



ORDER SUSPENDING APPROVAL TO OPERATE DEGREE GRANTING PROGRAMS

To: Bradford University, Inc., Owner
Bradford University
12667 Alcosta Blvd., Ste 150
San Ramon, CA 94583

INSTITUTION CODE: 68973662

ORDER NUMBER: 1005282

ORDER MAILING DATE: November 20, 2019

ORDER EFFECTIVE DATE: November 25, 2019

DUE DATE TO REQUEST INFORMAL OFFICE CONFERENCE: December 26, 2019

Beth Scott, as the designee of the Bureau Chief of the Bureau for Private Postsecondary Education (Bureau), hereby issues an Order Suspending Approval to Operate Degree Granting Programs (Order) of the above institution.

This Order is hereby issued to Bradford University, Inc., Owner of Bradford University (Institution) located at 12667 Alcosta Blvd, Ste 150., San Ramon, CA 94583, pursuant to California Education Code (CEC) section 94885.5 and Title 5 of the California Code of Regulations (5, CCR) section 71410 for the violations described below.

Factual Basis

On October 11, 2017, Bradford University, an unaccredited degree granting institution, received a provisional approval to operate and offer one (1) degree program. The provisional approval was granted in accordance with CEC section 94885.5.

Pursuant to CEC section 94885.5 (b)(1)(2)(3), your Institution was required to submit evidence of having achieved accreditation candidacy or pre-accreditation¹ by October 11, 2019. On September 11, 2019, the Institution submitted to the Bureau a request for extension of time to achieve pre-accreditation/candidacy. On November 5, 2019 the Bureau notified the Institution that their request for extension was denied.

¹ As defined by 5, CCR section 70000(s), for this purpose, “pre-accreditation” or “candidacy” means that an institution has submitted a completed application for initial accreditation with the required fee, which was accepted by the accreditor.

ORDER

In accordance with the provisions of CEC section 94885.5(d)(1) & (d)(2) and 5, CCR sections 71410 and 74250, the Bureau hereby orders the following:

1. The approval to operate, issued to Bradford University, is automatically suspended as to all of the Institution's degree programs. The Bureau will not lift the suspension until the Institution complies with the requirements of CEC section 94885.5(d)(1) & (d)(2) by submitting evidence to the Bureau of having achieved accreditation candidacy or pre-accreditation.
2. You must immediately **cease enrolling new students** in all of your degree programs.
3. Within 30 days of the effective date of this Order, you must submit a **degree program closure plan** to the Bureau with all of the following:
 - a. The date the Institution stopped enrolling new students in the degree programs.
 - b. A list of contact information for all students currently enrolled in each degree program.
 - c. A **teach-out plan** with information on the arrangements you have made for students to complete their educational programs at another institution. **The Institution shall not teach-out its own students.** The teach-out plan must: (1) provide the name and location of the institution(s) providing the teach-out; (2) include a plan for the disposition of student records per CEC section 94927.5; (3) be compliant with the refund provisions of CEC section 94927; and (4) include a copy of the notification to be provided to students identified in item # 4 below.
4. The Institution must notify, in writing, all currently enrolled students within five (5) business days of the effective date of this Order of the following:
 - a. That the Institution has received a notice of suspension from the Bureau and may no longer offer degree programs.
 - b. The teach-out plan, which shall provide, at minimum, the following information: (1) the name and location of the institution(s) that is providing the teach-out, (2) the date upon which instruction at the teach-out institution(s) will begin, (3) how and when payments will be made to the new institution and any relevant financial information, and (4) a contact person at the new institution(s).
 - c. That the student has a right to choose not to participate in the teach-out, and instead seek a refund for any classes the student is currently enrolled in or has not yet completed.
5. Any student may seek a refund from the Institution rather than participate in a proposed teach-out program. The school must provide refunds within 45 days of the request by a student.

6. Failure of any Institution to comply with the requirements of this section will be considered a violation and subject to action by the Bureau.

APPEAL OF ORDER

You may request an appeal of this Order before the Director of the Department of Consumer Affairs, or his or her designee. (5, CCR section 71410.)

Because this suspension is automatic per CEC section 94885.5 (c), the Institution shall not operate its degree programs during any appeal.

If you wish to appeal this Order, you must do so within 30 days from the effective date of the Order. *Unless you sign a written request for an appeal and deliver it to the Bureau within 30 days from the effective date of the Order, you will be deemed to have waived your right to appeal this matter to the Department of Consumer Affairs.*

Upon timely receipt of your request for an appeal, an informal office conference will be arranged within 30 days, or as extended at your request or by the Bureau for good cause. Upon request and approval, the person approved to operate the Institution or representative may participate in the office conference by telephone.

Please submit your request to:

Bureau for Private Postsecondary Education
Attn: Cheryl Lardizabal, Discipline Analyst
P.O. Box 980818
West Sacramento, CA 95798-0818

Failure by an institution to comply with the Order above may result in further enforcement action. The Bureau will promptly take all appropriate action to enforce this Order.

CONTACT INFORMATION

If you have any questions regarding this Order or can verify that you submitted evidence to the Bureau of accreditation candidacy or pre-accreditation, please contact Cheryl Lardizabal, Discipline Analyst, at (916) 621-2591 or Cheryl.Lardizabal@dca.ca.gov.

Beth Scott
Enforcement Chief

Date

Enclosures

- Declaration of Service by Certified and First-Class Mail