



CITATION ORDER

Citation Issued To: University of San Jose 1631 North First Street, Suite 200 San Jose, CA 95112 Institution Code: 90920164	Citation Number: 25260141
	Total Fine Amount: \$9,502.00
	Order of Abatement Included: Yes

Elizabeth Elias issues this citation in her official capacity as Deputy Bureau Chief of Enforcement at the Bureau for Private Postsecondary Education, California Department of Consumer Affairs (hereinafter referred to as the "Bureau").

LICENSING HISTORY

1. On or about December 7, 2021, the Bureau issued an Approval to Operate a Private Postsecondary Institution, Institution Code 90920164, to University of San Jose, hereinafter referred to as the "Institution". This Approval to Operate will expire on or about December 7, 2026, unless renewed.

DISCIPLINE HISTORY

2. The Institution has no prior discipline history.

CITATION JURISDICTION

3. This administrative citation is issued to the Institution pursuant to California Education Code (CEC) section 94936; and Title 5 of the California Code of Regulations (5 CCR) section 75020 et seq. for the violation(s) described below.

CAUSE FOR CITATION & ASSESSMENT OF FINE AND/OR ORDER OF ABATEMENT

4. The Institution is in violation of the following Bureau laws and regulations:

Violation #1:

5 CCR section 71720(a)(4)(A)(1) – Faculty, 5 CCR section 71930(e) – Maintenance of Records, CEC section 94900.5(b) – Required Institutional Records, and CEC section 94885(a)(5) – Minimum Operating Standards

Cause for Citation: On or about March 27, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed three faculty files and determined that one of the faculty files contained a foreign degree that was not evaluated by a member of the National Associate of Credential Evaluation Services (NACES).

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class C” violation. The Institution is issued a fine of \$1,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to ensure all faculty records follow the law pursuant to 5 CCR sections 71720, 71930 and CEC sections 94900.5 and 94885. The Institution must submit a statement of attestation they have corrected the violation and ensured that all faculty records are in compliance with the law. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #2:

5 CCR section 71920(b)(3) – Student Records, 5 CCR section 71930(a) and (e) – Maintenance of Records and CEC section 94900.5(c) – Required Institutional Records

Cause for Citation: On or about March 27, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff reviewed nine student files and found that all student files reviewed failed to contain a School Performance Fact Sheet (SPFS) which is a required institutional record.

Administrative Fine Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$2,501.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to ensure all student records are maintained pursuant to 5 CCR sections 71920 and 71930 and CEC section 94900.5. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all student records contain signed and dated SPFS prior to the execution of the enrollment agreement. The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #3:

CEC section 94897(u) - Prohibited Business Practices

Cause for Citation: On or about March 27, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC section 94932.5(a). During the inspection, Bureau staff reviewed nine student files and found that six of the files reviewed failed to contain sufficient admissions documentation as required by the Institution's own admissions policy.

As stated in the Institution's catalog, all Master's Degree program applicants must submit an official transcript verifying the student's baccalaureate degree. Additionally, if the applicant's degree is from a non-U.S. institution, the applicant must provide official documentation of all courses taken and grades received. Transcripts must be issued in English or accompanied by notarized English translations.

Bureau staff determined that the Institution failed to adhere to its stated admissions policy.

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a "Class A" violation. The Institution is issued a fine of \$5,000.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit a statement of attestation that they have corrected the violation and will ensure that the institution adheres to its stated admissions policies pursuant to CEC section 94897(u). The statement of attestation must be dated and signed by an authorized representative of the Institution.

Violation #4:

5 CCR section 71920(b)(10) – Student Records and 5 CCR section 71930(a) and (e) – Maintenance of Records

Cause for Citation: On or about March 27, 2025, the Bureau conducted an announced compliance inspection pursuant to CEC 94932.5(a). Bureau staff reviewed nine student files and found that three withdrawn student files reviewed failed to include refund documents consistent with 5 CCR section 71920(b)(10). Furthermore, the Institution stated they were unaware of the requirement to document refund calculations pursuant to 5 CCR section 71920(b)(10).

