



## CSAC APPEAL CERTIFICATION FORM

**Purpose:** The purpose of this form is to certify institutions, who have lost eligibility during the certification process, and wish to appeal with the commission in accordance with California Education Code 69432.7. Use this form to determine if your institution is qualified to appeal based on your cohort default rate and/or graduation rate.

**Instructions:** Please make sure all fields are completed. If qualified, send this form with a formal letter of request to appeal along with supporting documents. If you select NO at any point, your institution is not qualified to appeal. If you determine your institution is not qualified based on this form, no further action is required.

Institution Name: California Jazz Conservatory  
OPE ID: 04237600  
Contact Name: Karen Shepherd, Director of Financial Aid  
Phone: 510-841-5373  
Email: karen@cjc.edu

**Please certify and complete the following:**

1. My institution remains eligible for Title IV programs: ☒ Yes ☐ No
2. My institution's cohort in question is 20 students or less for academic year 2020 (Graduation Rate)<sup>1</sup> and 2017 (Cohort Default Rate): ☒ Yes ☐ No
3. My overall institution Graduation Rate for academic year is ☒ Yes ☐ No ☐ N/A  
above 30%: 43%
4. The number of students that are listed on your roster for the current academic year:  
0
5. The number of students that have received payment on your roster for the current academic year: 0
6. Attach a formal letter of appeal on school letterhead and include supporting documentation that you will use for your appeal.

<sup>1</sup> Graduation Rate cohort is based on first time, full time students who graduate within 150% of normal time.



I understand the commission is bound by the California Education Code 69432.7 and related regulations and is not permitted to make any exceptions for any reason for institutions that do not meet the statutory criterial for granting an appeal. ☒ Yes ☐ No

Print Name and Title: Susan Muscarella, President

Date: 01/07/2022

Signature: \_\_\_\_\_

(Should be signed by the official who signed the Institutional Participation Agreement)



January 8, 2022

Tae Kang  
Deputy Director  
Program Administration & Services Division  
California Student Aid Commission  
P.O. Box 419027  
Rancho Cordova, CA 95741-9027

Dear Deputy Director Kang:

As the President of the California Jazz Conservatory, I am respectfully submitting an appeal to the Commission's decision to discontinue our participation in the 2022-2023 academic year Cal Grant program.

Founded in 2009, the California Jazz Conservatory (CJC) is the only independent, accredited music conservatory in the country devoted solely to the study and performance of the African American art form, jazz, and related styles of music. The California Jazz Conservatory is a small private, non-profit institution that annually has a FTFT cohort size of fewer than 20 students.

The disqualification of the Cal Grant program was determined by the certification of California Education Code Section 69432.7(l)(3) that reported the graduation rate of less than 30% for our 2014 first-time, full-time (FTFT) cohort. The data reported to the USDE, IPEDS report, calculates the cohort graduation rate of 0%. This is not an accurate representation of the overall institutional performance.

When calculating the total number of students enrolled fall 2014, based on the overall institutional performance, the graduation rate is 43%. The chart below was calculated and verified by our Dean of Administration.

Fall 2014 Cohort	Fall Starts	Graduated in 150% or less	Overall Performance
FTFT	3	0	0% <sup>1</sup>
Total	68	29	43%

The fall 2014 cohort of FTFT students includes 3 starts. The overall population for fall 2014 cohort was 68 students.

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<sup>1</sup> 2020 IPEDS Graduation Rate Data Summary

The IPEDS, FTFT cohort of 3 students has a 6-year graduation rate of 0%. When based on our overall institutional performance, the fall 2014 cohort includes the enrollment of 68 students. Within the 150% (6-year) graduation requirement, 29 of those students graduated. The graduation rate is 43%.

We are confident that future reviews of our graduation rate, calculated by the overall institutional performance, will remain over 30% as in our last two consecutive academic years, 11 students graduated. As documentation, the BPPE School Performance Fact Sheet for the years of 2016 and 2017 lists student completion within 150% of the published programs length at 50% and above. (The BPPE School Performance Fact Sheet is included in our attached supporting documentation.)

Our initial Cal Grant IPA was approved, September 23, 2021. The academic year of 2022-2023 will launch the beginning for CJC to recruit students who have been awarded from the Cal Grant entitlement program. Offering the Cal Grant award would allow the continued recruitment of first-generation students from economically disadvantaged backgrounds, residing in Alameda County. Many talented high school students have historically declined our acceptance due to their family's inability to meet the financial gap. Upon approval of our appeal, CJC may offer a financially secure degree program through the combination of Federal and State awards in addition to institutional scholarships based on need and merit. As a private, non-profit institution, our tuition cost is moderate. Reported on the CSAC 2021-22 College Cost Estimate form lists the annual tuition of \$21,800. (As reference the CSAC G-33 form is included in our attached supporting documentation.)

