



Accrediting Commission of Career Schools and Colleges

2101 Wilson Boulevard, Suite 302
Arlington, Virginia 22201
703.247.4212
703.247.4533 fax
www.accsc.org

November 29, 2016

ELECTRONIC DELIVERY



Corelito Bravo
Assistant Director
Coast Career Institute
1354 S. Hill St.
Los Angeles, California 90015

School #M070737

Dear Ms. Bravo:

On October 19, 2016, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) issued a letter to Coast Career Institute located in Los Angeles, California withdrawing the school’s accreditation and informed the school of its right to appeal that decision. As of the date of this letter, the school has not filed the Letter of Intent to Appeal a Commission Decision as provided in the October 19, 2016 letter from ACCSC. Accordingly, the Commission’s decision to withdraw Coast Career Institute’s accreditation as of September 9, 2016 is final (*Section VII (B)(3), Rules of Process and Procedure, Standards of Accreditation*).

Although Coast Career Institute has closed, should the school begin operations again the school must ensure that there are no references to or claims of ACCSC accreditation in its catalogs, advertising, statements, or promotional materials (*Section VII (P)(4)(a-b), Rules of Process and Procedure; Section IV (B), Substantive Standards; Standards of Accreditation*).

For further information or assistance regarding this matter, please contact me directly at 703.247.4520 or mccomis@accsc.org

Sincerely,

Michale S. McComis, Ed.D.
Executive Director



Accrediting Commission of Career Schools and Colleges

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October 19, 2016

ELECTRONIC DELIVERY & FEDERAL EXPRESS

Corelito Bravo
Assistant Director
Coast Career Institute
1354 S. Hill St.
Los Angeles, California 90015

School #M070737

Dear Ms. Bravo:

At its September 2016 meeting, the Accrediting Commission of Career Schools and Colleges (“ACCSC” or “the Commission”) considered the September 6, 2016 letter from Coast Career Institute (“CCI”) located in Los Angeles, California which states that CCI has decided to cease enrollments and “will be closed as of September 9, 2016.” Upon review of the ACCSC letter dated September 14, 2016 and the school’s response the Commission determined that Coast Career Institute failed to demonstrate compliance with ACCSC’s accrediting standards. Accordingly, the Commission voted to withdraw the accreditation of Coast Career Institute and to remove the school from the list of ACCSC-accredited institutions effective September 9, 2016 (*Section VII (P) (1), Rules of Process and Procedure, Standards of Accreditation*). The reasons for the Commission’s decision to withdraw Coast Career Institute’s accreditation are set forth below.¹

ACCSC accrediting standards state the following:

- A school will be considered to have had its accreditation withdrawn if the school closes without notification or closes without an ACCSC approved teach-out plan (to include as necessary an ACCSC approved teach-out agreement) that the school faithfully executes (*Section VII (P)(5) and Section VII (Q)(5) Rules of Process and Procedure, Standards of Accreditation*).
- *Section IV (F)(1), Rules of Process and Procedures, Standards of Accreditation* states that the Commission will require a school to submit a complete ACCSC Institutional Teach-Out Plan Approval Form when a school intends to close.
- *Section I (E)(2)(a-b), Rules of Process and Procedures, Standards of Accreditation* states that in order for a school to maintain its eligibility for accreditation, it must comply on a continuous basis with accreditation standards and requirements; operate providing education and training to students in accordance with its primary objectives, (with the exception of any regularly scheduled breaks, vacation periods, or approved changes of location) and maintain its ability to meet its obligations to students on a continuous basis; and fulfill all process, reporting, and substantive change requirements.

Background

The May 10, 2016 Team Summary Report from the Commission-directed Unannounced On-site Evaluation required CCI to submit a teach-out plan to demonstrate that, in the event of closure the school has a plan for students to complete their education. The teach-out plan submitted in response indicated that if CCI decided to close, the school would provide education through the students’ expected final graduation date (January 2017), stating “[i]nstructors and support personnel, as needed, will be employed until each student has been provided an opportunity to graduate.” (The August 2, 2016 Probation Order found the teach-out plan to be incomplete

¹ACCSC’s August 2, 2016 letter informed the school that the Commission considered the school’s Application for Renewal of Accreditation in conjunction with the results of the Commission-directed Unannounced On-Site Evaluation and voted to place the school on Probation with a subsequent review scheduled for ACCSC’s November 2016 meeting.

and required additional information.) CCI's September 6, 2016 letter indicates that the school is closed and instead of providing education through the students' expected final graduation date (January 2017), CCI's September 6, 2016 letter now indicates that,

"[w]e are evaluating area schools in an effort to identify possible teach-out partners, but the uniqueness of our programs may make this impossible. We have informed our students and all other regulatory agencies of our status. It was nice working with you for all these years and we wish you the best."

