



# ACADEMIC CATALOG

2015-2016





Fall 2015, Spring 2016, Summer 2016

# 2015 2016 CATALOG

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# President's Message

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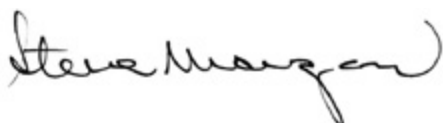
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At University of the West (UWest) we offer a unique blend of academic excellence and an opportunity for our students to develop their personal values in a learning community that is informed by Buddhist wisdom. As you pursue your studies with our talented faculty, you will be challenged in the classroom and outside the classroom to become the best person you can be. You will grow intellectually and personally as you pursue your chosen field of study. You will be encouraged to expand your store of knowledge, to learn to think critically, and to solve problems in the context of a values orientation that will guide your decisions and actions.

UWest is a diverse community of students and faculty who freely share their cultures and encourage a breadth of understanding that will serve you well as you move into your chosen career. As our world grows closer through instant communication, rapid transportation, and economic and social interdependence, UWest provides a unique environment that bridges Eastern and Western traditions and practices.

Our classes are small and we offer a highly personalized learning environment where faculty, students, and staff work closely to provide the experiences and support you need to prepare for both a rewarding and productive career and a rich and successful personal life.

I encourage you to study this catalog to learn in detail the many opportunities for success that await you at University of the West.



President



# Academic Calendar

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Fall 2015-Summer 2016





# Fall Semester August 17 - December 12, 2015

## August 2015

M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

## September 2015

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## October 2015

M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## November 2015

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

## December 2015

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 15	Residence Hall Check-In Opens for Fall 2015
August 17	Fall 2015 Semester Begins
August 17 – 22	UDays – New Student Orientation, Testing, & Registration
August 18	EPT & Assessment Testing
August 20	Continuing Students – Last Day to Pay for Fall 2015
August 21	Continuing Students – \$100 Late Payment Fee in Effect
August 24	Fall Classes Begin
August 28	New Students – Last Day to Pay for Fall 2015
August 29	New Students – \$100 Late Payment Fee in Effect
September 4	Last Day to Change Fall Schedule (Add/Drop) Last Day to Apply for Qualifying Exam & Dissertation Defense
September 7	Labor Day – Campus Closed
October 2	Last Day to Request Change of Grading Basis (letter grade, P/NP, audit)
October 30	Last Day to Drop with W
November 1	Daylight Saving Time Ends at 2 am – Set Clocks Back One Hour
November 2 – 30	Degree Students – Spring 2016 Registration Late Fee Charged After November 30
November 26 – 29	Thanksgiving Holiday – Campus Closed
November 30	Degree Students – Spring 2016 Registration Closes
November 30	Course Evaluations Distributed Week 15
December 1 – 11	Degree Students – Late Registration: \$50 Late Registration Fee in Effect
December 7 – 12	Finals Week
December 7 - 11	ESL Students – Spring 2016 Registration Late Fee Charged After December 11
December 12	ESL Students – Late Registration Opens: \$50 Late Registration Fee in Effect
December 18	Instructors - Final Grade Due, Last Day to Post Grades Online
Dec 24 – Jan 3	Winter Holiday - Campus Closed

# Spring Semester January 11 - May 14, 2016

## January 2016

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## February 2016

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

## March 2016

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## April 2016

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

## May 2016

M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Dec 24 – Jan 3	Winter Holiday – Campus Closed
January 9	Residence Hall Check-In Opens for Spring 2016
January 11	Spring 2016 Semester Begins
January 11 – 16	UDays – New Student Orientation, Testing, & Registration
January 12	EPT & Assessment Testing
January 14	Continuing Students – Last Day to Pay for Spring 2016
January 15	Continuing Students – \$100 Late Payment Fee in Effect
January 18	Martin Luther King, Jr. Day – Campus Closed
January 19	Spring Classes Begin
January 22	New Students – Last Day to Pay for Spring 2016
January 23	New Students – \$100 Late Payment Fee in Effect
January 29	Last Day to Change Spring Schedule
	Last Day to Apply for Qualifying Exam & Dissertation Defense
February 5	Chinese New Year's Eve (observed) – Campus Closed Beginning at Noon
February 6 - 8	Chinese New Year – Campus Closed
February 15	Presidents' Day – Campus Closed
February 26	Last Day to Request Change of Grading Basis (letter grade, P/NP, audit)
March 13	Daylight Saving Time Begins at 2 am – Set Clocks Forward One Hour
March 21 – 27	Spring Break – No Classes
April 1	Last Day to Drop with W
April 4 – May 1	Degree Students – Summer & Fall 2016 Registration
	Late Registration Fee Charged After May 1
May 2 – 13	Degree Students – Late Registration: \$50 Late Registration Fee in Effect
May 2 – 6	Course Evaluations Distributed
May 9 – 14	Finals Week
May 9 - 13	ESL Students – Registration for Summer OR Fall 2016
	Late Registration Fee Charged After May 13
May 14	Spring Semester Ends
	Commencement 2016
	ESL Students – Late Registration Opens: \$50 Late Registration Fee in Effect
May 16	Buddha Day (Observed) – Campus Closed
May 20	Instructors – Final Grades Due
May 30	Memorial Day – Campus Closed

# Summer Session 1 May 31 - August 6, 2016

## Summer Session 2 June 20 - August 6, 2016

### June 2016

M	T	W	T	F	S	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### July 2016

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

### August 2016

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May 30	Residence Hall Check-In Opens for Summer 2016
May 31	Summer 2016 Session 1 Begins [Degree Courses]
June 1 – 3	UDays – New Student Orientation, Testing, & Registration
June 2	EPT & Assessment Testing
June 2	Continuing Students – Last Day to Pay for Session 1
June 3	Continuing Students – \$100 Late Payment Fee in Effect
June 6	Summer Degree Classes Begin
June 10	Last Day to Change Session 1 Schedule
	New Students – Last Day to Pay for Session 1
June 11	New Students – \$100 Late Payment Fee in Effect
June 19	Residence Hall Check-In Opens for Summer Session 2
June 20	Summer Session 2 Begins [ESL]
June 22 – 24	UDays – ESL Student Orientation, Testing, & Registration
June 23	EPT Testing
June 23	Continuing ESL Students – Last Day to Pay for Session 2
June 24	Continuing ESL Students – \$100 Late Payment Fee in Effect
June 27	Summer ESL Classes Begin
July 1	Last Day to Change Session 2 Schedule
	New ESL Students – Last Day to Pay for Session 2
July 2	New ESL Students – \$100 Late Payment Fee in Effect
July 4	Independence Day – Campus Closed
July 15	Last Day to Drop Classes with a W (Degree & ESL)
August 1 – 6	Finals Week
August 1 - 5	Fall 2016 Registration – ESL Students Active in Summer Term
August 7	ESL Summer Attendees – \$50 Late Registration Fee in Effect
August 6	Last Day of Summer Sessions 1 & 2
August 12	Instructors – Final Grades Due



# Introduction

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University of the West was founded in 1991 as an innovative university dedicated to educating, inspiring, and preparing students to meet the challenges of an increasingly complex and globally interdependent world. Today the free exchange of ideas and traditions across cultures is no longer restricted by national borders but advanced through international collaboration, cooperation, and community. Situated at the center of this cultural and intellectual exchange, UWest integrates liberal arts traditions with a global perspective to provide a comprehensive student-centered educational experience.

UWest is deeply committed to the interaction of diverse cultures and international perspectives. Students and faculty come together as a community of scholars participating in an ongoing dialogue to advance knowledge and address societal and cultural issues. UWest especially promotes education and understanding across the cultures of East and West.

While at UWest students acquire knowledge and skills to prepare them for success after college. Beyond this, the UWest experience challenges them to become responsible and ethical global citizens. Students also enjoy rich and diverse opportunities for spiritual growth.

UWest 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. It has been accredited by WASC Senior College and University Commission (WSCUC) since February 16, 2006. Organized under the Nonprofit Public Benefit Corporation Law of the State of California, UWest is not conducted for the private gain of any individual or institution.





# Mission & Values

The mission of University of the West is to provide a whole-person education in a context informed by Buddhist wisdom and values, and to facilitate cultural understanding and appreciation between East and West.

In the proud tradition of our founder, Venerable Master Hsing Yun, University of the West values Character, Compassion, and Community.

Belonging to a university community founded on Humanistic Buddhist principles means:

**BECOMING** people of strong character who behave ethically, cultivate awareness of self and others, and develop wisdom.

**PRACTICING** compassion and working with others to relieve suffering and promote equality.

**BUILDING** a sustainable community by embracing diversity and achieving harmony through common purpose.

University of the West is committed to graduating students with the knowledge and skills necessary to achieve their educational, professional, personal, and spiritual goals and to perpetuate these values as the cornerstones in creating a better world – Character, Compassion, and Community.



