



Bureau for Private Postsecondary Education
 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
 P.O. Box 980818, West Sacramento, CA 95798-0818
 P (916) 431-6959 F (916) 263-1897 www.bppe.ca.gov
NOTICE TO COMPLY – CA931596480317 (Ed. Code § 94935, 5 5, CCR § 75010)



Institution Name:	Oikos University	Institution Telephone:	510-639-7879
Institution Code:	93159648	Administrator Name:	Jongin Kim
Street Address:	7850 Edgewater Drive Oakland CA 94621	Date of Inspection:	03/23/17

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:

ENROLLMENT AGREEMENT

Education Code or Code of Regulations	Subsection, Description, and Required Correction
CEC §94906. Language of Enrollment Agreement.	<p>(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.</p> <p>The institution failed to provide the enrollment agreement, catalog, and student performance fact sheets in Korean as they do recruit students in Korean.</p> <p>To remedy this violation, the institution shall submit the institutions enrollment agreement, catalog, and student performance fact sheets in Korean.</p> <p>The enrollment agreement, catalog, and student performance fact sheets shall be submitted in Korean with the institutions response to the NTC and the last page of this document within the specified timeframe.</p>

INSTITUTIONAL WEBSITE AND ADVERTISEMENTS

Education Code	Subsection, Description, and Required Correction
CEC §94913 (a)(2) and 5, CCR §74117	<p>(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following:</p> <ul style="list-style-type: none"> (1) The school catalog. (2) A School Performance Fact Sheet for each educational program offered by the institution. (3) Student brochures offered by the institution. (4) A link to the bureau’s Internet website. (5) The institution’s most recent annual report submitted to the bureau. <p>In addition to the requirements in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and</p>

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	<p>conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>Website Requirements. In addition to the requirement in Section 94913(b) of the Code, an institution that maintains a website shall provide on the homepage of that website clear and conspicuous links to all the items required in Section 94913(a) of the Code.</p> <p>The institution's website homepage does not contain a link to the current School Performance Fact Sheet.</p> <p>To remedy this violation, the institution shall update its website homepage to include clear and conspicuous links to the required item listed above.</p> <p>A printout or a link to the updated website shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.</p>
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SCHOOL PERFORMANCE FACT SHEET

Education Code or Code of Regulations	Subsection, Description, and Required Correction
<p>5, CCR §74112 (m) Uniform Data- Annual Report, Performance Fact Sheet.</p>	<p>(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; the data for each program shall include at a minimum:</p> <p>(1) the list of job classifications determined to be considered gainful employment for the educational program;</p> <p>(2) student name(s), address, phone number, email address, program completed, program start date, scheduled completion date, and actual completion date;</p> <p>(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;</p> <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;</p> <p>(5) for students who become self-employed, all documentation necessary to demonstrate self-employment;</p> <p>(6) a description of all attempts to contact each student or employer;</p> <p>(7) any and all documentation used to provide data regarding license examinations and examination results;</p> <p>(8) for each student determined to be unavailable for graduation or unavailable for employment, the identity of the student, the type of unavailability, the dates of</p>

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unavailability, and the documentation of the unavailability; and

(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 failed to submit complete records to substantiate the data reported on the 14/15 SPFS, the following data points were not provided on the SPFS back-up data:


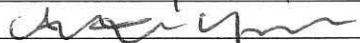
(7) any and all documentation used to provide data regarding license examinations and examination results;

(8) for each student determined to be unavailable for graduation or unavailable for employment, the identity of the student, the type of unavailability, the dates of unavailability, and the documentation of the unavailability; and

To remedy this violation, the institution must submit records in an electronic format to substantiate the data reported on the 14/15 SPFS for each approved educational program. The supporting data must include the data points (1-9) listed above.

The 14/15 SPFS back-up documentation shall be submitted with the institution's response to the NTC and the last page of this document within the specified time frame.

Only minor violations are listed on this Notice to Comply.

Inspector's Name	Gina De La Rosa
Inspector's Signature	
Institution Administrator Name/Title:	Sabrina Yoon / Director of Institutional Research
Institution Administrator's Signature	

Education Code can be located at: 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 **April 24, 2017**.

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Administrator's Initial: *S.Y.*