



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
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**NOTICE TO COMPLY** – CA 0703171 0419 (Ed. Code § 94935; 5, CCR § 75010)

Institution Name:	Carnegie Mellon University.	Institution Telephone:	(650) 335-2890
Institution Code:	0703171	Administrator Name:	Steven Rosenberg
Street Address:	NASA Research Park, Bldg 23 (MS-23-11) Moffett Field, CA 94035-0001	Date of Inspection:	4/16/19

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 (CEC) or Code of Regulations (5, CCR)	Subsection, Description, and Required Correction
1	5, CCR §71920(b)(5)(A). Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:                      (5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:                      (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>The withdrawn student files contain an institutional transcript; however, the transcript failed to state the date of withdrawal.</b></p> <p><b>To remedy this violation, the institution shall provide a transcript template containing the courses or other educational program that were completed, or were attempted but not completed, and the dates of completion or withdrawal.</b></p> <p><b>Documentation of correction shall be submitted to the NTC Analyst with the institution’s response to the NTC and the last page of this document by May 16, 2019.</b></p>

**Only minor violations are listed on this Notice to Comply.**

Inspector’s Name	Matthew Wiggins
Inspector’s Signature	<i>Matthew Wiggins</i>
Institution Administrator Name/Title:	Steven Rosenberg,
Institution Administrator’s Signature:	<i>Steven Rosenberg</i>

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/pppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/pppe_act.shtml)

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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Inspector’s Initial: *MW*  
 Administrator’s Initial: *SR*

RETURN THIS FORM BY MAY 16, 2019 TO THE NTC ANALYST 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 16, 2019**.