NOTICE TO COMPLY
CA-0703171-11212024

Institution Name:	Carnegie Mellon University - Silicon Valley	Institution Telephone:	(650) 335-2800
Institution Code:	0703171	Administrator Name:	Steven Rosenberg
Street Address:	NASA Research Park, Bldg, 23 (MS-23-11) Moffett Field, CA 94035-0001	Inspection Date:	11/21/2024

The Bureau for Private Postsecondary Education (Bureau) issues this Notice to Comply pursuant to California Education Code (CEC) section 94935 and Title 5 of the California Code of Regulations (5 CCR) section 75010.

California Private Postsecondary Education Act: https://www.bppe.ca.gov/lawsregs/ppe_act.pdf
Title 5 of the California Code of Regulations: https://www.bppe.ca.gov/lawsregs/regs.pdf

Violation	Code Section Violated	Description of the violation and required correction.
1	5 CCR § 71810 (b)(4)(B)	**Violation Description:** Although page 31 of the institution's 2024-2025 Information Networking Institute (INI) catalog, and page 44 of the institution's 2024-2025 Integrated Innovation Institute (III) catalog, contains information regarding English Language Proficiency, the catalogs failed to identify whether English language services are provided and, if so, the nature of the service and its cost. **Correction:** The institution shall update its INI and III catalogs to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(4)(B).
2	CEC § 94909 (a)(5)	**Violation Description:** On pages 37 and 42 of the institution's 2024-2025 Electrical and Computer Engineering (ECE) catalog, the total number of units required for completion for the Master of Science in Software Engineering and Master of Science in Electrical and Computer Engineering, is not consistent with the total number of units identified within the Bureau's

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Violation	Code Section Violated	Description of the violation and required correction.
		records. According to Bureau records, 32 units is required for the Master of Science in Software Engineering program, and 32 units is required for Master of Science in Electrical and Computer Engineering program. On pages 9 and 13 of the institution's 2024-2025 Information Networking Institute (INI) catalog, the total number of units required for completion for the Master of Science in Information Technology - Information Security and Master of Science in Mobile and IoT Engineering programs, is not consistent with the total number of units identified within the Bureau's records. According to Bureau records, 48 units is required for the Master of Science in Information Technology-Information Security, and 48 units is required for the Master of Science in Mobile and IoT Engineering On page 10 of the institution's 2024-2025 Integrated Innovation Institute (III) catalog, the total number of units required for completion for the Master of Science in Software Management program, is not consistent with the total number of units identified within the Bureau's records. According to Bureau records, 48 units is required for the Master of Science in Software Management program. **Correction:** The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of units required for the above-mentioned programs. If the institution did not notify Bureau's Licensing Unit of the change, the institution must contact the Bureaus Licensing Unit at BPPE.Licensing@dca.ca.gov regarding information and requirements to update the Bureau's records. Otherwise, if the Bureau's records are correct the institution shall update the ECE/INI catalogs to reflect the total number of units required to complete the programs, in accordance with the Bureau's records, pursuant to CEC § 94909 (a)(5).

Violation	Code Section Violated	Description of the violation and required correction.
3	CEC § 94909 (a)(3)(D)	**Violation Description:** The institution's 2024-2025 Electrical and Computer Engineering (ECE) catalog, failed to contain the required verbatim statement: "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting https://www.osar.bppe.ca.gov/." **Correction:** The institution shall update the ECE catalog, to include the above-mentioned statement pursuant to CEC § 94909 (a)(3)(D).
4	5 CCR § 71810 (b)(13)(B)	**Violation Description:** Although page 53 of the institution's 2024-2025 Integrated Innovation Institute (III) catalog, contains housing information, the catalog failed to identify the estimated cost or range of cost for the housing. **Correction:** The institution shall update the III catalog to include the above-mentioned information, pursuant to 5 CCR § 71810 (b)(13)(B).

Violation	Code Section Violated	Description of the violation and required correction.
5	CEC § 94911 (a)	**Violation Description:** On page 1 of the Master of Science in Software Engineering, Master of Science in Software Management, Master of Science in Information Technology - Information Security, and Master of Science in Mobile and IoT Engineering enrollment agreement, the total number of units required for completion, is not consistent with the total number of units identified within the Bureau's records. According to Bureau records: • 32 units is required to complete the Master of Science in Software Engineering. • 48 units is required to complete the Master of Science in Software Management • 48 units is required to complete the Master of Science in Information Technology - Information Security • 48 units is required to complete the Master of Science in Mobile and IoT Engineering **Correction:** The institution shall either provide proof of the documentation submitted to the Bureau's Licensing Unit for the approval to update the total number of units required for the above-mentioned programs. If the institution did not notify Bureau's Licensing Unit of the change, the institution must contact the Bureaus Licensing Unit at BPPE.Licensing@dca.ca.gov regarding information and requirements to update the Bureau's records. Otherwise, if the Bureau's records are correct the institution shall update the above-mentioned enrollment agreements to reflect the total number of units required to complete the programs, in accordance with the Bureau's records, pursuant to CEC § 94911 (a).
6	5 CCR § 71800 (d)	**Violation Description:** The institution's enrollment agreements for all programs, failed to identify the date by which the student must exercise his or her right to cancel or withdraw.

