



**Bureau for Private Postsecondary Education**  
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January 30, 2015

Dear School Administrator:

You are receiving this letter because the Bureau for Private Postsecondary Education (Bureau) has identified your institution as unaccredited and offering one or more degree-granting programs. On September 29, 2014, Governor Brown signed Senate Bill 1247 (Chapter 840, Statutes of 2014) into law amending the California Private Postsecondary Education Act of 2009 (Act). As a result of the passage of this legislation, degree-granting institutions governed by the Act are required to become accredited. This letter is intended to comply with California Education Code (CEC) section 94885.1(b) by providing an overview of the accreditation requirements in CEC 94885.1 and the information institutions must provide to the Bureau.

#### Accreditation: Degree-Granting Institutions

Effective January 1, 2015, all approved institutions offering degree-granting programs are required to be institutionally accredited by an accrediting body recognized by the United States Department of Education (USDOE) by July 1, 2020. The accreditation must cover at least one degree-granting program.

In order to maintain an institutional approval to operate and to continue offering degree programs after July 1, 2015, a currently approved unaccredited degree-granting institution must provide the Bureau with the following:

- 1) By July 1, 2015, either:
  - a. Documentation that the institution is accredited; or
  - b. An accreditation plan (as described in section 71105.5(b) of Title 5 of the California Code of Regulations) for achieving candidacy or pre-accreditation status (as defined in section 70000(s) of Title 5 of the California Code of Regulations) by July 1, 2017, and full accreditation by July 1, 2020.
- 2) By July 1, 2017, evidence of having achieved accreditation candidacy or pre-accreditation status.
- 3) By July 1, 2020, evidence of having achieved full institutional accreditation, that includes at least one degree program.

#### Accreditation Plan Requirements

If an institution decides to submit an accreditation plan per CEC section 94885.1(b), the plan must be submitted to the Bureau by July 1, 2015 and include the following:

- 1) Identification of the accrediting agency from which the institution will seek accreditation, with the scope of the accreditation covering the offering of at least one degree program;
- 2) Identification of the accrediting agency's eligibility requirements;
- 3) Identification of the accrediting agency's minimum requirements for institutional accreditation and an outline of the process and timeline for the institution to achieve accreditation candidacy or pre-accreditation by July 1, 2017, the accrediting agency's requirements, An outline of the process and timeline whereby the institution will achieve full accreditation by July 1, 2020, including all of the following, if applicable:
  - a) Attendance at the accrediting agency's required accreditation applicant workshop;
  - b) Submission of financial statements as required by the accrediting agency;
  - c) Submission of a self-evaluation report; and
  - d) Hosting of a site visit by the accrediting agency.

A sample of what an accreditation plan should look like is included in this packet.

### Regulations

Regulations have been adopted that cover, among other things: the requirements of the accreditation plan; required disclosures for prospective students that must be placed on the institutional website, catalog, any program brochure for degree programs and immediately adjacent to wherever an institution's degree granting programs are described; and what happens when an institution is automatically suspended. You are encouraged to read through the regulations in their entirety and seek clarification from the Bureau if necessary. A copy of these regulations is included in this packet.

### Consequences of Non-Compliance

**Failure to comply with these requirements will result in the automatic suspension of institutional approval to operate or the institution's approval to offer degree programs. The suspension will remain in place until the institution is in compliance. A suspended institution is not permitted to enroll new students in any of its degree programs and must submit a teach-out plan for all students enrolled in degree-granting programs.**

### Checklist and Workshops

A check sheet is included in this packet to assist institutional owners in complying with the accreditation plan requirements. The Bureau will also be providing outreach sessions in conjunction with all of the Compliance workshops scheduled at various times and locations from now through June, 2015. Sign-up information for the outreach sessions is included in this packet.

I encourage school owners and administrators to be as knowledgeable about the law and regulations as possible. I especially encourage you to review CEC section 94885.1 and related regulations, both of which are included in this packet. The Act is available through a link on our website at <http://bppe.ca.gov/lawsregs/index.shtml>.

Sincerely,

Joanne Wenzel, Chief  
California Bureau for Private Postsecondary Education

Enclosures:  
CEC Section 94885.1  
Check Sheet  
Emergency Regulations  
Sample Accreditation Plan  
Workshop Flyer