

July 3, 2023

Dr. Benjamin Hong, President
Hayfield University
2495 East Orangethorpe Avenue
Fullerton, CA 92831
c/o [REDACTED]

Dear President Hong:

Greetings in the name of our Lord Jesus Christ. This letter is your official notification of ABHE Commission on Accreditation actions relative to Hayfield University. The ABHE Commission on Accreditation reviewed your institution at its June 15, 2023 meeting and took the following actions:

In light of no progress reported as required in the action letter of March 4, 2022 and follow up action letter of March 7, 2023, place Hayfield University (CA) on probation and continue candidate status in light of the Commission on Accreditation's judgment that the institution fails to comply with the ABHE Institutional Accreditation Standards listed below, and require that the self-study, due November 15, 2023 address these concerns:

- **Condition of Eligibility 15: Student Body (Documented evidence that the institution has a sustained and viable student enrollment in its education programs over the past two years, typically an FTE of 10 or headcount of 30 students or more).**
- **Standard 2: EE 2, 4, 6, 7, 8 (Documented evidence that the institution has completed cycles of assessment accompanied by metrics or other means that effectively assess whether or not the institution is achieving its stated objectives; documented evidence of multiple means to validate student learning outcomes; evidence of meaningful analysis of assessment data and use of results by appropriate constituencies for the purpose of improvement in teaching, learning, and institutional effectiveness through completed cycles of assessment; documented evidence of a written, comprehensive institutional improvement plan based on assessment results and aligned with realistic resource projections; documented evidence of the ongoing provision of reliable information to the public regarding institutional performance and student achievement)**
- **Standard 4: EE 6, 10, 11 (Documented evidence that the institution has a governing board that assists in generating resources for the institution; documented evidence of a board recruitment process and an orientation process that ensures the development and stability of new members; documented evidence that a process of board communication relative to mission, finances, and programs has been implemented)**
- **Standard 6a: EE 3 (Documented evidence that the institution has the availability of adequate resources for employee welfare, including professional development)**
- **Standard 6b: EE 5 (Documented evidence that the institution has appropriate and ongoing board oversight of financial management)**
- **Standard 7a: EE 1; Standard 7d: EE 1, 2 (Documented evidence that the institution has an enrollment management plan that describes recruitment strategies that target students in line with the institutional mission; provide evidence of adequate resources to address the**

- needs of at-risk students and improve retention; and evidence that the assessment process leads to improvement in student retention and completion)
- **Standard 9b: EE 5 (Documented evidence that the institution's faculty is involved in decision making processes related to admissions criteria, curriculum, and student development)**
 - **Standard 10: EE 9, 13 (Documented evidence that the institution has a collection of learning resources that is appropriate based on the curriculum, age of resources, usage, and formats; evidence of curricular requirements and services to teach information literacy)**
 - **Standard 11b: EE 6 (Documented evidence that the institution has a system of ongoing ministry program review and documented evidence of the use of assessment of outcomes leading to program improvement)**

Disapprove the explanation provided by Hayfield University (CA) concerning the 56% drop in annualized headcount and require that the self-study, due November 15, 2023, include an action plan that addresses, in detail, how the institution will satisfy enrollment management expectations articulated in Standard 7 and related Essential Elements.

Note: The institution's self-study is due November 15, 2023. Should the institution wish to invoke its contingency year at that time (see the **Policy and Procedures for Institutional Accreditation**, COA Manual, p. 79), a request to do so should be forwarded to the Commission of Accreditation.

Probation is a negative, public action indicating that the COA has determined that the institution no longer complies with one or more of the Standards for Accreditation. The institution retains candidate status with ABHE during a period of probation, and will be subject to periodic monitoring, which may include progress reports and/or focused visits by COA staff or evaluation teams. Should the institution fail to correct the identified deficiencies within two years, the COA must take adverse action against the institution and remove its accreditation or candidate status. Where there is sufficient progress, the COA may grant up to a one-year extension of accreditation or candidate status for "good cause" to allow the institution to demonstrate substantial compliance with the Standards for Accreditation, but such an extension cannot extend beyond the expiration date for candidate status, February 28, 2026.

Placement on probation does not become final until the institution has had an opportunity to request an appeal of the decision. You received notification of this action and the opportunity to request an appeal in an Action Letter, June 22, 2023. Since no request for appeal was filed during the 10-day allotted time, **the decision of the ABHE Commission on Accreditation is final, effective today, July 3, 2023.**

ABHE provides notification of final actions to the United States Department of Education, state, and provincial postsecondary education offices, and recognized accrediting agencies at the same time as final notification is provided to the institution. Within 24 hours of notifying the institution, the final action and rationale for the action will be posted to the ABHE website and appear on Accreditation Profile in the institution's directory listing at <https://abhe-dir.weaveeducation.com/>.

