



October 2, 2018

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VIA EMAIL AND UPS DELIVERY

acics@brock.dk

Ms. Anya Eskildsen
President
Niels Brock Copenhagen Business College
Nørre Voldgade 34
1358 Copenhagen K
Denmark

Subject: Show-Cause Directive--Unapproved Program Offerings and Question of ACICS Eligibility

Dear Ms. Eskildsen:

Niels Brock Copenhagen Business College (“Niels Brock”) in Copenhagen, Denmark, received ACICS Initial Accreditation in August 2013 to offer a 360-clock hour Post-Secondary Business Vocational Education Training (PSBVET) certificate program. Immediately following this approval, the institution applied for, and received approval in August 2013, to offer a bachelor’s degree in business administration (BSc).

In July 2018, ACICS was contacted by Danish and American media with questions regarding the approval requirements of the Danish government for the programs offered by the institution, as approved by ACICS.

Following review of the institution’s accreditation history and subsequent discussions with you, there is a conflict concerning the institution’s approval by Danish authorities as a “post-secondary institution” or an “upper-secondary institution.” Documentation provided to ACICS, by the institution for the initial application and new program application processes, states that Niels Brock is officially a recognized Upper Secondary school and is also officially recognized by the Danish Ministry of Education to offer the PSBVET program. The PSBVET program was formally discontinued by the institution on January 3, 2018, as an approved credential; rather, it is now offered as a non-credit, short-term module, less than 300 hours in length. Consequently, only the BSc is being offered as an approved program under the institution’s grant of accreditation.

However, following additional review of the materials provided to evidence government approval to offer this bachelor’s degree, there are concerns that this program was not included in the Danish Ministry of Education’s authorization as the letter dated April 11, 2013, and included in the application, states “...until 1st January 2012 the vocational college of Niels Brock – Copenhagen Business College had the right to offer academy profession programmes and professional bachelor

programmes (high education).”Therefore, with the PSBVET program approved by the Danish government no longer being offered as an academic credential, and the BSc program not included in the government’s authorization of Niels Brock, the institution’s continued compliance with ACICS’ minimum eligibility criteria, as outlined in Section 1-2-100(a)(b) of the *Accreditation Criteria*, is unclear.

Additionally, in both phone and email communications with you, ACICS staff was made aware that the institution has been advertising and offering two postsecondary programs, “Main clerical business program (with concentrations)” and “Main business program in finance,” both of which are approximately 450 clock hour programs, requiring ACICS’ approval. Pursuant to Section 2-2-120 of the *Accreditation Criteria*, the institution failed to secure approval from the Council prior to its initiation of these new programs.

Further, in May 2018 the institution was placed on compliance warning for its below-standard campus placement rate of 54%, and the bachelor’s degree program was placed on show-cause for its below-standard placement rate of 38%. These actions will be reviewed in December 2018 upon the submission of the 2018 Campus Accountability Report.

Finally, offering unapproved programs and a failure to demonstrate compliance with ACICS eligibility criteria call into question the administrative capability of the leadership, as outlined in Section 3-1-202(a) of the *Accreditation Criteria*.

Council Action

Therefore, at its September 2018 meeting, the Executive Committee, on behalf of the Council, acted to **direct the institution to show cause** why its accreditation should not be withdrawn by suspension at its December 2018 meeting. The institution must respond to the directive **in person** and is required to review and follow the Council hearing procedures as detailed in Section 2-3-500 of the *Accreditation Criteria* and the “Schedule of Fees” listing on the ACICS website. The institution must provide the appropriate notification of its intent to respond to the directive and hearing fee within **ten (10) business days (October 17, 2018)** of receipt of this notice.

Failure to do so will be considered a deviation from the directives of ACICS and result in a withdrawal by suspension action in accordance with Section 2-3-402 of the *Accreditation Criteria*.

In response to the show-cause directive, the institution must submit the following information via the online Show-Cause Application no later than **November 2, 2018**:

1. A detailed narrative, with documentation, to demonstrate the institution’s authorization by the Danish Ministry of Education to confer bachelor’s degrees and its recognition as an institution of postsecondary education by said Ministry. Further, given these issues, the institution must also demonstrate that it is still in compliance with all applicable Danish laws and regulations.
2. Evidence that the students enrolled in the two new programs were notified that they were not included in the institution’s grant of ACICS accreditation, and that these students have been withdrawn from the programs until approval has been secured. Documentation

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must include a list of the students currently enrolled, any students who may have since completed the programs, copies of enrollment agreements, academic transcripts, and final transcripts for the graduates. Additionally, copies of formal notification to these students concerning their withdrawal from the programs, the institution's cessation from offering the programs, and any refunds that need to be made to the students or the government must be provided.

3. An improvement plan that has been incorporated into the current Campus Effectiveness Plan and includes specific activities that are being implemented to improve placement outcomes of the BSc program.
4. The link to the institution's webpage where the show-cause directive has been posted as well as copies of the notice to current and prospective student on the institution's show-cause status.

Five (5) hard copies of your response and one electronic copy, via the Show-Cause Application in the institution's ACICS account, must be received by the date indicated above. Failure to provide all information requested by the Council may result in the withdrawal of your institution's accreditation.

Institutional Teach-Out Plan

Further, in compliance with Section 2-3-230 of the *Accreditation Criteria*, to ensure that students will receive an appropriate outcome in the event of closure, the institution must provide the Council with a Teach-out Plan as part of the its response to this show-cause directive.

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, pursuant to the Introduction of Title II, Chapter 3 of the *Accreditation Criteria*.

If you have any questions about this action, please contact Ms. Cathy Kouko at ckouko@acics.org.

Sincerely,

A handwritten signature in cursive script that reads "Michelle Edwards". The signature is written in black ink and is positioned over a faint, circular watermark or logo that appears to be a stylized torch or flame.

Michelle Edwards
President and CEO

c: Ms. Cathy Sheffield, Accreditation and State Liaison, U.S. Department of Education
Danish Ministry of Children and Education (uvm@uvm.dk)