## Institutional Learning Outcomes

To put the mission into action, the university community created four institutional learning outcomes.

### Wisdom and Skillful Means

Students are thoroughly prepared for academic and professional success.

### Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

### Liberation

Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.

### Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

# The Founder

UWest was founded by Venerable Master Hsing Yun in 1990. Born in Jiangdu, Jiangsu Province, China in 1927, Venerable Master Hsing Yun, a widely respected advocate of Humanistic Buddhism, is also the founder of the Fo Guang Shan (Buddha's Light Mountain) Buddhist order, one of the largest Buddhist organizations in the world. The Venerable Master went to Taiwan in 1949 and established the Fo Guang Shan Buddhist order there in 1967. It now has over 200 branch temples and associated centers throughout the world.

The humanistic projects of Fo Guang Shan include a children's home, free medical clinics, a senior citizens' 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 fifteen 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 laity-based educational and service organization 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 as Hsi Lai University in the spring of 1991. Nanhua University in Jiayi, Taiwan began instruction in 1996, and Fo Guang University in Ilan, Taiwan opened in 1999. In Australia, Nan Tien Institute was founded in 2001 and received accreditation from the Australian government to offer graduate degrees in Applied Buddhist Studies in 2009. All four universities combine Buddhist teaching and practice with academic disciplines and grant a variety of degrees from the bachelor's level through the PhD. Guang Ming College is the newest member of the Fo Guang Shan family. Located in the Philippines, it focuses on performing arts and Buddhist studies. All member institutions are associated with and connected to an extensive network of temple-sponsored research centers, where scholars from many countries engage in research projects.

In North America, Venerable Master Hsing Yun founded Hsi Lai Temple in 1978 in Hacienda Heights, California. After ten years of preparation, the temple officially opened its doors to the public in 1988. Hsi Lai Temple is situated on 15 acres and includes ten major buildings, including the main shrine, library, auditorium, convention hall, exhibition hall, Buddhist art museum, memorial pagoda, and dining hall. Hsi Lai Temple is designed in the tradition of Chinese palatial architecture and is the most expansive Buddhist temple and monastic center in the Western hemisphere.

UWest began offering courses in the classrooms of Hsi Lai Temple in 1991 and moved to its current location in Rosemead in 1996. The university continues to maintain close ties with Hsi Lai Temple. The temple has a regular schedule of ceremonies, chanting services, festivals, lectures, and meditation programs that welcome UWest students. Hsi Lai Temple provides students the opportunity 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 joining in temple celebrations and ceremonies.

Venerable Master Hsing Yun served as the president of UWest from its inception to the end of 1997. Since 1998, he has encouraged and supported the WSCUC accreditation process, successfully completed on February 16, 2006. The Venerable Master continues his work in fundraising for the university and attends some of its important ceremonies and international conferences. He is the founding member and chair emeritus of the Board of Trustees. Day-to-day administrative and academic functions are entrusted to the university president.



## History of the University

UWest was incorporated as “Hsi Lai University” in 1990 by Venerable Master Hsing Yun and opened its doors in spring 1991. The university 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.

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 US university. It is situated on an attractive and peaceful campus with seven spacious buildings to accommodate the needs of the university, the students, and the wider community 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. The current name, University of the West, was adopted in April 2004. For the past several decades, the West has witnessed a rising interest in Buddhism. The university has responded to this interest by providing advanced education in Buddhist thought and practice and by preparing Buddhists for leadership in the West. The Digital Sanskrit Buddhist Canon Project and the Center for the Study of Minority and Small Business have also been established to further this mission.

Today, while continuing to fill a need in the Buddhist community, UWest serves students from all walks of life with its range of programs in Buddhist studies, comparative religion, chaplaincy, business, psychology, English, and general studies.





## Governance

Governance of the university lies in the hands of its Board of Trustees. The trustees select the president, oversee faculty and senior administrative appointments, monitor the budget, supervise the endowment, and protect university property. The Board of Trustees meets quarterly and has a diverse membership that includes trustees with expertise in finance, strategic planning, law, academics, administration, and Buddhist values and learning. All members are highly committed to the success and continued growth of UWest.

The university administration manages day-to-day operations of UWest. This cadre of experienced executives, working with the accomplished faculty and staff, daily puts UWest's mission into action in curriculum, classroom, and campus community.

## Accreditation

UWest was accredited by WASC Senior College and University Commission (WSCUC) on February 16, 2006. Accreditation assures that the quality of education students receive is on par with peer institutions in the region. WSCUC is the regional accrediting body for all major colleges and universities in California, Oregon, Washington, and Hawaii, including the University of California and California State University systems. Information about WSCUC is available at [www.wascsenior.org](http://www.wascsenior.org). Information about UWest's accreditation process is available at [www.uwest.edu](http://www.uwest.edu). UWest is eligible to participate in US Federal Student Aid (Title IV) programs and is approved for Veterans Administration benefits.

# Research Projects

UWest faculty sponsor and participate in a variety of short- and long-term research projects. Students have the opportunity to participate in many of these exciting projects. Two long-standing projects are detailed below.

## ■ Digital Sanskrit Buddhist Canon Project (DSBCP)

Program Director: Dr. Miroj Shakya, Assistant Professor and Assistant Chair of Religious Studies

University of the West is engaged in a ground-breaking project to gather, digitize and distribute the original Sanskrit scriptures of the Buddhist faith. Although Buddhism disappeared from its Indian homeland about eight centuries ago, many of its sacred texts are still preserved in Nepal. Since 2013, with the collaboration of Kathmandu's Nagarjuna Institute, these texts are again being brought to the world. The Digital Sanskrit Buddhist Canon (DSBC) is an ambitious project to preserve the original intellectual and spiritual heritage of Buddhism through digitization and organization of these texts into a complete and comprehensive Sanskrit Buddhist Canon that may be freely accessed online.

Within Indian Buddhism, there are at least 600 Mahayana Buddhist literary compositions (sutras) that have survived in the languages of Sanskrit, Chinese or Tibetan. A near-complete Mahayana Buddhist Canon has survived in Chinese, but all of these translated texts were originally revealed in a Sanskritic language. This Mahayana Buddhist Canon, recognised as a vaipulyapitaka in South Asia, contains texts that provide invaluable insight into major early Buddhist traditions. Some texts were transmitted in a language classified as Buddhist Hybrid Sanskrit, while other texts use classical Sanskrit, both of which are no longer spoken. The project's scope encompasses both languages, preserving this rich cultural and linguistic heritage.

Sanskrit is a very important language with which to comprehend the canon of Buddhism, as several schools of Buddhism derive their authority from Sanskrit texts. Mahayana Buddhist traditions in places such as China, Taiwan, Japan, Korea, Tibet, Bhutan, India, and Nepal were founded on translations of original Sanskrit texts, and Sanskrit texts are also important in Tantric Buddhist traditions. When there is a question about meaning, interpretation, or authenticity in regards to Buddhist texts in translation, these issues often can be resolved only by consulting the original Sanskrit texts.

The DSBC project has already digitized over 500 texts (about 42056 pages) and these texts are being widely used around the world. An additional 20 texts are scheduled for digitization this year. Currently over 350 scriptures are freely offered on the DSBC project's website at <http://www.dsbcproject.org/>. The collection will continue grow as the digitized texts are reviewed and uploaded to the Canon.

## ■ Center for the Study of Minority and Small Business (CSMSB)

Director: Professor Meskerem Tadesse, Business Administration Faculty

CSMSB links UWest with the minority and small business community, providing regular seminars, lectures, conferences, business counseling, and an annual publication. It educates local minority and small businesses on current business realities and changing governmental regulations. CSMSB issues an annual journal, the Minority and Small Business Review, which provides relevant information and practical education as well as information about upcoming events and programs. Members of the community are welcome to contribute ideas, feedback, support, and involvement.



# Academic Cooperation with Other Universities

UWest has developed cooperative agreements with universities and institutes of higher education and research in China, India, Korea, Nepal, Taiwan, and the United States. These include two major consortium agreements, which allow students registered at UWest to also enroll in courses at other institutions in the consortium, as well as several general cooperation agreements.

## Fo Guang Shan Universities Consortium Agreement

UWest is proud to be a member of the consortium universities of the Fo Guang Shan System. This consortium comprises five universities located in four countries. The consortium allows member universities to integrate available resources and facilitate the sharing of academic research. In addition, students enrolled in one consortium university have the opportunity to apply to study and earn credits toward their degree at other schools in the system.

