



**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 3405341 0414 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Bryan College	Institution Telephone:	916-649-2400
Institution Code:	3405341	Administrator Name:	John Ledesma
Street Address:	2317 Gold Meadow Way, 2339 Gold Meadow Way	Date of Inspection:	04/30/2014

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

Education Code	Subsection and Description
<b>CEC §94909 Minimum Requirements for School Catalog</b>	<p>(a) 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>(4) The address or addresses where class sessions will be held.</p> <p><b>The current institutional catalog failed to contain the following address: 2339 Gold Meadow Way, Rancho Cordova, CA 95670, where classroom instruction is being conducted.</b></p>
<b>CEC §94909 Minimum Requirements for School Catalog</b>	<p>(a) 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>(7) Information regarding the faculty and their qualifications.</p> <p><b>The current institutional catalog failed to contain a description of faculty and their qualifications.</b></p>

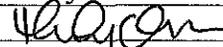
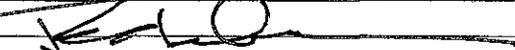
Code of Regulations	Subsection and Description
<b>CCR §71660 Notification of Non-Substantive Changes</b>	<p>An institution shall notify the Bureau of a non-substantive change including: change of location of less than 10 miles; addition of a program related to the approved programs offered by the institution; addition of a new branch five miles or less from the main or branch campus; addition of a satellite; and change of mailing address. All such notifications shall be made within 30 days of the change and sent to the Bureau, in writing, to the address listed in section 70020.</p> <p><b>The institution failed to notify the Bureau of an additional satellite location, address: 2339 Gold Meadow Way, Rancho Cordova, CA 95670. Bryan College maintains classroom instruction at this location.</b></p>

Notice to Comply - CA 3405341 0414

Inspector's Initial: *MD*

Administrator's Initial: *[Signature]*

<p><b>CCR §71770 Minimum Requirements for Admissions Standards and Transferred Credits Policy</b></p>	<p>(c) If credit for prior experiential learning is to be granted, the policy for granting such credit shall be included in the institution's catalog.  (7)(A) Of the first 60 semester credits awarded a student in an undergraduate program, no more than 15 semester credits may be awarded for prior experiential learning.</p> <p><b>The institution's policy on the award of experiential credit does not meet minimum State standards. School allows for 50% of experiential learning credit.</b></p>
<p><b>CCR §71800 Minimum Requirements for Enrollment Agreement</b></p>	<p>In addition to the requirements of section 94911 of the Code, an institution shall provide to each student an enrollment agreement that contains at the least the following information:  (a)The name and address of the institution and the addresses where instruction will be provided.</p> <p><b>The institution's enrollment agreement failed to provide the satellite location identifying where instruction is conducted.</b></p>
<p><b>CCR §71810 Minimum Requirements for Institutional Catalog</b></p>	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following:  (11) If the institution offers distance education, the approximate number of days that will elapse between the institution's receipt of student lessons, projects, or dissertations and the institution's mailing of its response or evaluation.</p> <p><b>The institution's catalog failed to provide the approximate number of days that will elapse between the institution's receipt of student documents and institution's response.</b></p>

Inspector's Name	Mandy Duron
Inspector's Signature	
Institution Administrator Name/Title:	JOHN S. LEDESMA - PRESIDENT
Institution Administrator's Signature:	

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>

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Inspector's Initial: **MD**  
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

4/30/14

Date

JOHN S. LEDESMA - PRESIDENT

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY **MAY 30, 2014**

Notice to Comply – CA 3405341 0414

Inspector's Initial: MD

Administrator's Initial: JS