Based on the information above and the attached supporting documentation I hope that the Commission will reconsider the ineligible status for the 2022-2023 participation of the Cal Grant program by based on our 43% graduation rate of overall institutional performance. If you have any questions or require additional supporting documentation, please contact me and I will immediately provide the information. My email address is [susan@cjc.edu](mailto:susan@cjc.edu).

Sincerely,

A handwritten signature in black ink, appearing to read "Susan", with a large, stylized loop at the beginning.

Susan Muscarella, Ph.D.  
President

# 2020 IPEDS Graduation Rate Data Summary

California Jazz Conservatory OPEID# 042376

https://nces.ed.gov/ipeds/SummaryTables/report/801?templateId=8010&year=2020&expand_by=0&tt=aggregate&instType=1					
IES :: NCES National Center for Education Statistics			Search Go		
Graduation rates (150% of normal time) and transfer-out rates: Aug 31, 2020			Change report Change report Download Close		
Aug 31, 2020 Expand by: Total		Report Options: Aggregate		Select Institutions	
Cohort year	Adjusted cohort	Number of completers	Graduation rate (%)	Transfer-out number	Transfer-out rate (%)
Aggregate Result - Title IV institutions in the U.S.					
2014 (4-year institutions)	1,734,221	1,041,706	60.1%	219,519	12.7%
2017 (2-year institutions)	693,745	249,566	36.0%	89,718	12.9%
2017 (less-than-2-year institutions)	137,808	95,493	69.3%	479	0.3%
Comparison Institution: California Jazz Conservatory - Edit Remove					
2014	3	-	0%	-	0%



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2087 Addison Street  
Berkeley, CA 94704  
510-845-5373 (phone)  
510-841-5373 (fax)  
www.cjc.edu

**SCHOOL PERFORMANCE FACT SHEET**  
**CALENDAR YEARS 2016 & 2017**

**Jazz Studies Program — Four Years**

**On-Time Completion Rates (Graduation Rates)**

*Includes data for the two calendar years prior to reporting.*

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	Number of On-Time Graduates	On-Time Completion Rate
2016	4	4	1	25%
2017	7	7	0	0%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

**Students Completing Within 150% of the Published Program Length**

Calendar Year	Number of Students Who Began the Program	Students Available for Graduation	150% Graduates	150% Completion Rate
2016	4	4	2	50%
2017	7	7	4	57%

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Job Placement Rates (includes data for the two calendar years prior to reporting)**

Calendar Year	Number of Students Who Began Program	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field	Placement Rate % Employed in the Field
2016	0	0	0	0	0
2017	0	0	0	0	0

You may obtain from the institution a list of the employment positions determined to be in the field for which a student received education and training. Please contact the Registrar at registrar@cjc.edu.

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its **2017** and prior graduates.

**Gainfully Employed Categories (includes data for the two calendar years prior to reporting)**

**Part-Time vs. Full-Time Employment**

Calendar Year	Graduate Employed in the Field 20-29 Hours Per Week	Graduates Employed in the Field at Least 30 Hours Per Week	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its **2017** and prior graduates.



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**Single Position vs. Concurrent Aggregated Position**

Calendar Year	Graduates Employed in the Field in a Single Position	Graduates Employed in the Field in Concurrent Aggregated Positions	Total Graduates Employed in the Field
2016	0	0	0
2017	0	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its **2017** and prior graduates.

**Self-Employed / Freelance Positions**

Calendar Year	Graduates Employed who are Self-Employed or Working Freelance	Total Graduates Employed in the Field
2016	0	0
2017	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its **2017** and prior graduates.





