



Accrediting Commission of Career Schools and Colleges

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703.247.4212  
703.247.4533 fax  
[www.accsc.org](http://www.accsc.org)

July 5, 2017

**ELECTRONIC DELIVERY**

rdoan@iau.la

Ryan Doan  
Executive Director  
International American University  
3440 Wilshire Boulevard, Suite #1000  
Los Angeles, California 90010

**School #M072599**

Dear Mr. Doan:

The Accrediting Commission of Career Schools and Colleges (“ACCSC” or the “Commission”) is pleased to accept the Application for Initial Accreditation-Part I from International American University located in Los Angeles, California. Please refer to the top of this letter for the school number you have been assigned by ACCSC and include your school number on page one of the Application for Initial Accreditation-Part II (“application”). A copy of this letter must be submitted as part of your school’s Self-Evaluation Report (“SER”).

**Compliance with ACCSC’s Standards of Accreditation is required, effective as of the date of this letter (Section II (A)(1)(f), Rules of Process and Procedure, Standards of Accreditation).** It is recommended that you review current school policies and procedures to ensure compliance with accrediting standards. The school will undergo the required on-site evaluations to verify information and to evaluate compliance with accrediting standards.

Once the Application for Initial Accreditation-Part I has been accepted, and as the institution advances in the accreditation process, the school also must comply with and adhere to all substantive reporting and application requirements. The Commission requires each school holding accreditation status or that has had an Application for Initial Accreditation-Part I accepted to submit a Financial Report each year in accordance with established and prescribed timelines. The Financial Report includes the school’s financial statements prepared in accordance with the ACCSC *Instructions for the Preparation and Submission of Financial Statements and Related Information*. **The Financial Report must be received in the ACCSC office no later than 180 days following the school’s fiscal year end** (see Section V (C)(1), *Rules of Process and Procedure, Standards of Accreditation* and ACCSC *Instructions for the Preparation and Submission of Financial Statements and Related Information*).

Following is the list of programs included in your school’s Application for Initial Accreditation-Part I Program Chart. This information is current as of the date of this letter and is part of the official record. International American University will find the Commission’s requirements for the addition of new programs and modifications to existing programs in the *Standards of Accreditation*. Please refer to Section IV, *Rules of Process and Procedure* for a more detailed explanation of all processes and procedures.

Degree Programs	Clock Hours	Semester Credit Hours	Award
Business Administration	900	60	Associate of Science
Business Administration	1800	120	Bachelors of Science

Business Administration	540	36	Master's Degree
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Lastly, based on a review of the materials submitted with your application, the following areas have been noted that require correction, additional information, or which may not be in compliance with accrediting standards:

1. International American University must demonstrate that the school describes itself consistently to each accrediting agency, state agency, and federal agency with regard to identity (i.e., main school, branch, or equivalent), purpose, governance, programs, credentials awarded, personnel, finances, and constituents served, and has kept each agency apprised of any change in its status (*Section I (B)(1)(e)(ii), Rules of Process and Procedure, Standards of Accreditation*). Additionally, the school is advised that all programs offered by a school that fall within the Commission's scope must be approved by the Commission as within the school's scope of institutional accreditation through the application for accreditation process (*Section I (B)(3), Rules of Process and Procedure, Standards of Accreditation*). The Commission noted that the school's California Bureau for Private Postsecondary Education ("BPPE") approved program list for International American University includes what appears to be vocational programs not included in the school's ACCSC application for initial accreditation on the school's Program Chart:

Program Name	Approved by BPPE	Program Type
Bachelor of Accountancy	12/15/2011	Degree
Accelerated Certificate of Accountancy	12/15/2011	Non-Degree
Certificate of Accountancy	12/15/2011	Non-Degree
Graduate Certificate in Management	02/27/2007	Non-Degree

International American University must provide an explanation as to why these programs are not included in the school's application for initial accreditation and submit the following information for each programs:

Program Title	Clock/Semester Credit Hours	Program Length in Months	Current Enrollment	Credential Awarded	Avocational/Vocational

#### **Application for Initial Accreditation-Part II and Initial SER Submission Requirements**

The next step in the accreditation process requires the school to submit an **Application for Initial Accreditation-Part II and the school's initial Self-Evaluation Report**. The school should refer to the guidelines, distributed at the Initial Accreditation Workshop, to prepare these reports. International American University must submit the Application for Initial Accreditation-Part II and the SER to the Commission's office **on or before January 5, 2018**. The school should retain a copy of the Application for Initial Accreditation-Part II and the SER for internal use. In preparing the reports, please note the following:

1. International American University must use the most current application and SER forms, dated July 1, 2016, which are available for download from the ACCSC website at [www.accsc.org](http://www.accsc.org).
2. International American University is advised that when preparing the Application for Initial Accreditation-Part II, the school must restate each application attachment in its entirety. The school's response to the restatement of each application attachment should follow. The school also is advised to include each item, even those that are not applicable, so that the school's application includes a total of 20 items. For those that do not apply, the school must restate the item and then indicate that it is "Not Applicable."
3. International American University is advised that when preparing the SER, the school must maintain the integrity of ACCSC's form. Specifically, the SER must include all questions contained in the SER document – the SER form should not be compromised. For those questions that do not apply, the school should indicate "not applicable."
4. International American University is advised that in accordance with *Section I (F)(2), Substantive Standards, Standards of Accreditation*, a school may use the term "University" in its name only when such use has been approved by the appropriate state authorities and upon approval by the Commission after the following elements have been demonstrated:
  - a. The school offers at least one graduate-level degree;
  - b. The school offers diverse schools of study with a comprehensive learning resource system to support those fields;
  - c. The school is comparable to other schools with university status; and
  - d. The school has an established professoriate with a commitment to scholarship.