University of the West Founded 1991	Rosemead, California
Fo Guang University Founded 1999	Ilan, Taiwan
Guang Ming College Founded 2014	Manila, Philippines
Nanhua University Founded 1996	Jiayi, Taiwan
Nan Tien Institute Founded 2009	New South Wales, Australia

## Collaborative Cross-Registration

University of the West has partnered with fellow institutions in Southern California to foster academic excellence in the study of religion and religious traditions. These institutions share a number of important common interests and goals. Particularly important are the shared core values. Students at each institution have the opportunity, upon approval, to enroll in courses at other member institutions. See the chair of the Religious Studies department for more information

Members:	Claremont School of Theology	Claremont, California
	The Academy for Jewish Religion California	Los Angeles, California
	Bayan Claremont	Claremont, California



## Cooperation Agreements & Other Relationships

UWest maintains cooperation agreements with the following:

### China

- | Beijing Geely University
- | East China Jiaotong University
- | Hebei Foreign Language Professional College
- | Nanchang Institute of Technology
- | Nanchang University
- | Nanjing Normal University
- | Nanjing University
- | Nanjing Xiaozhuang University
- | Shanghai Bangde Vocational Technical College
- | Shanghai Business School
- | Shanghai Institute of Technology
- | Southwest University for Nationalities
- | Wenzhou University

- | Wuhan International Trade University
- | Wuhan Media and Communications College of Huangzhong Normal University
- | Yangzhou Polytechnic College

### Korea

- | Dongguk University, Gyeongju
- | Dongguk University, Seoul
- | Geumgang University
- | Gumi University
- | Hankyong National University
- | Honam University
- | Uiduk University

## Taiwan

- | Asia University
- | De Lin Institute of Technology
- | Fooyin University
- | I-Shou University
- | National Kaohsiung First University of Science and Technology
- | National Pingtung Institute of Commerce
- | National Pingtung University of Science and Technology
- | National Taitung University

- | National Taiwan Ocean University
- | National Taiwan Sport University
- | Ta Hwa Institute of Technology
- | Taipei Municipal Educational University
- | Transworld University of Science and Technology
- | Wenzao Ursuline University of Languages

## United States

- | Mt. Sierra College
- | Pacific International College

**UWest maintains cooperation agreements with the following public schools:**

## China

- | Huaxia Traditional Chinese Culture School
- | Middle School attached to Nanchang University
- | Shenzhen Chinese School

**UWest maintains ongoing relationships, though no formal agreements, with the following schools:**

## China

- | Jiangxi Institute of Education
- | Jiangxi University of Finance and Economics

## India

- | Department of Buddhist Studies, University of Delhi
- | Mahabodhi International Meditation Centre
- | School of Management Studies, Bangalore University

## Korea

- | Gyeongsang University
- | Kyonggi University
- | Kyungshung University
- | Silla University

## Singapore

- | Buddhist College of Singapore
- | Nanyang Technology University
- | National University of Singapore

## Vietnam

- | Buddhahood Sangha College
- | Vietnam Buddhist University



# Around Campus

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## Rosemead Campus & San Gabriel Valley

UWest's spacious and tranquil ten-acre campus is located on a hill with a panoramic view of the San Gabriel Valley and the San Gabriel Mountains. Nearby Whittier Narrows is a large regional park with recreation fields, walking and jogging trails, lakes, golf, and other activities. Southern California offers many opportunities for outside adventures including hiking, biking, camping, swimming, surfing, skiing, and more. The campus is located approximately 30 minutes from downtown Los Angeles and the cultural resources of that great city. Beach cities such as Santa Monica, Venice Beach, Newport Beach, and Malibu are all within driving distance of the campus.

The campus is located in the city of Rosemead. The surrounding community offers a thriving economy with many restaurants, shopping areas, and entertainment opportunities in a culturally diverse environment. On-campus housing is available and convenient, especially for those students coming from out of state or other countries. Finding a residence off campus is also an option, as off-campus housing is abundant. More information regarding housing both on and off campus is available from the Office of Residential Life.







Campus facilities include a bookstore and café, two main administrative and educational buildings, the university library, auditorium, student recreation center, dining hall, and residence halls. The campus also features study rooms, a success center for tutoring, career counseling, lecture and seminar classrooms, smart technology classrooms, a wellness center, investment lab, and computer labs. Recreational facilities include a swimming pool, spa, basketball court, gym, lounges, game room, fountain courtyard and other open areas for recreation and relaxation.

Prospective students and visitors are welcome to visit the campus. Parking is free in all lots on campus. The Office of Enrollment is open for walk-in inquiries Monday through Friday from 9:00 am to 5:00 pm and is happy to offer campus tours by appointment. The campus has a 24-hour security patrol, including an all-night security guard who makes regular rounds and monitors cars coming on and off campus. UWest serves as a disaster relief site for the surrounding community in the event of earthquake, fire, or other natural disaster.



## Religious Life & Practice

UWest is a Buddhist-affiliated university with a mission to provide a whole-person education in a context informed by Buddhist wisdom and values. While religious life and spiritual practice are important aspects of the whole-person education offered by UWest, the university does not mandate any specific religious courses, programs, or worship. UWest welcomes people of any religion, creed, or worldview. As a result, UWest students, faculty, and staff represent a wide variety of faiths, including those with no religious or faith affiliation.

Students are encouraged to combine moral and religious practice with their academic studies as a foundation for intellectual and spiritual well-being. Many opportunities and resources for religious practice are available both at the Rosemead campus and at Hsi Lai Temple. The meditation center on campus is open to faculty, staff, and students. Several student-led groups help shape religious life on campus, including the Chaplaincy Club, UWest Contemplative Council, and UWest Buddhist Students Association (BudaWest). These groups hold meditation events, interfaith, ecumenical Buddhist and traditional Buddhist services, ceremonies, rituals, talks, academic lectures, exhibitions, and charity and service opportunities on a regular basis. Student groups also frequently visit local religious sites such as churches, synagogues, mosques, Buddhist retreat centers and monasteries, and Buddhist, Jain, and Hindu temples.

Hsi Lai Temple is a functioning monastery and part of a Buddhist monastic community (Fo Guang Shan) with temples and centers worldwide. The 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 between university and 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. The UWest campus welcomes monastics and clergy from different Buddhist traditions and other faiths. 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, meditation classes, Humanistic Buddhism workshops, Buddhist chanting, community service, and similar activities.

UWest also partners with other local religiously affiliated schools, such as Claremont School of Theology, to offer interfaith programming and events such as Buddhist-Christian dialogue, interfaith musical celebrations, visiting lecturers, and shared holiday services.





## Bookstore & Café

The Bookstore and Café, located in the fountain courtyard, offers a selection of textbooks, study guides, and general books, as well as UWest merchandise. Students can also purchase stationery and toiletries. The café serves Starbucks coffee, smoothies, tea, juice, and delicious snacks. Students are welcome to relax indoors or on the covered patio between classes.

## Campus Safety

UWest takes the safety of the campus community very seriously. The university subscribes to the “community policing” model, which means that students, staff, and faculty are asked to help with campus safety and security issues.

Any member of the community who has concerns about their own safety or that of others should promptly report this to campus authorities. Reportable issues may range from facility maintenance issues to criminal activity on campus. A community member who observes a building and facility issue such as a broken door or leaking faucet should notify the General Services Department or any staff member.

Criminal activity on campus is rare, and UWest would like to keep it that way. A student who observes a potentially dangerous situation should immediately notify any member of the staff or faculty. In a case of imminent danger or when a life-threatening injury has occurred, a student should call 911 without delay.

- | Campus Security (24 hours a day, 7 days a week)  
213.798.5482  
[campus.safety@uwest.edu](mailto:campus.safety@uwest.edu)
- | Residence Hall--RA On Call  
626.673.0339
- | Rosemead Sheriff's Department (business number)  
626.285.7171
- | General Services Department (facility issues)  
626.571.8811 ext. 170
- | Emergency (police, fire, EMT)  
911

The Campus Receptionist, located in the main lobby, is on duty Monday through Friday during business hours and can access all departments as needed. Residential Life staff and Campus Security are available around the clock when other offices are closed.



## Library

University of the West's Library is located on the 1st floor of the Education building. The library provides the university community with facilities and resources for research and study, holding approximately 78,000 physical items on site and over 17,000 full-text journals online.

The library holds items in many areas of study, such as religious studies, psychology, business, general education, and language. At the heart of the library's collection are its volumes of works focused on religious studies, with an emphasis on Buddhism. This includes 20 sets of sutras (Buddhist scriptures) in various languages such as Chinese, English, Pali, and Sanskrit. The library participates in interlibrary lending and borrowing, sharing UWest's specialized collection with academic institutions worldwide while providing interlibrary loans and document deliveries for UWest students, faculty, and staff.

The library website connects students to the library catalog, academic databases, online resources, and research tutorials. The library catalog is part of WorldCat, the largest bibliographic database in the world. It is able to provide access to local resources and search for items held by libraries worldwide. Students also have access to various academic databases, including collections from JSTOR, ProQuest, and EBSCO. The website and its resources are available 24/7, on campus and remotely, providing ease of access and convenience for all students.

Computer stations, study rooms, printers, scanners, and copiers round out the list of library services available to students.

More information is available on UWest's library website at [lib.uwest.edu](http://lib.uwest.edu).



