



Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CA 3709501 0315 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	California International Business University	Institution Telephone:	619.702.9400
Institution Code:	3709501	Administrator Name:	Marcus Benniefield
Street Address:	520 West Ash Street, Third Floor San Diego, CA 92101	Date of Inspection:	March 10, 2015

Nature and Facts of the Violation(s):

Code of Regulations	Subsection and Description
§71920 – Student Records	(b)(1)(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; The institution failed to maintain a file for each student that contains verification of high school completion or equivalency.

Only minor violations are listed on the Notice to Comply.

Additional violations may have been identified that will be forwarded to the Enforcement Unit for further review.

Inspector's Name	Jeanne Matsumoto
Inspector's Signature	
Institution Administrator Name/Title:	Marcus Benniefield, Registrar
Institution Administrator's 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>

Notice to Comply – CA 3709501 0315

Inspector's Initial:

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 _____

Date _____

Print Name and Title _____

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY: April 11, 2015

Notice to Comply – CA 3709501 0315

Inspector's Initial: *JM*

Administrator's Initial: *[Signature]*