



UNIVERSITY^{OF}_{THE} WEST

2010-2011 Catalogue

Fall 2010, Spring 2011, Summer 2011

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PRESIDENT'S MESSAGE

At University of the West, our educational mission is to transform lives through cultural understanding and appreciation between East and West. On behalf of University of the West, I invite you to visit our beautiful campus, learn about our unique academic programs, and meet our outstanding faculty.

University of the West provides a curriculum that balances meaningful exploration of the human experience with professional preparation. It was a pioneer in Humanistic Buddhism, Master Hsing Yun, who founded our school with the hope of putting the "human" back into the humanities. At the heart of your UWest education, whether you are an MBA student, Psychology, English or Religious Studies major, you will find not only high quality academic programs, but a serious and honest exploration of what it means to be human. Our goal is that students graduate fully equipped with the skills and knowledge required by their chosen profession along with a firm understanding of their life's purpose beyond their professional vocation.

Students at UWest enjoy small class sizes and forge lifelong friendships with fellow students from across the world. UWest's student body has an international flavor, with students from Asia Minor, South and East Asia, the United States, Africa, and Europe. Students also represent a variety of religious faiths.

As University of the West continues to grow, we invite people from all walks of life and world views

to experience our educational philosophy that takes the "whole person" into account. You can find more information on us and our programs in this catalogue. As president, I am committed to maintaining the high quality of our academic programs, upgrading and modernizing our physical and digital infrastructure, and increasing the profile of our flagship program in Religious Studies.

Here are a few other things I want you to know:

- University of the West is accredited by the Western Association of Schools and Colleges (WASC);
- Student admissions are based on academic achievement and potential, irrespective of ethnicity, gender, disability, or religion; and
- Financial aid and institutional scholarships are available to those who qualify.

As we become a global society, the role of UWest as a bridge between East and West grows in importance. During your time at UWest, you will enjoy active learning engagement and faculty-student interaction. You will graduate prepared for a career in business, psychology, religion, teaching, research or other professions. I invite you to join our campus community and allow us to assist you in this exciting and challenging journey.

Dr. C. S. Wu
President

ACADEMIC CALENDAR 2010-2011

FALL 2010 SEMESTER

August 23
September 6
November 11
November 25 - 28
December 4
December 10
December 5 - 11
December 11
December 12 - January 16, 2011
December 24 - January 2, 2011
January 1, 2011

Classes Begin
Labor Day (University closed)
Veteran's Day (University closed)
Thanksgiving Recess (University closed)
Classes End
ESL Classes End
Final Exam Week
Last Day Fall Semester
Winter Recess (Students)
Winter Holiday (University closed)
New Year's Day (University closed)

SPRING 2011 SEMESTER

January 17
January 18
February 2
February 3
February 21
March 21 - March 25
May 7
May 9 - May 14
May 10
May 14
May 14
May 14
May 30

Martin Luther King, Jr. Holiday (University closed)
Classes Begin
Chinese New Year's Eve (University closed after 12pm)
Chinese New Year (University closed)
Presidents' Day (University closed)
Spring Recess (University is open; No instruction)
Classes End
Final Exam Week
Buddha Day (University closed)
ESL Classes End
Commencement
Last Day Spring Semester
Memorial Day (University closed)

SUMMER 2011 SEMESTER

Summer Session I (9 weeks)
June 6
July 4
August 1 - August 6
August 6

Summer Session I Begins
Independence Day (University closed)
Final Exam Week
Summer Session I Ends

Summer Session II (6 weeks)
ESL Classes Take Place
June 27
June 27
July 4
August 6
August 1 August 6
August 6

Summer Session II Begins
ESL Classes Begin
Independence Day (University closed)
ESL Classes End
Final Exam Week
Summer Session II Ends



INTRODUCING UNIVERSITY OF THE WEST

MISSION

University of the West is a private, nonprofit, non-sectarian, co-educational university offering undergraduate, graduate, certificate and continuing education programs consistent with the educational mission of California higher education degree-granting institutions. Since February 16, 2006, it is accredited by the Western Association of Schools and Colleges (WASC). Organized under the Nonprofit Public Benefit Corporation Law of the State of California, University of the West is not conducted for the private gain of any individual or institution.

The mission of University of the West is to:

1. Provide a 'whole person' education in a context informed by Buddhist wisdom and values; and
2. Facilitate cultural understanding and appreciation between East and West.

A highly qualified faculty and a supportive and physically attractive learning environment are provided so that students can master a body of knowledge, acquire analytical and creative problem-solving and learning skills, cultivate moral and cultural discernment and develop personal and social responsibility.

The goals of University of the West are to:

1. Provide a learning and cultural environment for students to explore religious and ethical issues inherent in life and work;
2. Prepare students for religious and public service and for careers and leadership in business management;
3. Cultivate cross-cultural perspectives and facilitate cultural exchange between East and West through a broad-based educational program, and a culturally and internationally diverse faculty and student body;
4. Enhance mutual understanding and respect among different religious and cultural groups through education, exchange programs, conferences, inter-faith dialogue, and publications; and

5. Work for world peace, the well-being of humankind and the preservation of the environment by developing and nurturing students who will contribute to those ends.

To fulfill its educational mission, University of the West is organized to:

1. Provide facilities and resources for the advanced academic study of and research in Buddhist and Comparative Religious Studies;
2. Prepare students majoring in Buddhist Studies to explain Buddhism to people whose primary language is English;
3. Provide a forum in which scholars, students and others may exchange ideas and information on various aspects of Buddhist Studies;
4. Prepare business management students for careers and leadership in a global society with an awareness of the role of culture in the managing of organizations;
5. Develop and offer a broad based undergraduate program with a strong General Education component and majors in languages, humanities, religious studies and business administration: e.g. English, History, Psychology, Buddhist Studies, Comparative Religion, Accounting, Marketing, Computer Information Systems, and International Business;

6. Provide continuing education opportunities for the local community and students from abroad, with special emphasis on professional training and community services;
7. Serve as a center for the study of Chinese and Asian cultures and the sharing of those cultures with the diverse communities of the United States;
8. Enable non-English-speaking students to improve their command of the English language and familiarize them with American and Western life and culture;
9. Inculcate in students such social and ethical values as would prepare them for productive involvement in social services;

10. Function as a research center for Chinese Buddhist Studies;
11. Promote the study of and service to minority-owned businesses and small businesses through the Center for the Study of Minority and Small Business;
12. Explore avenues for reaching off-campus students through Internet distance education courses; and
13. Negotiate agreements of cooperation with US and foreign universities and seats of higher learning.



FOUNDER

Born in Jiangdu, Jiangsu Province, China in 1927, Venerable Master Hsing Yun, a widely respected advocate of Humanistic Buddhism, is the founder of the Fo Guang Shan (Buddha's Light Mountain) Buddhist Order, which is one of the largest Buddhist organizations in the world. The Venerable Master went to Taiwan in 1949, where the Fo Guang Shan Buddhist Order was established in 1967. It now has over 200 branch temples and associated centers throughout the world, including Hsi Lai Temple in Hacienda Heights, California.

The humanistic projects of Fo Guang Shan include a children's home, free medical clinics, a senior citizen's home, prison ministries, disaster relief and various other forms of community service. Fo Guang Shan also administers and sustains various cultural and educational endeavors including nursery schools, high schools, libraries, museums, colleges and universities.

In 1962, Venerable Master Hsing Yun established the Tsung Ling Buddhist College at Fo Guang Shan, and subsequently developed 15 other Buddhist colleges for the study of the Buddhist Dharma and the education and development of monks and nuns. A related activity was the establishment of the Buddha's Light International Association (BLIA) in 1992. This is a laity-based educational and service organization that now has over 130 chapters with several million members in over 60 countries.

The establishment of post-secondary educational institutions combining Buddhist theory and practices with formal academic studies, has been a lifelong commitment of Venerable Master Hsing Yun. After much planning and preparation, three such universities were founded. The first was University of the West in Los Angeles County, USA, which opened its doors in the spring of 1991. Nan Hua University in Jiayi, Taiwan began its instruction in 1996, and Fo Guang University in Ilan, Taiwan opened in 1999. All three universities combine Buddhist teaching and practice with academic disciplines and grant a variety of degrees from the bachelor level through the Ph.D. All three universities are associated with and connected to an extensive network of temple-sponsored research centers where scholars from many countries can engage in research projects.

Venerable Master Hsing Yun served as the President of University of the West from its inception to the end of 1997. He continues to be the President of the Board of Trustees and, along with other board members, guides and directs the University, including the approval of important proposals made by University of the West administrative and academic staff. Since 1998, he has encouraged and given support to the WASC accreditation process, which University of the West successfully completed on February 16, 2006. The Venerable Master continues his work in fund raising for the University and attends some of its important ceremonies and international conferences. The day-to-day administrative and academic functions of the University are entrusted to the University of the West President.



HSI LAI TEMPLE

Hsi Lai Temple was founded in 1978 by Venerable Master Hsing Yun in Hacienda Heights, California. After ten years of preparation and a cost of over 30 million dollars, it officially opened to the public in 1988. It is situated on 15 acres and includes ten major buildings, among which are the Main Shrine, the library, an auditorium, a convention hall, an exhibition hall, a Buddhist art museum, a memorial pagoda and a dining hall. The Temple is designed in the tradition of Chinese palatial architecture and is the most expansive Buddhist temple and monastic center in the Western hemisphere.

Hsi Lai Temple has a regular schedule of ceremonies, chanting services, festivals, lectures and meditation programs to which students of the University are welcome. The Temple, thus, provides them opportunities to participate in Buddhist practice and to observe the discipline and values of monastic life. Students are also encouraged to experience Buddhist religious life by participating in celebrations and ceremonies at the Temple.



ESTABLISHMENT OF UNIVERSITY OF THE WEST

University of the West was incorporated as Hsi Lai University in 1990 by Venerable Master Hsing Yun and commenced functioning in spring 1991. It is a pioneering effort among Chinese and American Buddhists to establish a Buddhist-affiliated University dedicated to providing a quality education based on American standards and traditions and to fostering mutual recognition and respect among diverse religious systems and cultures.

University of the West opened in the spring semester of 1991 in facilities at Hsi Lai Temple and remained

there through the spring semester of 1996. In the summer of 1996 the University moved to the City of Rosemead, where it has become an independent institution of higher learning based on the model of a United States university, dedicated to academic excellence in an ambience of academic freedom and objective advancement and dissemination of knowledge. It is situated on an attractive and peaceful campus with seven spacious buildings that have been fully remodeled to accommodate the needs of the University, the students, and the wider community that it serves.

Hsi (West) Lai (to come), the original name of the University, is a designation for the transmission of Buddhist teaching ("Buddhadharma") to the West and was both the name of the University and of the Temple. In response to the wishes of its stakeholders, the current name University of the West was adopted in April 2004. For the past several decades, the West has witnessed a strong interest in Buddhism. The University has responded to this interest by providing advanced education in Buddhist thought and practice, by preparing Buddhists for leadership in the West, and by publishing, through the University of the West Press, English translations of Master Hsing Yun's writings. The establishment of the Institute of Research and Advanced Studies in Chinese Buddhism (IRASCB) is a further step in this direction. Two more centers have also been created: The Buddhist Psychology and Counseling Research Center (BPCRC, currently not operational), and the Center for the Study of Minority and Small Business (CSMSB).

EDUCATIONAL SERVICES

The University offers the following degree programs and certificates:

Degree Programs:

Bachelor of Arts - General Studies
Bachelor of Arts - Business Administration
Bachelor of Arts - English
Bachelor of Arts - Psychology

Master of Arts - Religious Studies (Concentration in Comparative Religious Studies)
Master of Arts - Religious Studies (Concentration in Buddhist Studies)
Master of Divinity in Buddhist Chaplaincy
Master of Arts - Psychology (Concentration in Buddhist Psychology)
Master of Arts - Psychology (Concentration in Multicultural Counseling Psychology)
Master of Business Administration
Executive Master of Business Administration

Doctor of Philosophy - Religious Studies (Emphasis in Buddhism)
Doctor of Philosophy - Religious Studies (Emphasis in Comparative Religious Studies)

Certificate Programs

English as a Second Language

Post-MBA

Certificate in Business Administration for Continuing Education Students
Graduate-level Certificate Programs in Business Administration

The undergraduate degree program in Business Administration, with majors in Accounting, Marketing, International Business, and Computer Information Systems, is designed to equip students with the intellectual tools they need to assume responsible positions in organizations and to develop them into well-rounded professionals and managers with a lifelong learning capacity.

Bachelor of Arts programs are also offered in English and Psychology. See the respective sections in this catalogue.

Graduate degrees are offered in Business Administration, Religious Studies, and Psychology.

The Master of Business Administration (MBA) requires that students complete a set of prerequisites and one of the following areas of concentration: Finance, International Business, Computer Information Systems, or Nonprofit Organization Management.

The Executive Master of Business Administration (EMBA) requires that students complete a set of core courses and three elective courses.

The two-year MBA program and one-year EMBA program focus on cultural differences in the domestic and international spheres and cultural diversity within organizations. They teach students how to effectively manage such differences. They also explore the latest developments in information technologies and their impact on business and management.

Post-MBA certificate programs, offered jointly by the Department of Business Administration and the Department of Continuing Education, are designed to help participants further their education, promote lifelong learning, and advance their careers.

Students in the Master of Arts in Religious Studies program may specialize in Buddhist Studies or Comparative Religious Studies. The doctoral program in Religious Studies, leading to the degree of Doctor of Philosophy (Ph.D.) in Religious Studies, provides opportunities for advanced students seeking expert mastery of a particular area of concentration within a broad field of learning in Buddhist and Religious Studies.

The Master of Divinity in Buddhist Chaplaincy provides students with the necessary skills and training to work as professional chaplains in the United States.

Graduate programs in Buddhist and Comparative Religious Studies address the growing demand for advanced academic study of religion and cater to the expressed needs of students to gain in-depth, critical knowledge and understanding of Buddhism in its diverse forms and the role of other world religions in modern society. University of the West is recognized as offering the widest range of courses in Buddhist Studies in the U.S.A.

The Continuing Education Department makes the educational resources of the University available to a larger community by providing courses in a variety of formats to students who are not officially enrolled in degree programs. Included in the program are credit and non-credit courses in Chinese culture, foreign languages, and personal and professional development. The University also provides in-service career training for international teachers and educational administrators, city and municipal officials, and technical officers seeking inter-country experience in the U.S.A.

The English as a Second Language (ESL) program/Academic English course sequence concentrates on improving non-native-English-speaking students' command of the English language, preparing them for TOEFL and other language requirements for academic studies in the American university and college system, and providing an exposure to American and Western life and culture.

ACCREDITATION

University of the West was accredited by the Western Association of Schools and Colleges (WASC) on February 16, 2006.

INSTITUTE OF CHINESE BUDDHIST STUDIES (ICBS)

The Institute of Chinese Buddhist Studies is designed as an international Buddhist research and publications center. It also serves as a forum for consultation and the exchange of information and experience among scholars and students specializing in various aspects of Buddhist Studies. It is an integral part of the University and complements the academic programs of Buddhist Studies and Comparative Religious Studies. It currently oversees the Digital Sanskrit Buddhist Canon project. Besides having access to the University's learning resources and personnel, it has its own resources and facilities to fulfill its specialized functions.

The primary mission of ICBS is to support and underpin the efforts of Fo Guang Shan in promoting and propagating the spiritual and social ideals, objectives, and contents of Humanistic Buddhism, which is conceived by Venerable Grand Master Hsing Yun as Buddhism engaged in service to others and grounded in monastic communities and lay organizations dedicated to Buddhist teaching and practice. It is his conviction that Humanistic Buddhism, in its practical implications, symbolizes the goals of all schools and sects of Buddhism in the world, and therefore, serves as a unifying concept for the redefinition and interpretation of the teachings of Buddhism for the benefit of humanity today. From this standpoint it is envisaged that the Institute of Chinese Buddhist Studies would serve:

1. A clearing house for information on Buddhist Research and Studies through its research and publications programs; and
2. An active forum for the sharing of experiences, fostering cooperation and forging new developments through its conferences, seminars, internships, fellowships and other exchange programs.

The functions of ICBS include:

1. The translations of hitherto un-translated Buddhist texts into English;
2. The publication of the works of contemporary interpreters and scholars of Buddhism;
3. The publication of an annual academic journal;
4. The implementation of a program of annual national, regional and international conferences and seminars;
5. The award of fellowships or internships to visiting scholars and students;

6. The award of grants to research scholars and the facilitation of the publication of the results of such research;

7. The recognition of exceptional contributions to Buddhist Studies through honors and awards;

8. The use and development of state of the art resources in computers and information systems for electronic publishing, data processing, diffusion of information, and research.

ICBS is an approved Associated Center of the World Buddhist University, Bangkok, Thailand for Academic Training and Research.

CENTER FOR THE STUDY OF MINORITY AND SMALL BUSINESS (CSMSB)

The Center helps the Department of Business Administration reach out to minority and small business sectors as well as related communities for potential resources and support so that the students at UWest can be exposed to and become familiar with business realities and the existing business environment. In this capacity the Center assists the Department in determining the knowledge and capacities/skills required in business areas so that the students will be equipped with the most appropriate knowledge and skills.

The Center also provides the community of minority and small businesses with training, consulting and information-disseminating services in order to support the development of their businesses.

The functions of the CSMSB are to:

1. Conduct academic research on the success or failure of minority and small businesses;
2. Provide assistance to UWest's business students and help them find and complete internships;
3. Provide training and consulting services for minority and small businesses;
4. Hold conferences and seminars on minority and small businesses;
5. Publish an annual journal, Minority and Small Business Review;
6. Establish an information center for minority and small businesses; and
7. Explore potential resources for the development of the Center.



UNIVERSITY LIFE

THE ROSEMEAD CAMPUS

University of the West is located on a spacious and tranquil ten-acre campus situated on a hill that provides a panoramic view of the San Gabriel Valley and the nearby mountains, which are capped with snow in winter. It takes approximately 30 minutes to drive from the University to downtown Los Angeles and the cultural resources of that great city. University of the West is also quite near to the Southern Californian beaches. The campus includes an administration building, auditorium, Student Success Center, library, computer laboratory, language laboratory, lecture halls, SMART classrooms, an Investment Club classroom, faculty offices, a student activities center and dining hall, and dormitories. Recreational facilities include a swimming pool, spa, and exercise and game rooms.

Prospective students and visitors are welcome to visit the campus. The Office of Admissions is open for walk-in inquiries Monday through Friday from 9:00 a.m. to 5:00 p.m., and tours of the campus are available.

ACADEMIC FREEDOM

Academic freedom is a fundamental condition of university life and absolutely necessary if education, research and the exchange of ideas are to flourish. Colleges and universities are the primary social institutions committed to the search for knowledge and the preservation of intellectual freedom. University of the West shares in this commitment; it is a community of learners, teachers, scholars, and students striving to foster and sustain academic freedom and to pursue knowledge, truth and meaning individually and collectively.

