



## MODIFIED CITATION ORDER

<b>Citation Issued To:</b> University of the People 595 E. Colorado Blvd. Suite 623 Pasadena, CA 91101  <b>Institution Code:</b> 93197836	<b>Citation Number:</b> 25260072
	<b>Total Fine Amount:</b> <b>\$3,751.00</b>
	<b>Order of Abatement Included:</b> Yes

Elizabeth Elias issues this modified 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

- On or about February 14, 2023, the Bureau renewed an Approval to Operate an Accredited Private Postsecondary Institution, Institution Code 93197836, to University of the People, hereinafter referred to as the "Institution." This Approval to Operate will expire on or about January 31, 2027, unless renewed.

### DISCIPLINE HISTORY

- The Institution has the following discipline history:
  - [Citation No. 1920306, issued May 13, 2020](#)
    - Evidence of compliance; citation satisfied June 16, 2020
  - [Modified Citation No. 2122144, issued August 26, 2022](#)
    - Evidence of compliance; citation satisfied October 3, 2022

### CITATION JURISDICTION

- 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.

### CITATION HISTORY

- On or about October 7, 2025, the Bureau issued Citation No. 25260072. On or about October 20, 2025, the Bureau received an appeal with a request

for an informal conference. The informal conference was held on November 19, 2025. New substantive information was presented during the informal conference; therefore, the Bureau modifies the citation as follows:

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

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

**Violation #1:**

**5 CCR section 71930(e) – Maintenance of Records**

**Cause for Citation:** On or about November 18, 2024, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff requested to review nine student files for current, graduated, and withdrawn students. Although the Institution was able to provide the current student files requested by the end of the inspection, graduate and withdrawn student files were not provided until after the inspection concluded. The Institution did not make the required student records immediately available for inspection, as required by law.

**Administrative Fine:** Pursuant to 5 CCR section 75030, the Bureau has determined this to be a “Class D” violation. The Institution is issued a fine of \$500.00.

**Administrative Fine: Modified. The Bureau modifies the administrative fine from \$500.00 to \$250.00. The violation remains a “Class D” violation.**

**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 they will make all records immediately available for inspection and copying during normal business hours pursuant to 5 CCR section 71930. The statement of attestation must be signed and dated by an authorized representative of the Institution.

**Order of Abatement: Affirmed**

**Violation #2:**

**5 CCR section 74112(m)(1-9) Uniform Data – Annual Report, Performance Fact Sheet and 5 CCR section 71930(e) – Maintenance of Records**

**Cause for Citation:** On or about November 18, 2024, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff requested to review documentation supporting data reported on the Institutions 2021/2022 School Performance Fact Sheet (SPFS). The Institution was unable to provide the Bureau with the required documentation by the conclusion of the inspection.

**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.

**Administrative Fine: Modified. The Bureau modifies the administrative fine from \$2,501.00 to \$1,000.00. The Bureau modifies the violation from a “Class A” violation to a “Class C” violation.**

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

The Bureau orders the Institution to correct the violation by providing an electronic copy of the template used by the Institution to document supporting data for SPFS, for the Bureau to verify the Institution is collecting the required data points pursuant to 5 CCR section 74112.

In addition, the Institution must submit a statement of attestation they have corrected the violation and will ensure that the supporting data for SPFS is maintained and immediately available during an inspection. The statement of attestation must be dated and signed by an authorized representative of the Institution.

**Order of Abatement: Affirmed**

**Violation #3:**

**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 November 18, 2024, the Bureau conducted an unannounced compliance inspection pursuant to CEC section 94932.5(a). Bureau staff requested to review nine student files for current, graduated, and withdrawn students 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.

**Administrative Fine: Affirmed**

**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 follow the law pursuant to CEC section 94900.5 and 5 CCR sections 71920 and 71930. The Institution must submit a statement of attestation that they have corrected the violation and will ensure that all student records contain a signed and dated SPFS. The statement of attestation must be dated and signed by an authorized representative of the Institution.

**Order of Abatement: Affirmed**

### COMPLIANCE WITH ORDER OF ABATEMENT

6. In accordance with the provisions of CEC section 94936 and 5 CCR sections 75020 and 75040, 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 modified citation. Evidence of compliance with the order of abatement may sent by mail or email to:
- Mail: Bureau for Private Postsecondary Education  
Attn: Discipline Unit – Aspen Grambusch  
1747 North Market, Blvd., Suite 225  
Sacramento, CA 95834
  - Email: [bppe.discipline@dca.ca.gov](mailto:bppe.discipline@dca.ca.gov)
    - In the subject line, please include the Institution name and citation number.

### **COMPLIANCE WITH ASSESSMENT OF FINE**

7. In accordance with the provisions of CEC section 94936, and 5 CCR section 75020 et seq., the Bureau hereby orders this assessment of fines in the total amount of \$3,751.00 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 modified citation. 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 – Aspen Grambusch  
1747 North Market, Blvd., Suite 225  
Sacramento, CA 95834

### **NOTICE OF APPEAL RIGHTS**

8. Pursuant to 5 CCR section 75040(d), the modified decision is considered final, unless a request for a hearing was filed timely.

If the Institution requested a hearing and no longer chooses to proceed with the hearing, the Institution may request to withdraw the request for a hearing.

### **COMPLIANCE WITH FINE AND/OR ORDER OR ABATEMENT DISCLOSURE**

9. Pursuant to 5 CCR section 75050, payment of the 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. The Bureau may also enforce the administrative fine as if it were a money judgment pursuant to CEC section 94936.

Citation Number: 25260072  
Institution: University of the People  
Institution Code: 93197836

### **BUREAU CONTACT INFORMATION**

10. If you have any questions regarding this Citation, please contact Aspen Grambusch, Citation Analyst by email at [Aspen.Grambusch@dca.ca.gov](mailto:Aspen.Grambusch@dca.ca.gov) or by phone at (279) 895-6005.

"Original Signature on File"

12/08/2025

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Elizabeth Elias  
Deputy Bureau Chief of Enforcement

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Citation Date of Issuance

Enclosures:

- Payment of Fine
- Declaration of Service by Certified and First-Class Mail