## Technology Resources

During New Student Orientation, each student is provided with a user name and password enabling wireless internet access campus-wide, a dedicated .edu email account for all school use, and an individual account to access the internet from the computer laboratory and library workstations. This account information is renewed automatically each semester that the student is enrolled.

The university network and internet access is a valuable resource shared by students, faculty, and staff and is primarily intended for academic use. University computers in the library and computer labs are provided for academic research and class assignments only.

Students connecting to the university's system through personal devices or on university equipment must comply with UWest's published Information Technology and Bandwidth Utilization policies at all times. Any abuse of internet privileges may result in the temporary loss of privileges. Using the network or equipment for non-university business or for any unauthorized or illegal purpose is strictly prohibited.

Students may visit the IT department, located on the second floor of the Education building, with any IT-related questions and for assistance in setting up email and internet access.





## Student Activities

A range of activities that enhance learning and physical and mental well-being are available to students outside the classroom. These activities include lectures, concerts, seminars, non-credit classes, religious celebrations, observances, and dharma classes at Hsi Lai Temple, and more. Recreational facilities are available for students, staff, and faculty, including a swimming pool, spa, basketball court, gym, and game rooms.

The university regularly hosts community-wide events, inviting students, staff, and faculty to join together in celebration of holidays such as New Year's Day, Chinese New Year, Moon Festival, Halloween, Dia de los Muertos, Thanksgiving Day, and Christmas. Additional student activities are organized by Student Life, student-led clubs, and the UWest Student Government (UWSG), including social gatherings, recitals and rehearsals, hiking, travel and sightseeing in the local area, temple and monastery visits, meditation events and dharma talks, interfaith religious services, exercise and fitness activities, cooking lessons and groups, games and competitions, picnics, lectures, student forums, study groups, and many other activities and events. There is always something to do at UWest.





## Student Government

University of the West Student Government (UWSG) is the official UWest student governing body and is an incorporated 501(c)(7) nonprofit organization in the State of California. UWSG includes all students currently enrolled in UWest classes who have paid the mandatory UWSG fee.

The fee is used to support the activities and events of the UWSG and sponsored student clubs (see below). The UWSG is not an official department or branch of University of the West. Its opinions and activities are its own, and its relationship with UWest is governed by a memorandum of understanding.

Leaders for the UWSG are elected once a year from the student body and include Officers, Senators, and Delegates. These leaders oversee the daily operations of UWSG, plan special events, and represent the student voice to the university administration. UWSG encourages all students to become involved in UWSG affairs and operations by attending the regular assembly meetings. UWSG operates on an open-consensus model, meaning any student can bring forth any issue at any time and decisions are made by consensus. Information about UWSG is available at [www.uwsa.net](http://www.uwsa.net).

UWSG is pleased to provide a student advocate to any student upon request. Advocates are senior students familiar with university policy and procedure who can help fellow students when questions, issues, problems, or grievances arise. Students should contact the UWSG Vice President or other officer for further information.

### UWSG Officers 2015/16 Elected May 2015

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li> <b>  President</b><br/>           Kevin Guerrero, Psychology         </li> <li> <b>  Vice President</b><br/>           Jose Aguilar, Psychology         </li> <li> <b>  Secretary</b><br/>           Valerie Zapata, Psychology         </li> <li> <b>  Treasurer</b><br/>           Patrick Sario, Business Administration         </li> </ul> | <ul style="list-style-type: none"> <li> <b>  Activities Officer</b><br/>           Dalin Lemuz, Psychology         </li> <li> <b>  Public Relations</b><br/>           Eduardo Espinosa, Business Administration         </li> <li> <b>  Student Issues Officer</b><br/>           Benjamin Baron, Buddhist Chaplaincy         </li> </ul> |
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## Student Clubs

Student clubs provide students with a variety of opportunities for exploring their academic, professional, social, cultural, recreational, spiritual, and community services interests. Recognized student clubs are administered by the UWest Student Government (UWSG). Currently enrolled students who share a common goal or interest may form a club by submitting the necessary forms and agreeing to follow to guidelines established by UWSG.

Through participation in clubs, students not only have a great time but also develop interpersonal, organizational, and leadership skills in a challenging yet supportive environment. Information about active student clubs, forms, instructions on how to create a new student club, and information on club funding are available at [www.uwsa.net](http://www.uwsa.net).

## UWSG Student Lounge

Students are encouraged to visit the UWSG Student Lounge, located on the ground floor of the dining hall. Outfitted with comfortable couches and chairs, the lounge is a quiet refuge where students can read, relax, or meet up with friends.



# Admissions

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## Admissions Policy

University of the West offers a diverse and inclusive learning community and welcomes applications from all individuals. Students are admitted based on their academic achievement and potential. The university does not discriminate based upon race, ethnicity, gender, sexual orientation, faith, religion, political views, disability, veteran status, or any other classification.

Application forms are available from the Office of Admissions and may also be downloaded at [www.uwest.edu](http://www.uwest.edu). Prospective students needing assistance with the application process should contact the Enrollment Office. Applicants must provide accurate and complete information on the application for admission. Incomplete applications will not be reviewed for admission. Failure to provide authentic application information and documents may result in denial of admission. All material submitted with the application is entered into the applicant's file and cannot be returned to the applicant for any reason. Applications and supporting documents from applicants who do not enroll are securely maintained for a period of two years, after which they are shredded.

International applicants should review the International Students section of this catalog. Contacting the Office of Admissions for detailed admission requirements will help applicants avoid processing delays. Application requirements are also available online at [www.uwest.edu](http://www.uwest.edu).



Completed applications for admission should be submitted to the Admissions Office no later than the deadlines indicated below. Deadline extensions may be requested from the Enrollment Office. The application and application fee are valid only for the semester indicated on the application form. An applicant may defer admission one time by notifying the Office of Admissions in writing four weeks before the semester indicated on the application begins. In this case, the original application and application fee will be applied to the next period of enrollment. In all other cases, a new application and application fee will be required. Applications received after the deadline may result in a delay in the admission decision for the intended term. More information is available from the Office of Admissions.

Completed applications and supporting documents should be mailed to:

Office of Admissions  
University of the West  
1409 Walnut Grove Ave  
Rosemead, CA 91770 USA

Telephone: 800.GO.UWEST (800.468.9378)

Fax: 626.571.1413

Website: [www.uwest.edu](http://www.uwest.edu)

Email: [admission@uwest.edu](mailto:admission@uwest.edu)

## Application Deadlines

The following deadlines for application apply to all applicants:

Type of Application	Fall Semester	Spring Semester	Summer Session
<b>Undergraduate Programs</b>			
All Departments	June 15	November 15	April 1
<b>Graduate Programs</b>			
MA Religious Studies MBA / EMBA	June 15	November 15	April 1
MA Psychology MDiv Buddhist Chaplaincy PhD Religious Studies ThD Applied Buddhist Studies	March 15	Not Applicable	Not Applicable
<b>Non-Degree Programs</b>			
English as a Second Language	July 15	December 1	June 1
Open Enrollment		Prior to First Day of Term	

## Transferring to UWest

UWest welcomes transfer students. Students wishing to transfer to UWest should be in good standing at their current institution. Students studying on an F-1 visa should see the international student office at their current institution to initiate the transfer of their I-20 to UWest.

UWest is happy to accept applicable credit from previous college experience. Transfer credit policies are detailed in the Records and Registration section of this catalog.





# Admissions Requirements

## Undergraduate Admission Requirements

Admission to the university is selective. All qualified applicants will be reviewed for admission. However, admission to the university is not guaranteed. To be considered for admission, applicants to the Bachelor of Arts and undergraduate-level certificate programs must submit official proof of graduation from high school or successful completion of its equivalent (e.g., GED), with a cumulative grade point average of 2.0 or higher. Applicants with a cumulative grade point average of 2.0 to 2.29 may be granted admission on a personalized academic plan to ensure successful transition to UWest.

Students who have not graduated from high school or completed its equivalent may be considered for admission if they have completed a minimum of 24 units of substantive degree-applicable coursework with a cumulative grade point average of 2.0 or higher (on a 4.0 scale) at an accredited or state-approved college or university.

Applicants must submit an official sealed transcript from each school, college, and university attended. UWest may allow an applicant to submit original certified copies of official academic records from non-US institutions in special situations.

Submit the following to the Office of Admissions:

1. Application fee:      \$50      Domestic Application  
                                 \$100      International Application;
2. Completed and signed Application for Admission;
3. 400- to 500-word original personal essay answering the question: "What skills and attitudes do you believe are necessary for a successful life?" This essay must be the applicant's own work.
4. Official high school transcript showing proof of graduation or the equivalent;
5. Official transcripts from all colleges and universities previously attended (if any);
6. Copies of degrees/diplomas earned (if any);
7. Two (2) letters of recommendation from academic sources, community leaders, employers, clergy (personal recommendations from friends and family are not appropriate);
8. Copy of legal photo identification (e.g. driver's license, state ID, passport) and Social Security card.

