



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
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NOTICE TO COMPLY – CA3013761 0816 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Argosy University – Orange	Institution Telephone:	714- 338-6200
Institution Code:	3013761	Administrator Name:	Michele Zollner
Street Address:	601 South Lewis Street Orange, CA 92868	Date of Inspection:	August 11-12, 2016

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 TUITION RECOVERY FUND

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
5, CCR §76140. Record-Keeping Requirements.	<p>(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:</p> <ol style="list-style-type: none"> (1) Student identification number, (2) First and last names, (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. <p>The institution did not maintain the 13 required data points for each student.</p> <p>To remedy this violation, the institution shall submit the 13 required data points for each student.</p> <p>The STRF eligibility documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
5, CCR §76140. Records-Keeping Requirements.	<p>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available</p>

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 Administrator's Initial: *MRZ*

	<p>and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.</p> <p>The institution did not maintain the 13 required data points for each student in an electronic format. The documentation was not made readily available.</p> <p>To remedy this violation, the institution shall maintain the required data points in an electronic format and in an intelligible and orderly manner.</p> <p>The STRF eligibility documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
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SCHOOL CATALOG

Education Code (CEC) or Code of Regulations (5, CCR)	Subsection , Description, and Required Correction
Referenced Law	Deficiency - Requested Submission
<p>CEC §94909. Minimum Requirements for School Catalog for School Catalog.</p>	<p>(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:</p> <p>(8) A detailed description of institutional policies in the following areas:</p> <p>(A) Admissions policies, including the institution's policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.</p> <p>The catalog does not contain a list describing any transfer or articulation agreements between the institution and the colleges and universities identified in the catalog.</p> <p>To remedy the violation, the institution shall update the current catalog with a list describing all transfer and articulation agreements between the institution and the colleges and universities identified in the catalog, that provides for the transfer of credits earned in the program of instruction.</p>

	The catalog correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.
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INSTITUTIONAL WEBSITE AND ADVERTISEMENTS

Education Code	Subsection , Description, and Required Correction
Referenced Law	Deficiency - Requested Submission
CEC §94913. Institutional Web Site Requirements	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (1) The school catalog.</p> <p>The institution's website does not contain an updated catalog;</p> <p>To remedy this violation, the institution shall update its Web site with an updated catalog.</p> <p>A printout of or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

STUDENT RECORDS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
CEC §94902. General Enrollment Requirements.	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met: (1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.</p> <p>The institution did not maintain student files which showed the students received a SPFS prior to signing the enrollment agreement. SPFS were not documented in student files, or were signed after the student signed the enrollment agreement.</p> <p>To remedy this violation, the institution shall provide documentation showing students received the catalog and SPFS prior to signing an enrollment agreement. The institution shall submit with their NTC response an established policy and procedure requiring all students to receive a catalog and SPFS prior to signing an enrollment agreement.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

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<p>CEC §94902. General Enrollment Requirements.</p>	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met:</p> <p>(3) Prior to the execution of the enrollment agreement, the student and the institution have signed and dated the information required to be disclosed in the Student Performance Fact Sheet pursuant to subdivisions (a) to (d), inclusive, of Section 94910. Each of these items in the Student Performance Fact Sheet shall include a line for the student to initial and shall be initialed and dated by the student.</p> <p>The institution did not maintain student files which showed the students received a SPFS prior to signing the enrollment agreement. SPFS were not documented in student files, not initialed, signed and dated by the student, or were initialed, signed and dated after the student signed the enrollment agreement.</p> <p>To remedy this violation, the institution shall provide documentation showing students received, reviewed, and initialed, signed, and dated the SPFS prior to signing an enrollment agreement for new students enrolling within 25 days of receipt of this NTC . The institution shall submit with their NTC response established policies and procedures requiring all students to receive, review, and initial, sign, and date a SPFS prior to signing an enrollment agreement.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
<p>CEC §94912. Signature, Initials Required.</p>	<p>Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student.</p> <p>The institution did not maintain student files which showed the students received a SPFS prior to signing the enrollment agreement. SPFS were not documented in student files, not initialed, signed and dated by the student, or were initial, signed and dated after the student signed the enrollment agreement.</p> <p>To remedy this violation, the institution shall provide documentation showing students received, reviewed, and initialed, signed, and dated the SPFS prior to signing an</p>

	<p>enrollment agreement for new students enrolling within 25 days of receipt of this NTC . The institution shall submit with their NTC response established policies and procedures requiring all students to receive, review, and initial, sign, and date a SPFS prior to signing an enrollment agreement.</p> <p>The records correction shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
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MISCELLANEOUS

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>5, CCR §71720. Faculty.</p>	<p>(a) An Educational Program Leading to a Degree. (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: (A) That the person possesses one of the following: 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>The institution failed to verify a faculty member's foreign transcript by an approved member of the National Association of Credential Evaluation Services (NACES).</p> <p>To remedy this violation, the institution shall submit documentation of a comprehensive evaluation for the faculty member's foreign degree by an approved member of the National Association of Credential Evaluation Services (NACES) for the faculty member.</p> <p>The comprehensive evaluation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michele Alleger, Compliance Manager
Inspector's Signature	<i>Michele Alleger</i>
Institution Administrator Name/Title:	Michele Zollner, Director of State Licensing
Institution Administrator's Signature:	<i>Michele Zollner</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>

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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 SEPTEMBER 12, 2016.

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