A link to this action letter will also be available on the ABHE website. **Within seven (7) days after receiving final notification from the COA of a decision to place the institution on probation, the institution must publish notice of the action to its website. The prescribed language for that notification is found below:**

The ABHE Commission on Accreditation has placed Hayfield University on probation for failure to comply with the following accreditation standard(s):

- *Condition of Eligibility 15: Student Body (Documented evidence that the institution has a sustained and viable student enrollment in its education programs over the past two years - typically an FTE of 10 or headcount of 30 students or more).*
- *Standard 2: EE 2, 4, 6, 7, 8 (Documented evidence that the institution has completed cycles of assessment accompanied by metrics or other means that effectively assess whether or not the institution is achieving its stated objectives; documented evidence of multiple means to validate student learning outcomes; evidence of meaningful analysis of assessment data and use of results by appropriate constituencies for the purpose of improvement in teaching, learning, and institutional effectiveness through completed cycles of assessment; documented evidence of a written, comprehensive institutional improvement plan based on assessment results and aligned with realistic resource projections; documented evidence of the ongoing provision of reliable information to the public regarding institutional performance and student achievement)*
- *Standard 4: EE 6, 10, 11 (Documented evidence that the institution has a governing board that assists in generating resources for the institution; documented evidence of a board recruitment process and an orientation process that ensures the development and stability of new members; documented evidence that a process of board communication relative to mission, finances, and programs has been implemented)*
- *Standard 6a: EE 3 (Documented evidence that the institution has the availability of adequate resources for employee welfare, including professional development)*
- *Standard 6b: EE 5 (Documented evidence that the institution has appropriate and ongoing board oversight of financial management)*
- *Standard 7a: EE 1; Standard 7d: EE 1, 2 (Documented evidence that the institution has an enrollment management plan that describes recruitment strategies that target students in line with the institutional mission; provide evidence of adequate resources to address the needs of at-risk students and improve retention; and evidence that the assessment process leads to improvement in student retention and completion)*
- *Standard 9b: EE 5 (Documented evidence that the institution's faculty is involved in decision making processes related to admissions criteria, curriculum, and student development)*
- *Standard 10: EE 9, 13 (Documented evidence that the institution has a collection of learning resources that is appropriate based on the curriculum, age of resources, usage, and formats; evidence of curricular requirements and services to teach information literacy)*
- *Standard 11b: EE 6 (Documented evidence that the institution has a system of ongoing ministry program review and documented evidence of the use of assessment of outcomes leading to program improvement)*

The institution retains candidate status with ABHE during this period of probation and will be subject to periodic monitoring, which may include progress reports and/or focused visits by Commission on Accreditation staff or evaluation teams. Should the institution fail to correct the

identified deficiencies within two years, the Commission on Accreditation must take adverse action against the institution and remove its candidate status. Where there is sufficient progress, the Commission on Accreditation may grant a one-year extension of candidate status for "good cause" to allow the institution to demonstrate substantial compliance with the Standards for Accreditation. Such an extension cannot extend beyond the expiration date for candidate status, February 28, 2026.

A teach-out plan, approved by the COA Substantive Change Officer or the appropriate COA committee, is required for institutions placed on probation. The institution is required to submit a teach-out plan in accord with specifications in the **Policy on Teach-Out Plans and Teach-Out Agreements** within 60 days of the notice informing it of probationary status. Since the Commission has a 2021 teach-out plan on file for Hayfield University, a new plan is not required unless changes are necessary.

In addition to the report indicated above, the institution will be expected to send representatives to meet with the COA at the February 2024 meeting to respond to questions and provide clarifications regarding further progress in addressing the concerns. At that time, the COA will act to remove probation, continue probation, or impose another sanction, depending on the progress made in strengthening compliance with the ABHE Standards noted above.

The institution is reminded to consult the **Policy on Substantive Change** (see COA Manual at <https://www.abhe.org/accreditation/accreditation-documents/>) to identify institutional changes requiring a Substantive Change Proposal. The Policy includes specific requirements for institutions that currently are or have been on warning, probation, or show cause in the last three academic years.

Please see the Report Guide at www.abhe.org/accreditation/accreditation-documents/ for assistance in formatting and submitting any reports required by the Commission.

Please do not hesitate to contact me or your Commission Staff Representative with any questions that arise regarding this communication. May God bless your continued engagement in biblical higher education.

Sincerely,



Lisa L. Beatty, Ph.D.

Executive Director, Commission on Accreditation

cc: Dr. Bonghee Kim, Board Chair, c/o [REDACTED]
Dr. Kevin Grant, Accreditation Liaison, c/o [REDACTED]