

Bureau for Private Postsecondary Education
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NOTICE TO COMPLY – CA-93197836-1017 (Ed. Code §94935 & 5, CCR §75010)

<u>Institution Name:</u>	University of the People	<u>Institution Telephone:</u>	626-264-8880
<u>Institution Code:</u>	93197836	<u>Administrator Name:</u>	Shawn Moustafa
<u>Street Address:</u>	225 S. Lake Avenue Pasadena, CA 91101	<u>Date of Inspection:</u>	10/17/2017

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:

Education Code

§94909 - Minimum Requirements for School Catalog.

Subsection , Description, and Required Correction

(a) Except as provided in subdivision (d), prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog containing, at a minimum, all of the following:

(8) A detailed description of institutional policies in the following areas:

(A) Admissions policies, including the institution’s policies regarding the acceptance of credits earned at other institutions or through challenge examinations and achievement tests, admissions requirements for ability-to-benefit students, and a list describing any transfer or articulation agreements between the institution and any other college or university that provides for the transfer of credits earned in the program of instruction. If the institution has not entered into an articulation or transfer agreement with any other college or university, the institution shall disclose that fact.

§71770. Admissions Standards and Transferred Credits Policy.

(a) The institution shall establish specific written standards for student admissions for each educational program. These standards shall be related to the particular educational program. An institution shall not admit any student who is obviously unqualified or who does not appear to have a reasonable prospect of completing the program. In addition to any specific standards for an educational program, the admissions standards must specify as applicable that:

(1) Each student admitted to an undergraduate degree program, or a diploma program, shall possess a high school diploma or its equivalent, or otherwise successfully take and pass the relevant examination as required by section 94904 of the Code.

The institution’s catalog includes an admissions policy that allows refugee students enrollment without a copy of the

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student's transcript or diploma. The policy in the institution's catalog allows refugee students to submit notarized affidavits for proof of high school completion.

To remedy the violation, the institution shall establish a policy that is in compliance with BPPE's statutes and regulations. A copy of the revised catalog shall be submitted with the institution's response to the Notice to Comply (NTC) and the last page of this document within the specified time frame.

Code of Regulations

§76140 - Record-Keeping Requirements.

Subsection, Description, and Required Correction

(a) A qualifying institution shall collect and maintain records of student information to substantiate the data reported on the STRF Assessment Reporting Form and records of the students' eligibility under the Fund. Such records shall include the following for each student:

- (1) Student identification number,
- (2) First and last names,
- (3) Email address,
- (4) Local or mailing address,
- (5) Address at the time of enrollment,**
- (6) Home address,**
- (7) Date enrollment agreement signed,
- (8) Courses and course costs,
- (9) Amount of STRF assessment collected,**
- (10) Quarter in which the STRF assessment was remitted to the Bureau,
- (11) Third-party payer identifying information,**
- (12) Total institutional charges charged, and**
- (13) Total institutional charges paid.**



(b) The qualifying institution shall maintain the data required under this section in an electronic format that is readily available and open to inspection by the Bureau upon request. The institution shall make the records immediately available to a Bureau representative conducting a site inspection or, upon written request, shall provide a copy within 14 calendar days of the request. All records shall be provided to the Bureau in an intelligible and orderly manner and in an electronic format.

The institution failed to provide the required back-up data bolded above to substantiate the information reported on the STRF Assessment Reporting Forms for second and third quarter 2017.

To remedy the violation, the institution shall submit back-up data for second and third quarter 2017. The information shall be intelligible and orderly.

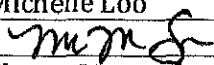
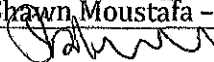
A copy of the back-up data for second and third quarter 2017

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Inspector's Initial: 
Administrator's Initial: 

	<p>shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
	<p>(b) The catalog shall contain the information prescribed by Section 94909 of the Code and all of the following: (13) Housing information including all of the following: (A) Whether the institution has dormitory facilities under its control; (B) The availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost or range of cost of the housing; and (C) If the institution has no responsibility to find or assist a student in finding housing, a clear and conspicuous statement so indicating. A statement that the program is "non-residential" does not satisfy this subparagraph.</p> <p>The institution's catalog failed to include a statement indicating the availability and approximate cost or range of cost of the housing located reasonably near the institution's facilities.</p> <p>To remedy the violation, the institution shall update their catalog to include the availability of housing located reasonably near the institution's facilities and an estimation of the approximate cost.</p> <p>A copy of the revised catalog shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>

Only minor violations are listed on a Notice to Comply.

Inspector's Name	Michelle Loo
Inspector's Signature	
Institution Administrator Name/Title:	Shawn Moustafa - Associate VP for Academic Affairs
Institution Administrator's Signature:	

Education Code can be located at: http://www.bppe.ca.gov/wsregs/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 11 18 2017

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Inspector’s Initial: *W*

Administrator’s Initial: *J*