



April 24, 2018 \*\*REVISED May 22, 2018\*\*

ID Code 00011179 (MC)

**VIA E-MAIL AND REGULAR MAIL**

*regulatory.harrisburg@brightwood.edu*

Ms. Susan M. Lynch  
Campus Director  
Brightwood Career Institute  
5650 Derry Street  
Harrisburg, PA 17111-4112

**Subject: Campus-Level Student Achievement Show-Cause – Placement**

RE: Brightwood Career Institute - Philadelphia, PA

ACICS ID CODE: 00010863(BC)

Dear Ms. Lynch:

The Council has reviewed your recently submitted 2017 Campus Accountability Report (CAR) for the **Philadelphia, PA**, campus, and the campus-level placement rate of 48% is materially below the Council standard of 60%.

### **Council Action**

Therefore, the Council acted to direct the institution to **show cause** why the campus's approval should not be withdrawn from within the accredited status of its institution, subject to the Council's review of the campus's 2018 Campus Accountability Report. In the interim, the institution is required to complete and submit the following information, via the online Show-Cause Application for the campus for the Council's monitoring and review:

1. Quarterly submission of the following reports and plans, with the first submission due no later than May 1, 2018, and the subsequent submission on August 1, 2018.
  - A corrective action plan that has been incorporated into the current Campus Effectiveness Plan (CEP) and includes specific activities that are being implemented to improve the programs that are negatively impacting the campus-level placement performance for this campus. The campus must also submit a progress report, corresponding documentation, and any necessary explanatory narrative of all activities implemented and completed for the purpose of placement remediation. These materials should be uploaded as part of the "Application" for the Institutional Teach-Out Plan (See (c)).
  - Quarterly 2018 Campus Accountability Reports (CAR). The institution is reminded that **ONLY** placements that have been submitted to the PVP, verified by

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the graduate and/or employer, **and** validated by ACICS may be reported on the Report.

- Institutional Teach-Out Plan for the campus, with quarterly updates on the student progression of current enrollments.
2. Evidence that all current and prospective students have been advised of the show-cause status. The following statement must be placed prominently on each campus's website, no later than **five business days** following electronic transmission of this notice:
- Notice to students and prospective students: CAMPUS NAME, LOCATION has been placed on student achievement show-cause by their accreditor, the Accrediting Council for Independent Colleges and Schools ("ACICS"), because of material noncompliance with placement standards, having reported a \_\_\_% on the 2017 Campus Accountability Report.

Failure to provide all information requested by the Council may result in the suspension or revocation of your institution's grant of accreditation.

The Council is obligated to take adverse action against any institution that fails to come into compliance with the *Accreditation Criteria* within the established time frames without good cause. Given that the campus's longest program is offered at the Certificate/Diploma level, you are advised that compliance must be achieved within 12 months. Please consult the Introduction of Title II, Chapter 3 of the *Accreditation Criteria* for additional information.

Please contact Ms. LaToya Boyd at lboyd@acics.org or (202) 336-6777 if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Edwards". The signature is written in black ink and is positioned over a faint, light-colored background graphic that appears to be a stylized torch or flame.

Michelle Edwards  
President and CEO

- c: Mr. Johnny Arellano, Philadelphia branch campus  
(regulatory.philadelphia@brightwood.edu)  
Ms. Cathy Sheffield, Accreditation and State Liaison, U.S. Department of Education  
Ms. Patricia Landis, Pennsylvania Division of Private Licensed Schools  
(plandis@pa.gov)