

Pacific States University (PSU) – BPPE Self-Monitoring Procedure

1. Purpose

This procedure ensures that Pacific States University (PSU) operates in full compliance with the California Private Postsecondary Education Act of 2009 and Title 5, Division 7.5 of the California Code of Regulations.

In accordance with §71760, PSU maintains documented procedures for continuously monitoring, evaluating, and verifying institutional compliance with all applicable BPPE laws and regulations.

2. Scope

This procedure applies to all University departments — including academic, administrative, student services, finance, and facilities operations — and covers all activities affecting compliance with BPPE standards.

3. Regulatory Basis

California Education Code § 94874–94950

California Code of Regulations, Title 5:

§ 71390 – Administrative Capacity

§ 71760 – Self-Monitoring Procedures

§ 74112 – Annual Reporting and Performance Data

§ 76140 – Student Tuition Recovery Fund (STRF) Recordkeeping

4. Compliance Oversight Structure

President:

Ensures overall institutional compliance and approves policy changes.

Chief Academic Officer (CAO):

Oversees academic quality, faculty qualifications, and program compliance.
Coordinates the self-monitoring system, internal audits, and BPPE correspondence.

Registrar:

Maintains fiscal records, STRF filings, and tuition refund compliance.

Department Heads

Ensure unit-level compliance with academic, admissions, and reporting standards.

5. Monitoring Methodology

PSU employs a continuous, four-phase self-monitoring process to ensure full compliance with BPPE regulations. Each quarter, the Director of Institutional Compliance reviews regulatory updates and adjusts internal checklists. Departments conduct self-audits covering academics, admissions, records, finances, STRF, and disclosures. Any findings are documented, corrective actions are assigned, and completion is verified within 30 days. Quarterly compliance reports summarizing results and improvements are presented to the President and Chief Academic Officer for review and approval.

6. References

- California Code of Regulations, Title 5, § 71760
- BPPE Compliance Handbook & Audit Guide (latest version)