



**Bureau for Private Postsecondary Education**  
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833  
 P.O. Box 980818, West Sacramento, CA 95798-0818  
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**NOTICE TO COMPLY - CA2300061 1016 (Ed. Code § 94935, 5 CCR § 75010)**

Institution Name:	Dharma Realm Buddhist University	Institution Telephone:	707-621-7000
Institution Code:	2300061	Administrator Name:	Susan Rounds, President
Street Address:	4951 Bodhi Way, Ukiah, CA	Date of Inspection:	10/12/2016

Nature and Facts of the Violation(s), Including a Reference to the Statute or Regulation Violated, and Manner in Which the Institution Must Correct the Violation to Achieve Compliance:

Code of Regulations	Subsection, Description, and Required Correction
<b>§71920(b)(9) Student Records</b>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:                      (9) A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;</p> <p><b>The institution failed to include documentation of all monies received from students in the student files.</b></p> <p><b>To remedy this violation the institution shall submit to the Bureau copies of documentation indicating the amount of money received from the student and the remaining balance due. This shall be done for all current and graduate students for the past 12 months.</b>  <b>Additionally, the institution shall submit to the Bureau, a copy of its policy for maintaining student files.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<b>§71920(b)(10) Student Records</b>	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:                      (10) A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;</p> <p><b>The institution failed to include any documentation for the method of calculating the refunds.</b></p> <p><b>To remedy this violation the institution shall submit to the Bureau documentation of all refunds for the past 24 months. This documentation shall also include the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent.</b></p>

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	<p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p><b>§71750(f) Student Records</b></p>	<p>(f) The institution shall maintain a cancellation and withdrawal log, kept current on a monthly basis, which shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</p> <p><b>The institution failed to maintain a cancellation and withdrawal log.</b></p> <p><b>To remedy this violation the institution shall create a cancellation and withdrawal log for the past 24 months. This log shall include the names, addresses, telephone numbers, and dates of cancellations or withdrawal of all students who have cancelled the enrollment agreement with, or withdrawn from, the institution during the calendar year.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p><b>§71720(a)(4)(A)(1) Faculty</b></p>	<p>(4) The faculty shall have sufficient expertise to support the institution's awarding of a degree identifying a specialty or major field of emphasis, demonstrated by, at a minimum:</p> <p>(A) That the person possesses one of the following:</p> <p>1. A degree from: an institution approved by the Bureau or previously approved by a predecessor agency of the Bureau; or an accredited institution in the United States or Canada; or other state approved institution that documents that the institution at which the faculty member earned his or her degree is equivalent to an institution that is approved by the Bureau; or an institution outside the United States or Canada and in addition provides a comprehensive evaluation of the degree performed by a foreign credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES).</p> <p><b>The institution failed to maintain transcripts showing evidence of qualifications in several faculty files.</b></p> <p><b>To remedy this violation, the institution shall submit to the Bureau copies of transcripts for <u>all</u> DRBU faculty.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p><b>§71720(a)(9) Faculty</b></p>	<p>(a) An Educational Program Leading to a Degree.</p> <p>(9) The institution shall maintain records documenting that each faculty member is duly qualified and was qualified to perform the duties to which the faculty member was assigned, including providing instruction, evaluating learning outcomes, evaluating graduate dissertations, theses, and student projects, and participating on doctoral committees.</p> <p><b>The institution failed to maintain documentation of qualifications in the faculty files.</b></p> <p><b>To remedy this violation the institution shall submit to the Bureau its policies on evaluating faculty. Additionally, the institution shall submit to the Bureau its</b></p>

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	<p>policies and procedures on maintaining documentation in faculty and staff files.</p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>
<p><b>§71760 Self-Monitoring Procedures</b></p>	<p>Each institution shall develop and maintain adequate procedures used by the institution to assure that it is maintained and operated in compliance with the Act and this Division.</p> <p><b>The institution failed to maintain adequate procedures for self-monitoring.</b></p> <p><b>To remedy this violation the institution shall submit to the Bureau policies and procedures for self-monitoring to assure it maintains compliance.</b></p> <p><b>Documentation of compliance shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</b></p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Allee
Inspector's Signature	<i>mallee</i>
Institution Administrator Name/Title:	Susan Rounds, President
Institution Administrator's Signature:	<i>Susan Rounds</i>

Education Code can be located at: [http://www.bppe.ca.gov/lawsregs/ppe\\_act.shtml](http://www.bppe.ca.gov/lawsregs/ppe_act.shtml)

Code of Regulations can be located at: <http://www.bppe.ca.gov/lawsregs/regs.shtml>

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RETURN THIS FORM WITHIN THE SPECIFIED TIME FRAME WITH EITHER: 1) VERIFICATION OF COMPLIANCE OR 2) A NOTICE OF DISAGREEMENT

**IMPORTANT COMPLIANCE NOTICE**

California Education Code §94935 and California Code of Regulations §75010 provide that the Bureau for Private Postsecondary Education (Bureau) shall issue a Notice to Comply for minor violations detected during a compliance inspection by the Bureau.

By no later than 30 days from the date of the inspection, you must either: 1) Remedy the noncompliance item(s), sign the below declaration and submit this form to the Bureau, along with documentation describing how compliance was achieved; or 2) File with the Bureau a written notice of disagreement, specifying the minor violation(s) described in the Notice to Comply with which you disagree, and appealing it by requesting an informal office conference. If a written notice of disagreement is not timely filed with the Bureau, the right to appeal is deemed to have been waived.

Failure to timely remedy the noncompliance item(s) or file a written request for an informal office conference may result in the Bureau taking administrative enforcement action.

**DECLARATION**

Attached to this document is a list describing how compliance was achieved for each violation and supporting documentation. I declare under penalty of perjury that all violations identified in this Notice to Comply are corrected as described in the attachment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name and Title

**THIS DECLARATION OR A NOTICE OF DISAGREEMENT MUST BE SUBMITTED TO THE BUREAU BY November 13, 2016**

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Administrator's Initial: