



**APPEAL OF CITATION INFORMAL CONFERENCE**  
**DECISION: CITATION MODIFIED**

June 17, 2019

University of Philosophical Research, Owner  
 University of Philosophical Research  
 3910 Los Feliz Blvd  
 Los Angeles, CA 90027-2399

Date of Issuance	Citation Number	Institution Code
June 17, 2019	1819176	1939971

On May 30, 2019, an informal telephone conference was held in the matter of Citation: Assessment of Fine and Order of Abatement No. 1819176 (Citation) against University of Philosophical Research, Owner of University of Philosophical Research (Institution). In attendance were Beth Scott, Enforcement Chief and Greg Salyer, President/CEO.

Pursuant to Business and Professions Code, section 125.9; California Education Code, section 94936; and Title 5 of the California Code of Regulations, section 75020 and section 75040, the Bureau for Private Postsecondary Education (Bureau) renders the following decision relative to your appeal of the Citation No. 1819176.

It is the decision of the Enforcement Chief that on May 30, 2019, Citation No. 1819176 is modified and makes the following change(s):

VIOLATION CODE SECTIONS

#	Below you will find the California Education Code (CEC) and/or Title 5 of the California Code of Regulations (5, CCR code) section(s) of law you are charged with violating.
1.	<p><b>Violation:</b></p> <p><b>5, CCR Section 71930 (e) -Maintenance of Records</b>  <i>(e) All records that the institution is required to maintain by the Act or this chapter shall be made immediately available by the institution for inspection and copying during normal business hours by the Bureau and any entity authorized to conduct investigations.</i></p> <p><b>5, CCR Section 74112(m)(2)(3)(4)(6)(7)(9). Uniform Data - Annual Report, Performance Fact Sheet.</b>  <i>(m) Documentation supporting all data reported shall be maintained electronically by the institution for at least five years from the last time the data was included in either an Annual Report or a Performance Fact Sheet, and shall be provided to the Bureau upon request; and the data for each program shall include at a minimum:</i></p> <p><i>(2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion dates;</i></p> <p><i>(3) graduate's place of employment and position, date employment began, date employment ended, if applicable, actual salary, hours per week, and the date employment was verified;</i></p>

- (4) for each employer from which employment or salary information was obtained, the employer name(s) address and general phone number, the contact person at the employer and the contact's phone number and email address, and all written communication with employer verifying student's employment or salary;
- (6) a description of all attempts to contact each student. or employer;
- (7) any and all documentation used to provide data regarding license examinations and examination results;
- (9) the name, email address, phone number, and position or title of the institution's representative who was primarily responsible for obtaining the students' completion, placement, licensing, and salary and wage data, the date that the information was gathered, and copies of notes, letters or emails through which the information was requested and gathered.

The Institution was unable to provide the supporting documentation to substantiate the data on the 2014/2015 School Performance Fact Sheet (SPFS) to Bureau staff upon request.

**Order of Abatement:**

The Bureau orders the Institution to submit an established policy and procedure on how all the required supporting documentation for future SPFS will be maintained and be made readily available to the Bureau upon request during normal business hours.

Reason for modification: Order of Abatement satisfied.

**Assessment of Fine:**

The fine for this violation is: \$ 5,000.00

The administrative fine for this violation has been modified from \$5,000.00 to \$00.00.

2. **Violation:**

**CEC Section 94902(b)(1). General Enrollment Requirements**

*(b) An enrollment agreement is not enforceable unless all of the following requirements are met:  
 (1) The student has received the institution's catalog and School Performance Fact Sheet prior to signing the enrollment agreement.*

**CEC Section 94912. Signature, Initials Required**

*Prior to the execution of an enrollment agreement, the information required to be disclosed pursuant to subdivisions (a) to (d), inclusive, of Section 94910 shall be signed and dated by the institution and the student. Each of these items shall also be initialed and dated by the student*

The Institution failed to provide students with a SPFS prior to signing an Enrollment Agreement.

**Order of Abatement:**

The Bureau orders the Institution to submit an established policy and procedure of how the Institution will provide students with a copy of the SPFS prior to signing the Enrollment Agreement.

Reason for modification: Order of Abatement satisfied.

**Assessment of Fine:**

	The fine for this violation is \$500.00
	The administrative fine for this violation has been modified from \$500.00 to \$00.00.
3.	<p><b><u>Violation:</u></b>  <b>CEC Section 94900.5. (b) Required Institutional Records</b>  <i>An institution shall maintain, for a period of not less than five years, at its principal place of business in this state, complete and accurate records of all of the following information:</i>  <i>(b) The names and addresses of the members of the institution's faculty and records of the educational qualifications of each member of the faculty.</i></p> <p><b>5, CCR Section 71720(a)(1). Faculty.</b>  <i>(a) An Educational Program Leading to a Degree.</i>  <i>(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.</i></p> <p>The Institution failed to provide three of the six requested faculty files. One of the three faculty files reviewed was missing transcripts.</p> <p><b><u>Order of Abatement:</u></b>  The Bureau orders the Institution to submit an established policy and procedure on how all of the required documentation for faculty files will be maintained.</p> <p><u>Reason for modification:</u> Order of Abatement satisfied.</p> <p><b><u>Assessment of Fine:</u></b>  The fine for this violation is \$1,500.00</p> <p>The administrative fine for this violation has been modified from \$1500.00 to \$00.00.</p> <p><b>TOTAL MODIFIED ADMINISTRATIVE FINE DUE: \$00.00</b></p>

APPEAL OF CITATION

You *do not* have the right to request another Informal Conference to appeal this modified Citation. You *do*, however, have the right to appeal this modified Citation through an Administrative Hearing. A hearing before an Administrative Law Judge will be scheduled and you will be notified of the hearing date. The hearing will be held pursuant to Chapter 5 (commencing with section 11500) of Part 1 of Division 3 of Title 2 of the Government Code.

If you do not wish to appeal this modified Citation you must withdraw your initial request for an Administrative Hearing. Please complete and mail the enclosed Withdrawal - Request for Administrative Hearing within **30 Days** of the date of this decision.

EFFECTIVE DATE OF CITATION


This modified Citation is effective on June 17, 2019.


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Citation No. 1819176 - MODIFIED  
University of Philosophical Research,  
Owner of University of Philosophical Research  
Institution code: 1939971

Updated: 09/10/18

CONTACT INFORMATION

If you have any questions regarding this decision or desire further information, please contact Cheryl Lardizabal, Discipline Analyst, at (916) 621-2591 or at [Cheryl.Lardizabal@dca.ca.gov](mailto:Cheryl.Lardizabal@dca.ca.gov).

  
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**Christina Villanueva**  
**Discipline Manager**

  
\_\_\_\_\_  
**Date**

Enclosures

- Withdrawal- Request for Administrative Hearing
- Declaration of Service by Certified and First-Class Mail