



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
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**NOTICE TO COMPLY** – CA 3801111 0418 (Ed. Code § 94935, 5 5, CCR § 75010)

Institution Name:	Academy of Arts University	Institution Telephone:	415-274-2222
Institution Code:	3801111	Administrator Name:	Joe Vollaro
Street Address:	79 New Montgomery Street San Francisco, CA 94105	Date of Inspection:	4/4/18

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

**STUDENT RECORDS**

	Education Code or Code of Regulations	Subsection, Description, and Required Correction
1	<b>5, CCR §71920. Student Records.</b>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(A) The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal.</p> <p><b>Transcripts maintained in withdrawn student files failed to contain the date of withdrawal.</b></p> <p><b>To remedy this violation and document compliance, the institution shall submit with their NTC response documentation of an established policy and procedure stating the institution will identify the withdrawal dates on withdrawn student transcripts. The institution shall submit a transcript template showing the withdrawal date.</b></p> <p><b>Documentation of compliance shall be submitted with the institution’s response to the NTC and the last page of this document by Friday, May 4, 2018.</b></p>
2	<b>5, CCR §71920. Student Records.</b>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p><b>Transcripts maintained in graduated and withdrawn student files failed to contain the institution’s website address.</b></p>

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Inspector’s Initial: *MU*

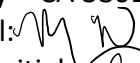

Administrator’s Initial: *[Signature]*

		<p>To remedy this violation, the institution shall update the transcript template to contain the institution's website address.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by Friday, May 4, 2018.</p>
3	<p>5, CCR §71920. Student Records.</p>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</p> <p>The institution did not maintain withdrawn student files which contain a document specifying the amount of refund obligated to the student, including the amount refunded for tuition and other itemized charges, the method of calculating the refund, and the date the refund was made, and the name and address of the person or entity to which the refund was sent.</p> <p>To remedy this violation, the institution shall with their NTC response documentation of the institution's established policy and procedure for maintaining a document in withdrawn student files specifying the amount of refund obligated to the student, including the amount refunded for tuition and other itemized charges, the method of calculating the refund, and the date the refund was made, and the name and address of the person or entity to which the refund was sent. The policy shall indicate the document will be placed in the student file for any student withdrawn prior to the completion of the program.</p> <p>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by Friday, May 4, 2018.</p>

**INSTITUTIONAL RECORDS**

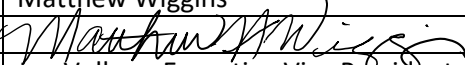

	Education Code or Code of Regulations	Subsection, Description, and Required Correction
4	<p>CEC §94900.5. Required Institutional Records.</p> <p>5, CCR §71720(b)(4)(A)(1). Faculty</p>	<p>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</p> <p>(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</p> <p>(a) An Educational Program Leading to a Degree.</p>

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Inspector's Initial:   
 Administrator's Initial: 

<p><b>5, CCR §71720(b)(9). Faculty</b></p>	<p>(4) The faculty shall have sufficient expertise to support the institution's awarding of a degree identifying a specialty or major field of emphasis, demonstrated by, at a minimum:</p> <p>(A) That the person possesses one of the following:</p> <p>(1) A degree from: an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).</p> <p>(9) The institution shall maintain records documenting that each faculty member is duly qualified and was qualified to perform the duties to which the faculty member was assigned, including providing instruction, evaluating learning outcomes, evaluating graduate dissertations, theses, and student projects, and participating on doctoral committees.</p> <p><b>A faculty file reviewed did not contain the faculty member's educational qualifications. The faculty member's file contained a resume which indicated a foreign degree, but the file failed to document the faculty member's transcripts or documentation of foreign transcripts evaluated by a member of NACES.</b></p> <p><b>To remedy this violation and document compliance, the institution shall submit with their NTC response documentation of the institution's established policy and procedure for maintaining each faculty member's educational qualifications. The institution shall establish a policy and procedure for documenting faculty member's foreign transcripts in accordance with 5, CCR §71720(b)(4)(A)(1).</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document by Friday, May 4, 2018.</b></p>
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**Only minor violations are listed on this Notice to Comply.**

Inspector's Name	Matthew Wiggins
Inspector's Signature	
Institution Administrator Name/Title:	Joe Vollaro, Executive Vice President of Financial Aid and Compliance
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: 

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**RETURN THIS FORM BY MAY 4, 2018 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 **May 4, 2018.****

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Inspector's Initial: *mw*

Administrator's Initial: