



**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** – CA57064558 1016 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Ashford University	Institution Telephone:	(858) 668-2586
Institution Code:	57064558	Administrator Name:	Vickie <del>Shahray</del> <i>Schvay</i>
Street Address:	8620 Spectrum Center Blvd	Date of Inspection:	10/12/16

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
CEC §94909(a)(6) - Minimum Requirements for School Catalog	<p>(a) Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:                      (6) If the educational program is designed to lead to positions in a profession, occupation, trade, or career field requiring licensure in this state, a notice to that effect and a list of the requirements for eligibility for licensure.</p> <p><b>Per the Institution’s catalog, they offers degree programs that can potentially lead to licensure and does not provide the career field requirements for licensure in this state and a list of the eligibility requirements for eligibility for licensure. These programs include: BA in Accounting &amp; Professional Accounting, BA in Real Estate Studies, MA of Accountancy, MA in Psychology, Masters in Teaching.</b></p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog to the Bureau clearly indicating the career field requirements for licensure in this state; and a list of the eligibility requirements for eligibility for licensure for each educational program that the institution offers that can lead to licensure. If the program does not lead to licensure in this state, the institution must clearly indicate the reasons why the program does not provide the educational experience that would lead to licensure. In addition, the institution shall send an email to all current California students informing them of the revised version of the catalog with a hyperlink to the where the revised catalog is located on the institution’s homepage. A copy of this email shall be submitted to the Bureau for the inspection file.</i></p>
CEC §94913(a)(1-5)(b) Minimum Requirements for Website	<p>(a) An institution that maintains an Internet Website shall provide on that Internet Web site all of the following:                      (1) The school catalog.                      (2) A School Performance Fact Sheet for each educational program offered by the institution.                      (3) Student brochures offered by the institution.                      (4) A link to the bureau's Internet Web site.                      (5) The institution's most recent annual report submitted to the bureau.                      (b) An institution shall include information concerning where students may access the bureau’s Internet Web site anywhere the institution identifies itself as being approved by the bureau.</p>

Notice to Comply –

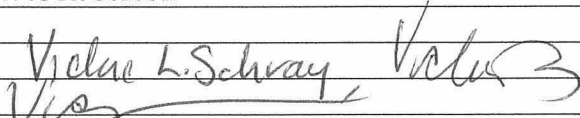
Inspector’s Initial: *[Signature]*

Administrator’s Initial: *VLS*

	<p>The Institution's was reviewed by the inspector on 9/23/16. At the end of the inspection on 10/12/16, the institution was not able to make the required changes to the website to incorporate all of the required elements listed above.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised catalog to the Bureau with the above listed elements and submit proof of the updates. In addition, the institution shall send an email to all current California students informing them of the revisions made to the Institution's website homepage to include the elements listed above. A copy of this email shall be submitted to the Bureau for the inspection file.</i></p>
<b>Code of Regulations</b>	<b>Subsection, Description, and Required Correction</b>
<p><b>5, CCR §74117 Minimum Requirements for Website</b></p>	<p>In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>The Institution's was reviewed by the inspector on 9/23/16. At the end of the inspection on 10/12/16, the institution was not able to make the required changes to the website to incorporate all of the required elements listed in CEC §94913(a)(1-5)(b) on the home page of the website.</p> <p><i>To remedy this violation, the institution shall submit a copy of its revised Website homepage to the Bureau with the listed elements of CEC §94913(a)(1-5)(b) on the home page of the website and submit proof of the updates. In addition, the institution shall send an email to all current California students informing them of the revisions made to the Institution's website homepage to include the elements listed above. A copy of this email shall be submitted to the Bureau for the inspection file.</i></p>
<p><b>5, CCR §71920(b)(5)(D) Student Records</b></p>	<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: (E) The name, address, website address, and telephone number of the institution.</p> <p><b>In review of the Graduate student files the Ashford Transcript failed to have the Institution's address, website address, and telephone number.</b></p> <p><i>To remedy this violation, the institution shall adjust their transcript to contain the aforementioned elements and submit copies of revised transcripts for five recent graduates to the Bureau.</i></p>


Notice to Comply –  
Inspector's Initial:   
Administrator's Initial: 

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

Inspector's Name	Wes Roberson
Inspector's Signature	
Institution Administrator Name/Title:	Victoria L. Schray, Vice President
Institution Administrator's Signature:	

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