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### **Institutional Employment**

<b>Calendar Year</b>	<b>Graduates Employed in the Field who are Employed by the Institution, an Employer Owned by the Institution, or an Employer who Shares Ownership with the Institution.</b>	<b>Total Graduates Employed in the Field</b>
2016	0	0
2017	0	0

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its **2017** and prior graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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### **License Examination Passage Rates (includes data for the two calendar years prior to reporting)**

<b>Calendar Year</b>	<b>Number of Graduates in Calendar Year</b>	<b>Number of Graduates Taking Exam</b>	<b>Number Who Passed First Available Exam</b>	<b>Number Who Failed First Available Exam</b>	<b>Passage Rate</b>
2016	4	n/a	n/a	n/a	n/a
2017	7	n/a	n/a	n/a	n/a

The California Jazz Conservatory does not provide a program that leads to employment for which passage of a licensing examination is required. This reporting requirement is not applicable.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Salary and Wage Information (includes data for the two calendar years prior to reporting)**

**Annual salary and wages reported for graduates employed in the field.**

Calendar Year	Graduates Available for Employment	Graduates Employed in Field	\$20,001 - \$25,000	\$35,001 - \$40,000	\$40,001 - \$45,000	\$45,001 - \$50,000	No Salary Information reported
2016	0	0	0	0	0	0	0
2017	0	0	0	0	0	0	0

A list of sources used to substantiate salary disclosures is available from the school. Please contact the Registrar at registrar@cjc.edu.

Because of the change in the Bureau's reporting regulations, which became effective on July 14, 2016, this institution was not required to collect the data for its **2017** and prior graduates.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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**Cost of Educational Program**

Total charges for the program for students completing on-time in 2016-2017: \$82,900. Additional charges may be incurred if the program is not completed on-time.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

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### **Federal Student Loan Debt**

<b>Most recent three year cohort default rate, as reported by the United States Department of Education.<sup>1</sup></b>	<b>The percentage of enrolled students in 2016 receiving federal student loans to pay for this program.</b>	<b>The average amount of federal student loan debt of 2016 graduates who took out federal student loans at this institution.</b>	<b>The percentage of graduates in 2016 who took out federal student loans to pay for this program.</b>
n/a*	39%	\$0	0%

\*The US Department of Education does not report cohort default rates when 10 or fewer borrowers are in repayment.

Student's Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Initial only after you have had sufficient time to read and understand the information.

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<sup>1</sup> The percentage of students who defaulted on their federal student loans is called the Cohort Default Rate (CDR). It shows the percentage of this school's students who were more than 270 days (9 months) behind on their federal student loans within three years of when the first payment was due. This is the most recent CDR reported by the U.S. Department of Education.



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This fact sheet is filed with the Bureau for Private Postsecondary Education. Regardless of any information you may have relating to completion rates, placement rates, starting salaries, or license exam passage rates, this fact sheet contains the information as calculated pursuant to state law.

Any questions a student may have regarding this fact sheet that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

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Student Name – Print

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Student Signature

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Date

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School Official

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Date



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### **Definitions**

- “Number of Students Who Began the Program” means the number of students who began a program who were scheduled to complete the program within 100% of the published program length within the reporting calendar year and excludes all students who cancelled during the cancellation period.
- “Students Available for Graduation” is the number of students who began the program minus the number of students who have died, been incarcerated, or been called to active military duty.
- “Number of On-time Graduates” is the number of students who completed the program within 100% of the published program length within the reporting calendar year.
- “On-time Completion Rate” is the number of on-time graduates divided by the number of students available for graduation.
- “150% Graduates” is the number of students who completed the program within 150% of the program length (includes on-time graduates).
- “150% Completion Rate” is the number of students who completed the program in the reported calendar year within 150% of the published program length, including on-time graduates, divided by the number of students available for graduation.
- “Graduates Available for Employment” means the number of graduates minus the number of graduates unavailable for employment.
- “Graduates Unavailable for Employment” means the graduates who, after graduation, die, become incarcerated, are called to active military duty, are international students that leave the United States or do not have a visa allowing employment in the United States, or are continuing their education in an accredited or bureau-approved postsecondary institution.
- “Graduates Employed in the Field” means graduates who beginning within six months after a student completes the applicable educational program are gainfully employed, whose employment has been reported, and for whom the institution has documented verification of employment. For occupations for which the state requires passing an examination, the six months period begins after the announcement of the examination results for the first examination available after a student completes an applicable educational program.
- “Placement Rate Employed in the Field” is calculated by dividing the number of graduates gainfully employed in the field by the number of graduates available for employment.
- “Number of Graduates Taking Exam” is the number of graduates who took the first available exam in the reported calendar year.
- “First Available Exam Date” is the date for the first available exam after a student completed a program.
- “Passage Rate” is calculated by dividing the number of graduates who passed the exam by the number of graduates who took the reported licensing exam.



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- “Number Who Passed First Available Exam” is the number of graduates who took and passed the first available licensing exam after completing the program.
- “Salary” is as reported by graduate or graduate’s employer.
- “No Salary Information Reported” is the number of graduates for whom, after making reasonable attempts, the school was not able to obtain salary information.