All instruction at University of the West is in English. Therefore, verification of English proficiency is required for applicants whose prior education was in a language other than English. TOEFL and IELTS requirements are found in the International Students section of this catalog.

Application requirements are also available online at [www.uwest.edu](http://www.uwest.edu). International applicants should review the International Students section of this catalog to avoid processing delays. The Office of Admissions is available to answer any questions.



## Graduate Admission Requirements

To be considered for admission, applicants to graduate degree and certificate programs must submit official proof of completion of a bachelor's degree from an accredited or state-approved college or a comparable non-US institution of higher learning with a minimum cumulative grade point average as follows:

Program	Minimum GPA
MBA / EMBA	2.50
MA Religious Studies	3.00
MA Psychology	3.00
MDiv Buddhist Chaplaincy	3.00
PhD Religious Studies	3.00
ThD Religious Studies	3.00

Admission to graduate programs is selective and criteria for admission are program-specific. All qualified applicants will be reviewed for admission. However, admission is not guaranteed even if university and program-specific requirements are met.

All applicants should submit the following items to the Office of Admissions. Program-specific admission requirements follow the general list below.

1. Application fee: \$50 Domestic Application  
\$100 International Application;
2. Completed and signed Application for Admission;
3. 500- to 600-word original Statement of Purpose. This statement must be the applicant's own work;
4. Official transcripts from all colleges and universities previously attended;
5. Copies of all degrees/diplomas earned;
6. Three (3) letters of recommendation from academic sources, community leaders, employers, clergy (personal recommendations from friends and family are not appropriate);
7. Copy of a legal photo identification (e.g. driver license, state ID, passport) and Social Security card.

All instruction at University of the West is in English. Therefore, verification of English proficiency is required for applicants whose prior education was in a language other than English. TOEFL and IELTS requirements are found in the International Students section of this catalog.

Application requirements are also available online at [www.uwest.edu](http://www.uwest.edu). International applicants should review the International Students section of this catalog to avoid processing delays. The Office of Admissions is available to answer any questions.

## Program-Specific Requirements

### Buddhist Chaplaincy

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#### Master of Divinity

**Statement of Purpose:** The statement should describe how enrollment in UWest's MDiv program will further the applicant's personal goals and aspirations, achievements, and educational and career objectives.

**Interview:** Applicants should be prepared for a telephone or face-to-face interview, which may be required at the discretion of the chair. A campus visit is strongly recommended.

### Business Administration

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#### Graduate Degree Programs

##### MBA

Additional Document: Submit current resume.

##### EMBA

**Prior degree requirement:** Prior degree requirement: Working professionals applying to the EMBA program who have not yet earned a bachelor's degree but have completed a minimum of four years (120 units) of undergraduate coursework at a non-US college or university may be admitted to the EMBA program at the discretion of the department chair.

**Work Experience:** Admission is open to individuals with three or more years of management experience. Submit current resume.

#### Certificate Programs

##### Graduate

**Prior degree requirement:** BA in Business Administration or related field

##### Post-MBA

**Prior degree requirement:** MBA

### Psychology

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#### Master of Arts (60 units)

**Interview:** Admission to the 60-unit MFT track may require an in-person or telephone interview at the discretion of the department chair.

### Religious Studies

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#### Master of Arts

**Prior degree requirement:** Both graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply to the Master of Arts in Religious Studies.

#### Doctor of Philosophy & Doctor of Theology

**Prior degree requirement:** Applicants must have a master's degree in Religious Studies, Theology, Chaplaincy, Philosophy, or the equivalent. If this criterion is not met, the student cannot be admitted into the PhD or ThD program, but may be eligible to apply to the MA program.

**Statement of Purpose:** The statement should address the applicant's proposed area of research, his or her academic preparation to engage in such research, and the ways in which the program will further the applicant's scholarly and professional goals.

**Letters of Recommendation:** At least two of the letters of recommendation must be from qualified scholars at recognized educational institutions.

**Thesis:** A copy of the student's MA thesis, if applicable.

## Admission to English as a Second Language (ESL) Program

Applicants to the English as a Second Language (ESL) Program must provide proof of graduation from a US high school or the equivalent. Applicants who have not graduated from high school must be 18 years of age or older and may be considered for admission to the program on a case-by-case basis.

1. Application fee:   \$50   Domestic Application  
                              \$100   International Application;
2. Completed and signed ESL Application for Admission;
3. Official transcripts from highest degree earned. If none, high school transcript is required;
4. Copy of high school diploma or the highest degree attained.

International students who will be attending on an F-1 visa must also submit:

5. Certification of Financial Resources form with an official bank verification if self-sponsored  
OR completed Financial Sponsor Agreement with sponsor's official bank verification if not self-sponsored;
6. Copy of passport photo page;
7. Copy of current visa (if applicable).

International students who are transferring from another US college or university must also submit:

8. Copy of most recent form I-20;
9. F-1 Status Verification form;
10. Transfer Release form (after admission).

## Open Enrollment Admission

Open Enrollment is open to all learners. Applicants must be 18 years of age or provide official proof of high school graduation. Admission to Open Enrollment does not constitute admission to the university.

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

1. A completed and signed Open Enrollment Application Form;
2. Copy of a legal photo identification (i.e. driver's license, state ID, passport) and Social Security card;
3. Official high school transcript or the equivalent if under 18.

## Readmission

Students who have not enrolled for two or more consecutive semesters (not including the summer session) must apply for readmission through the Office of Admissions. Submit the following:

1. Application for Readmission Fee:   \$50   Domestic Students  
  \$100   International Students
2. Completed and signed Application for Readmission;
3. Statement explaining the reason for break in enrollment;
4. Official transcripts for any coursework completed at another institution while not in attendance at UWest;
5. Other documents as requested.

Students who are readmitted must meet the admission and program requirements in effect at the time of readmission. Coursework completed at UWest more than four years prior to the time of readmission must be reviewed by the department chair for applicability to current degree requirements.

Students seeking readmission after an administrative or academic dismissal must obtain the Dean of Student Affairs' approval. These students should contact the Registrar's Office for assistance.

# International Students

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The International Student Services Office (ISS) assists international applicants and students with all issues related to their status as F-1 visa holders in the United States. ISS provides and maintains I-20 records in the SEVIS system; helps students with Curricular Practical Training (CPT) and Optional Practical Training (OPT) applications; prepares documentation for travel purposes as well as for a variety of agencies such as Department of Homeland Security, Department of Motor Vehicles, and Social Security Administration; and advises students on maintaining legal status. ISS also collaborates with colleagues campus-wide to enhance cross-cultural communication and appreciation among students, faculty, and staff.

Over the course of their studies at UWest, F-1 students build a relationship with their international student advisor. The advisor guides them through all stages of their enrollment, from admission through graduation and practical training. International students should make it a habit to check in with the International Student Advisor/Designated School Official (DSO) at least once per semester.



# International Student Admission

UWest welcomes international students to all programs. International students comprise a significant population on campus and include those who hold temporary non-immigrant visas. International students must meet some specific admission requirements in addition to those listed under Admissions in this catalog. Verification of both English proficiency and adequate financial resources is required. Specific guidelines are listed below.

All academic records submitted must be in English. Official translations and verifications must be provided. Evaluation by a recognized evaluation service may be required to determine the equivalence of foreign credentials.

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 (nine months); ESL applicants must show sufficient funds for one semester (four months). If the student is financially sponsored by a third party, the sponsor must complete the "Financial Sponsor Agreement Form" and attach the sponsor's bank verification. Required funding levels are listed in full on the UWest Application for Admission and the ESL Fees and Financial Certification form. Both forms may be downloaded from the Admissions page at [www.uwest.edu](http://www.uwest.edu) or may be requested from the Office of Admissions.

All financial documents in any language other than English must be translated by a certified translator.

Admission to UWest is selective. All qualified applicants will be reviewed for admission. However, admission to the university is not guaranteed.

F-1 students transferring to UWest should be in good standing at their current institution. Those currently studying on an F-1 visa should see the international student office at their current institution to initiate the transfer of their I-20 to UWest.

## Deadlines for Applications

The following deadlines for application apply to all domestic and international (F-1) applicants:

Type of Application	Fall Semester	Spring Semester	Summer Session
<b>Undergraduate Programs</b>			
All Departments	June 15	November 15	April 1
<b>Graduate Programs</b>			
MA Religious Studies MBA / EMBA	June 15	November 15	April 1
MA Psychology MDiv Buddhist Chaplaincy PhD Religious Studies ThD Applied Buddhist Studies	March 15	Not Applicable	Not Applicable
<b>Non-Degree Programs</b>			
English as a Second Language	July 15	December 1	June 1
Open Enrollment		Prior to First Day of Term	



## Admission Requirements for English as a Second Language (ESL) Program

Applicants to the English as a Second Language (ESL) Program must provide proof of graduation from a US high school or the equivalent. Applicants who have not graduated from high school must be 18 years of age or older and may be considered for admission to the program on a case-by-case basis.