The UWest's Board of Trustees has established as policy its affirmation and endorsement of the American Association of University Professors' (AAUP) 1996 Statement on Professional Ethics (including academic freedom) and the 1940 Statement of Principles and Interpretive Comments as printed in the 1984 edition of the AAUP policy Documents and Reports. The University also endorses in principle the 1992 Statement of the American Association of University Professors concerning resignations.

Consistent with the aforesaid principles of academic freedom, the following policy principles were adopted by the Board of Trustees on the recommendation of the Academic Policy and Curriculum Committees. These principles came into force on February 1, 2002.

The common and primary commitment of every member of the academic community at UWest is respect for the following rights:

- a) the right of all to search for truth and knowledge without obstruction or restraint;
- b) the right of all to attempt to persuade by reasoned argument or peaceful process;
- c) the right of all to form judgments based on full and free exploration, exposition and discussion; and
- d) the right to academic freedom which shall include freedom, individually or collectively, to develop and transmit knowledge and opinion through research, study, discussion, documentation, production, creation, teaching, lecturing and publication, regardless of prescribed or official doctrine, and without limitation or constriction by institutional censorship (See Faculty Handbook for full text of the policy).

Deliberately violent, obstructive, or disruptive action of groups or individuals, which is prejudicial to academic freedom and destructive to the pursuit of learning at this university, is unacceptable.

EQUAL OPPORTUNITY

University of the West is committed to a policy of equal opportunity and does not discriminate against students or applicants for admission, or against employees or applicants for employment on the basis of race, creed, color, ancestry, religion, gender, ethnic origin, age, marital status, sexual orientation, or disability. This policy extends to all educational and employment programs of the University.

STUDENT SUCCESS CENTER

The Student Success Center at University of the West is dedicated to working with students, faculty, staff, and the community to enhance the academic and professional success of our students. The Center's primary purpose is to provide students with a variety of educational services in a comfortable, confidential, and collaborative learning environment. Our services fall into four areas:

Language Development

We assist NNES/ESL students improve their understanding of American English. We can work with you on speaking & pronunciation, reading comprehension, writing, grammar, and listening skills. You can visit with a tutor or help yourself to our books, audio CDs, DVDs, and language software programs.

If you are a graduate student fulfilling your classical Chinese requirement, we have Chinese tutors available to assist you with reading, pronunciation, and translation skills.

Multiliteracy Enhancement

Our tutors provide valuable assistance to students working on academic or professional writing, speaking, or multimedia projects or presentations. If you have an essay, a PowerPoint or multimedia project, or a speech, our friendly tutors can work with you no matter where you are in the process.

If you are working on conference presentations or publications, our knowledgeable staff can work with you to polish that paper or article or provide helpful tips to develop your confidence during public speaking engagements.

Academic Tutoring

Clarify your understanding of course materials and concepts through individualized tutoring at the SSC. We have tutors specialized in business, marketing, accounting/finance, psychology, religious studies, math, and the humanities.

For many students, college is a time of transition. The SSC wants you to succeed and can give you tools and resources to assist you on your path to success. We offer resources, handouts, and workshops on critical reading and note-taking, time management, group work, writing for examinations, and many others.

Career Services

The SSC is determined to help students succeed as they transition from the classroom to professional work environments. Our career services specialists can work with you to design an individualized career plan, access career assessment tools, research employment and internship opportunities, prepare your résumé and cover letter, and hone your interviewing skills.



LIBRARY AND COMPUTER CENTER

The University's Library and Computer Center is located in the Education Building. The library provides the University community with facilities and resources for study and teaching. It has a collection of over 68,000 volumes and subscribes to over 200 scholarly journals. A further 12,000 journals and indices are available in electronic format through the library's web site.

At the heart of the library's archives is the collection of books on religion, particularly Buddhism. There are 20 sets of sutras in different languages, including Chinese, English, Pali, and Sanskrit. The collection is such that libraries from Harvard, Stanford, and UC Berkeley have been known to send requests to borrow books from the library. Acquisitions for other areas of study, such as history, language, and business, are also increasing to meet student demands. Conversely, if there are books or journals the library does not have, document deliveries from other academic libraries can be initiated on the patrons' behalf.

The library catalogue is online on the library web site. The online medium makes it easy to search for books with the same subject or author. The medium also makes it easy to link to various relevant e-locations and

nearby libraries. Integration with WorldCat, the largest database of library catalogs around the world, makes searching from the local catalogue to other catalogs worldwide an easy and intuitive process.

The library web site also puts students in touch with academic databases and online resources for various topics. From journals to subject guides, the web site presents a great starting point for research. A majority of the subscribed online databases are accessible off campus, which means anyone with internet access and their school ID can log on to search for articles in journals and other reference materials, even when the library is closed. The library web site is produced in-house, so students can look forward to greater functionality and services on a periodic basis.

Online computer stations, printers, scanner, and copiers round out the list of standard services that the library provides. The library strives to provide academic and research support in all possible forms, print or electronic. These services give patrons the opportunity to explore the landscape of new and old information at the same time.

RELIGIOUS LIFE AND PRACTICE

While University of the West is a Buddhist-affiliated university with a mission to provide a “whole person” education in the context of Buddhist wisdom and values, there are no obligatory courses or programs to be followed. Many opportunities and resources for religious practice, however, are available both at the Rosemead campus and at Hsi Lai Temple.

The Buddhist shrine and meditation center on campus is open to faculty, staff, and students.

Hsi Lai Temple is a magnet for religious leaders from around the world. Their visits provide students with an opportunity to benefit from teachings otherwise inaccessible. Because the connection of the University with the Temple includes the presence of monastics and exchange students from other parts of the world, students are provided with a rich opportunity for friendships and cross-cultural exchange as well as academic and religious instruction.

Hsi Lai Temple is a functioning monastery and part of a Buddhist monastic community (Fo Guang Shan) with temples and centers around the world. Opportunities are ample for students of the University to become immersed in Buddhist thought and practice through programs at the Temple, including participation in short-term monastic retreats for lay-persons. Students are encouraged to combine moral and religious practice with their academic studies as a foundation for intellectual and spiritual well-being.

UNIVERSITY OF THE WEST PRESS

University of the West Press was established in 1994 for the purpose of publishing English translations of Master Hsing Yun’s writings, and texts by other authorities on Buddhist subjects. Ten volumes of Master Hsing Yun’s works and a biography of the Venerable Master written by Fu Chi-Ying and translated by Amy Lui-Ma have been published. They may be purchased through the UWest Bookstore: 1409 N. Walnut Grove Avenue, Rosemead, CA 91770, USA. Tel. (626) 571-8811; FAX (626) 571-1413; <http://www.uwest.edu>.

BOOKSTORE/CAFÉ

Textbooks, classroom supplies, the University of the West Press publications, and a selection of general merchandise including UWest clothing, gifts, prints, and novelty items are available to students and the public in the bookstore/café.

STUDENT LIFE

The Office of Student Life is committed to creating an integrated experience that helps students reach their educational, personal and professional aspirations. It helps create a campus community where students are prepared to contribute to a changing world. Student Life is also a terrific resource for students, faculty, staff, community members or others who want to know more about the University. The services provided by this department include, but are not limited to: campus activities and event updates, student advising, student health insurance, student organizations, student recognition, and other services.

STUDENT ACTIVITIES

A range of activities that enhance learning and physical and mental well-being are available to students outside of the classroom. These include lectures, concerts, seminars, non-credit classes at the Rosemead campus, and religious celebrations, observances and Dharma (doctrine) classes at Hsi Lai Temple. Students, staff, and faculty can use recreational facilities including a swimming pool, spa, exercise and game rooms. In addition, to promote interpersonal relationships among students, staff, and faculty, the University hosts celebrations, such as New Year, Chinese New Year, Moon Festival, Halloween, Thanksgiving, and Christmas.

ADVISEMENT AND COUNSELING

Students are encouraged to consult with appropriate faculty and/or the Dean of Academic Affairs regarding course selection, program planning, academic difficulties, degree requirements and academic and vocational resources. The Office of Student Life provides students with crisis counseling, residential grievance mediation, and referral to outside support agencies if needed.

INTERNATIONAL STUDENT SERVICES (ISS)

The ISS Office assists UWest’s international applicants and students with a variety of issues related to their status as F-1 students in the United States. The ISS Officer issues and maintains I-20 records in the SEVIS system, helps students with CPT (Curricular Practical Training) and OPT (Optional Practical Training) applications, provides verification of enrollment for a variety of agencies (DHS, DMV, Social Security, etc.), and advises students on maintaining legal status. The ISS Office also works with other departments within UWest to help enhance cross-cultural communication and appreciation among all students, faculty and staff.

International (F-1) students should make it a habit to check in with the ISS Officer at least once per semester and always before traveling outside the country or dropping any classes. It is extremely important for F-1 students to maintain full-time status every semester and to be aware of the regulations governing their legal stay in the U.S. For example, Federal Law requires F-1 students to report a change of address within 10 days of moving. The ISS Office is here to help you with these issues and many more: just ask! Contact us at iss@uwest.edu; 626-571-8811, ext. 130.

CAREER PLANNING AND PLACEMENT ASSISTANCE

The University does not function as an employment agency or make any guarantees of employment as a result of completing the degree curricula offered. The University’s Student Success Center does, however, assist both degree candidates and graduates in many ways and informs students of career opportunities, including internships and exchange programs.

Notices of internships, part-time and full-time career opportunities received by the University are posted. Students and friends of the University who become aware of employment opportunities, whether full-time or part-time, temporary or permanent, are encouraged to bring them to the attention of the Student Success Center.

STUDENT INTERNET ACCESS

All students are provided with access to the internet and an individual account to log on in the computer laboratory. After completing the registration and application for computer access, students acquire computer user names and passwords assigned by the Information Technology Department. The computer user name and password will be renewed each semester based on a student’s status of enrollment.

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STUDENT HEALTH INSURANCE

University of the West requires health insurance coverage for all international students as long as they hold an I-20 from the University. Insurance coverage must be continuous and include breaks and summers as well as semesters. Registration cannot be completed until the insurance requirement is satisfied. Insurance is usually billed on a semester basis. Any student who wishes to purchase insurance from another company must show proof of equivalent insurance coverage for equivalent time periods.

Information about the plan offered through UWest may be obtained from the Student Life Office.

DINING SERVICES

Full-time students living off campus may purchase a meal plan through the Bursar's Office or individual meals in the cafeteria. Visitors are welcome. The cost of meals is included in the housing costs. Residential students cannot be exempted from the meal plan. For more detailed information on meal plan costs please refer to page 42: Financial Information.

RESIDENTIAL LIFE

The University provides on-campus housing at the Rosemead campus. Housing is only available to full-time or extended-stay students (those enrolled in intensive short-term courses). Residence Hall contracts for new and continuing students enrolling in the fall semester continue through the spring semester. Winter break and summer contracts are separate from the regular academic year. Summer residents are required to enroll for at least three credits. Room assignments are made on a first-come-first-served basis and are limited by room availability. Therefore, specific room numbers and room types cannot be guaranteed. Complete housing information, including the Residence Hall Rules, can be found on the Residential Life page under Student Life on the University web site: www.uwest.edu.

The Department of Residential Life will guarantee that celibate clergy in a recognized religious order will not be roomed together with non-celibate residents. However, it cannot be guaranteed that, for example, a Buddhist monk and a Catholic priest or a Bikkhuni and a Sramanerika will not be roomed together. Every reasonable effort will be made to accommodate religious vows where roommate assignments are concerned, but no guarantee can be given beyond making the distinction between celibate and non-celibate residents.

The University maintains a referral service for privately owned apartments and rooms in private homes located near the University for students who prefer off-campus housing. Information about listings and price ranges may be obtained from the Office of Student Life. Approximately 4-6 weeks should be allocated to the search and acquisition of off-campus housing, especially for families.

STUDENT CLUBS AND ORGANIZATIONS

Student clubs provide students with a variety of opportunities to explore their academic, professional, social, cultural, recreational, spiritual, and community services interests. Recognized student clubs are formed by currently enrolled students who share a common goal or interest, have properly completed the necessary forms, and agree to adhere to guidelines established by the University. It is hoped that, through participation in these clubs, students can develop interpersonal, organizational and leadership skills in a challenging yet supportive environment.

FINANCIAL AID

University of the West participates in the Pell Grant, SEOG, Academic Competitiveness Grant, as well as the William D Ford Federal Direct Loan Program, private loan programs, institutional scholarships, and work study (federal and institutional). Please refer to the Chapter on Financial Assistance

Veteran Affairs – Institute of Higher Learning

University of the West has been approved to train veterans and other eligible students. Veterans who choose to attend UWest and enroll in one of the approved degree programs will be able to receive veteran benefits to help pay for their education. For information on eligible programs and the application process, contact the Financial Aid Office at 626.571.8811 ext. 122, 138 or financialaid@uwest.edu. This information may also be obtained by visiting the Department of Veterans Affairs web site at: <http://www.gibill.va.gov> or call Toll-Free at 1-888-GIBill-1 (1-888-442-4551).

Work-Study Program

Guidelines and Regulations for work-study students:

1. University of the West offers a work-study program during the fall and spring semesters, summer session and winter vacation each year. During the summer session and winter vacation, work-study students may work up to 30 hours per week, with their supervisor's approval.
2. To apply, please obtain and fill out the application form, direct deposit form, I-9 and W-4 forms in the Human Resources Office. Please bring a copy of your I-20, passport, social security card (or tax ID card), and a voided personal check when you turn in the application form.
3. According to Citizenship and Immigration Services guidelines, F-1 students are generally permitted to work part-time on the premises of the school that issued their current I-20 while they are attending that school and maintaining their F-1 status.

There is no waiting period for F-1 students to work on-campus. They are eligible to start working and start attending the University upon obtaining their F-1 status. Before an F-1 student can be hired, they must prove that they are maintaining their F-1 student status. Employment eligibility ends whenever a student fails to maintain his or her status.

F-1 students employed on-campus can be in any on-campus position that does not displace a U.S. worker, and such employment does not have to be related to their course of study.

For all F-1 students, on-campus work is limited to no more than 20 total hours per week while school is in session. The University will offer on-campus employment exceeding 20 hours a week only during the summer and winter vacation for students who are eligible and intend to register for the subsequent academic term.

Private Scholarships

A limited number of scholarships and grants are available. These are awarded based on academic excellence and/or financial need.



ADMISSIONS AND ENROLLMENT

ADMISSIONS POLICY

All students, regardless of their ethnicity, gender, faith, creed, political views, sexual orientation, or disability, are welcome to apply to University of the West. Applicants may download the application forms via the web site at www.uwest.edu or request forms from the Office of Admissions. Applicants are also encouraged to submit their application online at www.uwest.edu.

- Applications for admission to the undergraduate, graduate, certificate and the English as a Second Language program, should be directed to the Office of Admissions. The Office of Admissions also administers admission to and enrollment in Open Enrollment courses.
- Student selection is based on academic achievement and potential, irrespective of ethnicity, gender, disability, or religion. Prospective students who need detailed assistance before submitting an application for admission may contact the Admissions Office for advisement.
- Each department may have additional requirements for admission. For detailed information, please refer to the relevant departmental sections in this catalogue.
- Applicants are required to provide accurate and complete information on the application for admission. Further, applicants are required to submit sealed official transcripts from each institution attended. Transcripts can be mailed directly to the Office of Admissions. We also accept sealed, hand-carried transcripts. In some cases, original certified copies of official academic records from non-U.S. institutions submitted by the applicant may be acceptable. Failure to file complete and authentic application documents may result in denial of admission.
- The admissions materials submitted by the applicant remain the property of UWest and will not be returned or duplicated for the applicant's use for any reason.
- All applications for admission must be submitted to the Admissions Office prior to or on the deadline that is indicated in the table below. Any application received after the deadline may be delayed or automatically moved to the next semester.
- The application and fee are only valid for the semester indicated on the application form. However, the applicant may request to defer admission and fee for ONE TIME ONLY by notifying the Office of Admissions in writing four weeks before the new semester begins. Otherwise, an application fee will be required.
- The applications and supporting documents of applicants who do not enroll are discarded after two years.
- Individuals who are interested in one or more courses, but who do not intend to complete an entire degree program, may avail themselves of the University's Open Enrollment policy. This policy allows enrollment in individual courses for audit or credit without first being admitted into a degree program. Please refer to the Open Enrollment section in this catalogue or contact the Admissions Office for more information.

DEADLINES FOR APPLICATION

Type of Application or Program	Spring (Jan. - May)	Summer (Jun. - Aug.)	Fall (Sep. - Dec.)
*Int'l Applicants (on F-1 Visas)	Nov. 15	Apr. 1	Jun. 15
Domestic Applicants	Nov. 15	Apr. 1	Jun. 15
Non-Degree Applicants	Upon registration		
ESL Applicants	On an ongoing admission basis		

International Applicants: Please contact the Office of Admissions for detailed admission requirements in order to avoid postponement of admission.
Application deadlines for transfer students may be extended. Contact the Office of Admissions for more information.

Application information and materials may be obtained in person or by mail from:

Office of Admissions
University of the West
1409 Walnut Grove Ave
Rosemead, CA 91770
Tel: 626-571-8811 ext. 120
Fax: 626-571-1413
Web site: <http://www.uwest.edu>
E-mail: graceh@uwest.edu

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Applicants for admission to the Bachelor of Arts and certificate programs must submit evidence of graduation from high school or successful completion of its equivalent (e.g., GED). Students who have not graduated from high school or completed its equivalent may be admitted upon submitting evidence of completion of a minimum of 24 units with a cumulative grade point average of 2.0 or higher at a regionally accredited or state approved college. Transfers from post-secondary schools must submit an official transcript from each school, college or university attended.

Requirements and procedures for admission to the undergraduate program are further clarified in the section below on requirements for undergraduate programs.

Requirements for Undergraduate Programs

Application for admission to the undergraduate degree programs requires the submission of the following to the Office of Admissions:

1. A completed Application Form (with signature);
2. Application Fee of \$50 for domestic students or \$100 for international students. (The application fee must accompany the application and is non-refundable. Check or money order should be payable to University of the West).
3. Statement of Purpose - two pages, typed and double-spaced;
4. Official Transcripts from each school, college or university attended;
5. Copy of Diploma for all degrees earned;
6. Three Letters of Recommendation from professors and/or employers;
7. Verification of English proficiency (for International Students or non-native English-speaking students)
 - Official TOEFL score report with a minimum score of 61 on the Internet Based Test (IBT), 173 on the Computer Based Test (CBT) or 500 on the Paper Based Test (PBT). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to an undergraduate program will also be required to take the English Placement Test administered by the ESL / Academic English Program.
 - Or; official IELTS score report with a minimum score of 5.5. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to an undergraduate program will also be required to take the English Placement Test administered by the ESL / Academic English Program.
 - Or; official IELTS score report with a minimum score of 5.5. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to an undergraduate program will also be required to take the English Placement Test administered by the ESL / Academic English Program.
 - Applicants who are not international students and whose native language is not English are required to take the English Placement Test administered by the ESL / Academic English Program.
 - Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
 - Students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are generally not required to submit a TOEFL score, IELTS score or to take the English Placement Test.

