



Bureau for Private Postsecondary Education
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ORDER SUSPENDING APPROVAL TO OPERATE

To: Sally Carter, Administrator
Fellowship Bible Institute and College
Theology and Urban Studies
200 Plymouth Avenue
San Francisco, CA 94112

INSTITUTION CODE: 3803171

ORDER NUMBER: 1000886

ORDER MAILING DATE: July 31, 2015

ORDER EFFECTIVE DATE: August 5, 2015

DUE DATE TO REQUEST INFORMAL OFFICE CONFERENCE: September 4, 2015

Yvette Johnson, as the designee of the Bureau Chief of the Bureau for Private Postsecondary Education (Bureau), hereby issues an Order Suspending Approval to Operate (Order) of the above institution.

This Order is hereby issued to Fellowship Bible Institute and College of Theology and Urban Studies located at 200 Plymouth Avenue, San Francisco, CA 94112 pursuant to California Education Code (CEC) section 94885.1(d) and Title 5 of the California Code of Regulations (5 CCR) section 71410 for the violations described below.

Factual Basis

Bureau records indicate that you are operating an approved, unaccredited institution that offers one or more degree programs. Pursuant to CEC section 94885.1 all degree granting institutions approved by the Bureau prior to January 1, 2015, must do at least one of the following no later than July 1, 2015:

1. Achieve accreditation by an accrediting agency recognized by the United States Department of Education, in which the accreditation covers the offering of at least one degree program by the institution (CEC section 94885.1(a)(1)); OR
2. Submit an accreditation plan to the Bureau that includes an outline of the process by which your institution will achieve accreditation candidacy or pre-accreditation status by July 1, 2017, and full accreditation by July 1, 2020 (CEC sections 94885.1(a)(2), and (b)(1)).

The Bureau has not received notice that your institution planned to discontinue offering a degree program after July 1, 2015 (CEC section 94885.1 (b)).

The Bureau has not received evidence that your institution achieved accreditation by July 1, 2015 (CEC section 94885.1(a)(1)).

The Bureau has not received a copy of an accreditation plan. (CEC sections 94885.1(a)(2), and (b)(1)).

The Bureau notified your institution on or about February 1, 2015 of the aforementioned accreditation requirements.

On April 21, 2015, the Bureau attempted to reach you via telephone and left a voice message regarding the aforementioned accreditation requirements.

On July 15, 2015, the Bureau attempted to reach you via telephone and left a voice message regarding the accreditation plan.

On July 17, 2015, the Bureau attempted to reach you via telephone and left a voice message regarding the accreditation plan.

ORDER

In accordance with the provisions of CEC section 94885.1(d) and 5 CCR Section 71410 the Bureau hereby orders the following:

The approval to operate issued to Fellowship Bible Institute and College of Theology and Urban Studies is automatically suspended and the suspension will not be lifted until the institution complies with the requirements of CEC section 94885.1. (CEC 94885.1(d))

You must immediately cease enrolling new students in any of your degree programs and, within 30 days of the effective date of this notice, submit a degree program closure plan to the Bureau. (CEC 94885.1(d); 5 CCR 74240)

The degree closure plan must contain all of the following:

1. The exact date the institution stopped enrolling new students in the degree program(s);
2. A list of contact information for all students currently enrolled in each degree program;
3. A teach-out plan that includes a plan for the disposition of student records and is compliant with the provisions of CEC section 94927;
4. A copy of the notification provided to students pursuant to 5 CCR section 74240(b).

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)

If you wish to appeal this Order, you must so request within **30 days** from the effective date of the Order. *If you do not request an informal office conference within 30 days from the effective date of the Order, you will not be able to request one later.*

Unless a written request for an appeal is signed by you and delivered 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:

Christina Villanueva, Discipline Analyst
2535 Capitol Oaks Drive, Ste. 400
Sacramento, CA 95833
Christina.Villanueva@dca.ca.gov

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 an accreditation plan by July 1, 2015, please contact Christina Villanueva, Discipline Analyst, at 916-431-6958 or Christina.Villanueva@dca.ca.gov.

Yvette Johnson
Yvette Johnson
Enforcement Chief

July 31, 2015
Date

Enclosures

- Declaration of Service by Certified and First Class Mail