

INSERT the following text on Page 70 Tuition Payments, immediately before Methods of Payment

S.2248 Veterans Benefits and Transition Act of 2018 Section 103

In compliance with S.2248 section 103, University of the West will not assess late payment fees or finance charges on tuition and term fees for at least 90 days from the date of certification for any covered individual using Chapter 33 or Chapter 31 VA Educational Benefits.

Students covered under S.2248 section 103 must provide UWest with a Certificate of Eligibility (COE) no later than the first day of class.

REPLACE the text on Page 71 Tuition Refunds with the following

Tuition Refunds

Tuition for any class dropped by a student is refundable according to the following tuition refund schedule. Students are eligible for a full or partial refund of mandatory fees if the drop results in a change to their enrollment status prior to the first day of the term. After this date mandatory fees are non-refundable.

The date of withdrawal for purposes of the refund calculation shall be the date on which the Add/Drop or Withdrawal form is received by the Registrar's Office. Students who register but do not attend class will not receive a tuition refund unless they officially withdraw by the posted deadlines.

Tuition Refund Schedule for Fall & Spring Semesters

Withdrawal Form Submitted	Refund Received	
Prior to the first day of the term	100%	Tuition & Mandatory Fees, as Applicable
Within the first week	100%	Tuition Only, Fees Non-refundable
Within the second week	90%	Tuition Only, Fees Non-refundable
Within the third week	50%	Tuition Only, Fees Non-refundable
Within the fourth week	10%	Tuition Only, Fees Non-refundable
After the fourth week of the semester	None	

Tuition Refund Schedule for Summer Sessions

Withdrawal Form Submitted	Refund Received	
Prior to the first day of the term	100%	Tuition & Mandatory Fees, as Applicable
Within the first week	100%	Tuition Only, Fees Non-refundable
Within the second week	60%	Tuition Only, Fees Non-refundable
Within the third week	40%	Tuition Only, Fees Non-refundable
After the third week of the term	None	

Tuition Refund Schedule for classes that do not fall in a regular term

Withdrawal Form Submitted	Refund Received	
Prior to the first day class	100%	Tuition & Mandatory Fees, as Applicable
Within 7% of the class	90%	Tuition Only, Fees Non-refundable
Within 14% of the class	70%	Tuition Only, Fees Non-refundable
Within 20% of the class	50%	Tuition Only, Fees Non-refundable
Within 30% of the class	10%	Tuition Only, Fees Non-refundable
After the third week of the term	None	

REPLACE the text on pages 155-156 Graduate Certificate Programs in Business Administration and Post Master of Business Administration with the following text

Graduate Certificate Programs

UWest offers two distinct graduate-level certificate programs in Business Administration, both targeted to allow graduates to further their education and advance their careers.

Graduate Certificate in Business Administration

The Graduate Certificate in Business Administration is open to students who have earned a bachelor's degree in Business Administration or a related field. Students earn a graduate certificate while acquiring in-depth knowledge, practical skills, and first-hand experience by completing a personalized set of seven targeted courses (21 units) in a self-selected area of study. Students work directly with the Business Administration chair to design personalized course lists that are tailored to the students' own career needs and goals.

Completion Requirements

Students complete at least 21 units in a series of MBA courses approved by the department chair, including a minimum of 12 units in a declared area of concentration. A minimum GPA of 3.0 is required to graduate. Students may not repeat courses for which they have already received credit.

Students may be required to complete maximum of two undergraduate level prerequisite courses (6 units) if required for the course of study selected; these units are not applicable to the certificate.

With department chair approval, students may be allowed to substitute up to 6 units of 400-level undergraduate coursework for equivalent MBA courses.

The Graduate Certificate in Business Administration - Accounting Certificate is described below. The Business Administration department will work with individuals and businesses to design course lists to fit specific needs. While courses will differ, the basic outline remains the same regardless of area of study.