In the school's revised application, International American University must submit an Application for a Change of Name Parts I and II, available for download at [www.accsc.org](http://www.accsc.org).

5. International American University is advised that ACCSC republished the *Standards of Accreditation* on July 1, 2017. The Commission recommends that the school download a copy of the republished standards. Key school personnel should review and familiarize themselves with the current requirements.

The school must review the items in this letter carefully and submit the Application for Initial Accreditation-Part II and Self-Evaluation Report with all attachments **on or before January 5, 2018**. The application and SER must each include a signed certification attesting to the accuracy of the documents. If the items are not received in the Commission's office **on or before January 5, 2018**, the Commission will consider further appropriate action.

International American University must upload the school's application and SER directly to ACCSC's College 360 database. To submit the materials electronically, access the ACCSC College 360 database by [clicking here](#). The Instructions for College 360 DMS can be found [here](#). A detailed overview on how to upload a school submission can be found [here](#). International American University's login credentials are as follows:

**User ID: 072599**  
**Password: MTrov2Ou**

Keep in mind, the school's materials must be prepared in accordance with ACCSC's *Instructions for Electronic Submission* (e.g., prepared as one Portable Document Format ("PDF") file that has been prepared using Adobe Acrobat software (version 8.0 or higher) and which has a .pdf extension as part of the file name). The school will receive an email confirmation within 24 hours of the submission that the file has been received.

For assistance with the password or for any other questions regarding the School Submission Project, please contact Anne Santalla at [asantalla@accsc.org](mailto:asantalla@accsc.org) or 703.247.4532. Please note that any password requests to access College 360 must be made by the school director or designated member of the school's management team, via email.

International American University is reminded that to continue in the accreditation process, the following materials are due in the ACCSC office **on or before January 5, 2018**:

- The school's Application for Initial Accreditation-Part II and initial Self-Evaluation Report and exhibits (see *Instructions for Electronic Submission* at [www.accsc.org](http://www.accsc.org)).**
- A check in the amount of \$3750 representing a \$2250 processing fee for the Application for Initial Accreditation-Part II and a \$1500 travel fee for the Orientation Visit (the check may be mailed directly to ACCSC).**

Please note that the Commission has authorized the assessment of a \$750 late processing fee if the deposit fee and reports are not received by the due date. If the school does not submit all required reports by this date, the application approval will be considered void. It may then be necessary to attend another workshop and resubmit a new application if the institution wishes to continue the accreditation process.

### **Orientation Visit**

Once the Application for Initial Accreditation-Part II and initial SER are received, a Commission representative will contact the school to schedule an Orientation Visit. This is a one-day consultative visit, designed to help the school prepare its final submission copy of the SER and to familiarize the school with the full-team evaluation procedures. The Commission representative will spend one day at the school reviewing files, management practices, and school policies and procedures. A review of the catalog and enrollment agreement will also be performed, in addition to highlighting any sections in the SER that need to be corrected, expanded upon, or better documented. If the Commission determines that the school is not adequately prepared, the school will receive an Orientation Visit Report, outlining deficiencies and other areas to modify, including the submission of additional materials, prior to scheduling the on-site evaluation. If the Commission determines that the school is prepared for an on-site evaluation, the school will receive an Orientation Visit Report, summarizing the results of the visit and identifying any areas of non-compliance or suggested corrections. In response, the school will upload the complete, corrected Application for Initial Accreditation-Part II and revised SER, along with the requisite Occupation Specialist Information Package(s).

### **On-Site Evaluation**

A Commission representative will contact the school to schedule an on-site evaluation after the revised Application for Initial Accreditation-Part II and SER are received. The purpose of the on-site evaluation is to verify the accuracy of the information provided in the Application for Initial Accreditation-Part II and SER and verify that the school operates in compliance with accrediting standards. The evaluation team will

be comprised of a Team Leader, an Education Specialist, and an Occupation Specialist. A Commission representative is present during the evaluation to review compliance with technical areas of the accrediting standards, to assist in coordinating activities, and to provide technical support to other team members.

#### **After the On-Site Evaluation**

The on-site evaluation team will issue to the school a Team Summary Report reflecting the team's analysis of the institution, and identification of any areas of non-compliance with accrediting standards. The school will have an opportunity to respond to the Team Summary Report, allowing the school to demonstrate full compliance with accrediting standards and to support, with complete documentation, those items that have been corrected. This also affords the school an opportunity to correct any errors of fact or interpretation of conditions as observed by the on-site evaluation team. Please note that the team does not make the final determination regarding a school's compliance with accreditation standards or grant of accreditation.

Once the school's response is received, the Team Leader reviews it for any contradictions of fact. If the Team Leader makes any comments in this regard, those comments will be sent to the school for additional response. The Team Summary Report, the school's response to the report, Team Leader comments, and the school's response to the Team Leader's comments are then considered by the Commission at ACCSC's next quarterly meeting. The Commission may at that time vote to **accredit**, to **defer final action**, or to **fail to grant** accreditation to the institution. The school will be notified of the Commission's decision approximately thirty days after the conclusion of the meeting.

If you have any questions regarding the Initial Accreditation process or the submission of the application and/or SER, please feel free to contact me at 703.247.4506 or [jbishop@accsc.org](mailto:jbishop@accsc.org).

Sincerely,



Jaye Bishop  
Senior Accreditation Coordinator