



INFORMAL CONFERENCE – NOTICE OF DISAGREEMENT
DECISION: NOTICE TO COMPLY AFFIRMED

May 24, 2019

Lisa Krieg, AVP and Director of Enrollment Services and International Programs
 Carnegie Mellon University
 NASA Research Park, Bldg. 23 (MS-23-11)
 Moffett Field, CA 94035-0001

Date of Issuance	Notice to Comply Number	Institution Code
5/24/19	CA07031710419	0703171

On May 24, 2019, an informal telephone conference was held in the matter of Notice to Comply number CA07031710419 against Lisa Krieg, AVP and Director of Enrollment Services and International Programs of Carnegie Mellon University. In attendance were Leeza Rifredi, Deputy Bureau Chief; Lisa Krieg, Respondent; John Papinchak, University Registrar; Steven Rosenberg, Senior Director of Campus Operations, CMU/Silicon Valley.

Pursuant to Business and Professions Code, Section 148; California Education Code, Section 94909; and California Code of Regulations, Section 75010, the Bureau for Private Postsecondary Education (Bureau) renders the following decision relative to your appeal of Notice to Comply number CA07031710419.

It is the decision of the Deputy Bureau Chief that Notice to Comply number CA07031710419, issued on April 16, 2019, is affirmed for the following reason(s):

- No new substantive facts were presented at the conference.

VIOLATION

5, CCR 71920(b)(5)(A) – Student Records

The institution did not list the withdrawal date when applicable on student transcripts.

You are hereby notified that you are in violation of Section 71920 of the California Code of Regulations and that Notice to Comply number CA07031710419 is **affirmed**.

ORDER OF ABATEMENT

The Bureau orders that you to include the withdrawn date on student transcripts. The institution shall submit to the Bureau proof of compliance in the form of a revised transcript template that includes a withdrawal date.

EFFECTIVE DATE OF NOTICE TO COMPLY

This Affirmed Notice to Comply is effective on **May 24, 2019**. Proof of necessary corrections is due by **June 24, 2019**.

Failure to abate the violation within the time allowed is grounds for denial of an application for an approval to operate or discipline. The Bureau will promptly take all appropriate action to enforce the Affirmed Notice to Comply.



BUSINESS, CONSUMER SERVICES AND HOLDINGS AGENCY • GAVIN NEWSOM, GOVERNOR
DEPARTMENT OF CONSUMER AFFAIRS • BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
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CONTACT INFORMATION

If you have any questions regarding this decision or desire further information, please contact Lisa McGuire, Notice to Comply Analyst, at (916) 246-3915 or at Lisa.McGuire@dca.ca.gov.

Leeza Riffredi

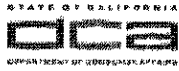
Leeza Riffredi
DEPUTY BUREAU CHIEF

5/24/2019

Date

Enclosures

- Copy of Notice to Comply number CA07031710419
- Declaration of Service by Certified and First-Class Mail



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 – 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>The withdrawn student files contain an institutional transcript; however, the transcript failed to state the date of withdrawal.</p> <p>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.</p> <p>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.</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/ppe_act.shtml

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

Notice to Comply – CA 0703171 0419

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**.

Notice to Comply – CA 0703171 0419

Inspector's Initial: *MMW*

Administrator's Initial: *SR*