Accounting Certificate (a Graduate Certificate in Business Administration)

This certificate prepares students for a career in accounting or a related field and is specifically designed to help students meet the education requirement for CPA exam eligibility.

Area	Required Units
Program Prerequisites (if needed)	0 to 6
Concentration Courses	21

Prerequisite Curriculum (0 to 6 units)

Students complete two relevant prerequisites (6 units) if equivalent courses have not been completed.

Course	Units
BUS 210 Introduction to Financial Accounting	3
BUS 307 Managerial Accounting	3
BUS 310 Intermediate Accounting I	3
BUS 311 Intermediate Accounting II	3
BUS 440 Accounting Information Systems	3

Accounting Curriculum (21 units)

Students complete seven courses (21 units) from the list below.

Course	Units
MBA 511 Nonprofit Accounting	3
MBA 514 Advanced Managerial Accounting	3
MBA 518 Cost Analysis & Budgeting	3
MBA 564 Advanced Auditing	3
MBA 565 Advanced Accounting Theory	3
MBA 566 Financial Reporting & Disclosure	3
MBA 567 Special Topic on Federal Taxation	3
MBA 568 Special Topic on International Accounting	3
MBA 569 Controllorship	3

Post Master of Business Administration Certificate

The Post MBA certificate is an advanced graduate certificate in Business Administration, designed for individuals who have already earned an MBA or other graduate business degree. Working with the department chair of the Business Administration department, students create an individual study plan centered on a theme, such as international business management, computer information systems, or financial management.

Completion Requirements

Students complete at least 21 units in a series of MBA courses, including a minimum of 12 units in a declared area of concentration. A minimum GPA of 3.0 is required to graduate. Students may not repeat courses for which they have already received credit.

With department chair approval, students may be allowed to substitute up to 6 units of 400-level undergraduate coursework for equivalent MBA courses.

The Financial Management Concentration is described below. The Business Administration department works with each student to help them create a study plan that meets their specific professional needs. While courses will differ, the basic outline remains the same regardless of area of study.

**Post MBA - Financial Management Concentration
- an Advanced Graduate Certificate in Business Administration**

This certificate prepares students to enhance careers and grow businesses in financial management or a related field. Students complete a total of 21 units of MBA coursework, including a minimum of 12 units selected from the Financial Management Curriculum.

Financial Management Curriculum

Course	Units
MBA 516 International Finance	3
MBA 517 Investment & Portfolio Management	3
MBA 518 Cost Analysis & Budgeting	3
MBA 526 Risk Management & Insurance	3
MBA 543 Real Estate Finance & Investment	3
MBA 545 Advanced Financial Statement Analysis & Valuations	3
MBA 547 Technical & Fundamental Analysis of Financial Securities	3
MBA 548 Financial Security Trade & Analysis	3
MBA 583 Financial Institutions & Markets	3
MBA 584 Financial Derivatives	3

INSERT the following text after page 214

Master of Arts in Psychology Multicultural Counseling: 42-Units

The 42-unit Master of Arts in Psychology – Multicultural Counseling (MCC) is designed for individuals wanting to pursue a graduate degree in mental health but who are not interested in licensure. This degree is open to students with a baccalaureate degree in an unrelated field, those who earned a baccalaureate many years ago, those already working in the human services field who desire additional training, and for international students desiring an introduction to mental health care.

The 42-unit MCC does not meet the requirements to sit for a license in Marriage and Family Therapy (MFT) or Licensed Professional Clinical Counselor (LPCC) in any state. California State regulations state that students who complete and receive the 42-unit master’s degree cannot, post-graduation, transfer or apply those credits toward the completion of an MFT license program.

**MA Psychology – Multicultural Counseling
Program Requirements**

Area	Required Units
Core Curriculum	30
Foundation Courses	15
Core Courses	12
Advanced Level Courses	3
Elective Courses	9
Master’s Capstone Project or Thesis	3
Total	42

Foundation Courses (15 units): All students complete the five foundation courses below. A minimum grade of B is required in each foundation course. Students who do not earn a B or higher may repeat the course one time only to achieve a passing grade.