Submit the following to the Office of Admissions:

1. Application fee: \$100 international student application;
2. Completed and signed ESL Application for Admission;
3. Official transcripts from highest degree earned. If none, high school transcript is required;
4. Copy of high school diploma or the highest degree attained;
5. Certification of Financial Resources form with an official bank verification if self-sponsored OR completed Financial Sponsor Agreement with sponsor's official bank verification if not self-sponsored;
6. Copy of Passport photo page;
7. Copy of current visa (if applicable).

International students who are transferring from another US college or university must also submit:

8. Copy of most recent form I-20;
9. F1 Status Verification form;
10. Transfer Release form (after admission).



## Admission Requirements for Undergraduate Programs

Admission to UWest is selective. All qualified applicants will be reviewed for admission. However, admission to the university is not guaranteed. To be considered for admission, applicants to the Bachelor of Arts and undergraduate-level certificate programs must submit official proof of graduation from high school or successful completion of the equivalent (e.g., GED), with a cumulative grade point average of 2.0 or higher. Applicants with a cumulative grade point average of 2.0 to 2.29 may be granted admission on a personalized academic plan to ensure successful transition to UWest.

Students who have not graduated from high school or completed its equivalent may be considered for admission if they have completed a minimum of 24 units of substantive degree-applicable coursework with a cumulative grade point average of 2.0 or higher (on a 4.0 scale) at an accredited or state-approved college or university.

Applicants must submit an official sealed transcript from each school, college, and university attended. UWest may allow an applicant to submit original certified copies of official academic records from non-US institutions in special situations.

Submit the following to the Office of Admissions:

1. Application fee: \$100 international student application;
2. Completed and signed Application for Admission;
3. 400- to 500-word original personal essay answering the question: "What skills and attitudes do you believe are necessary for a successful life?" This essay must be the applicant's own work.
4. Official high school transcript showing proof of graduation or the equivalent;
5. Official transcripts from all colleges and universities previously attended (if any);
6. Copies of degrees/diplomas earned (if any);
7. Two (2) letters of recommendation from academic sources, community leaders, employers, clergy (personal recommendations from friends and family are not appropriate);
8. Copy of passport photo page;
9. Copy of current visa (if applicable);
10. Official TOEFL or IELTS Score Report;
11. Certification of Financial Resources form with an official bank verification if self-sponsored  
OR completed Financial Sponsor Agreement with sponsor's official bank verification if not self-sponsored.

Students who are transferring from another US college or university must also submit:

12. Copy of most recent form I-20;
13. F1 Status Verification form;
14. Transfer Release form (after admission).

## Admission Requirements to Graduate Programs

To be considered for admission, applicants to graduate degree and certificate programs must submit official proof of completion of a bachelor's degree from an accredited or state-approved college or a comparable non-US institution of higher learning with a minimum cumulative grade point average as follows:

Program	Minimum GPA
MBA / EMBA	2.50
MA Religious Studies	3.00
MA Psychology	3.00
MDiv Buddhist Chaplaincy	3.00
PhD Religious Studies	3.00
ThD Religious Studies	3.00

Admission to graduate programs is selective and criteria for admission are program-specific. All qualified applicants will be reviewed for admission. However, admission is not guaranteed.

All applicants should submit the following items to the Office of Admissions. Program-specific admission requirements follow the general list below.

1. Application fee: \$100 International student application;
2. Completed and signed Application for Admission;
3. 500- to 600-word original Statement of Purpose. This statement must be the applicant's own work;
4. Official transcripts from all colleges and universities previously attended;
5. Copies of all degrees/diplomas earned;
6. Three (3) letters of recommendation from academic sources, community leaders, employers, clergy (personal recommendations from friends and family are not appropriate);
7. Copy of passport photo page;
8. Copy of current visa (if applicable);
9. TOEFL or IELTS Score Report;
10. Certification of Financial Resources form with an official bank verification if self-sponsored  
OR completed Financial Sponsor Agreement with sponsor's official bank verification if not self-sponsored.

Students who are transferring from another US college or university must also submit:

11. Copy of more recent I-20 form;
12. F-1 Status Verification form;
13. Transfer Release form (after admission).

Application requirements are also available online at [www.uwest.edu](http://www.uwest.edu).

## Program-Specific Requirements

### Buddhist Chaplaincy

#### Master of Divinity

**Statement of Purpose:** The statement should describe how enrollment in UWest's MDiv program will further the applicant's personal goals and aspirations, achievements, and educational and career objectives.

**Interview:** Applicants should be prepared for a telephone or face-to-face interview, which may be required at the discretion of the chair. A campus visit is strongly recommended.

### Business Administration

#### Graduate Degree Programs

##### MBA

Additional Document: Submit current resume.

##### EMBA

**Prior degree requirement:** Working professionals applying to the EMBA program who have not yet earned a bachelor's degree but have completed a minimum of four years (120 units) of undergraduate coursework at a non-US college or university may be admitted to the EMBA program at the discretion of the department chair.

**Work Experience:** Admission is open to individuals with three or more years of management experience. Submit current resume.

#### Certificate Programs

##### Graduate

**Prior degree requirement:** BA in Business Administration or related field

##### Post MBA

**Prior degree requirement:** MBA

### Psychology

#### Master of Arts (60 units)

**Interview:** Admission to the 60-unit MFT track may require an in-person or telephone interview at the discretion of the department chair.

### Religious Studies

#### Master of Arts

**Prior degree requirement:** Both graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply to the Master of Arts in Religious Studies.

#### Doctor of Philosophy & Doctor of Theology

**Prior degree requirement:** Applicants must have a master's degree in Religious Studies, Theology, Chaplaincy, Philosophy, or the equivalent. If this criterion is not met, the student cannot be admitted into the PhD or ThD program, but may be eligible to apply to the MA program.

**Statement of Purpose:** The statement should address the applicant's proposed area of research, his or her academic preparation to engage in such research, and how the program will be instrumental in pursuing his or her scholarly and professional goals.

**Letters of Recommendation:** At least two of the letters of recommendation must be from qualified scholars at recognized educational institutions.

**Thesis:** A copy of the student's MA thesis, if applicable.

# English Proficiency Requirement: TOEFL & IELTS

All instruction at UWest is in English; therefore all students admitted to degree programs must demonstrate English proficiency. Applicants whose prior education was conducted in a language other than English are required to submit results for the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS-Academic) as evidence of English language proficiency. An official score report is required and should be sent directly from the testing agency to the Office of Admissions at University of the West. Copies will not be accepted.

Students who submit minimum test scores may be conditionally admitted. Students who are conditionally admitted are required to complete UWest's English Placement Test (EPT) before beginning classes. Based on this assessment, conditionally admitted students who are found to need more than one year of English language instruction are offered admission into the ESL program. All others are granted admission to their degree program and may be placed in Academic English Bridge courses, Bridge plus degree courses, or moved directly into degree courses. Full details regarding the EPT and course placement are included in the English as a Second Language chapter in this catalog.

International students who have successfully completed three or more years of substantive academic coursework at or above the baccalaureate level at an institution where English is the language of instruction may not be required to submit TOEFL or Academic IELTS scores or to take UWest's EPT. All students admitted to a bachelor's degree program will be required to complete a writing and math assessment during orientation.

Students who have been admitted to and successfully complete the ESL program including bridge coursework at UWest should understand that completion of this program does not guarantee acceptance to a degree program at UWest. These students must apply to the degree program of choice. Admission will be based on all admissions criteria for that program.

## English Language Proficiency Score Requirements

TOEFL Internet Based Test (IBT)	Total	Reading	Listening	Speaking	Writing
Conditional Admit to Undergraduate Program, EPT required	<b>59-68</b>	14	14	16	15
Undergraduate Degree Programs, EPT not required	<b>69 &amp; above</b>	16	16	16	18
Conditional Admit to Graduate Program, EPT required	<b>69-78</b>	16	16	19	18
Graduate Degree Programs, EPT not required	<b>79 &amp; above</b>	19	19	21	20

IELTS - Academic	Total	Reading	Listening	Speaking	Writing
Conditional Admit to Undergraduate Program, EPT required	<b>5.0</b>	4.5	4.5	5.5	5.5
Undergraduate Degree Programs, EPT not required	<b>5.5</b>	5.0	5.0	6.0	6.0
Conditional Admit to Graduate Program, EPT required	<b>5.5</b>	5.0	5.0	6.0	6.0
Graduate Degree Programs, EPT not required	<b>6.0</b>	5.5	5.5	6.5	6.5

Information regarding TOEFL and IELTS is available online at [www.TOEFL.org](http://www.TOEFL.org) and [www.IELTS.org](http://www.IELTS.org). When ordering a TOEFL report, use the school code 4347.

The Office of Admissions is available to answer questions regarding computer (CBT) or paper-based (PBT) TOEFL scores.