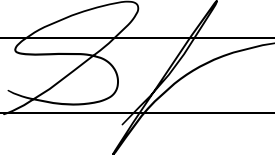| Violation	Code Section Violated	Description of the violation and required correction.
		Correction: The institution shall update all enrollment agreements to include the above-mentioned information pursuant to 5 CCR § 71800 (d).
7	CEC § 94911 (c)	**Violation Description:** On page 3 of all institution's enrollment agreements, the institution identifies and underlines specific charges, however the stated charges contained alternate wording compared to what is required by CEC § 94911 (c). **Correction:** The institution shall update all the enrollment agreement to include the verbatim charges in underlined capital letters on the same page in which the student's signature: "<u>TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE</u>", "<u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>", and "<u>THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u>."
8	CEC § 94911 (e)(2) in conjunction with CEC § 94919 (d)	**Violation Description:** On page 4 of all institution's enrollment agreements, under "Refund Policy 3. Withdrawals/Leaves On or Before 10th Class Day" reference that STRF is non-refundable within the cancellation period. The reference does not comply with CEC § 94919 (d), which identifies an institution may only withhold a reasonable deposit or application fee within the cancellation period. **Correction:** The institution shall update the refund policy in all enrollment agreements. The policy must demonstrate compliance with CEC § 94911 (e)(2) and CEC § 94919 (d).
9	5 CCR § 76140 (a)(3)(4)(5)(6)(7)(8)(9)(10)(11)(12)(13)	**Violation Description:** The institution's 2024 2nd quarter and 3rd quarter STRF supporting documentation failed to contain record of the student's: (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and

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Violation	Code Section Violated	Description of the violation and required correction.
		(13) Total institutional charges paid. **Correction:** The institution shall update the 2024 2nd quarter and 3rd quarter STRF supporting documentation to include record of the student's (3) Email address, (4) Local or mailing address, (5) Address at the time of enrollment, (6) Home address, (7) Date enrollment agreement signed, (8) Courses and course costs, (9) Amount of STRF assessment collected, (10) Quarter in which the STRF assessment was remitted to the Bureau, (11) Third-party payer identifying information, (12) Total institutional charges charged, and (13) Total institutional charges paid, pursuant to 5 CCR § 76140 (a)(3)(4)(5)(6)(7)(8)(9)(10)(11)(12)(13)
10	CEC § 94913 (a)(5)	**Violation Description:** The institution failed to post on the Carnegie Mellon University Silicon Valley website, a link to the institution's most recent annual report submitted to the Bureau. According to Bureau records, the most recent annual report submitted is the 2022 Annual Report. **Correction:** The institution shall update the Carnegie Mellon University Silicon Valley website, to include a link to the institution's 2022 Annual Report, pursuant to CEC § 94913 (a)(5).

Pursuant to 5 CCR section 75010(d), the Institution may do either of the following:
> (1) Within 30 days from the date of the inspection, sign and return the notice to comply, declaring under penalty of perjury that the violation was corrected and describing how compliance was achieved; or
> (2) Within 30 days from the date of the inspection, file with the Bureau a written notice of disagreement, specifying the minor violations described in the notice to comply with which the person approved to operate the institution disagrees, 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.

Pursuant to CEC section 94935(h), failure to comply with the notice to comply will result in the Bureau taking appropriate administrative enforcement action.

The Notice to Comply was given to the Institution's owner, person in control, chief academic officer, chief executive officer, chief operating officer, institution director, or any person delegated by any of the aforementioned persons to facilitate the inspection or accept such notice as set forth below.

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Notice To Comply Given To Name & Title:	Steven Rosenberg, Senior Director of Operations
Bureau Compliance Analyst Name:	Gema Fider
Bureau Compliance Analyst Signature:	

NOTICE TO COMPLY DECLARATION

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I declare under penalty of perjury that each violation identified in this Notice to Comply has been corrected and attached with this declaration is evidence to support the correction of each violation identified.

_____   _____

         Signature   Date

_____

         Print Name and Title

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