



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY - CA-29369817-0815 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Adams College of English	Institution Telephone:	213-427-5547
Institution Code:	29369817	Administrator Name:	Sung Park / Christina Oh
Street Address:	3700 Wilshire Blvd. Ste.985 Los Angeles, CA 90010	Date of Inspection:	August 12, 2015

Nature and Facts of the Violation(s):

Education Code	Subsection and Description
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Code of Regulations	Subsection and Description
§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>(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; Most sampled student files did not contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.</p>

Inspector's Name	Diana Branstejn
Inspector's Signature	
Institution Administrator Name/Title:	Sung Park/Director, Christina Oh/ Director of Administration
Institution Administrator's Signature:	

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Inspector's Initial:

Administrator's Initial:

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 SEPTEMBER 12, 2015

Notice to Comply – CA-29369817-0815

Inspector's Initial: *JD*

Administrator's Initial: *SG Co*