<i>Courses</i>	<i>Prerequisite(s)</i>	<i>Units</i>
PSYCH 501 Experimental Design & Statistical Analysis	None	3
PSYCH 505A Pre-Practicum	None	0
PSYCH 530 Psychopathology	None	3
PSYCH 531 Theories I	None	3
PSYCH 532 Law & Ethics	None	3
PSYCH 533 Multicultural Counseling	None	3

Core Courses (12 units): All students complete the four core courses below. A minimum grade of B is required in each core course. Students who do not earn a B or higher may repeat the course one time only to achieve a passing grade.

<i>Courses</i>	<i>Prerequisite(s)</i>	<i>Units</i>
PSYCH 536 Marriage & Family Therapy I: Families	None	3
PSYCH 538 Psychological Testing	None	3
PSYCH 540 Counseling Across the Lifespan	None	3
PSYCH 545 Psychopharmacology	None	3

Advanced Courses (3 units): All students complete one course (3 units) from the list of advanced courses below. A minimum grade of B is required. Students who do not earn a B or higher may repeat the course one time only to achieve a passing grade.

<i>Courses</i>	<i>Prerequisite(s)</i>	<i>Units</i>
PSYCH 600 Group Psychotherapy	None	3
PSYCH 602 Advanced Couples Counseling	18 units	3
PSYCH 604 Advanced Child & Adolescent Interventions in Therapy	PSYCH 531	3
PSYCH 607 Advanced Seminar in Culture & Psychotherapy	None	3

Electives (9 units): Students select three courses (9 units) with the assistance of their advisor. Students may select from the list below and from courses offered in the MA Religious Studies and MDiv Buddhist Chaplaincy programs. All selections must be approved by the advisor. A minimum grade of C is required in each elective course applied to graduation. Students who do not earn a C or higher may repeat the course one time only to achieve a passing grade.

<i>Courses</i>	<i>Prerequisite(s)</i>	<i>Units</i>
PSYCH 504 Counseling Children & Adolescents	None	3
PSYCH 529 Drug & Alcohol Theory & Intervention	None	3
PSYCH 537 Motivational Interviewing	None	3
PSYCH 614 Religion & Psychology	None	3
PSYCH 617 The Application of Mindfulness in Western Therapy	None	3
REL 505 Women in Buddhism	None	3
REL 530 Topics in Buddhist Meditation	None	3

Master's Capstone Project or Thesis (3 units): All students are required to complete a master's capstone seminar project in their final term. Upon recommendation of the department chair, students planning to pursue a PhD upon completion of the MA may be permitted to complete a thesis rather than the master's capstone project. Students must maintain continuous enrollment until the thesis is submitted to and accepted by the library. If necessary, a student who selects the thesis option may repeat PSYCH 699A one time only. The repeated units are not applicable to graduation.

<i>Courses</i>	<i>Prerequisite(s)</i>	<i>Units</i>
PSYCH 699A Thesis	Completion of all coursework	3
PSYCH 699A Master's Capstone Project	Completion of all coursework	3

Graduation Requirements: MA Psychology - Multicultural Counseling

Students are expected to complete graduation requirements in a timely manner and to maintain good standing.

Students must complete course and program requirements as listed for a total of 42 units with a minimum cumulative GPA of 3.0 and pass a master's capstone project or thesis. A minimum grade of B is required for core courses and a minimum grade of C or P for elective courses applied to graduation. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade. All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

Students may apply no more than 6 units (two courses) of Directed Reading & Research and 6 units (two courses) of independent study towards graduation. Students are allowed no more than 12 units of unfinished coursework (i.e. incompletes and withdrawals) over the duration of the program.

Up to 6 units may be fulfilled through the transfer of credit from another institution.

Degrees are awarded at the close of the semester in which all degree requirements have been completed, the master's capstone project has been accepted by the department or the thesis has been submitted to and approved by the Library, the Intent to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.
