



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 – CA-1903571-0514 (Ed. Code § 94935, 5 CCR § 75010)

Institution Name:	Dongguk University Los Angeles	Institution Telephone:	213-434-4515
Institution Code:	1903571	Administrator Name:	David Lee
Street Address:	440 Shatto Place, Los Angeles, CA 90020	Date of Inspection:	May 21, 2014

Nature and Facts of the Violation(s):

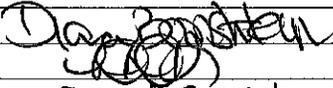
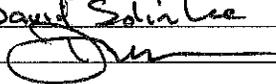
Education Code	Subsection and Description
§94906 - Language of Enrollment Agreement.	(b) If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language. In addition to English, recruitment is conducted in Korean and Chinese. The enrollment agreement, disclosures, and statements are in English only.
§94913	(a) An institution that maintains an Internet Web site shall provide on that Internet Web site all of the following: (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 Web site. (5) The institution's most recent annual report submitted to the bureau. The institutions website does not include a School Performance Fact Sheet for the DAOM program and does not include a link to the bureau's Internet Web site.

Code of Regulations	Subsection and Description
§71730 - Administration.	(e) The chief academic officer shall possess a degree or equivalent acceptable experience at least equal to the highest qualifications required of the institution's faculty. Chief academic officers employed on the date of implementation of these regulations, who do not meet the qualifications for their positions, shall have three years to earn the necessary degrees or experience to qualify them for their position. The file of the chief academic officer did not possess verification of a degree or equivalent.
§71920 - Student Records.	(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:

Notice to Comply – CA-1903571-0514

Inspector's Initial: *DD*
 Administrator's Initial: *DL*

	<p>(1) Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:</p> <p>(A) Verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work, such as successful completion of an ability-to-benefit test; Several student files did not contain verification of high school completion or equivalency or other documentation establishing the student's ability to do college level work.</p>
§71920 - Student Records.	<p>(b) In addition to the requirements of section 94900, the file shall contain all of the following pertinent student records:</p> <p>(5) In addition to the requirements of section 94900(b) of the Code, a transcript showing all of the following:</p> <p>(E) The name, address, website address, and telephone number of the institution. The institutions transcript does not include the website address.</p>
§71930 - Maintenance of Records.	<p>(d) The institution shall maintain a second set of all academic and financial records required by the Act and this chapter at a different location unless the original records, including records stored pursuant to subdivision (b) of this section, are maintained in a manner secure from damage or loss. An acceptable manner of storage under this subsection would include fire resistant cabinets. Graduated and withdrawn student records are not secure from damage or loss because they are maintained in a locked room on open shelves in cardboard boxes. A second set is not stored at a different location.</p>

Inspector's Name	David Zornstein
Inspector's Signature	
Institution Administrator Name/Title:	David Solin Lee Academic Dean
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>

Notice to Comply - CA-1903571-0514
Inspector's Initial: 
Administrator's Initial: 

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 **JUNE 20, 2014**

Notice to Comply – CA-1903571-0514

Inspector's Initial: 

Administrator's Initial: 