# F-1 Student Health Insurance

Medical care in the United States is much more costly than in many other countries. To safeguard UWest's F-1 students and to make sure that they have adequate coverage in the event of serious illness or injury, UWest has sought out a health insurance plan that provides students with full medical coverage.

All F-1 students are required to maintain this coverage for the duration of their studies, including periods of non-attendance including summer break. This insurance is mandatory and will not be waived for any reason. F-1 students are automatically enrolled in the insurance plan at the start of each fall and spring term, and the fee is due in full when tuition and fees for the term are due.

New F-1 students will be enrolled in the plan applicable to their starting term, and in each term thereafter. Coverage includes winter, spring, and summer breaks.

Fees are listed in the Tuition & Fees area of this catalog.

Plan	Coverage Period
Fall	Fall semester & winter break (5 months)
Spring – Continuing	Spring semester, summer sessions & break (7 months)
Spring – Graduating	Spring semester (5 months). Applicable only to students completing their program in the spring semester
Summer 1	Summer Session 1 (3 months). Applicable to new students only
Summer 2	Summer Session 2 (2 months). Applicable to new students only

The F-1 student health insurance plan does not include dental treatment. The university recommends that students purchase individual dental insurance plans to cover potentially expensive dental services.

# Maintaining Status & Avoiding Termination

UWest's international student advisors help F-1 students comply with federal regulations and related UWest policies to protect their F-1 visa status. To remain eligible to study in the US, students must maintain both continuous full-time enrollment and good standing, and may not work without appropriate authorization.

	Full time	Good Standing
Undergraduate	12 units minimum enrollment	2.0 cumulative and term grade point average
Graduate	9 units minimum enrollment	3.0 cumulative grade point average
ESL	20 hours minimum enrollment	2.0 cumulative and term grade point average

Failure to comply with F-1 regulations can have serious consequences. One of the more serious consequences is termination of the form I-20. If an F-1 student does not take enough units in any term without prior authorization from the Designated School Official (DSO), the form I-20 will be terminated. ONLY the DSO can provide this authorization. It is not enough to discuss this with the academic chair, the registrar, another staff member, or another student.

If a student's I-20 is terminated, the student must either leave the US and apply for re-admittance from outside the country or apply to USCIS for reinstatement of the I-20. Both options are time-consuming and expensive for the student, and a positive outcome is not guaranteed.

F-1 students should meet with the international student advisor before taking any action that might affect their F-1 status. This includes:

- before dropping any classes
- before leaving the US. This includes travel to Mexico and Canada.
- within 10 days of moving. Both UWest and USCIS must have the current address on file. The international student advisor will assist students in submitting the Change of Address form AR-11 to USCIS. A copy of the completed form AR-11 must be forwarded to the Registrar's office.
- when enrolling in final term
- if transferring form I-20 to another school
- when accepting on-campus employment. Students may work a maximum of 20 hours per week.

It is unlawful for F-1 students to work off campus without prior approval of USCIS or the DSO. This includes working in any paid or unpaid internship position. Students working off campus without authorization will have their form I-20 terminated.

## Graduate Candidate Continuous Enrollment

Graduate students who have completed all course work and are engaged in writing and researching the thesis or dissertation or preparing for a required comprehensive examination register for the research or continuous enrollment course assigned to their specific program and degree level. This 1- to 3-unit course does not require class attendance. Eligibility for continuous enrollment requires the program advisor's approval and is restricted to conditionally classified or classified graduate students.

Continuous enrollment that complies with these guidelines is considered full-time for purposes of maintaining F-1 visa status at the university. International students should submit a "Request for Reduced Enrollment" form each semester when registering for continuous enrollment. Students who have earned PhD Candidacy status are not required to submit this form.



## Drop, Leave of Absence, & Withdrawal

F-1 students whose enrollment falls below full time during a term due to a student- or college-initiated drop may jeopardize their F-1 visa status and may be required to leave the country.

Students who choose to withdraw from all courses during the term or from their programs at the end of the term must notify the international student advisor before submitting the request. Withdrawing from the university will result in termination of the form I-20.

The option to request a Leave of Absence (LOA) is open to students in good standing who plan on returning to UWest in less than one year, and allows students to return under their initial catalog. However, federal regulations strictly limit leave for F-1 students. While UWest may allow an F-1 student to take an LOA, US federal law does not allow the student to remain in the US while not attending classes. The international student advisor must approve all F-1 requests for LOA prior to submission to the Registrar's office.

## Travel & F-1 Status

SEVIS regulations place travel restrictions on F-1 students. The university is required to terminate the form I-20 of any F-1 student who chooses to travel out of the US during the fall or spring semester, including students engaged in dissertation or thesis preparation. Students maintaining F-1 status may travel out of the US during the summer or official university breaks after consultation with the international student advisor.

It is the student's responsibility to meet with the international student advisor BEFORE making any travel plans or purchasing tickets to limit the possibility of being denied permission to reenter the US.

# Financial Aid

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Higher education is one of the most significant investments an individual will make in his or her lifetime. Earning power and a happy, purposeful life will both be enhanced by the right degree. Paying for that degree calls for planning and commitment.

Students have many options to consider when planning how to pay for college. UWest participates in federal, state, and institutional aid programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Cal Grant, the William D. Ford Federal Direct Loan Program, private loan programs, institutional scholarships, and federal and institutional work-study. Grants and scholarships are funds that do not require repayment; loans, whether subsidized or unsubsidized, accrue interest and require repayment. Students should note that while scholarships and grants reduce the amount they need to borrow to finance their education, scholarship and grant awards may also reduce the amount of need-based loans and work-study awards they can receive.

The Financial Aid Office counsels students and their families on federal, state, institutional, and private financial aid programs. Financial aid officers are available to answer questions and to assist students and families with the application process. Financial aid information is also available at [www.uwest.edu/financialaid](http://www.uwest.edu/financialaid).



More information regarding any of these programs, as well as policies that govern financial aid awards, is provided in the UWest Financial Aid Handbook, available in the Financial Aid Office. The handbook is an important tool that introduces students to the policies and procedures for receiving and maintaining eligibility for financial aid. Students who wish to apply for federal, state, institutional, and private financial aid and scholarships must be familiar with information and policies within the handbook. The handbook also details students' rights and responsibilities as financial aid recipients. 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

## Applying for Financial Aid

Application for financial assistance should begin at the same time as application to the university. All new domestic students interested in applying for federal and state financial aid must submit both the UWest Application for Financial Aid and the Free Application for Federal Student Aid (FAFSA). The FAFSA is completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students should select UWest as a school they plan on attending by entering the university's school code 036963 when prompted. New international students seeking institutional aid should submit both the UWest Application for Financial Aid and the International Student Supplemental Application.

All returning students seeking need-based or non-need-based financial assistance are required to file financial aid application forms by financial aid deadlines. Forms and deadlines are published online at [www.uwest.edu/financialaid](http://www.uwest.edu/financialaid). Failure to meet the published deadlines could result in the loss of financial aid. The FAFSA must be completed each award year.

## Financial Aid Eligibility

Financial aid is awarded to students who demonstrate financial need as defined by federal, state, and institutional policies. Parents and students are considered 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).

Because the need for financial assistance often exceeds what the university provides, students must rely on other sources of support such as employment, loans, and family assistance. It is the student's responsibility to obtain information regarding scholarship and loan opportunities provided by private sources. While there are many reputable online resources to assist in this research, UWest recommends that students avoid organizations that charge students to apply for scholarships.

A student's enrollment status affects the level of aid available in a specific term. Students must be enrolled at least half-time to be eligible for aid. In addition, 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 units	9 or more units
¾ Time	9-11 units	7-8 units
½ Time	6-8 units	4.5-6 units



## Continuous Enrollment

Graduate students who have completed all coursework are required to maintain continuous enrollment (CE) while engaged in dissertation or thesis writing and research. CE is maintained by enrollment in a course specific to the program of study and degree level. For this purpose and in this context only, 1 to 3 units may be considered full-time for purposes of enrollment and financial aid deferments or F-1 eligibility. Graduate students must enroll in a minimum of 4.5 units to maintain eligibility for aid.

## Study Abroad

A student's enrollment in a program of study abroad approved for credit by UWest may be considered enrollment at UWest for the purpose of applying for assistance under Federal Student Aid programs.

## Federal Work-Study Program

Federal work-study allows students to pay for part of their tuition and living costs while assisting university staff with the daily work of the institution. Through work-study, students can develop their professional skills while paying for college. Guidelines and regulations for participation in the federal work-study program are available at the Financial Aid Office.

## Veterans Affairs (VA)

UWest is approved to train veterans and other eligible students. Veterans who attend UWest and enroll in one of the VA-approved degree programs may receive veteran benefits to help pay for their education. Information on eligible programs and the application process is available from the Financial Aid Office. More information is available from the Department of Veterans Affairs at [www.GIBILL.VA.GOV](http://www.GIBILL.VA.GOV) or 888.GIBill-1 (888.442.4551).