8. Additional requirements for International (Foreign) Students -
 - Completed Financial Sponsor Agreement or Certification of Financial Resources with an official Bank Verification (a regular bank statement is not acceptable);
 - Copies of Passport;
 - Copies of Visa, and I-94 (if applicable);
 - Copies of previous I-20 (transferring international students only);
 - Transfer Release Form (transferring international students only).

GRADUATE ADMISSIONS REQUIREMENTS

Applicants for admission as graduate students must submit evidence of completion of a bachelor’s degree from a regionally accredited or state approved college or a comparable foreign institution of higher learning, with a cumulative grade point average of 2.5 or higher. Graduates of recognized Buddhist colleges are eligible for admission to the Master of Arts in Religious Studies specializing in Buddhist Studies.

Applicants in the EMBA program from overseas, who do not have a B.A. degree but have studied for 4 or more years in a college(s), and who have had more than 3 years of managerial experience, may be directly admitted to the program. However, they must take all 15 units of foundation courses (MBA 501, MBA 503, MBA 505, MBA 506, and MBA 512), as well as other required courses in the program in order to graduate.

Requirements and procedures for admission to graduate programs are further clarified in the section below on requirements for graduate programs.

Requirements for Graduate Programs

Application for admission to the graduate programs requires the submission of the following to the Office of Admissions:

1. A completed Application Form (with signature);
2. Application Fee of \$50 for domestic students or \$100 for international students.
(The application fee must accompany the application and is non-refundable. Check or money order should be payable to University of the West).
3. Statement of Purpose - two pages, typed and double-spaced;
4. Official Transcripts from each school, college or university attended;
5. Copy of Diploma for all degrees earned;
6. Three Letters of Recommendation from professors and/or employers;
7. Verification of English proficiency (for International Students or non-native English-speaking students);
 - Official TOEFL score report with a minimum score of 79 on Internet Based Test (IBT), 213 on the Computer Based Test (CBT) or 550 on the Paper Based Test (PBT). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the ESL / Academic English Program.
 - Or; official IELTS score report with a minimum score of 6.0. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the ESL / Academic English Program.
 - Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the ESL / Academic English Program.
 - Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
 - Students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are not required to submit a TOEFL score, IELTS score or take the English Placement Test.
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 - Completed Financial Sponsor Agreement or Certification of Financial Resources with an official Bank Verification (a regular bank statement is not acceptable);
 - Copies of Passport;
 - Copies of Visa, and I-94 (if applicable);

- Copies of previous I-20 (transferring international students only);
- Transfer Release Form (transferring international students only).

ADMISSION FOR OPEN ENROLLMENT

Applications for admission to the open enrollment must provide evidence of graduation from high school or its equivalent. Applicants who have not graduated from high school or its equivalent may qualify for admission by completion of academic work at a regionally accredited or state approved school with a 2.0 or higher cumulative grade average or by being over 18 years of age.

Application for admission to Open Enrollment requires submission of the following:

1. A completed Open Enrollment Application Form;
2. Evidence of Graduation from High School or its equivalent. Applicants who have not graduated from high school or its equivalent may qualify for admission by completion of academic work at an accredited or state approved college with a 2.0 or higher cumulative grade point average or by being over 18 years of age; and

Requirements for admission to ad hoc courses and short-term Summer Programs will be given in the publicized material pertaining to such courses or programs.

Note: Admission as an Open Enrollment student does not constitute admission to the University.

ADMISSION TO ENGLISH AS A SECOND LANGUAGE (ESL)

Applicants to the English as a Second Language (ESL) Program must provide evidence of graduation from high school or its equivalent. Applicants who have not graduated from high school or its equivalent may qualify for admission by completion of academic work at a regionally accredited or state approved school with a 2.0 or higher cumulative grade average or by being over 18 years of age.

Application for admission to the ESL Program requires submission of the following:

1. A completed ESL Application Form (with signature);
2. Application Fee of \$50 for domestic students or \$100 for international students.
(The application fee must accompany the application and is non-refundable. Check or money order should be payable to University of the West).
3. Official Transcripts (all official transcripts must be in English, or please have them translated by an official agent);
4. Copy of High School Diploma or the highest degree attained. (If your diploma is not in English, please obtain a verification letter from the institution or have it translated by an official agent);
5. Additional requirements for International (Foreign) Students
 - Completed Financial Sponsor Agreement or Certification of Financial Resources with an official Bank Verification (a regular bank statement is not acceptable);
 - Copies of Passport;
 - Copies of Visa, and I-94 (if applicable);
 - Copies of previous I-20 (transferring international students only);
 - Transfer Release Form (transferring international students only).

INTERNATIONAL (FOREIGN) STUDENT ADMISSION REQUIREMENTS

University of the West welcomes international students to all of its programs. International students include those who hold temporary U.S. visas as students, exchange visitors, or other non-immigrant classifications. University of the West requests separate requirements in the admissions of international students. Verification of both English proficiency and financial resources is an important consideration.

- All International Students are required to submit current evidence of sufficient funds to cover the living and education expenses on a full-time basis for one academic year (9 months; ESL applicants must show sufficient funds for one semester, i.e. 4 months). If the student is financially sponsored by someone else, the sponsor must complete the “Financial Sponsor Agreement From” and attach the sponsor’s bank verification;
- All financial documents in any language other than English must be translated and certified by an official agent;
- All academic records must be in English. Official translations and verifications must be provided.

TOEFL and IELTS Requirements

TOEFL (Test of English as a Foreign Language) Requirement

International applicants are required to submit a TOEFL score or IELTS score as evidence of English language proficiency. The minimum requirement for TOEFL scores is as follows:

- Minimum requirement for the undergraduate program - minimum score of 61 on the Internet Based Test (IBT), 173 on the Computer Based Test (CBT) or 500 on the Paper Based Test (PBT).
- Minimum requirement for the graduate program – minimum score of 79 on the Internet Based Test (IBT), 213 on the Computer Based Test (CBT) or 550 on the Paper Test (PBT).
- International students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are not required to submit a TOEFL score or take the University’s English Placement Test.
- Applicants whose TOEFL score falls below the minimum requirement may still be considered for admission.

Information concerning TOEFL tests may be obtained from: Test of English as a Foreign Language, P.O. Box 6151, Princeton, New Jersey 98541. An official TOEFL score report should be sent directly from the Educational Testing Service to the Office of Admissions at University of the West. Photocopies are unacceptable. The code number for University of the West is 4347.

IELTS (International English Language Testing System) Requirement

International applicants are required to submit the IELTS score or TOEFL score as evidence of English language proficiency. The minimum requirement for IELTS scores is as follows:

- Minimum score of 5.5 for undergraduate programs.
- Minimum score of 6.0 for graduate programs.
- Applicants whose IELTS score falls below the minimum requirements may still be considered for admission.
- International students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are not required to submit an IELTS score or to take the English Placement Test.

English Placement Test (EPT)

Generally, all international applicants admitted to a degree program will also be required to take the English Placement Test when they report to UWest. Based on the student’s score on that test, he/she may be admitted directly to the degree program or placed in the ESL/Academic English Skills course sequence, beginning with the level at which he/she is assessed. Students enrolled in Academic English (ENGL 100A/B; see Course Descriptions for ESL / Academic English Program) usually may enroll concurrently in a maximum of two degree-program courses. International students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are usually not required to submit a TOEFL or IELTS score or to take the English Placement Test.

Course Descriptions for ESL / Academic English Program) usually may enroll concurrently in a maximum of two degree-program courses. International students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are usually not required to submit a TOEFL or IELTS score or to take the English Placement Test.

ESL/Academic English Skills Course Sequence

(Student begins with the level at which he/she is assessed according to the score on the English Placement Test.)

English as a Second Language (20 hours/week)

(Various electives offered concurrently)



Academic English Skills (6 hours/week)

ENGL 100A & ENGL 100B

(Passing grade of B or better required to fulfill Academic English requirement)

(Degree program students may concurrently enroll in a maximum of two academic courses.)

ADMISSIONS DEFERMENT

An applicant may defer admission one time only without having to repay the application fee. In order to defer, the student must contact the Office of Admissions in writing four weeks before the new semester begins. Otherwise, the application fee and the international mailing and handling fee (for international students only) will be required for re-application.

READMISSIONS

Students who have not enrolled for two or more consecutive semesters (1 year) must apply for readmission through the Office of Admissions by following these steps:

1. Complete application for readmission, including fee (non-refundable);
2. Complete a statement explaining the reason for his/her absence and reason for returning;
3. Submit any additional transcripts not previously sent or coursework taken at another institution during student’s absence and other documents as applicable.

Consideration for readmission is based on the admissions policies in effect at the time the Application for Readmission is submitted, and the student will be required to meet current program requirements. Course work completed at the University more than four years prior to the time of readmission must be reviewed by the Dean of Academic Affairs for applicability to current degree requirements.

A student dismissed from the University for ethical, behavioral, or academic reasons will not be readmitted.

ACADEMIC POLICIES AND PROCEDURES

SOCIAL CONDUCT

Students are subject to disciplinary action for several types of misconduct, including dishonesty, cheating, multiple submission (i.e., the submission of any work which has been used in fulfillment of any other academic requirement), plagiarism, or knowingly furnishing false information to the University; forgery or other misuse of University documents, keys, or identifications; theft of or damage to UWest property; unauthorized entry onto University properties; disrupting the teaching, research, administration, disciplinary procedures, or other University activities; physical abuse or threats of violence; disorderly conduct; disturbing the peace; harassment, sexual harassment, exploitation or intimidation; the use, possession, or sale of narcotics or illegal drugs on campus or at official University functions; and other violations of University policies or campus rules and regulations.

Possession or use of any alcoholic beverages, tobacco, firearms, knives, fireworks, and all forms of explosives and other dangerous substances are prohibited on campus.

The University’s rules and regulations have been instituted to facilitate learning and to support students in achieving their personal and academic objectives. Suggestions or complaints concerning the University regulations should be made to the Dean of Enrollment and Student Affairs. Every effort will be made to help students resolve conflicts—whether with instructors, with other students, or with University policies—so that pursuit of their academic programs can proceed as smoothly and pleasantly as possible.

The University reserves the right to dismiss any student, without refund, if the student fails to abide by University regulations or when dismissal is deemed to be in the best interest of either the student or the University.

ACADEMIC INTEGRITY POLICY

All students are responsible for performing their academic tasks in a manner that does not bring their honesty or integrity into question. Plagiarism and cheating of any sort are deemed wholly objectionable and are subject to disciplinary actions as set forth below.

Cheating

The University defines cheating in examinations in the following terms:

- 1. Engaging in any form of unauthorized communication with any other person;
- 2. Using any unauthorized materials or resources;
- 3. Copying directly from another student’s materials or papers.

Specifically, students are required to maintain the following standards of integrity under all conditions:

- 1. All examinations, term papers, theses, written and oral assignments, as well as class presentations are to be the work of the student presenting the material, unless collaborative effort is specifically assigned or allowed by the instructor.
- 2. Any use of ideas, assertions, or observations of another person requires the explicit citation of the source. The quotations of another person’s exact wording requires the use of double quotation marks (“ _ _ _”) in addition to the explicit citation of the source.

The University policy regarding acts of cheating may be implemented in the following manner:

Prior to an examination, the instructor may review the test with students and answer questions relating to the exam. The instructor or proctor of the exam has the authority to make the following statements to the students in preparation for the exam:

- 1. No engaging in any form of communication with another person.
- 2. No use of unauthorized materials or resources.
- 3. No copying directly from another student’s materials or papers.
- 4. No leaving the room during the exam.
- 5. Turn off all cellular phones and pagers.
- 6. Clear the writing desk of all extraneous materials.

Any student who is caught violating these rules will receive a Zero (“0”) grade on the exam, without any further inquiry.

Plagiarism

Acts of plagiarism are treated with great seriousness at University of the West, and where such acts are suspected, swift and effective actions are taken to clarify the issues and penalize the offender. Plagiarism can take many different forms, each of them equally unacceptable. The following are several definitions of plagiarism with which all students are required to acquaint themselves and which they must avoid in the preparation of any and all written projects submitted in classes at UWest. The definitions of plagiarism are as follows:

- 1. With regard to online research, copying a piece of material to the clipboard and then dropping it into the word processor without indicating that it is a direct quotation and citing the reference in footnotes is considered plagiarism. Citing the article as a reference in a concluding bibliography will not delete the offense.
- 2. Using the words or ideas of another person without giving proper credit constitutes plagiarism, whether the student’s actions are intentional or not.
- 3. Both unacknowledged direct and indirect “quotations” are considered plagiarism. The differences between the two forms of quotations are as follows:
 - a. Direct quotations: quoting the exact wording of the source, however lengthy or brief the citation may be;
 - b. Indirect quotations: summarizing, paraphrasing or making a reference to the source.

Always cite your sources. The following guidelines can help you avoid the charge of plagiarism:

- 1. Format of citations in footnotes: author’s last name, initials, title of source, city, publisher, publication date and page number(s);
- 2. Punctuation requirements: ALL word-for-word quotations MUST be placed in double quotation marks unless the quotation uses the indented format.
- 3. Exceptions to the rule: When the quotation or citation in question is common knowledge, the rule of plagiarism does not apply. When the same information can be found in three or more sources, and those sources do not cite an earlier source, the information is considered common knowledge. Also, commonly known facts (e.g., Washington, D.C. is the capital of the U.S. or July 4th is American Independence Day), do not require a special citation, even if the student has to look up the information.
- 4. In summary, students should not hesitate to cite cases of direct, word-for-word quotations, summaries or paraphrases or direct references to specific sources.
- 5. If in doubt, CITE.

Procedure for Handling Violations

- 1. It is the faculty or staff member’s initial responsibility to detect and deal with matters of academic dishonesty. If a faculty or staff member has reason to believe that an act of academic dishonesty has been committed, he or she is obligated to discuss the matter with the student involved. If the instructor lacks sufficient proof, the student may be asked to submit additional and/or revised work.
- 2. If a faculty or staff member is convinced that an act of cheating has occurred, that person shall report to the Office of Academic Affairs through the relevant Department Chair the violation of integrity and the proper disciplinary action to be taken.
- 3. If the student has appealed within 30 days of the disciplinary action, the Dean of Academic Affairs shall consider the student’s appeal and issue a letter of warning to the party or parties involved. The report of the violation of policy will also be recorded in the student’s permanent record.
- 4. In the event of a second offense, after due process, the student shall be dismissed from the University by the Dean of Academic Affairs.

FULL-TIME AND PART-TIME STUDENTS

To be considered full-time, undergraduate students must be enrolled in a minimum of 12 units per semester and graduate students must be enrolled in a minimum of 9 units per semester. Students enrolling in more than 18 semester units must have the permission of the Dean of Academic Affairs. Fees will be assessed for those students enrolling in a course load greater than full time status.

English as a Second Language (ESL) students are full-time if they are registered in an instructional program that meets a minimum of 20 hours (18 clock hours) per week.

International students (F-1 visa holders) must be enrolled full-time to maintain their F-1 status. Graduate students enrolled in fewer than 9 units per semester may be considered full-time for the purpose of maintaining F-1 status if they are engaged in thesis writing and obtain confirmation from their departmental advisor.

International students whose programs begin in the summer session must be enrolled in 6 units in their first summer session to maintain full-time status both at the undergraduate and graduate level, and 20 hours per week in ESL.

Students may be conditionally admitted if their academic or personal histories indicate that they may have difficulty carrying a full-time course load at University of the West. Students in this category will be restricted to a maximum of 9 units. The conditional status will be dropped following the completion of a minimum of 9 units of credit with a satisfactory scholastic record.

CATALOGUE

Students must meet the degree requirements (General Education and program requirements) of the catalogue under which they matriculated or may select a later catalogue for a year in which they are enrolled. Changing to a later catalogue must be requested in writing through the Office of the Registrar and is irreversible. Statements in the catalogue are for informational purposes and should not be considered as the basis of a contract between students and the University. Other than the degree requirements and limitation of credit, students must adhere to the academic requirements, policies and procedures in place in the current catalogue. Such requirements include but are not limited to course prerequisites, minimum grades for transfer work, probation and suspension requirements, etc. Information regarding any changes in degree programs, graduation requirements, or academic policies will be made available by the Office of the Registrar and the appropriate academic departments.

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress (SAP) to remain enrolled at UWest. Financial aid recipients must comply with the Financial Aid Satisfactory Academic Progress Policy to remain eligible for federal and state financial assistance (see Financial Aid Satisfactory Academic Progress Policy under the Financial Assistance Section). Undergraduates must maintain a minimum Semester GPA and CGPA of 2.0 throughout their enrollment; graduate students, 3.0 throughout enrollment; Certificate and Continuing Education students, 2.0 throughout enrollment. Semester GPA and CPGA is reviewed at the end of each semester after grades have been posted. Faculty members should post or submit grades no later than five (5) business days after the final day of the term.

ACADEMIC PROBATION

Students are placed on academic probation according to the following guidelines:

1. Undergraduate students who, in any semester, fail to earn a 2.0 GPA or whose cumulative GPA falls below 2.0;
2. Graduate students whose cumulative GPA falls below 3.0;
3. Graduate-level certificate program students whose cumulative GPA falls below 3.0;
4. ESL Program students whose semester and/or cumulative GPA falls below 2.0.

Students on academic probation may enroll in no more than 14 semester hours each semester they are on probation. In addition, students on academic probation will be expected to consult with an academic advisor for guidance and assistance regarding methods of improving their academic status. Optimally, such consultation should occur no later than 2 weeks into the semester in which the student has been placed on probation. Note: If a student does not demonstrate sufficient improvement by the end of the next semester he/she may be dismissed from the University.

ACADEMIC DISMISSAL

Any undergraduate student whose term or cumulative GPA has not reached at least 2.0 (at least 3.0 for graduate students) for two consecutive semesters is subject to academic dismissal from the University. Students who wish to appeal an academic dismissal must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success if allowed to continue at UWest. A student who has been academically dismissed may appeal if academic progress has been made. They must:

- Leave UWest to pursue educational opportunities elsewhere and seek to be readmitted to UWest, and they must demonstrate a substantial likelihood of success at UWest if readmitted. Such likelihood of success may be demonstrated at least in part by successfully completing a minimum of 12 letter-graded credits in one term with a GPA of at least 2.4. at another academic institution. For any and all

courses taken at another academic institution, at no time will a grade below a C be considered acceptable by UWest.

- Once students have proven this likelihood, they must submit a general petition of reinstatement along with an official transcript to the Dean of Academic Affairs. The Dean of Academic Affairs will review the student's reinstatement. If approved for reinstatement, the student will be placed back on probation.
- If a student wishes to appeal dismissal and not seek educational opportunities elsewhere, the student must meet with the Dean of Academic Affairs to review if his/her circumstances for his/her continued poor academic performance are acceptable for appeal so that he/she can be reinstated on probation without leaving UWest to seek higher academic performance elsewhere.

MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five years after final enrollment, with exception of the student's permanent record.