In a letter dated September 14, 2016, ACCSC informed CCI that according to the Commission's records, the school did not have an ACCSC approved teach-out plan in place, that the Commission will review this matter at its September 2016 meeting, and provided the school an opportunity to respond by requiring CCI to submit a completed ACCSC Institutional Teach-out Plan Approval Form showing that the school did not close without a plan and arrangements which provides for the equitable treatment of students. ACCSC's letter stated that if the information submitted does not minimally demonstrate an acceptable plan is in place the Commission will consider withdrawing the school's accreditation effective as of September 9, 2016 pursuant to *Section VII (P)(5)* and *Section VII (Q)(5) Rules of Process and Procedure, Standards of Accreditation*.

September 2016 Commission Meeting and Action

The Commission considered the September 14, 2016 ACCSC letter and the school's response. Specifically, CCI's response e-mail includes a roster of all current students at the time of closure, with expected graduation dates (some of which as far out as February 2017), and a copy of ACCSC's September 14, 2016 letter. The response, however, does not include a teach-out plan or any demonstration that the school did not close without a plan and arrangements which provides for the equitable treatment of students.

Accrediting standards state that the Commission considers the school to have had its accreditation withdrawn if the school closes without notification or closes without an ACCSC approved teach-out plan (to include as necessary an ACCSC approved teach-out agreement) that the school faithfully executes (*Section VII (P)(5)* and *Section VII (Q)(5) Rules of Process and Procedure, Standards of Accreditation*) Given that CCI provided a teach-out plan that it did not execute and closed without receiving approval of an institutional teach-out plan, the Commission voted to withdraw the accreditation of CCI and to remove the school from the list of ACCSC-accredited institutions effective September 9, 2016.

In accordance with *Section X, Rules of Process and Procedure, Standards of Accreditation*, the reasons for the Withdrawal Order are made public and provided to the U.S. Department of Education, appropriate state agencies, and appropriate accrediting agencies.

Teach-Out Plan

Pursuant to federal law, an accrediting agency recognized by the U.S. Department of Education must require a teach-out plan from an institution subject to an adverse accreditation decision to withdraw accreditation. Therefore, in accordance with *Section IV (F)(1)(c) Rules of Process and Procedure, Standards of Accreditation* the Commission requires that CCI submit a completed ACCSC Institutional Teach-Out Plan Approval Form,² to demonstrate how CCI will ensure the opportunity for students to complete their program of study. The school Teach-Out Plan should be submitted **on or before October 31, 2016.**

² Available online at: <http://www.accsc.org/Content/FormsAndReports/FormsAndReports.asp>

APPEAL AND REAPPLICATION PROCESS AND PROCEDURE

CCI may opt to appeal the Commission's decision to withdraw accreditation or to reapply for accreditation. Details regarding the reapplication and appeal procedures are outlined in the *ACCSC Rules of Process and Procedures, Standards of Accreditation*.

- If CCI elects to appeal this decision, the school must sign and return the enclosed Letter of Intent to Appeal a Commission Decision, along with the Appeal Expense Fee of \$6,000.00, **on or before October 31, 2016**.
- If CCI elects to appeal this decision, the school's Application for Appeal of a Commission Decision and Grounds for Appeal must be submitted **on or before November 18, 2016**.
- If CCI elects not to appeal this decision, the Commission's decision to withdraw CCI's accreditation as of **September 9, 2016** will become final. The school may submit comments **on or before November 18, 2016** in accordance with the enclosed Public Comment Disclosure Form. Comments submitted by the school will accompany any public disclosure of a final Commission action pursuant to *Section X (D)(4), Rules of Process and Procedure, Standards of Accreditation*.

For additional information regarding the Commission's decision, please contact me directly at 703.247.4520 or mcomis@accsc.org.

Sincerely,



Michale S. McComis, Ed.D.
Executive Director

c: Joanne Wenzel
California Bureau for Private Postsecondary Education
[REDACTED]

Martina Fernandez-Rosario
U.S. Department of Education
[REDACTED]

Encls: Letter of Intent to Appeal a Commission Decision
Standing Appeals Panel Members
Public Comment Disclosure Form



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LETTER OF INTENT TO APPEAL A COMMISSION DECISION

To Be Submitted No Later Than October 31, 2016

Michale S. McComis, Ed.D.
Executive Director
ACCSC
2101 Wilson Boulevard, Suite #302
Arlington, Virginia 22201

Dear Dr. McComis:

This letter serves to provide notice that Coast Career Institute located in Los Angeles, California intends to appeal the recent decision of the Commission to withdraw the school’s accreditation and remove the school from the list of ACCSC-accredited institutions. Attached is a check in the amount of \$6,000 as required by accreditation procedures. I understand that this fee is non-refundable.