Administrative Fine: Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class B” violation. The Institution is issued a fine of \$1,001.00.

Order of Abatement: Pursuant to 5 CCR section 75020, the Bureau issues the following order of abatement:

The Bureau orders the Institution to submit a statement of attestation that they will maintain required student records pursuant to 5 CCR sections 71920 and 71930. The statement of attestation must be signed and dated by an authorized representative of the Institution.

COMPLIANCE WITH ORDER OF ABATEMENT

5. In accordance with the provisions of CEC section 94936 and 5 CCR section 75020, the Bureau issues the order(s) of abatement described above. Evidence of compliance with the order of abatement must be submitted

to the Bureau within 30 days from the date of issuance of this citation. Evidence of compliance with the order of abatement may be sent by mail or email to:

- Mail: Bureau for Private Postsecondary Education
Attn: Discipline Unit – Amanda Hebert
1747 North Market, Blvd., Suite 225
Sacramento, CA 95834
- Email: bppe.discipline@dca.ca.gov
 - In the subject line, please include the Institution name and citation number.

COMPLIANCE WITH ASSESSMENT OF FINE

6. In accordance with the provisions of CEC section 94936, and 5 CCR sections 75020 and 75030, the Bureau hereby orders this assessment of fines in the total amount of \$9,502.00 for the violations described above. Payment of the fines must be made to the Bureau within 30 days from the date of service of this citation unless an informal conference or hearing is requested. To assist the Bureau in processing the payment of fines, please submit the enclosed *Payment of Fine – Waiver of Appeal* form.

Payment must be sent to the Bureau by mail at:

- Bureau for Private Postsecondary Education
Attn: Discipline Unit – Amanda Hebert
1747 North Market, Blvd., Suite 225
Sacramento, CA 95834

NOTICE OF APPEAL RIGHTS

7. You have the right to contest this citation through an informal conference with the Bureau pursuant to 5 CCR section 75020 and/or through an administrative hearing in accordance with Chapter 5 (Commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

If you wish to contest this citation, the Bureau must receive a written request within 30 days from the date of issuance of this citation asking for an informal conference and/or administrative hearing or you may also submit the enclosed *Notice of Appeal of Citation – Request for Informal Conference and/or Administrative Hearing* form.

The written request may be sent by email or mail to the addresses below:

- Mail: Bureau for Private Postsecondary Education
Attn: Discipline Unit – Amanda Hebert
1747 North Market, Blvd., Suite 225
Sacramento, CA 95834
- Email: bppe.discipline@dca.ca.gov
 - In the subject line, please include the Institution name and citation number.

Failure to submit a written request for an informal conference and/or administrative hearing within 30 days from the date of issuance of this citation will forfeit your ability to appeal the citation.

If a hearing is requested, you are not required to comply with this citation until a final order is entered against you.

COMPLIANCE WITH FINE AND/OR ORDER OR ABATEMENT DISCLOSURE

8. Pursuant to BPC section 125.9 and 5 CCR section 75050, payment of fine and/or compliance with any order of abatement does not constitute an admission of the violation charged and shall be represented as satisfactory resolution of the matter for the purposes of public disclosure.

Pursuant to 5 CCR section 75050, failure to comply with this citation order, its order of abatement, and/or administrative fine by the required due date is grounds for denial or discipline of an approval to operate. Where a citation is not contested and fine is not paid, the full amount of the assessed fine shall be added to the fee for renewal of the approval to operate. An approval to operate shall not be renewed without payment of the renewal fee and fine.

BUREAU CONTACT INFORMATION

9. If you have any questions regarding this Citation, please contact Amanda Hebert, Citation Analyst by email at Amanda.Hebert@dca.ca.gov or by phone at (279) 400-6420.

Citation Number: 25260141
Institution: University of San Jose
Institution Code: 90920164

“Original Signature on File”

2/5/2026

Elizabeth Elias
Deputy Bureau Chief of Enforcement

Citation Date of Issuance

Enclosures:

- Notice of Appeal of Citation: Request for Informal Conference and/or Administrative Hearing
- Payment of Fine – Waiver of Appeal
- Declaration of Service by Certified and First-Class Mail