University of the West's student records confidentiality policy is governed by the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights and protections with respect to their education records, a summary of which follows. They are:

1. The right to inspect and review the student's education records within 45 days of the day University of the West receives a written request from the student.
2. The right to request the amendment of the student's education records that the student believes to be inaccurate.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. School officials are individuals or entities working for or on the behalf of the educational institution. A school official has a legitimate educational interest if the official must review an education record in order to fulfill his or her professional responsibility.

As allowed within FERPA guidelines, University of the West may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll. Students have the right to file a complaint with the US Department of Education concerning alleged failure by University of the West to comply with the requirements of FERPA

At its discretion University of the West may provide Directory Information in accordance with the provisions of the Family Education Rights and Privacy Act. Directory Information is defined as that information which would not generally be considered harmful or an invasion of privacy if disclosed. Students may withhold Directory Information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than for those exceptions allowed under the Act.

WITHDRAWAL, LEAVE OF ABSENCE, AND READMISSION

Students who wish to leave during a semester, or leave at the end of a semester and do not plan to return to University of the West may officially withdraw by submitting an "Official Leave of Absence/Withdrawal" form to the Office of the Registrar.

Students who plan to return after interrupting their enrollment at University of the West, please see Leave of Absence policies.

Students who are uncertain about withdrawing from the University are strongly urged to contact their Department Chair.

Note: Any monies in the form of financial aid tuition waivers, scholarships, fellowships, etc. will be forfeited and cannot be applied to a future reenrollment date.

Leave of Absence

Students may find it necessary to interrupt progress toward their degree, leave UWest, and decide to return at a later date. If, for acceptable reasons, you find it necessary to interrupt progress toward your degree for more than one semester, a leave of absence may be granted (Summer Sessions do not constitute a semester).

A leave of absence permits students to retain the right to elect requirements in effect at the time of the leave, or to adopt those in effect at the time of re-enrollment. Leaves are granted for one year. Failure to return by the specified time is considered a Withdrawal from University of the West. Those students who wish to return to University of the West after one year from their last completed semester must apply for readmission through the Office of Admissions. Applicants for readmission will be required to satisfy the current academic entrance requirements and catalogue.

If a student leaves the University in good standing and returns within one year of his or her last completed semester, the student will retain the right to be placed back under their original admission catalogue and elect program requirements in effect at the time of leaving University of the West and will not need to reapply for admission. The student will retain the right to elect for either General Education, major/degree requirements, and limitations of credit in effect for that student at the time of leaving University of the West or adopt requirements in effect at the time of re-entrance, so long as:

- 1. the major is still being offered by University of the West;
- 2. the major is not an impacted major calling for selective admission;
- 3. the major has not had significant changes due to regulatory requirements.

Note: Any monies in the form of Financial Aid, tuition waivers, scholarships, fellowships, etc. will be forfeited and cannot be applied to a future reenrollment date.

Readmission

Students who wish to return to University of the West after two or more consecutive semesters (1 year) must apply for readmission through the Office of Admissions.

- 1. Complete Application for readmission, including fee;
- 2. Complete a statement explaining the reason for his/her absence and reason for returning;
- 3. Submit any additional transcripts not previously sent or coursework taken at another institution during your absence and other documents as applicable.

Consideration for readmission is based on the admissions policies in effect at the time the Application for Readmission is submitted, and the student will be required to meet current program requirements. Coursework completed at the University more than four years prior to the time of readmission must be reviewed by the Dean of Academic Affairs for applicability to current degree requirements.

Students dismissed from the University for ethical or behavioral violations of University policy will not be readmitted.

CONTINUOUS ENROLLMENT POLICY

A graduate degree student is required to maintain continuous enrollment in every fall and spring semester from the beginning of the program of study until award of the degree. This policy is designed to eliminate the need for readmission to the University, provide opportunity for continuous use of facilities, including the library, and assure the development of an integrated program, which is adequately supervised and effectively completed within the time limitations allowed by regulations.

Unless granted an approved leave of absence, a graduate student who fails to register each semester has discontinued enrollment in the graduate degree program. In order to resume study, the student must reapply for admission to the University and to the degree program and meet any changed or additional requirements approved in the interim.

Students who have completed all course work, but who have not satisfactorily completed a comprehensive examination, thesis, dissertation, etc. are expected to maintain continuous enrollment until award of the degree. The student is required to submit a registration form for continuous enrollment in the course designated under his/her program of study (i.e. MBA 715, PSYCH 715, and REL 715). Registration in this

course is restricted to conditionally classified or classified graduate students. It carries 1 credit and does not require class attendance. Registration in this course in each semester when no other course work is taken will be necessary until award of the degree. The fee for continuous enrollment is equal to one credit of tuition charged per program as well as all other student fees and will allow students to remain in active status as well as enable them to utilize University resources for completion of the thesis/project.

International students who fall into this category are considered full-time for the purposes of maintaining their F-1 status at the University.

ATTENDANCE POLICY

The University expects punctual and regular attendance in classes by all students. Attendance will be taken in each class and a minimum attendance record of 80% of the scheduled classes is normally required. Students may be required to repeat a course if their absences exceed 20% of the total class hours. Students are advised to consult instructors regarding their attendance requirements. Class attendance policies are determined by each instructor and shall be included on the course syllabus distributed at the beginning of each term.

Please see the ESL section of this catalogue for the ESL Attendance Policy, which is unique to the ESL Program.

CLASS LEVEL

Classification of students as freshman, sophomores, juniors and seniors is determined by the number of units completed, including those transferred to University of the West from another college or university. The classification is as follows:

First-year student	1-29	semester units
Sophomore	30-59	semester units
Junior	60-89	semester units
Senior	90	semester units – graduation
Graduate		Engaged in M.A. or Doctoral-Level Studies

Course Numbering System

Course numbers are intended to indicate the level of complexity of the courses.

Course Numbering System:

001 – 099 Non-baccalaureate courses and courses not appropriate for college degree credit but designed to meet specific needs of individuals or groups where degree credit is not required. These courses are non-credit courses and are offered on a Pass/No-Pass basis only. They do not count toward the 120 credits required for graduation nor in the calculation of GPA.

100 – 299 Lower division courses at the freshman and sophomore level; first-year level 100-199 and sophomore level 200-299. First-year students may be admitted to 200 level prerequisite requirements with their advisor’s consent.

300 – 399 Upper division courses at the junior and senior level which do not give graduate credit and to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor’s consent. First-year students are admitted by petition with written consent of advisor and instructor.

400 – 499 Upper division courses at the junior and senior level which do not give graduate credit and to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor’s consent. First-year students are not admitted to 400 level courses.

500 – 599 Courses for graduate students

600 – 799 Courses for graduate students

800 – 899 Continuing Education courses



ADDRESS CHANGE

Students (domestic and international) must notify the University of any change in their address, phone number or e-mail address. Such changes may be made via the Change of Address form located on the web or at the Office of the Registrar. The Change of Address must be submitted to the Office of the Registrar.

International students who change their address are required by Federal Law to submit change of address form AR-11 to USCIS within 10 days of moving and to inform the International Student Services Officer (iss@uwest.edu) so that their I-20 record can be appropriately updated.

ACADEMIC COOPERATION WITH OTHER UNIVERSITIES

UWest has developed cooperative agreements with universities, institutes of higher education, and research institutes in China, India, Korea, Nepal, Taiwan and the USA.

CREDIT BY EXAMINATION

Currently enrolled students who submit evidence of an extensive background and/or experience in a subject area, and who believe that their knowledge of the area is equivalent to the course content of an approved course in University of the West's curriculum, may apply for credit by examination. Credit by Examination is graded on a PASS/NO PASS basis and does not affect GPA.

Applicants must have completed a minimum of 12 units at the University prior to requesting credit by examination and a maximum of 15 units may be completed through credit by examination. A General Petition Form must be filed through the Office of the Registrar. The credit by examination fee is \$100 per unit. Credit by examination units do not apply toward the residence requirement for graduation.

RESIDENCE REQUIREMENTS

Completion of a minimum of 30 units, including 24 upper-division units at University of the West, is required for the B.A. degree. For an M.A. in Religious Studies, the residence requirement is 27 units, while for an MBA it is 33 units. The doctoral program requires 30 units. Units earned through credit by examination, unless otherwise specified, are not applicable to the residence requirement.

GRADING STANDARDS

The instructor of record for a course is responsible for determining the grade for each student in the course. Course work is graded on the following basis:

Grades

Grades and corresponding grade points are as follow:

	Grade	Point
Superior	A	4.0
	A-	3.7
	B+	3.3
Good	B	3.0
	B-	2.7
	C+	2.3
Satisfactory	C	2.0
	C-	1.7
Unsatisfactory	D+	1.3
	D	1.0
Minimum Passing	D-	0.7
Failing	F	0.0
Failing to Withdraw	FW	0.0
Pass	P	0.0
No Pass	NP	0.0
In Progress	CI	
Incomplete	I	
Withdraw	W	
Not Reported	NR	
Reported Delayed	RD	
Audit	AU	

An incomplete (I) is given to students who have yet to complete all the work for a course. They must complete work during the period prescribed by academic regulations.

After the official drop deadline, a student who has withdrawn from a course in the prescribed manner will receive a W. Please see the Academic Calendar for official course add/drop deadlines and deadlines for receiving a "W" grade in a course.

A student who satisfactorily completes a P/NP course will receive a P. No grade points are assigned, and the course is not computed in the grade point average. It is equivalent to a C or higher.

A grade of no pass NP will be given when the requirements for credit in the course have not been satisfied

at the level of a C or higher. It is not computed in the grade point average.

The FW grade is assigned to students who cease attending part way through the semester but who do not officially withdraw. It is computed in the grade point average as an F. Explanations of transcript notations are as follows:

RD Indicates that the lecturer is still waiting for missing work from the student. An RD may be given for a maximum of three weeks past the grade deadline. Once these three weeks have passed the lecturer must assign a grade or approve an Incomplete petition by the student.

I Indicates acceptable progress in a course but that the workload has not been completed for a specified, justifiable reason (i.e., health, serious personal problem, or other unforeseeable problems). In order to receive an “I” a student must complete and submit an “Incomplete” Petition Form before the end of the course. When the missing course work is completed, the notation “I” will, by, submitting a “Change of Grade” form, be replaced by the grade the student has earned. It is the student’s responsibility to ensure that all missing course work is completed and submitted before the deadline. This deadline is given by the lecturer, but must be within one year of the end of the semester for which the “I” was received. Failing completion of the missing course work, the “I” will be changed to the grade the student would have received without the missing course work. This grade permanently remains in the transcript.

CI Indicates courses currently in progress for a given semester.

P Indicates that a course was taken for Pass/No Pass and was passed. P may be applied toward satisfaction of degree requirements, but is disregarded in determining overall grade point average.

NP Indicates that a course was taken for Pass/No Pass and was not passed. Grades of D or F are regarded as NP. NP may not be applied toward satisfaction of degree requirements, and is disregarded in determining overall grade point average. (Some courses may not be taken as P/NP according to the respective department’s academic standards). A student may not change his/her grade option after the 5th week of instruction unless approved by both the instructor and the Dean of Academic Affairs.

W Indicates official withdrawal from a class after the official drop deadline. Withdrawal from a class without the filing of an approved petition will result in the student receiving the earned grade for the class.

NR No record yet, instructor has not yet assigned a grade to the student.

AU Students officially admitted to the graduate, undergraduate, and Continuing Education programs may enroll in classes as auditors. Fees for auditors are determined by the program in which they are enrolled. Auditors take no examinations, write no papers, and receive no grade or units of credit.

Pass/No Pass

Students may select Pass/No Pass as a grading option at the time they initially register for courses. Certain courses require letter grades only, while certain courses allow only Pass/No Pass as the grading option. Such restrictions are noted in the course description. Courses in which students receive a grade of P may be applied toward satisfaction of degree requirements, but such grades are disregarded in determining overall grade point average. Undergraduates may take up to 12 semester credits per year on a Pass/No Pass basis, excluding courses offered only on a Pass/No Pass basis. Students should consult with their department chair regarding the choice of P/NP grading for courses in the major as not all courses have a P/NP grading option.

After initial registration in a course, in order to change the grading basis (e.g. to P/NP or AU) students must submit a change of grading system form to the Office of the Registrar (see Academic Calendar for corresponding deadlines). Once a course is graded, students cannot request a change in grading option.

“P” grades are equivalent to “C” grades or above; NP grades are given for “C-” and below.

Students who take a course for Pass/No Pass, cease attending in the course of the semester, and fail to

withdraw will receive an “FW” grade.

Incompletes

The grade of Incomplete may be assigned by an instructor if a student, through circumstances beyond his or her control, has not completed the work for a course by the conclusion of the semester. The student must request in writing the grade of Incomplete and must propose a date acceptable to the faculty member by which the missing work will be completed. An incomplete grade can only be given by the instructor if all paperwork is filled out, approved and filed with the office of the Registrar. A grade of Incomplete may not be assigned in order to give a student a chance to do more work to improve a grade.

The deadline for removal of an Incomplete is one year from the first day of the semester in which the Incomplete was recorded, unless a shorter period of time is specified by the instructor. In certain circumstances where the student must attend the class to fulfill the remaining requirements, and when the course is not offered every semester, at the instructor’s discretion the deadline for removal of the Incomplete will be one year from the end of the term in which the Incomplete was recorded. The deadline determined by the faculty member must be specified on the Incomplete Form which is submitted to the Office of the Registrar.

Courses Repeated for Higher Grades

Any course at UWest may be repeated to improve the grade. The lower grade remains on the record with a notation that the course has been repeated. Only the higher grade and credit are computed in the cumulative grade point average. Credit is given only once for a repeated course, except as noted in the course description. It is recommended that a course be repeated as soon as it is practical if it is to be taken for a higher grade. In exercising this option, the student must repeat the course at University of the West. Grades earned at UWest continue to be computed in the student’s grade point average if the coursework is repeated at another institution. Other courses taken at the University may be repeated only according to the following guidelines:

1. To improve their grade point average, students may repeat courses in which they received a grade of C- or lower.
2. Repeating a course more than once requires the approval of the Dean of Academic Affairs and is granted only under extraordinary circumstances.
3. Degree credit for a course will be given only once, but the grade assigned each time will be recorded permanently on transcripts.
4. For graduate students, all courses in which a letter grade is given, including repeated courses, will be used in computing the grade-point average.

Course Audit

Many classes at UWest can be taken for audit. No credit is earned from audited classes. A grade of “AU” is assigned to audited classes, which is not used in computing the grade point average. Course requisites are enforced in determination of registration eligibility for the course. Audit fees are usually assessed. It is strongly recommended that students confer with their advisor prior to officially auditing a course.

Students may select Audit as an option at the time they initially register for courses. After initial registration in a course, in order to change the grading basis (e.g. to Audit) students must submit a change of grading system form to the Office of the Registrar by the end of the fifth week of standard semesters (see current Academic Calendar for exact deadlines). Course requirements such as homework, exams and papers are not graded by the instructor for students who are auditing a class. Those auditing courses take no examinations, write no papers and receive no grade or units of credit.

Correction of Grades

All grades except Incompletes (I) are final when filed by the instructor in the end-of-semester grade report. Thereafter, a grade change may be made only in case of clerical or procedural error or other unusual circumstances. No grade will be revised by re-examination or completion of extra work with the exception of Incompletes. If students are not satisfied with a grade, they should review their work with the instructor and ask for an explanation of the grade assigned. The Registrar is authorized to change a final grade according to the following guidelines:

1. A Grade Change form must be submitted by an instructor indicating that a clerical or procedural error is the reason for the change.

2. An additional signature on the Grade Change form by the Dean of Academic Affairs in cases where it has been determined that an instructor has assigned a grade on a basis other than academic grounds.

Any grade change request made more than one year after the original filing must be validated for authenticity of the instructor's signature by the Chair of the Department. Any grade change made by an instructor who has left the University must be countersigned by the Department Chair.

PETITION

Students may petition to be exempted from a rule or regulation of the University, for example, changes in academic requirements. They may also appeal for credit by examination and for review of matters related to the transfer of units from other institutions. An approved petition represents an agreement between the student and the University.

GRADUATION

Although a student may have completed all degree program requirements, graduation is not automatic. Students who believe that they are ready to graduate must complete and submit an "Intent to Graduate" form to the Office of the Registrar. The "Intent to Graduate" form must be submitted with the appropriate fee no later than the first day of the term in which the student expects to graduate. If a student should fail to complete requirements by the intended graduation date, a new Intent to Graduate form must be filed.

University of the West confers degrees three times during the academic year: Spring semester, fall semester, and summer term. All degree requirements, including but not limited to incompletes, internships, missing grades, etc. must be completed by the last day of the month in which the degree is to be conferred. Work completed at external institutions must be received on or before the conferral date in order to be considered in meeting the degree requirements. The Office of the Registrar will assess the candidates' eligibility for conferral. Candidates for degree conferral must submit their application to the Office of the Registrar by the deadline of their conferral date (see Academic Calendar for dates).



Commencement

Formal University commencement ceremonies are held in May. To participate in ceremonies students must indicate this on the "Intent to Graduate" form and pay the additional cap and gown rental fee. To be eligible for participation, at the time of the application deadline students must file the Intent to Graduate form, and the student's official program evaluation must indicate that the student is on course to satisfactorily complete all degree requirements (including comprehensive examination, thesis/project) by the commencement date. Students receiving degrees at mid-year or at the end of the summer are entitled to participate in the following May commencement ceremonies.

To participate in May Commencement Ceremonies students must meet one of the following academic conditions

1. Have met all degree requirements prior to the spring semester in which commencement is held and were conferred the previous summer or fall terms; OR
2. Have officially filed with the Registrar's Office, an Intent to Graduate form for the current spring term

in which commencement is to be held and have completed or be pending completion of all degree requirements by the end of the current spring semester, as determined by the Registrar's Office. Graduate students must take any required comprehensive examinations in the spring semester in which commencement is held; OR

3. Have officially filed with the Registrar's Office (see calendar for exact deadline), an "Intent to Graduate" form, and by the end of the current spring semester have remaining only the following for completion of degree requirements, as determined by the Registrar's Office:

A. Bachelor students – 9 credits

B. Master students – 6 credits

No graduate student is permitted to participate in Commencement until they have completed and passed comprehensive examinations prior to the end of the current spring semester

C. Ph.D. students – can walk after the successful defense of their dissertation

Graduation with Honors

Undergraduate students with superior academic achievement throughout their university career may have their degree conferred with university Latin honors. To be eligible for Latin honors, the student must have a

University of the West semester grade point average and cumulative grade point average, at or above the specific honors category. A minimum of 54 credits must be University of the West coursework taken for a letter grade. For notation of honors at the May commencement ceremony, 45 letter-graded University of the West credits must be completed by December. Latin honors are not applicable to Certificate, Continuing Education, Graduate, or Post Graduate degree-seeking students. University of the West awards the following Latin honor categories:

- Cum Laude (3.7 – 3.79 GPA)
- Magna Cum Laude (3.8 – 3.89 GPA)
- Summa Cum Laude (3.9 - 4.0 GPA)

RELEASE OF TRANSCRIPTS, DIPLOMAS, AND CERTIFICATES

No transcripts, diplomas or certificates are released to any student with an unpaid balance to University of the West or any University of the West sponsored agency, including Financial Aid exit interviews.

