



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 3803171 1112 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Fellowship Bible Institute And College Of Theology And Urban Studies	Institution Telephone:	(415) 585-6003
Institution Code:	3803171	Administrator Name:	Sally Carter
Street Address:	200 Plymouth Avenue	Date of Inspection:	11/27-30/12

Nature and Facts of the Violation(s):

Education Code	Subjective and Description
§94912 - Signature, Initials Required.	Student performance fact sheet initialed and signed.
§94902 - General Enrollment Requirements.	(b)(1)(3) Enrollment Agreement not enforceable unless prior to signing enrollment agreement, Student performance fact sheet is initialed and signed by student.
§94902 - General Enrollment Requirements.	(a) Updated enrollment agreement shall be signed by students.

Code of Regulations	Subsection and Description
§71770 - Admissions Standards and Transferred Credits Policy.	(a)(1) Current student files do not have high school diploma or equivalent.
§71710 - Educational Program.	(c) course outline or syllabus for each course and policy for providing to students were not available.
§71710 - Educational Program.	(d) missing course outline to show course is comprised of curriculum that includes research of an appropriate degree that utilizes a library and other learning resources
§71710 - Educational Program.	(e) missing course outline to show how institution measures student's learning for each course.
§71715 - Instruction.	(b) missing documentation that the instruction offered leads to the achievement of the learning objectives of each course.
§71720 - Faculty.	(a)(1) missing policy for employing sufficient number of qualified faculty.
§71720 - Faculty.	(a)(3) missing policy for faculty requirements listed in 71720(a)(3)
§71720 - Faculty.	(a)(6) missing policy for contracting for educational services
§74112 - Uniform Data - Annual Report, Performance Fact Sheet.	(c) No annual report was submitted.

Only minor violations are listed on the Notice to Comply.

If this box is checked additional material violations have been found and will be forwarded to Enforcement for further review.

Notice to Comply - CA 3803171 1112

Inspector's Initial: DL *DL*

Administrator's Initial: SC *SC*

Inspector's Name	David Lui
Inspector's Signature	<i>David Lui</i>
Institution Administrator Name/Title:	Sally Carter / COO
Institution Administrator's Signature:	<i>Sally Carter</i>

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 3803171 1112  
Inspector's Initial: DL *DL*  
Administrator's Initial: SC *SC*

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 December 30, 2012

Notice to Comply – CA 3803171 1112

Inspector's Initial: DL 

Administrator's Initial: SC 