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### **Cancellation Policy**

The student has the right to cancel the **STUDENT ENROLLMENT AGREEMENT** and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation shall be in writing and submitted to the Registrar. The notice to cancel the Enrollment Agreement will be considered effective no later than the date it is received by the Registrar. Please submit the notice of cancellation to: California Jazz Conservatory, 2087 Addison Street, Berkeley, California 94704.

Refunds for students who cancel the Enrollment Agreement within the aforementioned timeframe may obtain a 100% refund of charges paid less the Registration Fee (\$50) and Enrollment Deposit (\$200).

Refunds for students who withdraw during a period of attendance are calculated as follows: Students who have completed 60 percent or less of the period of attendance shall receive a refund calculated on a pro-rata basis. Refunds shall be calculated based on the total amount owed by the student for the portion of the educational program completed as of the date of receipt of the notice of cancellation or withdrawal. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

Please note: A pro-rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

A student is not eligible for a refund who has been enrolled for more than 60 percent of the term.

The California Jazz Conservatory shall issue or credit refunds within 45 calendar days of a student's cancellation, withdrawal or completion of the program.

Upon a student's failure to pay a debt owed to the California Jazz Conservatory, permission to register for the forthcoming semester may be withheld. The California Jazz Conservatory also reserves the right to withhold a student's transcript until the debt and all costs associated with collecting it are paid in full.

**CSAC****CALIFORNIA STUDENT AID COMMISSION****2021-22 College Cost Estimate Form**

Program Administration and Services  
P.O. Box 419027  
Rancho Cordova, CA 95741-9027

Complete, sign, and return this form by October 30, 2020

(Instructions for completing this form are on the reverse)

Phone: 888.294.0153  
schoolsupport@csac.ca.gov

**1. School Information**

School Name: California Jazz Conservatory Campus: (Optional) N/A

Address: 2087 Addison St., Berkeley, CA 94704

USED # 04237600 (must be 8 Digits) TITLE IV # 042376 (must be 6 digits)

Please indicate a Cal Grant preference for first year students. A ☒ B ☐

Cal Grant A requires the program of instruction be at least two academic years that leads to an associate or baccalaureate degree requiring 48 semester units or the equivalent, or results in eligibility for transfer from a community college to a baccalaureate degree program.

High School Graduation - Check here to opt out of High School Graduation Confirmation ☐

**2. Program / Course Information**

Program/Course Title: Bachelor of Music in Jazz Studies

Program/Course Length: No. Months 36 or No. Clock/Credit Hours \_\_\_\_\_

2021-22 Required Attendance:

☒ 2 semesters (9 month) ☐ 3 trimesters (12 month) ☐ 3 quarters (9 month) ☐ 4 quarters (12 month)  
(Fall & Spring - optional Summer) (Fall & Spring - mandatory Summer) (Fall, Winter & Spring - optional Summer) (Fall, Winter & Spring - mandatory Summer)

2021-22 Start Dates for the terms indicated above: 08/23/2021 - 01/18/2022 -  
Fall Winter Spring Summer

**3. 2021-22 Costs (Please Calculate Costs using a 9-Month Budget for Semester/3 quarter or 12-Month Budget for Trimester/4 Quarter)**

Tuition - Vocational or Technical Schools list highest tuition charged to all students within the course. \$ 21,800.00

Fees - List only required types and fees charged to all students regardless of program.

<u>Registration</u>	\$ <u>100.00</u>	_____	\$ _____
Type _____	Fee _____	Type _____	Fee _____
_____	\$ _____	_____	\$ _____
Type _____	Fee _____	Type _____	Fee _____

On-Campus Budget - Do not include tuition and/or fees listed above. \$ N/A

Off-Campus Budget - Do not include tuition and/or fees listed above. \$ 23,142.00

With-Parents Budget - Do not include tuition and/or fees listed above. \$ 14,482.00

Five Year Academic Programs - List undergraduate programs that require a 5 years of full-time enrollment to obtain a baccalaureate degree.

Program N/A Program \_\_\_\_\_

Program \_\_\_\_\_ Program \_\_\_\_\_

**4. School Certification**

I certify that the above information is true and correct to the best of my knowledge.

Karen Shepherd  
Financial Aid Director's Signature

Karen Shepherd Dir of finAid  
Name and Title (please type or print)

510-845-5373 x17 06/28/2021  
Phone Date

Bill Aron  
Accounting Officer's Signature

Bill Aron Business Manager  
Name and Title (please type or print)

510-845-5373 x13 06/28/2021  
Phone Date (G-33 Rev. 8/15)