Diplomas are mailed out approximately four to six weeks after the date of conferral of the degree. This allows time for confirmation from the Office of the Registrar that all degree requirements have been met. Under no circumstances will a diploma be released prior to the conferral date.

Unless otherwise allowed by Family Educational Rights and Privacy Act regulations, all official transcripts are issued only via written permission of the student. The official transcript request form and information are available at www.uwest.edu

REGISTRATION AND SCHEDULE CHANGES

REGISTRATION

Students are encouraged to register for their classes online using the Student Portal. Registration consists of paying all required tuition and fees and registering for classes. The Add/Drop and Course Registration form, issued by the Office of the Registrar, is used to add and drop classes. The student is required to register for classes and pay all tuition and fees by the deadlines designated in the Academic Calendar in order to be officially registered and enrolled each semester.

For all students, registration is held two weeks prior to the first day of instruction. Before registering, each student is advised to meet with an academic advisor for assistance in the selection of courses.

LATE REGISTRATION

Students may register late via the Student Portal or in the Office of the Registrar during the first two weeks of classes. A late fee will be charged. Students may register after the Friday of the third week of a semester only with the permission of the Dean of Academic Affairs.

SCHEDULE CHANGES

After registration has been completed, students may add or drop courses via the Student Portal or by filling out and turning in the Add/Drop form to the Office of the Registrar. No course is officially added or dropped until the change has been recorded on the student's academic record. Please refer to the Academic Calendar for Add/Drop dates and the relevant fees schedule for possible fees.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

Total Number of Units Required (120 Units)

A minimum of 120 units and a minimum grade point average of 2.0 are required to qualify for the Bachelor of Arts degree. A maximum of 6 units in physical education activity classes, 12 units in applied arts, and 15 units of credit by examination may be applied to the 120 units.

Upper-Division Units Required (45 Units)

Undergraduates must complete a minimum of 45 upper-division units, including at least 24 upper-division units at University of the West.

Requirements in the Major (42 Units)

42 units with at least 36 upper-division units.

GENERAL EDUCATION REQUIREMENT (48 Units)

A minimum of 48 semester units of General Education is required in the areas outlined below and must be completed by students prior to application for graduation.

1. Core Competencies 12 units

- 1.1 English Composition (ENGL 101)
- 1.2 Oral Communication (SPCH 101)
- 1.3 Mathematics (MATH 025, MATH 101)
- 1.4 Critical Thinking (PHIL 103)

2. Historical Foundations 6 units

A minimum of 3 units from each section

Section A:

- 2.1 World History (HIST 110, 120, 378)
- 2.2 U. S. History (HIST 210, 220)

Section B:

- 2.2 Asian History (HIST 250, 260, 418)

3. Advanced Mathematics and Natural Sciences 6 units

A minimum of 3 units from each section:

Section A: MATHEMATICS

- 3.1 Descriptive and Inferential Statistics (MATH 205)
- 3.2 History of Math (MATH 215)
- 3.3 Mathematics for Generalists (MATH 225)

Section B: NATURAL SCIENCES

- 3.2 Life Sciences (BIO 100)
- 3.3 Physical Sciences (PSC 100)

4. Religion and Philosophy 6 units

(Religious Studies majors can only take courses in section B; all other students must complete one course in each section)

Section A: RELIGION

- 4.1 Religious Studies (REL 201, 202, 301, 302T, 310T, 330T)

Section B: PHILOSOPHY

- 4.2 Philosophy (PHIL 110, 120, 310, 320)

5. Social and Behavioral Sciences 6 units

(Business Administration students cannot take ECON 201 or 202 to fulfill this category.)

- 5.1 Anthropology (ANTHR 101)
- 5.2 Psychology (PSYCH 100, 210, 220, 330)
- 5.3 Sociology (SOC 100)
- 5.4 Economics (ECON 201, 202)
- 5.5 Political Science (POL 101)

6. Humanities 6 units

A minimum of one course from two of the three sections:

Section A: FINE ARTS

- 6.1 Music (MUS 101)
- 6.2 Art (Art 101, 201, 301)
- 6.3 Film (FILM 101, 301T)

Section B: LANGUAGES

- 6.4 Chinese (CHN 101, 102)
- 6.5 Japanese (JPN 101, 102)
- 6.6 Canonical Chinese (CCHN 400, 402)
- 6.7 Pali (PALI 400, 402)
- 6.8 Sanskrit (SNSK 400, 402)
- 6.9 Tibetan (TIB 400, 402)

Section C: LITERATURE

- 6.10 American Literature (LIT 101)
- 6.11 Asian Literature (LIT 102)
- 6.12 Advanced Composition (LIT 301)
- 6.13 Creative Writing (LIT 302)

7. Capstone 3 units

- 7.1 Religion, Science and Society (CAP 401)

Notes:

i. Due to constraints in areas such as the sciences, (see Academic Calendar for corresponding deadlines) UWest students may elect to complete General Education courses at nearby community colleges (East Los Angeles College, Mt. San Antonio College, Pasadena City College and Rio Hondo College).

ii. Students who take courses at another institution while enrolled at UWest are advised to consult with the Office of the Registrar concerning their status as full- or part-time students and with the Dean of Academic Affairs respecting the transferability of the courses.

REGISTRATION AND SCHEDULE CHANGES

REGISTRATION

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A minimum of 3 units from each section

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Section B:

- 2.2 Asian History (HIST 250, 260, 418)

3. Advanced Mathematics and Natural Sciences 6 units

A minimum of 3 units from each section:

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- 3.2 History of Math (MATH 215)
- 3.3 Mathematics for Generalists (MATH 225)

Section B: NATURAL SCIENCES

- 3.2 Life Sciences (BIO 100)
- 3.3 Physical Sciences (PSC 100)

4. Religion and Philosophy 6 units

(Religious Studies majors can only take courses in section B; all other students must complete one course in each section)

Section A: RELIGION

- 4.1 Religious Studies (REL 201, 202, 301, 302T, 310T, 330T)

Section B: PHILOSOPHY

- 4.2 Philosophy (PHIL 110, 120, 310, 320)

5. Social and Behavioral Sciences 6 units

(Business Administration students cannot take ECON 201 or 202 to fulfill this category.)

- 5.1 Anthropology (ANTHR 101)
- 5.2 Psychology (PSYCH 100, 210, 220, 330)
- 5.3 Sociology (SOC 100)
- 5.4 Economics (ECON 201, 202)
- 5.5 Political Science (POL 101)

6. Humanities 6 units

A minimum of one course from two of the three sections:

Section A: FINE ARTS

- 6.1 Music (MUS 101)
- 6.2 Art (Art 101, 201, 301)
- 6.3 Film (FILM 101, 301T)

Section B: LANGUAGES

- 6.4 Chinese (CHN 101, 102)
- 6.5 Japanese (JPN 101, 102)
- 6.6 Canonical Chinese (CCHN 400, 402)
- 6.7 Pali (PALI 400, 402)
- 6.8 Sanskrit (SNSK 400, 402)
- 6.9 Tibetan (TIB 400, 402)

Section C: LITERATURE

- 6.10 American Literature (LIT 101)
- 6.11 Asian Literature (LIT 102)
- 6.12 Advanced Composition (LIT 301)
- 6.13 Creative Writing (LIT 302)

7. Capstone 3 units

- 7.1 Religion, Science and Society (CAP 401)

Notes:

i. Due to constraints in areas such as the sciences, (see Academic Calendar for corresponding deadlines) UWest students may elect to complete General Education courses at nearby community colleges (East Los Angeles College, Mt. San Antonio College, Pasadena City College and Rio Hondo College).

ii. Students who take courses at another institution while enrolled at UWest are advised to consult with the Office of the Registrar concerning their status as full- or part-time students and with the Dean of Academic Affairs respecting the transferability of the courses.

Academic Major

- Credits and specific courses are determined by the academic departments; see departmental listing for more detail. Students must follow the General Education and major requirements of the same catalogue year.
- Other Requirements
- A minimum of 36 credits of upper-division course work in the major; a minimum of 2.0 (C) average on a 4.0 scale in the major overall and in upper division course work.

Dual Major with the Same Degree

- Completion of all requirements for both majors.
- A minimum of 18 credits may not be duplicated by the second major.
- Only one diploma will be awarded showing the majors completed within the same degree at the time of graduation.
- File a change/add major form with dept. chair signature to the Office of the Registrar.

Second Major with the Same Degree

Once a degree has been conferred:

- A student must apply for readmission to seek a second major in the same degree. However, if the student has not broken enrollment the student need not apply for readmission. A second diploma will not be issued for the same degree; rather it will be noted on the official academic record.
- Completion of all requirements for the major.
- A minimum of 18 credits may not be duplicated by the second major.

Second Bachelor’s Degree

Once a degree has been conferred:

- A student must apply for re-admission to seek a second bachelor’s degree. However, if a student has not broken enrollment the student need not apply for readmission.
- 30 semester credits in residence beyond the minimum requirements for the first bachelor’s degree
- for a minimum total of 60 semester credits in residence and a minimum total of 150 semester credits.
- Request a degree evaluation by the Office of the Registrar before beginning the program.
- UWest waives the GE Capstone Course and General Education Courses for all bachelor degree holders from regionally accredited institutions that include at least 28 semester credits of UWest acceptable work equally distributed in the GE

GRADUATION REQUIREMENTS FOR MASTER’S DEGREE STUDENTS

Master of Arts in Religious Studies

The Master of Arts in Religious Studies requires a specialization in either Buddhist Studies or Comparative Religious Studies and the completion of a minimum of 33 semester units plus with a cumulative grade point average of 3.0 or higher. Completion of a thesis or comprehensive examination is required in both areas of specialization, and a foreign language is required for students graduating in Buddhist Studies. A maximum of 6 (six) units of graduate work completed at another college or university in religious studies or a related subject such as philosophy may be applied to the Master of Arts in Religious Studies at University of the West. Course requirements for the M.A. in Religious Studies are outlined in the section on “Graduate Programs of Study.”

Master of Divinity in Buddhist Chaplaincy

The Master of Divinity in Buddhist Chaplaincy requires the completion of a minimum of 75 semester units with a cumulative grade point average of 3.0 or higher. The degree is designed to be completed in three years of full-time study. Submission of a 30-40 page capstone paper in the last semester is required. Students are also required to participate in 1 (one) clinical internship during their studies. A maximum of 6 (six) units of relevant graduate work completed at another college or university may be applied to the Master of Divinity in Buddhist Chaplaincy at University of the West. Course requirements for the M.Div. in Buddhist Chaplaincy are outlined in the section on “Graduate Programs of Study.”

Master of Arts in Psychology

The Master of Arts in Psychology requires students to select either the MFT-Multicultural, or Buddhist Psychology track. Students on either track are required to maintain at least a 3.0 grade point average throughout the degree program. Furthermore, all Master of Arts candidates are required to successfully defend a thesis project, or successfully complete comprehensive exams. The purpose of the thesis/com-

prehensive exam is to facilitate a meaningful synthesis of the various concepts and experiences provided in the program. Course requirements for the M.A. in Psychology are outlined in the section on “Graduate Programs of Study.”

Master of Business Administration (MBA)

The MBA program is designed to be completed in two years for full-time students, although students who study during summer sessions may graduate earlier if all graduation criteria are met. In order to graduate, students are required to complete 15 units of prerequisites, 21 units of core courses, 3 units of the capstone course, at least 9 units of the selected concentration courses, and 6 units of electives. The 15-unit prerequisite requirement may be waived if students have taken relevant courses in their previous studies at degree level. All students must maintain a cumulative grade point average of 3.0 or higher. Concentrations are offered in Computer Information Systems, Finance, International Business, and Nonprofit Organization Management. Each student must complete an internship or field study in his/her concentration. A maximum of 6 (six) graduate-level units in Business Administration earned at another College or University may be applied to the MBA at University of the West. The core and specialized courses required for the MBA are outlined in the section on “Graduate Programs of Study.”

Executive Master of Business Administration (EMBA)

The EMBA program is designed to be completed in three semesters of full-time study. Students need at least 42 semester units to graduate, including 30 units of core courses, 3 units of the capstone course, plus 6 units of the required courses and 3 units of electives. Students must maintain a cumulative grade point average of 3.0 or higher. The core and specialized courses required for the EMBA are outlined in the section on “Graduate Programs of Study.”

GRADUATION REQUIREMENTS FOR DOCTORAL PROGRAMS

1. A minimum of 63 post-baccalaureate semester units in graduate courses as specified for each candidate by the Doctoral Committee appointed by the Dean of Academic Affairs; no more than 30 semester units in graduate courses may be transferred from another recognized university; for course and distribution requirements, see Section 6 below;
2. Fulfillment of the language requirement;
3. A minimum grade point average (GPA) of 3.0;
4. A Pass (P) in the Preliminary Examination on the student’s mastery of fundamental knowledge of the discipline when he/she has completed 18 units of doctoral course work;
5. A Pass in the Candidacy Examination, taken when the student has completed a minimum of 51 units of doctoral course work and all language requirements;
6. A research dissertation (for Ph.D.) demonstrating critical judgment, intellectual synthesis, creativity, and skill in written communication.
7. Defense of Dissertation (Ph.D.)



TRANSFER OF CREDITS

UNDERGRADUATE STUDENTS

Students who wish to transfer to UWest from another college or university should be in good standing and not under academic or disciplinary probation or suspension from their previously attended college or university.

The University grants credits to students for courses completed at other accredited colleges or universities. In the baccalaureate program, the University accepts a maximum of 90 semester or 135 quarter units earned at other regionally accredited or state-approved colleges, including a maximum of 70 semester or 105 quarter units earned at community colleges. Transfer credit will not be given for grades below 2.0. Credits for examinations given by the National Testing Service are generally not accepted with the exception of Advanced Placement Examinations.

Students attending California community colleges should select General Education courses which meet requirements for either CSU certification or IGETC certification. Fulfillment of either CSU or IGETC certification prior to enrollment at UWest will fulfill UWest’s General Education requirements with the exception of the capstone course (CAP 401). Students who are currently attending another college or university should pursue a liberal arts and science curriculum that parallels the GE curriculum at UWest.

A transfer credit evaluation is prepared for every new undergraduate transfer student admitted to regular standing. To ensure complete evaluation of transfer courses, it is the student’s responsibility to submit official transcripts to the Office of the Registrar from all post-secondary schools in which course work was completed.

GRADUATE STUDENTS

Graduate students at the master’s level may transfer a maximum of 6 semester or 9 quarter units for graduate courses completed at another university. Graduate courses approved for transfer credit must be comparable to courses in the graduate programs at UWest and must carry a grade of B or higher. Transfer credit is not granted for correspondence courses or thesis research.

Doctoral candidates may transfer a maximum of 30 semester or 45 quarter units for graduate courses completed at another university.

A transfer credit evaluation is carried out by the Chair of the appropriate graduate program during the first year of graduate studies for every student admitted to regular standing. The purpose of the evaluation is to verify all previously earned degrees and to assess graduate course work completed at other colleges or universities for their transferability to UWest. An evaluation of transfer credits can only be done after all official transcripts have been received. It is the student’s responsibility to see that they are on file in the Office of the Registrar.

FINANCIAL INFORMATION

TUITION

	UNDERGRAD	GRAD
Business Administration	\$325/unit	\$340/unit
Psychology Program	\$325/unit	\$350/unit
Buddhist Chaplaincy Program		\$340/unit
Religious Studies Program	\$325/unit	\$335/unit
B.A. English	\$325/unit	
General Studies / Undecided Program	\$325/unit	\$350/unit
General Education Program	\$325/unit	
Audit	\$150/unit	\$150/unit
Credit by Examination	\$100/unit	\$100/unit
Investment Club Program Fee	\$20/unit	\$20/unit
On-line Extended Studies Class Fee	\$20/unit	\$20/unit
ESL		
Spring & Fall (20 hours/week, 16 weeks)	\$2,880	
Summer (20 hours/week, 6 weeks)	\$1,080	
TOEFL (5 hours/week, 16 weeks)	\$815	

NON-REFUNDABLE FEES

One-Time Fees	
Application (Domestic)	\$50
Application (International)	\$100
Identification Card	\$25
Re-Admission Fee (Domestic)	\$50
Re-Admission Fee (International)	\$100
Per Semester	
Mandatory Fees	\$250
Late Registration Fee	\$100
Student Council/Association Fee	\$10
Health Insurance (International Students)	\$140/per month***
Other	
Add/Drop Fee after add class deadline	\$5
Graduation Application Fee	\$50
Graduation Walk-in (Cap & Gown)	\$50
Re-Application for Graduation Fee	\$25
Transcript Fee/Student Verification Fee	\$5/copy
Rush (Same Day)	\$25/copy
Next Day	\$15/copy
Faxed Unofficial Transcript (per fax)	\$15/copy
Diploma Re-order Fee	\$50
Refund Service Charge	\$20/refund
Student ID Replacement	\$25
Dishonored/Replacement Check/Stop Payment	\$30/payment
Doctoral Student Candidacy Fee	\$100
Finance Charge for past due balance	1%/per month
Student Penalty Fee (Student Success Center)	\$5/per time

*** Rates subject to change.

TRANSFER OF CREDITS

UNDERGRADUATE STUDENTS

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General Studies / Undecided Program	\$325/unit	\$350/unit
General Education Program	\$325/unit	
Audit	\$150/unit	\$150/unit
Credit by Examination	\$100/unit	\$100/unit
Investment Club Program Fee	\$20/unit	\$20/unit
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Spring & Fall (20 hours/week, 16 weeks)	\$2,880	
Summer (20 hours/week, 6 weeks)	\$1,080	
TOEFL (5 hours/week, 16 weeks)	\$815	

NON-REFUNDABLE FEES

One-Time Fees	
Application (Domestic)	\$50
Application (International)	\$100
Identification Card	\$25
Re-Admission Fee (Domestic)	\$50
Re-Admission Fee (International)	\$100
Per Semester	
Mandatory Fees	\$250
Late Registration Fee	\$100
Student Council/Association Fee	\$10
Health Insurance (International Students)	\$140/per month***
Other	
Add/Drop Fee after add class deadline	\$5
Graduation Application Fee	\$50
Graduation Walk-in (Cap & Gown)	\$50
Re-Application for Graduation Fee	\$25
Transcript Fee/Student Verification Fee	\$5/copy
Rush (Same Day)	\$25/copy
Next Day	\$15/copy
Faxed Unofficial Transcript (per fax)	\$15/copy
Diploma Re-order Fee	\$50
Refund Service Charge	\$20/refund
Student ID Replacement	\$25
Dishonored/Replacement Check/Stop Payment	\$30/payment
Doctoral Student Candidacy Fee	\$100
Finance Charge for past due balance	1%/per month
Student Penalty Fee (Student Success Center)	\$5/per time

*** Rates subject to change.

HOUSING

Room and Board (Non-Refundable)*	
Single Occupancy with meal plan	\$4,692/semester
Double Occupancy with meal plan	\$3,145/semester
Quadruple Occupancy with meal plan	\$2,440/semester

Housing Application Fee (Non-Refundable)	\$50
Security Deposit (per person)	\$150/person
Lost Key Fee (non-refundable)	\$25
Mailbox Fee (non-refundable)	\$10/semester

*Note: No meals on weekends and holidays.

