



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov



NOTICE TO COMPLY - CU 3603431 0616 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Community Christian College	Institution Telephone:	909-335-8863
Institution Code:	3603431	Administrator Name:	Marilyn Hope
Street Address:	1849 N. Wabash Avenue Redlands, CA 92374	Date of Inspection:	6/13/16

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:

Education Code	Subsection, Description, and Required Correction
§94902 - General Enrollment Requirements.	<p>(b) An enrollment agreement is not enforceable unless all of the following requirements are met: (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>Several of the institution's student files failed to contain copies of signed School Performance Fact Sheets.</p> <p>To remedy the violation, the institution shall provide signed copies of the School Performance Fact Sheet for three students who enroll within the next 30 days.</p>
§94912 - Signature, Initials Required.	<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>Several of the institution's student files failed to contain copies of signed School Performance Fact Sheet.</p> <p>To remedy the violation, the institution shall provide signed copies of the School Performance Fact Sheet for three students who enroll within the next 30 days.</p>
§94900 - Required Student Records.	<p>(a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.</p> <p>(b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:</p>

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Inspector's Initial: *MB*

Administrator's Initial: *MH*

	<p>(1) The degree or certificate granted and the date on which that degree or certificate was granted.</p> <p>(2) The courses and units on which the certificate or degree was based.</p> <p>(3) The grades earned by the student in each of those courses.</p> <p>The institution failed to maintain the required data for each student.</p> <p>To remedy the violation the institution shall submit the required information for three graduate files.</p>
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Code of Regulations	Subsection, Description, and Required Correction
§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>(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available 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 failed to provide the STRF back-up data for 4th quarter 2015 and 1st quarter 2016.</p> <p>To remedy the violation, the institution shall provide the STRF back-up data for 4th quarter 2015 and 1st quarter 2016.</p>
§71717 - Satellite Locations.	<p>(a) An institution offering instruction at a satellite location as defined by section 94862 of the Code shall only offer instruction for educational programs that are approved for the main campus or a branch.</p> <p>(b) The institution shall not maintain any permanent student</p>

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	<p>records there.</p> <p>(c) No solicitation or enrollment of students shall occur at a satellite.</p> <p>The institution maintained permanent student records and enrolled students at the satellite location in violation of the regulation.</p> <p>To remedy the violation, the institution shall provide their policy as it pertains to a satellite location and that of recruiting and maintaining files.</p>
§71750 - Withdrawals and Refunds.	<p>(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</p> <p>The institution failed to maintain a cancellation and withdrawal log kept current on a monthly basis.</p> <p>To remedy the violation, the institution shall provide a withdrawal log for 2016, including all required data.</p>
§71770 - Admissions Standards and Transferred Credits Policy.	<p>(a) (1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.</p> <p>Several of the institution's student files failed to include a high school diploma or its equivalent.</p> <p>To remedy the violation, the institution shall provide high school diplomas for the next three students who enroll within the next 30 days.</p>
§71920 - Student Records.	<p>(b)(1) (A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test.</p> <p>Several of the institution's student files failed to include a high school diploma or its equivalent.</p> <p>To remedy the violation, the institution shall provide high school diplomas for the next three students who enroll within the next 30 days.</p>
§71920 - Student Records.	<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>

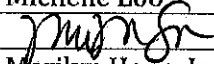
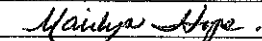
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	<p>(B) Credit awarded for prior experiential learning, including the course title for which credit was awarded and the amount of credit;</p> <p>(C) Credit for courses earned at other institutions;</p> <p>(D) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;</p> <p>(E) The name, address, website address, and telephone number of the institution.</p> <p>The institution's student files failed to contain copies of the student's transcripts provided by the school.</p> <p>To remedy the violation, the institution shall submit transcripts for three graduate files.</p>
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Only minor violations are listed on the Notice to Comply.


Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Marilyn Hope, Information Services
Institution Administrator's Signature:	

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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Inspector's Initial: 

Administrator's Initial: 

RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

IMPORTANT COMPLIANCE NOTICE

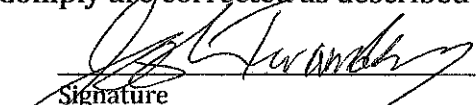
California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

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

6/17/16

Date

Josh Turansky - President

Print Name and Title

THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY JULY 14, 2016

Notice to Comply – CU 3603431 0616

Inspector's Initial: MB
Administrator's Initial: HT

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Inspector's Initial: *MS*

Administrator's Initial: *MS*