



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-1920061-0215 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Southern Baptist College and Seminary	Institution Telephone:	213-384-3552
Institution Code:	1920061	Administrator Name:	Sung Kun Park / Jay J. Kim
Street Address:	975 S. Berendo St. Los Angeles, CA. 90006	Date of Inspection:	February 18, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
§94897 - Prohibited Business Practices.	<p>An institution shall not do any of the following:</p> <p>(p) Offer an associate, baccalaureate, master's, or doctoral degree without disclosing to prospective students prior to enrollment whether the institution or the degree program is unaccredited and any known limitation of the degree, including, but not limited to, all of the following:</p> <p>(2) A statement that reads: "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>Institution did not disclose to students the statement "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>
§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>Institution does not maintain for each student granted a degree permanent records of the degree granted nor the date on which that degree was granted.</p>
§94902 - General Enrollment Requirements.	<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>Several enrollment agreements were not executed properly. Enrollment agreements were lacking student signature, institution signature or both signatures.</p>
§94902 - General Enrollment	<p>(b) An enrollment agreement is not enforceable unless all of the</p>

Notice to Comply – CA-1920061-0215

Inspector's Initial: **DB**

Administrator's Initial: **JL**

Requirements.	<p>following requirements are met:</p> <p>(1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p>Most student files did not contain School Performance Fact Sheets.</p>
§94906 - Language of Enrollment Agreement.	<p>(a) An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.</p> <p>Institution failed to provide a policy that confirms the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(B) 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. The text shall also include a description of the procedures that a student is required to follow to cancel the enrollment agreement or withdraw from the institution and obtain a refund consistent with the requirements of Article 13 (commencing with Section 94919).</p> <p>The school catalog indicates 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 fifth day after enrollment.</p>
§94909 - Minimum Requirements for School Catalog.	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(16) 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. If the institution is unaccredited and offers an associate, baccalaureate,</p>

Notice to Comply – CA-1920061-0215

Inspector's Initial: *DB*

Administrator's Initial: *TL*

	<p>master's, or doctoral degree, or is accredited and offers an unaccredited program for an associate, baccalaureate, master's, or doctoral degree, the statement shall disclose the known limitations of the degree program, including, but not limited to, all of the following:</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>The school catalog failed to include the required statement.</p>
--	---

Code of Regulations	Subsection and Description
§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> <ol style="list-style-type: none"> 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). 2. a credential generally recognized in the field of instruction. <p>Faculty files did not contain verification faculty have sufficient expertise to support the institution's awarding of a degree.</p>
§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 taught or evaluated;</p> <p>Faculty files did not contain verification faculty have sufficient expertise to support the institution's awarding of a degree.</p>
§71770 - Admissions Standards and Transferred Credits Policy.	<p>(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an</p>

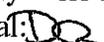
Notice to Comply – CA-1920061-0215

Inspector's Initial: *JB*

Administrator's Initial: *TU*

	<p>educational program, the admissions standards must specify as applicable that:</p> <p>(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p>Several students admitted to an undergraduate degree program, did not possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p>
<p>§71770 - Admissions Standards and Transferred Credits Policy.</p>	<p>(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that:</p> <p>(2) Each student admitted into a post-baccalaureate degree program shall possess a bachelor's degree or its equivalent.</p> <p>Most students admitted to a post-baccalaureate degree program did not possess a bachelor's degree or its equivalent.</p>
<p>§71810 - Catalog.</p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:</p> <p>(13) Housing information including all of the following:</p> <p>(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;</p> <p>The catalog failed to include the required information above.</p>
<p>§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>(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:</p> <p>(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;</p> <p>Several students admitted to an undergraduate degree program, did not possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code. Most students admitted to a post-baccalaureate degree program did not possess a bachelor's degree or its equivalent.</p>

Notice to Comply – CA-1920061-0215

Inspector's Initial: 

Administrator's Initial: 

§71920 - Student Records.	(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. Most student files did not contain records of withdrawal from the institution or graduation.
§71920 - Student Records.	(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. The institution's transcript does not show the institution's website address.
§71920 - Student Records.	(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records: (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; Withdrawn/Cancelled student files 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.

Inspector's Name	<i>D. J. [Signature]</i>
Inspector's Signature	<i>[Signature]</i>
Institution Administrator Name/Title:	Jay J. Kim / Director of Operations
Institution Administrator's Signature:	<i>[Signature]</i>

Notice to Comply – CA-1920061-0215

Inspector's Initial: *[Signature]*

Administrator's Initial: *[Signature]*

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>

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 **MARCH 18, 2015**

Notice to Comply – CA-1920061-0215

Inspector's Initial: *JD*

Administrator's Initial: *JL*