The application for on-campus room and board will be accepted only on an annual basis unless the resident plans to be enrolled at the University for less than one academic year or unless the resident is a Ph.D. student who has completed their classes and needs to leave early in order to conduct research. Room and board will be prorated on a weekly basis for students arriving later in the semester. Residents may not be exempted from the meal plan. Students assigned to housing are required to complete a housing contract which details the specific dates, terms, and policies applicable to the student’s period of residence. The costs cited above do not include winter break or summer residency period. Separate contracts are available for those periods. See the Residential Life page of our web site under Student Life at www.uwest.edu for more specific information on our residential program, and the Residential Life section of this catalogue.

ESTIMATED COST OF ATTENDANCE

The cost of attendance for a student is an estimate of reasonable educational expenses a student should anticipate for the enrollment period. A student’s cost of attendance generally is the sum of tuition, mandatory student fees, books, supplies, room, board, and student loan fees. Students with dependants other than a spouse may include reasonable childcare expenses. Students with disabilities may also include expenses related to that disability.

Below, you will find the estimated cost of attendance for full time undergraduate and graduate students. Remember, these are only examples. Your expenses may be different.

Business Administration, Psychology, Religious Studies & Language - Undergraduate Full-time (12 units)

On-Campus

	Single	Double	Quad
Tuition*	\$3,900	\$3,900	\$3,900
Mandatory Fees	\$250	\$250	\$250
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$11,886	\$10,339	\$9,634
Annual COA	\$23,772	\$20,678	\$19,268

MBA/EMBA & Buddhist Chaplaincy - Graduate Full-time (9 units)

On-Campus

	Single	Double	Quad
Tuition**	\$3,060	\$3,060	\$3,060
Mandatory Fees	\$250	\$250	\$250
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$11,046	\$9,499	\$8,794
Annual COA	\$22,092	\$18,998	\$17,588

Psychology - Graduate Full-time (9 units)

On-Campus

	Single	Double	Quad
Tuition**	\$3,150	\$3,150	\$3,150
Mandatory Fees	\$250	\$250	\$250
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$11,136	\$9,589	\$8,884
Annual COA	\$22,272	\$19,178	\$17,768

Religious Studies -
Graduate Full-time (9 units)

On-Campus

	Single	Double	Quad
Tuition**	\$3,015	\$3,015	\$3,015
Mandatory Fees	\$250	\$250	\$250
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$11,001	\$9,454	\$8,749
Annual COA	\$22,002	\$18,908	\$17,498

Business Administration, Psychology, Religious Studies & Language -
Undergraduate Full-time (12 units)

Off-Campus

	Off Campus		Parents/Relatives
Tuition*	\$3,900		\$3,900
Mandatory Fees	\$250		\$250
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$12,918		\$9,651
Annual COA	\$25,836		\$19,302

MBA/EMBA & Buddhist Chaplaincy -
Graduate Full-time (9 units)

Off-Campus

	Off Campus		Parents/Relatives
Tuition*	\$3,060		\$3,060
Mandatory Fees	\$250		\$250
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$12,078		\$8,811
Annual COA	\$24,156		\$17,622

Psychology -
Graduate Full-time (9 units)

Off-Campus

	Off Campus		Parents/Relatives
Tuition*	\$3,150		\$3,150
Mandatory Fees	\$250		\$250
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$12,168		\$8,901
Annual COA	\$24,336		\$17,802

Religious Studies -
Graduate Full-time (9 units)

Off-Campus

	Off Campus		Parents/Relatives
Tuition*	\$3,105		\$3,105
Mandatory Fees	\$250		\$250
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$12,033		\$8,766
Annual COA	\$24,066		\$17,532

ESL Spring or Fall -
(16 weeks Session)

	Off Campus		Parents/Relatives
Tuition*	\$2,880		\$2,880
Mandatory Fees	\$250		\$250
Room & Board	\$3,145		\$2,440
Books & Supplies	\$657		\$657
Transportation	\$774		\$774
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$9,319		\$8,614
Annual COA	\$18,638		\$17,228

Cost of attendance is affected by many things including, but not limited to, program of study, housing options, and enrollment. A student living off campus has higher transportation costs because he/she must commute to campus in order to attend classes.

Each student award letter includes the cost of attendance that was used to determine award eligibility. Should you have questions regarding how your own cost of attendance was calculated, please stop by the Financial Aid Office.

REFUND POLICIES

Tuition Refunds

Tuition for any class dropped by a student is refundable according to University policy. The date of withdrawal for purposes of tuition credit shall be the date on which the class was dropped at the Registrar's Office. Students who register, but do not attend classes, will not receive a tuition credit unless they officially withdraw by the posted deadlines.

The tuition refund schedules are as follows:

Tuition Refund Schedule for Fall and Spring Semester

Withdraw prior to the beginning of semester	100%
Withdraw within the first week of semester	90%
Withdraw within the second week of semester	70%
Withdraw within the third week of semester	50%
Withdraw within the fourth week of semester	10%
Withdraw after the fourth week of semester	none

Tuition Refund Schedule for Summer Classes

Withdraw prior to the first class meeting	100%
Withdraw within the first week of classes	80%
Withdraw within the second week of classes	60%
Withdraw within the third week of classes	40%
Withdraw after the fourth week of classes	none

Tuition Refund Schedule for Classes That Do Not Fall in the Regular Semester

Withdraw prior to the first class meeting	100%
Withdraw within 7% of the classes	90%
Withdraw within 14% of the classes	70%
Withdraw within 20% of the classes	50%
Withdraw within 30% of the classes	10%
Withdraw after 30% of the classes	none

Withdrawal

Withdrawal is defined as complete termination by the student of his/her enrollment in the University. Withdrawal refunds are computed as of the date the petition to cancel enrollment is received by the Registrar's Office. A student who withdraws on or prior to the first day of instruction will receive a full refund of all moneys paid, less the application fee not to exceed \$100.

When a petition for withdrawal is filed after the start of instruction, students are still responsible to pay tuition and fees according to the Tuition Refund Schedule above, even if students did not attend class. Students who have remitted full payment up front will have a percentage of the tuition refunded in accordance with the Tuition Refund Schedule. Refunds will be made by check to the student within 30 days after the request form receiving date.

Drops

Drops are defined as withdrawals from one or more individual classes in any semester. The refund schedule is based upon the cost per unit paid by the student.

Tuition for part-time students is computed on a per-unit basis, consistent with the relevant fee schedule. In these cases, refunds are computed on the basis of a pro-rated schedule, resulting in a tuition payment computed on a per-unit basis. In cases in which a student leaves the school after four weeks of the Fall/ Spring semester, or three weeks of the Summer semester, have passed, no refund will be made.

In addition to the institutional refund policy, students who receive federal financial aid are subject to a pro-rated return of federal funds based on the relevant federal regulations. The return of federal funds calculation is run by the Office of Financial Aid. Students are responsible for returning the balance if funds need to be returned to Federal Programs. Please refer to Chapter XI Financial Assistance / Withdrawal & Leave of Absence.

Note for International Students: Always consult the International Student Services Officer before dropping any class to make sure your F-1 status will not be adversely affected.

TUITION PAYMENTS

Students remit the registration payment on the day of registration but no later than the tuition payment deadline (see your campus academic calendar.) All balances due to the university must be paid, or any arrangements including financial aid award, payment plan, and 3rd party payment, must be completed by the tuition payment deadline. After the deadline, a \$100 late payment fee charge and a 1% finance charge (per month) are assessed on the unpaid balance.

Students must have authorized anticipated aid (e.g., grants, loans, and scholarship awards) or payment plan in order to properly defer payment. Anticipated Aid Awards are posted in student accounts only after the financial aid award process has been completed by students, Financial Aid Office and the appropriate agency (e.g., IBEF.)

Without authorized anticipated aid, students are expected to pay the charges up front and wait for reimbursement when the aid or scholarship funds are actually received.

If changes to student courses schedules result in additional charges after the date on the registration billing statement or after financial aid have been disbursed, the payment is due immediately.

Registration and enrollment are not complete until all tuition and required fees have been paid.

Obligation for Payment

Tuition and fees payable by students become an obligation in accordance with the provisions of the Drop-Refund Policy as follows. Signing the Enrollment Agreement constitutes a contract between the student and the University. Failure to make payment of any payment due to the University when due is considered sufficient cause for the University, until the debt is settled with the Financial Officer, to take any of the following actions:

- To bar the student from classes and/or examinations;
- To withhold diplomas, scholastic certificates, and/or transcripts;
- To suspend all University services and privileges;
- To suspend the student from the University;
- To assign the student's account to a collection agency
- To report the delinquent account to a credit bureau.

Permission to cancel enrollment does not constitute, nor shall it be construed as, a waiver by the University of a student's financial obligation. The student is responsible for all outstanding debts and contracts with the University. Furthermore, a student must not have any delinquent financial obligations to the University at the time instruction begins each semester, or the student's registration may be revoked. In the event of such revocation of registration, 100% of any tuition paid for that semester will be first applied to any outstanding debt. Any remaining credit will be refunded within 30 days from the date of revocation.

Methods of Payment

Payment must be made in full directly to the University Bursar Office either by cash, credit card or check before tuition payment deadlines each semester. Students who can demonstrate financial hardship or eligibility for financial aid may be eligible for a short-term deferment by applying in person at the Office of Financial Aid. The deferment must be approved and completed before tuition payment deadlines. Please refer to UWest Student Payment Plan Policy.

Bad Check Policy

A \$30 fee is assessed for all checks made out to the University that are not paid upon presentation to the bank on which the check is drawn. Students who present checks to the University that cannot be negotiated will be required to pay their tuition by cash or by cashier's check. Tuition and fees are charged according to the number of credit units carried by the student. For tuition purposes only, a full-time student is defined as an undergraduate student enrolled for 12 or more credit units or a graduate student enrolled for 9 or more credit units.

CALIFORNIA STUDENT TUITION RECOVERY FUND (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect a California resident who attends a private post-secondary institution from losing money if the student prepays tuition and suffers a financial loss when a school closes or fails to live up to the enrollment agreement or refuses to pay a court judgment. To be eligible, a student must be a California resident and reside in California at the time the enrollment agreement is signed. Students who are temporarily residing in California for the sole purpose of pursuing an education, especially those who hold student visas, are not considered California residents.

To qualify for STRF reimbursement, a student must file an STRF application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the University is closed. If a student does not receive notice from the Bureau, he/she has 4 years from the date of closure to file a STRF application. If a judgment is obtained, the student must file an STRF application within 2 years of the final judgment.

It is important that students keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the payments to the University. Questions regarding STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027 10th Street, Fourth Floor, Sacramento, CA 95814, tel: (916) 327-7190.

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The Pell Grant, SEOG, Academic Competitiveness Grant (ACG), as well as the William D Ford Federal Direct Loan Program, private loan programs, scholarships, fellowships, and work study (federal and institutional).

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- Counseling students and their families on available financial aid.
- Determining the financial aid eligibility of University of the West students for need and non need-based funds.
- Providing assistance, information and application forms to students interested in obtaining private, donor-sponsored outside scholarships. Students are encouraged to apply for outside scholarships as they can reduce the amount of need-based loan and/or and work awards.
- Administering federal, private and university scholarships, work study, and loan programs.

More information regarding any of these programs as well as policies that govern financial aid awards may be obtained in the University of the West Financial Aid Handbook, which is available online at www.uwest.edu/financialaid or in the Financial Aid Office.

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The Financial Aid Handbook includes information on:

- Eligibility Criteria
- Evaluation guidelines for fellowships and scholarships
- Applications and Instructions
- Satisfactory Academic Progress (SAP)
- Refunds and Return of Federal Funds

The Financial Aid Handbook is an important tool to help students know and understand the policies and procedures for receiving and maintaining eligibility for financial aid. Students who wish to be considered for federal, institutional, and private financial aid and scholarships are responsible for making themselves familiar with information and policies within the handbook. The handbook also details the student's rights and responsibilities as a financial aid recipient.

Financial aid is awarded to students who demonstrate financial need as defined by federal, state and institutional policies. In so doing, the University evaluates family resources in a consistent and equitable manner.

The general principle in determining eligibility for financial aid is that parents and students are the primary source of funds for post-secondary education and have an obligation to finance educational expenses. Financial need is defined as the difference between a program's Cost of Attendance (COA) as calculated by the school and the student's Expected Family Contribution (EFC) as calculated by the Central Processing System (CPS) of the Department of Education. (Financial Need = COA – EFC)

All returning students seeking need-based or none need-based financial assistance are required to file financial aid application forms by March 2. All domestic students must complete the Free Application for Federal Student Aid (FAFSA) and UWest Application for Financial Aid. International students must also complete the International Student Supplemental Application. Failure to meet the published deadlines could result in the loss of financial aid. All forms are available in the Financial Aid Office or on-line at: www.uwest.edu/financialaid

Because the need for financial assistance often exceeds what the University can supply, students must rely on other sources of support such as employment, loans, and family assistance. It is the student's responsibility to secure information regarding scholarships and loans from private sources. Application for financial assistance should begin at the same time as application to the University.

Contact the Financial Aid Office with questions or for assistance with applications.

Fellowships and Scholarships

- University Fellowships and Scholarships

University of the West fellowships and scholarships may be awarded to the admitted incoming and continuing students who demonstrate exceptional leadership and service to their communities, academic achievement, and financial need. Applicants who wish to be considered for fellowships and scholarships are encouraged to submit all required financial aid documents when they apply for admission.

- Golden Benefactor Awards

Grouped by various donors and each donor has particular requirements. Scholarships are available only to continuing students who have completed the equivalent of one full-time semester with a minimum 3.5 GPA at the time of consideration. These scholarships are awarded to continuing students based on academic achievement and service to the University of the West community, as well as demonstrated financial need and area of academic concentration.

- IBEF Scholarship

Each semester the International Buddhist Education Foundation awards scholarships to new and continuing students enrolled full-time in an undergraduate, graduate, or doctoral program within the Department of Religious studies. The scholarships awarded range from \$2,500 - \$4,000. This scholarship requires a separate application and must be renewed each semester.

For more information please contact the IBEF Scholarship Liaison – Ms. Grace Hsiao or the Department of Religious Studies.

Work-Study Program

Students may become involved in the functioning of the University of the West community through the work-study program. Work-study provides a means by which students may pay for part of their tuition and living costs and, at the same time, assist the University staff with the daily work of the institution. Through work-study, students can both develop their professional skills (e.g., graphics, design, editorial, organizational, and computer skills) and render service to the community by sharing the responsibilities of the educational environment. The complete guidelines and regulations for participation in the work-study program are available at the Financial Aid Office.

Veterans Affairs – Institution of Higher Learning

University of the West has been approved to train veterans and other eligible students. Veterans who choose to attend UWest and enroll in one of the approved degree programs will be able to receive veteran benefits to help pay for their education. For information on eligible programs and the application process, contact Financial Aid Office at 626.571.8811 ext. 122, 138 or financialaid@uwest.edu. This information may also be obtained by visiting the Department of Veterans Affairs web site at: <http://www.GIBILL.VA.GOV> or call Toll-Free at 1-888-GIBill-1 (1-888-442-4551).

Standards for Satisfactory Academic Progress (SAP)

(This policy applies to students receiving federal and state financial aid.)

University of the West (UWest) is required by law to establish for all federal and state financial aid recipients both qualitative and quantitative standards for "satisfactory academic progress" toward the completion of the degree objective. Aid programs covered by these standards are: Federal Pell, ACG, SMART, and SEOG Grants, Federal Work Study, Federal Loan programs (Direct, PLUS, Grad PLUS), and all State aid programs. These academic standards apply for all periods of enrollment regardless of whether or not aid was received.

The Financial Aid Office, in consultation with the Registrar, reviews all aid recipients for compliance with the satisfactory academic progress policy at the end of each semester.

Qualitative Requirements: Minimum Cumulative Grade Point Average (GPA)

The GPA is based on grades for credits earned at UWest and does not include grades transferred from another institution. An undergraduate student must maintain a 2.0 cumulative GPA. A graduate student is required to have a 3.0 cumulative GPA for graduate level coursework. Students who fall below these requirements will not be considered to be making satisfactory academic progress.

Quantitative Requirements: Minimum Credit Earned

A student receiving aid must successfully complete a minimum 67 percent of credits attempted each semester, applicable to his/her degree, and consistent with his/her enrollment/funding status. For example, if a student enrolls in 12 credits (minimum required for full-time undergraduate enrollment) in a semester, he/she must complete a minimum of 8 credits in that semester to maintain satisfactory academic progress. Students who fall below this requirement will not be considered to be making satisfactory academic progress.

Earned credits, for the purposes of this policy, are grades of "A", "B", "C", "D", "P" and all plus or minus variations on these grades.

Maximum Time Frame:

A student must complete his/her degree by attempting no more than 150 percent of the credits normally required for attainment of the degree. A student is no longer eligible to receive financial aid after this maximum is reached. For example, if undergraduate program can normally be completed with 120 credit hours, a student's financial aid eligibility will be suspended once the student reaches 180 cumulative attempted credit hours, whether the student has attained the degree or not.

The 150% maximum time frame applies to both undergraduate and graduate students.

Financial Aid Probation and Termination

Students who do not meet the standards of the Financial Aid SAP policy at the end of a semester will automatically be placed on financial aid probation for the following semester. Students are eligible to receive financial aid during the probation period. At the end of the probation period, which is one semester, students must again be making satisfactory academic progress as outlined above before further aid can be offered.

During the probationary period, students are required to meet with their academic advisors to develop a plan of action to get them back on track.

- A student’s financial aid will be terminated for any of the following reasons:
- Cumulative GPA is lower than the required minimum standard for two consecutive semesters;
 - Failure to complete 67 percent of cumulative credits attempted for two consecutive semesters;
 - Accumulation of credits attempted equal to 150% of credits normally required for attainment of the degree (graduate or undergraduate).

Reestablishing Financial Aid Eligibility:
Students whose financial aid is terminated due to lack of academic progress may reestablish their eligibility upon meeting the SAP standards again. To regain financial aid eligibility, a student must:
Raise GPA: To increase the GPA, a student must enroll and complete coursework at UWest. Grades transferred from other institutions are not included in the calculation of UWest GPA.

- **Correct a Credit Deficiency:** Credit deficiency can be made up by taking and completing additional courses at UWest. Undergraduates may also take General Education courses at a college with whom the UWest has a written transfer agreement. All transfer coursework must be applicable toward the student’s degree objective and not exceed the number of credits that are transferable to the UWest.
- Students will not receive financial aid from UWest until they are determined to be making satisfactory academic progress again, except in the case of an appeal (see SAP Appeals below). Such students must be prepared to pay for their education while making up the deficiency.

