



**TO:** The Honorable the Members of the Board of Regents  
**FROM:** John L. D'Agati *John L. D'Agati*  
**SUBJECT:** Application for Surrender of Degree-Conferring Authority:  
Briarcliffe College  
**DATE:** January 3, 2019  
**AUTHORIZATION(S):** *Mary Ellen Eina*

### **SUMMARY**

#### **Issue for Decision (Consent Agenda)**

Should the Regents accept Briarcliffe College's application to surrender its degree-conferring authority pursuant to §3.58(g)(1) of the Rules of the Board of Regents?

#### **Reason(s) for Consideration**

Required by Regents Rules.

#### **Proposed Handling**

The question will come before the full board at its January 2019 meeting, where it will be voted on and action taken.

#### **Procedural History**

On November 30, 2018, Briarcliffe College submitted an application to the Department to surrender its degree-conferring authority.

#### **Background Information**

Section 3.58(g)(1) of the Rules of the Board of Regents describes the process for a proprietary college to apply to surrender its degree-conferring authority and requires that the Board of Regents make a determination whether or not to accept that request (§3.58(g)(2)).

In 2015, Briarcliffe College, a proprietary college in New York State, informed the Department that, as of December 7, 2015, it would cease enrollment of new students, teach-out its remaining students, and, as of December 2018, it would cease operation of all of its registered programs, and close. The College had two campuses, one in Bethpage, NY, and one in Bohemia, NY (formerly in Patchogue, NY) as well as on-line students. The College taught-out all the students at the Bethpage location by the end of April 2018 and closed that campus. In the fall 2018 semester, there were 10 remaining students enrolled either at the Bohemia campus or on-line, all of whom were expected to complete their registered programs and receive their degrees by December 18, 2018.

On November 30, 2018, the Briarcliffe College Board of Trustees submitted an application to surrender, in whole, its degree-conferring authority, pursuant to §3.58(g)(1) of the Rules of the Board of Regents, effective December 31, 2018. That application included assurances concerning the institutional responsibilities required by §3.58(h) as well as a copy of information that has been provided to Briarcliffe College students concerning student support services, access to transcripts and other student records and career services that are available through the College's parent corporation, Career Education Corporation. A copy of the application and student information submitted to the Department is attached to this item.

On December 19, 2018, the Department received confirmation that the ten students enrolled at Briarcliffe College in the fall 2018 semester completed their registered programs and received their earned degrees from the College on December 18, 2018. There are no students remaining at Briarcliffe College for whom alternative avenues to complete their studies are necessary. On December 31, 2018, the College ceased operation of all of its registered programs as well as all operational and administrative activities; the College closed as of December 31, 2018.

Based upon the completion of the teach-out undertaken by Briarcliffe College, and the closure of the College as of December 31, 2018, the Department recommends that the Board of Regents accept the request from Briarcliffe College to surrender its degree-conferring authority.

### **Related Regents Items**

N/A

### **Recommendation**

VOTED, that, pursuant to §3.58(g)(2) of the Rules of the Board of Regents, the Board of Regents accepts the request from Briarcliffe College to surrender in whole its degree-conferring authority.

### **Timetable for Implementation**

If the Board of Regents accepts the request from Briarcliffe College to surrender its degree-conferring authority, it will become effective on January 15, 2019.

November 30, 2018

FED EX – 813391090172

Ms. Leslie Templeman  
Director  
Office of College and University Evaluation  
NYS Education Department  
Room 960 EBA  
89 Washington Avenue  
Albany, NY 12234

Dear Ms. Templeman:

Pursuant to Section 3.58(g) of the Rules of the Board of Regents, the Board of Trustees of Briarcliffe College is applying to the New York State Board of Regents to surrender, in whole, its degree-conferring authority, effective December 31, 2018. By such date, Briarcliffe College will have met all of the institutional responsibilities prescribed in Section 3.58(h) of the Rules of the Board of Regents, in that:

1. As of December 7, 2015, the College ceased enrollment of new students in all registered programs.
2. As of December 18, 2018, the College will cease operation of all registered programs. The students who were enrolled in programs at Briarcliffe College in the fall 2018 semester (10 students), are expected to complete their registered programs and receive their earned degrees by this date. It is expected that no students will remain enrolled at Briarcliffe College after December 18, 2018. If any students have not completed their programs and received their degrees by December 18, 2018, Briarcliffe College will cooperate with the Department to ensure that those students are able to find avenues for completion of their studies with a minimum of disruption.
3. As of December 31, 2018, the College will conclude all operational and administrative activities necessary to conclude operations at its facility in Bohemia. All staff except the Director of Career Services (“DCS”) will conclude their employment by that date. The DCS will provide career services support for students by phone and e-mail (remotely) through January 31, 2019.
4. Students from the past four years been sent an e-mail (sample attached) outlining resources that will continue to be available to them following the closure of the campus. The Briarcliffe website will also be updated to include this information.

If you have any questions or require any additional information, please contact Dr. Lou Commisso, Campus Director, at (631) 730-2023 or [lcommisso@bcl.edu](mailto:lcommisso@bcl.edu).

Sincerely,



Richard Kruse  
Chair, Board of Trustees

c: Dr. Lou Commisso, Campus Director

November 2018

Dear Student:

As previously announced, Briarcliffe College ("Briarcliffe") will complete its teach-out in December 2018. This document provides contact information to assist you in accessing the student support services and information that will remain available to you after the completion of the teach-out, including academic transcripts, student records, student finance, and career services. This information is being sent to students who recently attended at Briarcliffe campuses in Bethpage, Patchogue, Bohemia, and Online.

Career Education Corporation, our parent company, will continue to provide you with a variety of methods to help you obtain general and specific information related to your Briarcliffe experience, and serve as a resource for ongoing career services assistance. Contact information for these available resources is as follows:

1. **Briarcliffe Website** - [www.briarcliffe.edu](http://www.briarcliffe.edu)

The website provides information on resources available, including student records, transcripts, and career services assistance once the school has concluded the teach-out.

2. **Career Services Assistance for Graduates**

Local Career Services assistance continues to be available until December 31, 2018, at the campus by calling (631) 730-2074. Beginning January 2, 2018, Career Services support is available by contacting Career Education Corporation at (866) 934-1594 or via e-mail at [cssupport@careered.com](mailto:cssupport@careered.com).

Graduates also have access to Optimal Resume. Optimal Resume is an online resource that you may use to create and build a resume, research companies and more. Below is the link to set up an account and log in:

[https://portfolio.optimalresume.com/user\\_profile.php](https://portfolio.optimalresume.com/user_profile.php)

Here are some resources that you can use that assist in using the Optimal Resume platform:

<https://vimeo.com/137158900>

<https://vimeo.com/137396461>

<https://vimeo.com/136831766>

3. **Transcript Requests**

Transcripts are available through the Parchment Exchange site that manages processing and delivery of transcripts. To obtain your transcript go to [www.Parchment.com](http://www.Parchment.com). Additional directions and a link to the Parchment site can be found on the Briarcliffe website.

4. **Student Records**

Custodian of Records  
Career Education Corporation  
231 N. Martingale Road  
Schaumburg, IL 60173  
Attention: Student Records  
866-470-7445 or [records@careered.com](mailto:records@careered.com)

5. **Student Finance**

Phone: 888-810-4556  
Fax: 866-439-7340  
[CStudentAccounts@careered.com](mailto:CStudentAccounts@careered.com)

I wish you well in all your future endeavors.

Sincerely,

Dr. Lou Commisso  
Campus Director