



November 23, 2012

Dr. Jon R. Wallace  
President  
Azusa Pacific University  
901 East Alost Avenue  
Azusa, CA 91702-7000

Certified Mail  
Return Receipt Requested  
# 7007 0710 0001 0674 5234

**RE: Expedited Final Program Review Determination Letter**  
OPE ID: 00111700  
PRCN: 201240928076

Dear Dr. Wallace:

From September 24, 2012 through September 28, 2012, Marcia Clark, Adeline Espinosa, and Anna Archila conducted an on-site program review of Azusa Pacific University's (APU's) administration of the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs). In addition, the review continued off-site until October 26, 2012. The purpose of this Final Program Review Determination Letter is to close the program review.

The focus of the review was on the institution's administration of its distance education programs. The review also consisted of an examination of APU's administration of its Title IV programs, in general, and a review of APU's online systems, materials, and students' participation.

A sample of 30 files was identified for review from the 2011-12 and 2012-13 (year to date) award years. The files were selected randomly from a statistical sample of the total population receiving Title IV, HEA program funds for each award year. The reviewers participated in an interactive demonstration of APU's online courses. Additionally, the reviewers selected five online courses for review. The course syllabus and other materials for each course were reviewed. Subsequently, the online participation of five students per course was reviewed. Prior to the conclusion of this review, both faculty and students from these courses were sent electronic online participation questionnaires via e-mail.

Appendix A lists the names and partial social security numbers of the students whose files were examined during the program review. Appendix B lists the distance education students' names with the associated online programs that were reviewed.

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**Protection of Personally Identifiable Information (PII):**

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. In order to protect PII, Appendix A and B were encrypted and sent separately to the institution via e-mail.

Although the review was thorough, it cannot be assumed to be all-inclusive. The absence of statements in the report concerning APU's specific practices and procedures must not be construed as acceptance, approval, or endorsement of those specific practices and procedures. Furthermore, it does not relieve APU of its obligation to comply with all of the statutory or regulatory provisions governing the Title IV, HEA programs.

During the review, no significant findings were identified; therefore, this review is considered closed.

**Record Retention:**

Program records relating to the period covered by the program review must be retained until the later of: resolution of the loans, claims, or expenditures questioned in the program review; or the end of the retention period otherwise applicable to the record under 34 C.F.R. § 668.24(e).

We would like to express our appreciation for the courtesy and cooperation extended during the review. If you have any questions concerning this letter, please contact Adeline Espinosa at (415) 486-5532 or at [adeline.espinosa@ed.gov](mailto:adeline.espinosa@ed.gov).

Sincerely,

(b)(6)

Martina Fernandez-Rosario  
Division Director  
San Francisco/Seattle School Participation Division

cc: Todd Ross, Executive Director of Undergraduate Academic and Student Financial Services  
Western Association of Schools and Colleges – Senior Colleges & Universities



**Appendix B: Student Sample of Distance Education Programs**

**2011-12 Award Year (Spring)**

<b>Name</b>	<b>Program/Class</b>
(b)(6); (b)(7)(C)	Cultural Influence in the Workplace (MBGT 409-D016)
	Cultural Influence in the Workplace (MBGT 409-D016)
	Cultural Influence in the Workplace (MBGT 409-D016)
	Cultural Influence in the Workplace (MBGT 409-D016)
	Cultural Influence in the Workplace (MBGT 409-D016)
	<b>Program/Class</b>
	Humans: Self & Others (HDEV302-13370-K004)
	<b>Program/Class</b>
	Dynamics of Group Behavior (BMGT 301-13880-D018)
	Dynamics of Group Behavior (BMGT 301-13880-D018)
	Dynamics of Group Behavior (BMGT 301-13880-D018)
	Dynamics of Group Behavior (BMGT 301-13880-D018)
	Dynamics of Group Behavior (BMGT 301-13880-D018)
	<b>Program/Class</b>
	Leadership Induction (EDL 580-Z1)
	<b>Program/Class</b>
	Momentum (APOU 101)
Momentum (APOU 101)	