SAP Appeals
Students who have lost their financial aid due to unsatisfactory academic progress may appeal to the Financial Aid Office. The appeal must be made in writing describing the circumstances that have been affecting their academic performance, must be submitted within 30 days of notification of unsatisfactory status, and must be accompanied by appropriate supporting documents.

Acceptable reasons for appeal include, but are not limited to, personal or family accident, illness or injury of the student, death of a close family member, or other extenuating and unavoidable circumstances beyond the student’s control. On-going, chronic medical problems do not meet the definition of “extenuating circumstances.” If the condition existed at the time aid was offered, it should have been taken into consideration when the student planned his/her classes and credit load.

Factors considered in reviewing an appeal include, but are not limited to, the student’s entire academic history, level of borrowing in relation to credits completed, class standing; number of semesters of aid; previous deficiencies and appeals; and “extenuating” and “unavoidable” circumstances.

If a student’s eligibility is reinstated because of an appeal, his satisfactory academic progress will be reviewed again within one semester.

- Withdrawals, Repetitions, Incompletes and Transfer Credits:**
- **Withdrawals:** Courses from which the student withdraws after the official drop deadline are included in the cumulative credits attempted.
 - **Repeated Courses:** Repeated courses enable the student to achieve a higher cumulative grade point average. Credits attempted in repeated classes are included in the cumulative credits attempted. Credits earned in repeated classes are not included in the cumulative credits earned.
 - **Incomplete Courses:** Courses that are assigned an incomplete grade are included in the cumulative credits attempted. These course credits cannot be used as earned credits until a satisfactory grade is assigned.
 - **Transfer Credits:** All transfer credits accepted towards a student’s UWest degree will be used in determining when the maximum time frame requirement has been reached. However, grades for the transferred credits are not included in the cumulative GPA calculation.

The awarding and review of Institutional scholarships and fellowships have separate eligibility and scholarship criteria, including different GPA requirements.

Enrollment & Funding Status
A student receiving aid must earn a minimum number of credits each semester, applicable to his/her degree, and consistent with his/her enrollment/funding status.

Enrollment/Funding Status	Undergraduate	Graduate
Full Time	12 or more credits	9 or more credits
3/4 Time	9 - 11 credits	7 - 8 credits
1/2 Time	6 - 8 credits	4.5 - 6 credits

Withdrawal & Leave of Absence
If you begin class attendance in any semester and then withdraw completely from University of the West or earn zero credit after aid has been disbursed, you may be required to return all or part of the funds received, including funds credited to pay tuition and fees.

Since financial aid must be used solely for educationally related expenses during periods of enrollment, federal regulations require our office to calculate the amount of aid you “earned” for the number of days you attended. “Unearned” aid, that covering periods of the semester when you did not attend classes or were not enrolled, must be repaid. If you withdraw prior to the start of the semester or never attended any classes, 100% of aid disbursed to your student account and/or disbursed to you must be repaid.

If a repayment is owed, you will be billed by the Bursar’s Office and have 45 days to arrange satisfactory repayment. You are not eligible for further aid until repayment is made in full. You may also be reported to the U.S. Department of Education or to a collection agency representing University of the West for collection.

If you must leave University of the West for any reason, your official withdrawal must be submitted in writing, must be signed, must be dated and must be submitted to the Registrar’s Office. The official date of leave or withdrawal is the date you calling the Registrar’s Office.

FINANCIAL AID POLICY AND PROCEDURES FOR RETURN TO TITLE IV FUNDS (R2T4)
General Information
Effective October 7, 2000 Title IV Refund Regulations require students who withdraw from all of their classes prior to the 60 percent point of the payment period to return the unearned portion of their Title IV financial aid to the Department of Education. Additionally, institutions may be required to return a portion of unearned funds to the Department of Education, and some students may be entitled to a post withdrawal disbursement.

1. University of the West elected to apply these regulations beginning with the Fall 2007 semester.
2. The payment period is defined as a semester or summer term.

Return of Title IV for students who withdraw due to military deployment
Student must submit a copy of the military deployment to the Registrar’s Office and the Financial Aid Office. If a Title IV eligible student withdraws because of being called to active duty, or has been otherwise impacted by the military mobilization, the school must perform Return of Title IV calculations that are required by statute and regulations. If those calculations result in the school being required to return funds to one or more of the Title IV programs, it must do so.

Return of Title IV for students who were affected by a disaster
The Pell Grant Hurricane and Disaster Relief Act (Public Law 109-66) and the Student Grant Hurricane and Disaster Relief Act (Public Law 109-67) were enacted on September 21, 2005, to permit the Secretary to waive a student’s Title IV grant repayment if the student withdrew from an institution of higher education because of a major disaster under the following conditions:

1. The student was residing in, employed in, or attending as institution that is located in an area in which the President has declared that a major disaster exists.
2. The student withdrew because of the impact of the disaster on the student or the institution; and
3. The student’s withdrawal occurred within the academic year during which the designation as a major

disaster occurred or during the next succeeding academic year.

The institution is not required to notify the student or the NSLDS of the overpayment, or refer any portion of the overpayment to the Department of Education. In addition, an institution must not apply any Title IV credit balance to pay down the grant overpayment. An institution must document in the student’s file the application of this waiver as well as the amount of any overpayment that has been waived.

Attendance Taking Requirements

The University of the West is required to take attendance.

Treatment of Title IV Aid When a Student Withdraws

When you withdraw during your payment period or period of enrollment, the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula.

- 1. If the amount disbursed to you is/was greater than the amount you earned, the unearned funds have to be returned.
- 2. If the amount disbursed to you is less than the amount you earned, you are eligible to receive a post-withdrawal disbursement of the earned aid that was not received.
- 3. Refund calculations are not applied to students who withdraw from classes prior to the first day of attendance:
- 4. Students who receive aid prior to the first day of attendance and who withdraw from all classes prior to the receive aid prior to the first day of attendance and who withdraw from all classes prior to the first day of attendance will be required to repay all of the Title IV Funds disbursed.

The amount of assistance that you have earned is determined on a prorated basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, the institution must get your permission before it can disburse them. You may choose to decline some or all of the loan funds so that you don’t incur additional debt. The institution may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the institution). The institution needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission, you will be offered the funds. However, it may be in your best interest to allow the institution to keep the funds to reduce your debt at the institution.

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or the institution or parent receives on your behalf) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of:

- 1. Your institutional charges multiplied by the unearned percentage of your funds, or
- 2. The entire amount of excess funds.

The institution must return this amount even if it didn’t keep this amount of your Title IV program funds.

If the institution is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with the institution or the Department of Education to return the unearned grant funds.

The requirements for Title IV program funds when you withdraw are separate from any refund policy that the institution may have. Therefore, you may still owe funds to the institution to cover unpaid institutional charges. The institution may also charge you for any Title IV program funds that the school was required to return. For institution’s refund policy, please refer to the Chapter on Financial Information. The institution can also provide you with the requirements and procedures for officially withdrawing from school.

Definition of a Title IV recipient

A recipient of grant or loan assistance is a student who has actually received Title IV funds or has met the conditions that entitle the student to a late disbursement.

Student must have a valid ISIR before the withdrawal date in order to be considered for the Return of Title IV evaluation.

Title IV funds which must be included in the refund calculations are listed in the priority order of their return as follows:

- 1. Direct Unsubsidized Stafford loans;
- 2. Direct Subsidized Stafford loans;
- 3. Direct PLUS loans;
- 4. Pell Grants;
- 5. Academic Competitiveness Grants;
- 6. FSEOG Grants.

The institution does not participate in the Perkins loans programs.

Students, who received or could have received only Federal Work Study funds, are exempt from Return of Title IV Refund regulation.

Designated Office of Record For Determination of Withdrawals

The Registrar’s Office of the University of the West is the designated Office of Record where students provide notification of withdrawal.

Determination of Withdrawal Date

The last drop date will be used as the withdrawal date in the calculation.

Determining the Amount That Could Have Been Disbursed

The amount that could have been disbursed will be determined by the enrollment status as of the date the student completely withdraws.

Leave Of Absence (LOA)

The institution has an official approved Leave of Absence policy. An approved LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period; otherwise return to Title IV calculation is required.

UNDERGRADUATE AND CERTIFICATE PROGRAMS OF STUDY

UNDERGRADUATE PROGRAMS

University of the West offers the following undergraduate degree programs. For detailed information on each of the programs, please refer to the corresponding academic department in this catalogue.

Bachelor of Arts*

- Department of Business Administration
 - Accounting
 - Computer Information Systems
 - International Business
 - Marketing
- Department of Humanities and Social Sciences
 - Psychology
- Department of English
 - English

*Students with no declared major may complete their Bachelor of Arts in General Studies by fulfilling the following requirements:

1. 48 units of required General Education (of which 9 units must be upper-division).
2. 72 units of electives from any Department (of which 42 units must be upper-division).
3. UWest's Residency Requirements for the Bachelor of Arts.

CERTIFICATE PROGRAMS

The certificate programs in the following fields are designed for students who are not interested in a baccalaureate degree but want to be more knowledgeable about the field. The vocational certificate programs are oriented more toward practice in the field. Students admitted to any of the certificate programs are not required to be officially enrolled in the undergraduate degree program. Courses may also be taken by Continuing Education students without formal admission to the certificate program. For detailed information on each of the certificate programs, please refer to the corresponding academic department in this catalogue.

- Certificate in Business Administration
 - General Management
 - Nonprofit Organization Management
 - Executive Management
 - Human Resources Management
 - International Business
 - Accounting
 - Finance
 - Marketing
 - Computer Information Systems
 - Small Business/Entrepreneurship
 - Quantitative Analysis/Analytical Methods
 - Post-Master of Business Administration (Post-MBA)

Courses may also be taken by Continuing Education students without formal admission to the certificate program. For detailed information on each of the certificate programs, please refer to the corresponding academic department in this catalogue.

Languages

University of the West offers instruction in Mandarin Chinese, Canonical Chinese, Japanese, Pali, Sanskrit, and Tibetan and in Buddhist texts in those languages. These Asian languages are the keys to understanding the great civilizations of Asia and the traditions of Buddhism. Units completed in a foreign language can be counted toward the 120 units required for the baccalaureate degree and fulfill three units of General Education in the Humanities. Language courses are open to undergraduate, graduate, and Continuing Education students. Graduate students may satisfy their language requirements by completing courses in Pali, Sanskrit, Chinese, or Tibetan.

English Communication

University of the West's student body includes many international and domestic students whose first language is a language other than English. Through the General Education Program courses in English composition and speech, and the English as a Second Language/Academic English Skills course sequence, the University both expects and enables students to acquire a mastery of oral and written English that will meet the requirements of public and academic discourse.

Chinese Culture

An important part of University of the West's mission is to provide an academic environment for the study, interpretation and transmission of Chinese culture (its languages, history, art, literature, medicine, music, philosophies, religions, and sciences). Congruent with this mission, the University offers courses on various aspects of Chinese culture and sponsors Chinese cultural events. Presently, undergraduate courses in Chinese culture are offered as General Education courses and as electives for the degree program in Religious Studies; they include courses in Mandarin, Chinese civilization, Chinese philosophy, Chinese Buddhism, Buddhist texts in Chinese, and Tai Chi. Non-credit courses in Chinese culture (e.g., Chinese zither, brush painting, calligraphy and yoga) are also available through the Department of Continuing Education.

GRADUATE PROGRAMS OF STUDY

Master of Business Administration (MBA)

- Computer Information Systems
- Finance
- International Business
- Nonprofit Organization Management

Executive Master of Business Administration (EMBA)

Post-MBA Certificates

Graduate-level Certificate Programs in Business Administration

Master of Arts in Religious Studies

- Concentration in Buddhist Studies
- Concentration in Comparative Religious Studies

Master of Divinity in Buddhist Chaplaincy

Master of Arts in Psychology

- Concentration in Buddhist Psychology
- Concentration in Multicultural Counseling Psychology

Doctoral Programs

- Doctor of Philosophy (Ph.D.) in Religious Studies (Emphasis in Buddhism)
- Doctor of Philosophy (Ph.D.) in Religious Studies (Emphasis in Comparative Religions)

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GENERAL EDUCATION PROGRAM

COORDINATOR
Vanessa Karam

FACULTY
Mikhail Eykher, Kenneth Locke, Darui Long, Mark Treston, Kanae Omura, William Ohanesian, Jim Stewart, Victor Zinenberg

INTRODUCTION
All undergraduate students are required to complete the General Education Program in order to be eligible to receive the Bachelor of Arts degree. UWest’s General Education requirements coincide with similar requirements in colleges and universities throughout the United States of America, and conform to California standards.

PHILOSOPHY AND OBJECTIVES OF GENERAL EDUCATION
The General Education requirements reflect UWest’s conviction that the higher education of the ‘whole person’ requires a breadth of knowledge beyond the specialized study and training which students obtain in their major fields. UWest has tailored its General Education Program to better represent UWest’s role as an intellectual meeting place between East and West in a context informed by Buddhist wisdom and values. Undergraduate students at UWest receive the opportunity to engage in a number of comparative studies between Eastern and Western philosophy, history, music and art, and are encouraged to explore these subjects further.

The ultimate goal of UWest’s General Education Program is to achieve UWest’s mission of producing a well-informed, efficient, versatile, intellectually capable, socially sensitive, and ethically committed person in whatever field of study. In doing so, UWest carries out its mission of educating its students in a context based on Buddhist wisdom and values and motivating them to understand and appreciate the cultures of East and West.

By the nature of their major, Religious Studies students are exposed to a wide variety of courses in Buddhist Studies. Students pursuing other majors also benefit from UWest’s uniqueness by taking at least one course in Religious Studies.



GENERAL EDUCATION REQUIREMENTS FOR THE BACHELOR OF ARTS
Undergraduate students are required to complete a total of 48 General Education units. 45 of these units are taken in the six subject categories listed in the table below. Courses in the Core Competencies constitute the foundation of a university education and impart fundamental skills and knowledge. The other five subject areas give students structured exposure to a wide variety of academic fields. In order to achieve depth in addition to breadth, 6 of the 45 General Education units must be in upper-division courses (i.e., numbered 300 or higher). In addition to these 45 units of General Education, all undergraduate students shall complete one capstone course (3 units) in General Education.

Core Competencies (12 units) one course in each section	Historical Foundation (min. 6 units) at least one course in each section	Advanced Mathematics and Natural Science (min. 6 units) at least one course in each section	Religion and Philosophy (min. 6 units) at least one course in each section	Social Economic and Behavioral Science (min. 6 units)	Humanities (min. 6 units) at least one course from two of the three sections
English Composition	Section A: World/US History	Mathematics	Religion*	Anthropology	Fine Arts
	Section B: Asian History	Physical Science/ Life Science		Psychology	Language
Mathematics				Sociology	Literature
Critical Thinking				Business**	
				Political Science	
				Education	

Total: 42 units. The remaining 3 units can be selected from any category except Core Competencies.

* For students of Religious Studies, courses in Religion cannot be applied toward the General Education requirement. Therefore, Religious Studies students need to select at least two courses in Philosophy.

** For students of Business Administration, courses in Business cannot be applied toward the General Education requirement. Therefore, Business Administration students need to select at least one course each from two of the remaining sections: Anthropology, Psychology, Sociology, or Political Science.

CATEGORY 1 (12 units)
Core Competencies
Teaches students to communicate information and ideas clearly, both orally and in writing, to access, examine and evaluate information using critical thinking skills, and to perform quantitative functions.

1.1 English Composition

ENGL 101 English Composition (3)
Prerequisite: Successful completion of ENGL 100A or qualifying score on the English Placement Test. Training in effective written composition. Assignments include expository and argumentative essays and preparation of documented short research papers on themes that include issues of East/West cultural understanding. Instruction in conducting library research is also given.

Goal:
Students should develop competence in writing the kind of expository prose characteristic of academic writing.

Student Learning Outcomes:
Students will be able to do many of the following:
a) apply the process approach to writing;

- b) use clear, focused, unified and coherent organization;
- c) use proper American English syntax, mechanics, grammar and diction;
- d) use logical support to develop ideas and avoid fallacies, biased language and inappropriate tone;
- e) incorporate ideas derived from a variety of sources;
- f) write in a variety of modes (e.g. autobiography, report, editorial, case study, inquiry and research);
- g) use computer applications.

1.2 Oral Communication

SPCH 101 Oral Communication (3)

Prerequisite: Successful completion of ENGL 100B or qualifying score on the English Placement Test. Training in clear and effective public speaking, including the application of the concepts and principles involved in public speaking.

Goals:

Students should acquire a clear understanding of the basic concepts and practices associated with public speaking. Students should be able to deliver speeches in accordance with the principles of effective oral presentation.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) compose and deliver extemporaneous public presentations;
- b) effectively create, organize, and support ideas in oral presentations;
- c) evaluate different audiences' contexts, attitudes, values and responses;
- d) identify, evaluate, and apply different styles of presentation in public speaking.

1.3 Mathematics

MATH 025 Preparation for Algebra (0)

Undergraduate students are required to take this course, or may test out of it by passing the UWest Algebra Placement Test (APT).

Prepares students to take MATH 101. Topics include operations with signed numbers, the order of operations, operations with integers, the solution of linear equations, an introduction to graphing, operations with polynomials, and an introduction to the properties of exponential expressions. Word problems. Applications of algebraic concepts.

MATH 101 Algebra (3)

Prerequisite: Grade of C or better in MATH 025 or equivalent, or qualifying score on the Algebra Placement Test (APT).*

Includes the fundamental operations on algebraic expressions, solutions of equations and inequalities, exponentiation, graphs of algebraic, exponential and logarithmic functions, systems of equations and inequalities. Applications are addressed in a variety of word problems.

Goals:

Students should develop the competence in mathematical reasoning needed for college-level courses, professional judgments and personal decisions.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) interpret mathematical models by making predictions, drawing conclusions, checking whether results are reasonable, and finding optimal results;
- b) explain the assumptions and limitations of mathematical models;
- c) discuss the nature of mathematical reasoning.

1.4 Critical Reasoning

PHIL 103 Introduction to Critical Thinking (3)

Prerequisite: ENGL 101.

An introduction to critical thinking with an emphasis on argument and evidence. Areas of instruction include the uses and abuses of language, informal fallacies, inductive and deductive modes of reasoning, and different types of inquiry.

Goals:

Students should learn the criteria and methods used for distinguishing good reasoning from bad. Students should also develop basic reasoning skills which they can apply to a broad range of disciplines both within and outside of the academic environment.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) explain and apply the basic concepts essential to a critical examination and evaluation of argumentative discourse;
- b) recognize argumentative uses of language and distinguish passages that contain arguments from passages that do not;
- c) distinguish valid from invalid patterns of reasoning;
- d) recognize common logical and rhetorical fallacies, and avoid them in the construction of arguments;
- e) interpret and critically assess different texts, including those that reflect multicultural images and perspectives.

Category 2 (6 units)

Historical Foundations

Provides students with an understanding of the cultural contexts and implications of historical developments. Students must complete one course from Section A and one course from Section B.

