*

Administrator's Initial: *WO*

§71720 - Faculty.	<p><b>sampled faculty names.</b></p> <p>(b) Instructors in an Educational Program Not Leading to a Degree.  (2) Each instructor shall maintain their knowledge by completing continuing education courses in his or her subject area, classroom management or other courses related to teaching.  <b>The institution could not produce faculty files for the randomly sampled faculty names.</b></p>
§71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:  (1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:  (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test;  <b>A majority of the sampled student files reviewed did not contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.</b></p>
§71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:  (4) Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation;  <b>Several of the sampled student files (current, graduated, withdrawn) reviewed did not contain required pertinent information such as dates of enrollment, withdrawal and/or graduation.</b></p>
§71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:  (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:  (A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;  <b>Several of the sampled student files did not contain transcripts showing educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.</b></p>
§71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:  (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:  (E) The name, address, website address, and telephone number of the institution.  <b>The institution's transcript does not include address, website</b></p>

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§71920 - Student Records.	<p><b>address, and telephone number of the institution.</b></p> <p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;</p> <p>following pertinent student records:</p> <p><b>A majority of the sampled student files reviewed did not contain a document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.</b></p>
§71920 - Student Records.	<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><b>All the sampled withdrawn student files reviewed did not contain 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.</b></p>

Inspector's Name	<i>D. W. [Signature]</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	<i>Wendy Orland, Administrative Director</i>
Institution Administrator's Signature:	<i>[Signature]</i>

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml)  
Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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

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Administrator's Initial: *WO*

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 **APRIL 11, 2015**

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Inspector's Initial: *JB*

Administrator's Initial: *WO*