I understand that the ACCSC Appeals Panel will meet to consider the appeal of the school and that I will receive final confirmation of the hearing at a later date. I have reviewed *Section VIII, Rules of Process and Procedure* of the *Standards of Accreditation* pertaining to appeals and noted that I am entitled to a transcript of the proceedings and to have representatives, including legal counsel, present with advance notification to ACCSC.

I understand that it is the right of a school to appeal an adverse action taken by the Commission on the grounds that the decision was arbitrary, capricious, or otherwise in disregard of the criteria or procedures of the Commission, or not supported by substantial evidence in the record on which the Commission took the action (*Section VIII (B), Rules of Process and Procedures, Standards of Accreditation*). I understand that because the appeal must be based on evidence in the record at the time that the Commission took the adverse action, no new evidence may be submitted during the appeal process, other than information related to the financial solvency and condition of the school.

I understand it is the right of a school intending to appeal a Commission decision to indicate whether there is good cause as to why any member of the Commission’s Standing Appeal Panel should not hear the appeal. I have reviewed the list of Standing Appeal Panel members and have included with this notice any objections to any member of the Standing Appeal Member with the reasons and cause why I believe a member should not hear the school’s appeal. I understand the absence of a submission with this notice indicates my approval to allow any member of the Standing Appeal Panel to sit for the school’s appeal.

I understand that the Application for Appeal of Commission Decision with the school’s Grounds for Appeal are due to ACCSC **on or before November 18, 2016**, and I agree to submit that material on or before that date. I understand that failure to submit these required documents by the due date could prevent consideration of the school’s appeal.

Signature

Date

Name/Title



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ACCSC Standing Appeals Panel Members

Panel Member	Affiliation	Term Ending
Gary Baker	U.S. Department of Education (Retired) Springfield, Virginia <i>Public Member</i>	2019
Paul Bott, Ed.D.	Pacific College Costa Mesa, California <i>Public Member</i>	2020
Nancy Bradley	Daytona College Ormond Beach, Florida <i>School Member</i>	2016
Mary Cano	Western Technical College El Paso, Texas <i>School Member</i>	2018
Paul Fitzgerald	Erie Institute of Technology Erie, Pennsylvania <i>School Member</i>	2019
Lorne P. Gauthier	Northwest Technological Institute Southfield, Michigan <i>School Member</i>	2017
William James	U.S. Department of Education (Retired) Fairfax, Virginia <i>Public Member</i>	2019
Timothy McMahon	Triangle Tech Pittsburgh, Pennsylvania <i>School Member</i>	2020
Cedric D. Page, Ph.D.	University of New Mexico – Los Alamos Los Alamos, New Mexico <i>Public Member</i>	2019
Kathleen J. Steinberg	Midwest Technical Institute Lincoln, Illinois <i>School Member</i>	2018
Raymond Tuttle, Ph.D.	University of Mary Washington Fredericksburg, Virginia <i>Public Member</i>	2020



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PUBLIC COMMENT DISCLOSURE FORM

To Be Submitted No Later Than November 18, 2016

Michale S. McComis, Ed.D.
Executive Director
ACCSC
2101 Wilson Boulevard, Suite #302
Arlington, Virginia 22201

RE: Coast Career Institute
1354 S. Hill Street
Los Angeles, California 90015

Dear Dr. McComis:

I understand and agree that the Commission, pursuant to *Section X (C)(4)&(D)(4), Rules of Process and Procedure, Standards of Accreditation*, will make public a summary of the reasons for the decision together with any comments submitted by the school. I further understand that the summary will be accompanied by the attached comments.

I understand and agree that the attached comments constitute Coast Career Institute’s public comments on the adverse accreditation action that are to be disseminated with the public notice of the Commission’s adverse accreditation decision including, but not limited to, dissemination to appropriate federal, state and other accrediting agencies and posting to the ACCSC website (*Section X (C)(4)&(D)(4), Rules of Process and Procedure, Standards of Accreditation*).

I understand and agree that the school is not obligated to submit public comments and acknowledge that the attached comments are provided voluntarily.

I understand and agree that the public comments must be in summary format, professional in tone, and free of profanity and calumnious statements. I acknowledge that any comments which do not meet these requirements will not be disseminated or posted along with the summary of the reasons for the adverse accreditation decision.

I understand and agree that the Commission will release its summary of the adverse accreditation decision to the public pursuant to the Commission’s *Rules of Process and Procedure, Standards of Accreditation* and that the school’s written comments will not be added to this disclosure if this form and comments are not submitted in the required format **on or before November 18, 2016**.

I understand and agree that the Commission has no responsibility for how the school’s comments may be used once they are put in the public domain.

Signature

Date

Name/Title