Goals:

Students should learn about the events and historical developments that have shaped the modern world. Students will also gain an appreciation of both Western and Eastern history.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) identify key points in history that have contributed to the shape of modern society;
- b) understand how history shapes human thought, values and social institutions;
- c) appreciate the complex historical interaction between East and West;
- d) be able to understand how historical knowledge is shaped by personal, social and political biases and be able to recognize these biases in historical inquiry.

Section A:

HIST 110 World History: Origins - 1500 (3)

Prerequisite: ENGL 101.

A survey of the development of world civilization and major cultures from the Neolithic Revolution until the European conquest of the Americas. The civilizations of the Ancient, Classical, and Post-classical periods will be studied, with focus on rise of cities, organization of society, varieties of religious expression, the examination of political, social, and gender structures in relation to economic and demographic development, and interaction between civilizations and major cultures.

HIST 120 World History: 1500 - Present (3)

Prerequisite: ENGL 101

Broad thematic survey of the origin and development of the modern world, emphasizing both regional histories and global interactions. Major themes include global implications of imperialism, intellectual and cultural adjustments to modernity, total war, the birth of nations, changes in women's rights and roles, and eclipse of world communism.

HIST 210 History of the United States: Origins -1865 (3)

Prerequisite: ENGL 101

A survey of the social, political and cultural history of the U.S. from early human migration and the founding of the colonies to the end of the Civil War.

HIST 220 History of the United States: 1865 - Present (3)

Prerequisite: ENGL 101

A survey of the social, political and cultural history of the U.S. from the end of the Civil War to the present.

HIST 378 Cultural and Intellectual History of Modern Europe (3)

Prerequisite: ENGL 101

A survey of cultural and intellectual history of modern Europe. Topics include the life and work of Martin Luther, John Calvin, Ulrich Zwingli and Philip Melanchthon, theory and practice of art and architecture, and civic and religious humanism in historical context of Europe since Renaissance.

Section B:

HIST 250 Asian History: Earliest Times - 1600 (3)

Prerequisite: ENGL 101

A survey of Asia from ancient times to the end of the sixteenth century. The content covers the historical developments of China, Japan, India, and West and Southeast Asia in social structures, political systems, cultural values, and religions. Similarities and differences among these civilizations are also compared and contrasted.

HIST 260 Asian History: 1600 - Present (3)

Prerequisite: ENGL 101

A survey of Asia from the beginning of the seventeenth century to the present. The impact of Western colonialism/imperialism on Asian Society is also explored.

HIST 418 Asian Contribution to Science and Medicine (3)

Prerequisite: HIST 250 or HIST 260

A survey of the Asian contribution to science and medicine, with special reference to developments in the Indian Subcontinent and China in the fields of Mathematics, Astronomy, Medicine, Chemistry and Metallurgy.

Category 3 (6 units)

Natural Sciences and Advanced Mathematics

Teaches mathematics and natural sciences for daily living and an enhanced understanding of the natural world and what it means for human existence. Students must take one course from Section A and one course from Section B.

Section A: MATHEMATICS

Goals:

Students should gain the computational and analytical skills needed for a variety of majors and learn how these skills apply to the social and economic sciences.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) understand the nature of statistics and probability theory;
- b) use descriptive and inferential statistical concepts for the analysis of economic data;
- c) understand the application of descriptive and inferential statistics in social and behavioral science research;
- d) work with polynomial, rational, exponential, logarithms and trigonometric functions;
- e) apply the tools of linear algebra in formulating and solving economic problems;
- f) understand the applications of mathematics in a variety of fields;
- g) understand and describe the development of mathematical knowledge over time and in different cultures.

MATH 205 Descriptive and Inferential Statistics (3)

Prerequisite: Grade of C or better in MATH 101 or equivalent.

Introductory course designed for students majoring in business, social sciences and behavioral sciences. Provides overview of descriptive and inferential statistics. Students learn to read, interpret and present data in a scientific way. Course covers frequency distributions, graphs, measures of central tendency, and variability, correlation and linear regression. Study of inferential statistics includes probability, sampling techniques, confidence intervals, and hypothesis tests.

MATH 215 History of Math (3)

Prerequisite: Grade of C or better in MATH 101 or equivalent.

Traces the growth and development of mathematics over four millennia. Uses mathematical methods and concepts to present the topics.

MATH 225 Mathematics for Generalists (3)

Prerequisite: Grade of C or better in MATH 101 or equivalent.

Course introduces non-mathematicians to the nature and style of mathematical discovery, method of proof, and geometric thought and design. Topics are chosen from a variety of mathematical fields including algebra, geometry, groups, set theory, probability, statistics, and logic.

Section B: NATURAL SCIENCES

Goals:

Students should gain basic knowledge and learn key principles in the biological and physical sciences. Students should also understand modern methods and tools used in scientific inquiry.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) identify and explain basic facts, rules, principles, and laws in the biological and physical sciences;
- b) recognize the assumptions and limitations of science;
- c) recognize the role of science in human society and how scientific achievements affect everyday life;
- d) examine the consequences of human behavior on the natural environment.

3.2 Life Sciences

BIO 100 Introduction to Biology (4)

Prerequisite: None.

Principles of biology stressing the relationship of all organisms. Topics include cells, reproduction, genetics, embryology, botany, animal behavior, metabolism, evolution, and human psychology.

3.3 Physical Sciences

PSC 100 Introduction to the Physical Sciences (3)

Prerequisite: None.

A study of the earth and physical sciences, including physics, chemistry, earth sciences and space sciences. The course provides a basic introduction to concepts, techniques and technology used in the study of humanity's physical environment.

Category 4 (6 units)

Religion and Philosophy, including Buddhist Wisdom and Values

Looks at how humans have expressed their ideas of self and meaning and discusses them, where appropriate, from a Buddhist perspective. Students in majors other than Religious Studies must complete one course from section A and one course from section B. Religious Studies students can only take the courses in section B.

Goals:

Students should critically reflect on questions concerning the nature, meaning, and value of human

existence. They should appreciate and assess different world views and moral teachings.

Student Learning Outcomes:

Students will be able to do many of the following:

- discuss and explain a number of significant philosophic views and/or forms of religious expression;
- critically read and evaluate interpretations of philosophical and/or religious ideas and texts;
- describe and explain the roles philosophical and religious thinking play in shaping human culture and social institutions;
- examine a variety of issues from an ethical perspective.

Section A: RELIGION

4.1 Religious Studies

REL 201 Religions of the East (3)

Prerequisite: ENGL 101.

A survey of the major religious traditions of India, China, and Japan, including major developments of the great traditions of these cultures.

REL 202 Religions of the West (3)

Prerequisite: ENGL 101.

Basic themes of the Western religious traditions, including Judaism, Christianity, Islam, Bahai, Zoroastrianism, the mystery religions, and the religions of ancient Egypt, Mesopotamia, and Greece.

REL 301 Fundamentals of Buddhism (3)

Prerequisite: ENGL 101

An overview of the Buddhist religious traditions (Theravada, Mahayana and Vajrayana), the principal teachings, the position of the Buddha in the traditions, and the communities that comprise the traditions. Buddhist art and literature, devotion, meditation, ethics, and the Sangha will also be discussed.

REL 302T Religions Indigenous to the Near East (3-9)

Prerequisite: REL 202

A broad survey of the history, beliefs, practices, and institutions of Christianity, Judaism, Islam or Zoroastrianism.

REL 310T Religions Indigenous to East Asia (3-9)

Prerequisite: REL 201

A study of the indigenous religious traditions of China, Korea, and Japan with an emphasis on Confucianism, Daoism, Shinto, and/or folk religion.

REL 330T Religions Indigenous to South Asia (3-9)

Prerequisite: REL 201

A survey of the religious traditions of the Indian subcontinent with an emphasis on the thought and practice of Hinduism, Jainism or Sikhism.

Section B: PHILOSOPHY

4.2 Philosophy

PHIL 110 Introduction to Western Philosophy: Pre-Socratics - Present (3)

Prerequisite: ENGL 101

An introduction to a variety of major philosophical figures, including the Ancient Greeks (Socrates, Plato, Aristotle), Medieval Christians (Augustine and Thomas Aquinas), and Modern thinkers (Hobbes, Spinoza, Kant, Hegel, Kierkegaard).

PHIL 120 Introduction to Eastern Philosophy: India, China and Japan (3)

Prerequisite: ENGL 101

A survey of some of the major philosophical systems in India (Vedanta, Samkhya-Yoga, Early Buddhism and Madhyamika), China (Confucius, Mencius, Lao Zi and Neo-Confucianism) and Japan

(Saicho, Kukai, Honen and Dogen).

PHIL 310 Early Western Philosophy (3)

Prerequisite: ENGL 101

A study of the origins of Western thought in the writings of the Pre-Socratics, Socrates, Plato, Aristotle, Stoicism, Epicureanism, Epictetus, Plotinus and Marcus Aurelius. Their influence on medieval Christian thinking is also explored.

PHIL 320 Early Chinese Philosophy (3)

Prerequisite: ENGL 101

A study of the teachings of tradition-defining thinkers in ancient China, includes the following: Confucius, Mencius, Lao Zi, Zhuang Zi, Mo Zi, Han Feizi and the Book of Changes. Course also covers Neo-Confucianism, Neo-Daoism, Chinese Buddhism, and the Confucian synthesizer Zhu Xi.

Category 5 (6 units)

Social and Behavioral Sciences

Teaches the interrelationships, the organization and the determinants of human behavior. Students majoring in Business Administration cannot apply economics courses to fulfill the General Education requirement.

Goals:

Students should understand the complexities of human behavior and social relations. Students should also understand the nature, scope and limits of social-scientific and behavioral study.

Student Learning Outcomes:

Students will be able to do many of the following:

- apply social science and behavioral methods to identify and examine diverse perspectives;
- critically analyze and explain the multiple social science perspectives that underlie debates on important contemporary issues;
- examine human development and socialization from a cross-cultural perspective;
- call on knowledge from a variety of disciplines to make conscious decisions concerning their role in society.

5.1 Anthropology

ANTHR 101 Anthropology (3)

Prerequisite: ENGL 101.

An introduction to historical, physical, cultural, psychological and archeological aspects of human development. Scientific perspectives and methodology are utilized to introduce humanity as a natural phenomenon, the result of past and present evolutionary forces.

5.2 Psychology

PSYCH 100 Introduction to Psychology (3)

Prerequisite: ENGL 101.

An introduction to Eastern and Western theories and research regarding perception, thinking, learning, personality and motivation. Psychological testing and abnormal and physiological psychology are also explored.

PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology (3)

Prerequisite: PSYCH 100

An introduction to Buddhist and Western concepts and theories of perception, understanding, imagination, thinking, reasoning and other cognitive functions, with comparisons and contrasts between the two systems.

PSYCH 220 Eastern and Western Perspectives of Affective Psychology (3)

Prerequisite: PSYCH 100

Studies in ancient and modern Eastern and Western views of the degree and extent that emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 330 Developmental Psychology (3)

Prerequisite: PSYCH 100

An introduction to the psychological development of the person from the pre-natal period through subsequent life stages until death according to Western and Eastern philosophies. Both cognitive and affective aspects of development will be explored.

5.3 Sociology**SOC 100 Introduction to Sociology (3)**

Prerequisite: ENGL 101.

A study of the social influences on human behavior focusing on a cross-cultural examination of social patterns and processes, structure and function, conflict and change in society, and multicultural interaction.

5.4 Economics**BUS 201 Principles of Microeconomics (3)**

Prerequisite: None.

Principles of individual consumer and producer decision-making in various market structures; the price system; market performance, and government policy.

BUS 202 Principles of Macroeconomics (3)

Prerequisite: None.

Principles of macroeconomic analysis and policy; unemployment and inflation; financial institutions; international trade; economic growth; comparative economic systems.

5.5 Political Science**POL 101 Political Science (3)**

Prerequisite: ENGL 101.

An introduction to political thought from Plato and Confucius to the modern period.

POL 301 US Government (3)

Prerequisite: ENGL 101.

An introduction to the United States' federal, state, and local political systems, and the political philosophies on which they are founded. Course focuses on how the political system works on various levels, and enables students to understand the theories and motives underlying political participation.

Category 6 (at least 6 units)**Humanities**

Looks at how humans have expressed their cultural and social identity through language and the arts, i.e., painting, sculpture, architecture, literature, drama, and music. The six units are to be chosen in two different Sections.

Goals:

Students should understand and be able to analyze the meaning of Western and Eastern civilization and develop an enhanced appreciation of their cultural and linguistic environment.

Students will be able to do many of the following:

- understand the world of nonverbal expression;
- develop an appreciation for works of art;
- understand, appreciate and analyze the cultural and historical backgrounds of Eastern and Western civilizations;
- analyze literary works from a variety of historical perspectives;
- understand the nature and role of language;
- develop skills in speaking, reading, and writing a language other than English and/or their native language.

Section A: FINE ARTS**6.1 Music****MUS 101 History of Rock and Roll (3)**

Prerequisite: None.

Traces the progression of rock and soul music between the 1960s and the 1990s. Students will be able to identify the songs, genre, and musical characteristics associated with the most influential popular musicians during select periods. Course also addresses the sociopolitical climate in which the music was made.

6.2 Art**ART 101 Art Appreciation (3)**

Prerequisite: None.

Overview of Western art history from the 19th century Romantics through the 20th century Modernists.

ART 201 Art Appreciation Museum Tour (3)

Prerequisite: ART 101 or permission of instructor.

Course focuses on artists and/or art movements (e.g. Renaissance, Impressionism, Cubism). Includes on-location museum tours where students will examine the actual works by the topics under discussion.

ART 301 The Great Masters of Art (3)

Prerequisite: ART 101 or permission of instructor

Examines the accomplishments and importance of the great masters of art (e.g. Michelangelo, Leonardo, Goya, Daumier, Turner, Monet, Van Gogh, Cezanne, Matisse, Picasso, Duchamp, Warhol).

6.3 Film**FILM 101 Film Appreciation (3)**

Prerequisite: None

An overview of film history, from the silents to the present. Key films and directors of the major genres and their place in the culture and evolution of the art of motion pictures are discussed.

FILM 301T Focused Studies in Film History (3)

Prerequisite: FILM 101 or permission of instructor

Focuses on an aspect of film history and aesthetics (e.g. the Western, Comedy Internationale, Science Fiction, Animation). Topic announced each semester.

Section B: LANGUAGES**6.4 Chinese****CHN 101 Beginning Mandarin I (4)**

Prerequisite: None.

An introduction to the fundamentals of Mandarin Chinese including its sound system, writing system, basic vocabulary, and basic sentence structure, with an emphasis on the four basic language skills: listening, speaking, reading, and writing.

CHN 102 Beginning Mandarin II (4)

Prerequisite: CHN 101.

A continuation of Beginning Mandarin Chinese I. A strengthening of the communication skills of listening, speaking, reading, and writing, and a review of the basic sound features. Commonly used characters, vocabulary, and sentence patterns are introduced and expanded.

6.5 Japanese

JPN 101 Beginning Japanese I (4)

Prerequisite: None.

Introduction to the basics of Japanese including pronunciation, grammar, and basic reading and writing of Hiragana with an emphasis on speaking and listening to standard conversational Japanese.

JPN 102 Beginning Japanese II (4)

Prerequisite: JPN 101.

This continuation of Elementary Japanese I aims at developing an intermediate level of conversational Japanese, grammar, reading, and writing, including the reading and writing of Katakana and approximately 200 Kanji characters.

6.6 Canonical Chinese

CCHN 400 First Year Canonical Chinese I (3)

Prerequisite: None.

Introduction to the history and basics of Canonical Chinese, including pronunciation, vocabulary, grammar and script, and minor translations.

CCHN 402 First Year Canonical Chinese II (3)

Prerequisite: CCHN 401 or permission of instructor.

A review of the phonology, morphology, and syntax of Canonical Chinese with emphasis on reading selected texts.

6.7 Pali

PALI 400 First Year Pali I (3)

Prerequisite: None.

Introduction to the history and basics of the Pali language including pronunciation, vocabulary, grammar and script, and minor translations.

PALI 402 First Year Pali II (3)

Prerequisite: PALI 401 or permission of instructor.

A review of the phonology, morphology, and syntax of the Pali language with emphasis on reading selected Pali texts.

6.8 Sanskrit

SNSK 400 First Year Sanskrit I (3)

Prerequisite: None.

An introduction to the devanagari script as well as the phonology, morphology, and syntax of the Sanskrit language with the goal of developing a reading knowledge of Sanskrit.

SNSK 402 First Year Sanskrit II (3)

Prerequisite: SNSK 301 or permission of instructor.

A review of the phonology, morphology, and syntax of the Sanskrit language with an emphasis on reading selected Sanskrit texts.

6.9 Tibetan

TIB 400 First Year Tibetan I (3)

Prerequisite: None.

An introduction to fundamentals of Tibetan, including recognition and handwriting of 30 Tibetan letters and 4 vowel symbols, and the methods of pronunciation and rules of spelling.

TIB 402 First Year Tibetan II (3)

Prerequisite: TIB 401 or permission of instructor.

A study of advanced Tibetan grammar and reading of selected Tibetan literature: folk poems, maxims, and modern literature, including the biography of Mi-la-ras-pa.

Section C: LITERATURE

6.10 American Literature

LIT 101 Introduction to American Literature (3)

Prerequisite: ENGL 101.

An introduction to the influential writings of American literature from 1800 to the present.

6.11 Asian Literature

LIT 102 Introduction to Asian Literature (3)

Prerequisite: ENGL 101

An introduction to influential Asian writings in English translation.

6.12 Advanced Composition (LIT 301)

LIT 301 Advanced Composition (3)

Prerequisite: ENGL 101

Intensive practice in writing expository prose with an emphasis on written response to literature. The aim is to help the writer develop to a high degree, clarity of purpose, logical development of ideas, effective argument and precision of linguistic expression.

LIT 302 Creative Writing (3)

Prerequisite: ENGL 101 required. Also LIT 101 or ENGL 201 or consent of instructor.

Explores the role of author and audience in the process of interactive narrative, poetry, and drama. Narrative, poetic, and dramatic issues such as, theme, character conflict, imagery, rhyme, meter, plot, and others are explored through reading, writing, and analysis of short stories, poems, and dramatic works. Students search for an interactivity that allows the artist to engage active readers while cultivating a unique voice.

Category 7:

Capstone Course in General Education

To ensure that our students have met the goals of University of the West's General Education Program, the program concludes with one capstone course (3 units). The capstone course provides an experience in comparative study at the 400-level, where the skills and knowledge developed in core and breadth are integrated. This allows the student to apply knowledge acquired in individual areas to an interdisciplinary field of study. The following course must be taken after the completion of a minimum of 33 units in General Education:

CAP 401: Religion, Science and Society (3)

Prerequisite: Completion of at least 33 units in General Education

This course is designed to integrate the knowledge students have gained from the other General Education courses. The close interaction between religion, science and society is examined in detail, with particular reference to how they influence one another. In particular, the course explores such topics as religion and social conflict, science and cultural change, gender and religion, and the science vs. religion debate.