# Fellowships & Scholarships

A limited number of scholarships and fellowships are available. These are awarded based on academic excellence and/or financial need. Because availability changes from year to year, students should contact the Financial Aid Office for more detailed information: For detailed information on eligibility and application process, see the Financial Aid Web page at [www.uwest.edu/financialaid](http://www.uwest.edu/financialaid). Each institutional and private scholarship and fellowship has specific eligibility, scholarship, and GPA criteria.

University Fellowships and Scholarships may be awarded to admitted incoming and continuing students who demonstrate exceptional leadership and service to their communities, academic achievement, and financial need. Applicants are encouraged to submit all required financial aid documents when they apply for admission. Students must reapply for the award annually.

## Lotus Scholarships

These institutional scholarships are available for eligible domestic and international students matriculating into BA, MA, MBA, and MDiv programs. The scholarships award up to a maximum of \$10,000 for an academic year. Scholarships are set aside specifically for entering freshmen, transfer students, local students, graduate students, and international students. This scholarship is initially awarded for one academic year and may be renewed for up to three years for undergraduates and up to two years for graduates, depending on length of program.

## Golden Benefactor Awards

These awards are available to continuing students who have completed the equivalent of one full-time semester and are awarded based on academic achievement and service to the UWest community, as well as demonstrated financial need and area of academic concentration. Most Golden Benefactor Awards require a minimum GPA of 3.0 to 3.5, but requirements vary based on donor. Golden Benefactor Awards must be renewed each semester.

## International Buddhist Education Foundation (IBEF) Scholarship/Fellowship

Each semester the International Buddhist Education Foundation (IBEF) awards scholarships and fellowships to new and continuing degree-seeking students enrolled fulltime in a master's or doctoral program within the departments of Religious Studies and Buddhist Chaplaincy. Scholarships range from \$3,000 to \$4,500 per semester. Fellowships range from \$2,000 to \$3,000 per semester. IBEF scholarships and fellowships must be renewed each semester. More information is available online at [www.uwest.edu/financialaid/ibef](http://www.uwest.edu/financialaid/ibef).



# Satisfactory Academic Progress (SAP)

UWest is required by law to establish both qualitative and quantitative standards for satisfactory academic progress toward the completion of the degree for all federal and state financial aid recipients. Aid programs covered by these standards are Federal Pell and FSEOG grants, Federal Work Study, Federal Loan programs (Direct, PLUS, Grad PLUS), and some 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 payment period.

## Qualitative Standard (GPA)

Undergraduate students must maintain a 2.0 cumulative GPA; graduate students must maintain a 3.0 cumulative GPA. Students who fall below these requirements will not be considered to be making satisfactory academic progress. The GPA is based on units earned at UWest and does not include grades for courses transferred from other institutions.

## Quantitative Standard (Pace of Progression)

A student receiving aid must successfully complete a minimum 67% of units attempted each semester. Pace of progression is calculated by dividing cumulative units earned by cumulative units attempted. Courses must be degree applicable and consistent with the student's enrollment and funding status. For example, if an undergraduate student enrolls in 12 units in a semester (the minimum full-time requirement), he or she must complete a minimum of 8 units in that semester to maintain satisfactory academic progress. Students who fall below this requirement will not be considered to be making satisfactory academic progress.

## Maximum Timeframe

A student must complete his or her degree by attempting no more than 150 percent of the units normally required for attainment of the degree. A student is no longer eligible to receive financial aid after this maximum is reached. For example, an undergraduate must complete 120 units to graduate. Therefore an undergraduate student's financial aid eligibility will be suspended once the student reaches 180 cumulative attempted units, whether or not the student has attained the degree. The 150% maximum timeframe applies to both undergraduate and graduate students.

## Attempted/Earned Units

Attempted units include all earned, unearned, and transfer units. Earned units include all courses for which a student receives credit, including required precollegiate courses.

- | Withdrawals: Courses from which the student withdraws after the official add/drop deadline are included in cumulative units attempted.
- | Repeated Courses: Units attempted in repeated courses are included in cumulative units attempted. A repeated course will not be applied to earned units unless specified as "repeat for credit" in the catalog.
  - Undergraduate GPA: Only the highest grade awarded is calculated in the cumulative GPA.
  - Graduate GPA: All grades for repeated courses are calculated in the cumulative GPA.
- | Incomplete Courses: Courses that are assigned an incomplete grade are included in the cumulative units attempted. These units are not counted as earned units until and unless a passing grade is assigned.
- | Transfer Credit: All transfer credit accepted towards a student's UWest degree will be used in determining when the maximum timeframe requirement has been reached. Grades for courses completed at other institutions are not included in the calculation of the UWest GPA.

## Financial Aid Warning

Students who do not meet the standards of the Financial Aid SAP policy at the end of any payment period are automatically placed on financial aid warning for one payment period. Students placed on financial aid warning are eligible to receive Title IV financial aid during the warning period of one payment period without appeal or other action.

Students who are not returned to good standing at the end of the warning period are no longer eligible to receive Title IV and other financial aid. Students who lose their eligibility have the right to file a SAP appeal for reinstatement of aid.

## SAP Appeal for Reinstatement of Federal Aid

Students who choose to appeal for a reinstatement of federal aid must submit a written appeal to the Financial Aid Office. The appeal must describe the circumstances that affected the student's academic performance, must be submitted within 30 days of notification of failure to maintain SAP, and must be accompanied by appropriate supporting documents. No appeal will be considered until the student has an approved formal academic plan.

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. Ongoing, 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 or 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 units completed; class standing; number of semesters of aid; previous deficiencies and appeals; and extenuating and unavoidable circumstances.

## Financial Aid Probation

Students who successfully appeal are placed on financial aid probation for one payment period. Students who fail to meet SAP standards at the end of the probation period will become ineligible to receive further financial aid.

## Reestablishing Financial Aid Eligibility

Students who submit an appeal for reinstatement of aid and who are denied the reinstatement may reestablish their eligibility by meeting SAP standards and returning to good academic standing. To regain financial aid eligibility, a student must

- I raise GPA. To increase GPA, a student must enroll and complete coursework at UWest. Grades transferred from other institutions are not included in the calculation of UWest GPA.
- I correct a credit deficiency. Credit deficiency can be made up by taking and completing additional courses at UWest or by the transfer of degree applicable coursework. Transfer credit may be granted only as allowed under the Transfer Credit policy found in this catalog.

# Withdrawal & Leave Of Absence (LOA)

After financial aid has been disbursed, a student who withdraws from UWest or earns zero credit 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 the university to calculate the amount of aid a student “earned” for the number of days the student attended. “Unearned” aid, i.e. aid covering periods of the term when the student did not attend classes or was not enrolled, must be repaid. If a student withdraws prior to the start of the semester or never attends any classes, 100 percent of aid disbursed to the student’s account and/or disbursed to the student must be repaid.

If repayment is owed, the student will be billed by the Bursar’s Office and will have 45 days to arrange satisfactory repayment. The student is not eligible for further aid until repayment is made in full. A student who fails to make repayment on schedule may also be reported to the US Department of Education or to a collection agency representing UWest.

If a student must leave UWest for any reason, a signed and dated Withdrawal form must be submitted to the Registrar’s Office. The official date of leave or withdrawal is the date the form is received by the Registrar’s Office.

## Return of Title IV Funds (R2T4)

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 (defined as fall or spring semester or summer term) 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. UWest elected to apply these regulations beginning with the Fall 2007 semester.

## Definition of a Title IV Recipient

A recipient of grant or loan assistance is a student who has received Title IV funds or has met the conditions that entitle the student to a late disbursement. Students must have a valid Institutional Student Information Record (ISIR) before the withdrawal date in order to be considered for the Return of Title IV evaluation.

Title IV funds that 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. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Cal Grants
7. Other Title IV Assistance
8. Other Assistance to the Students

This 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.

## Return of Title IV Funds for Students who Withdraw Due to Military Deployment

If a student must withdraw due to military deployment, the student must submit a copy of the military deployment order to the Registrar's Office and the Financial Aid Office. If a Title IV-eligible student withdraws upon being called to active duty or has otherwise been impacted by military mobilization, the university must perform Return of Title IV calculations that are required by statute and regulations.

Based on this calculation, the university may be required to return funds to one or more Title IV programs.

## Return of Title IV Funds for Students Who Were Affected by a Disaster

The Secretary of the US Education Department is authorized to waive the amount of a student's Title IV grant overpayment if the student withdrew from the institution because of a major disaster under specified conditions. The Secretary's exercising of this waiver authority remains in effect until it is specifically withdrawn. A Title IV grant overpayment otherwise due from a student under the Return of Title IV Funds requirements is waived if the student withdrew because of a disaster under the following conditions:

1. The student was residing in, employed in, or attending an 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 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.

## Treatment of Title IV Aid When a Student Withdraws

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

1. If the amount disbursed to the student is/was greater than the amount earned, the unearned funds must be returned.
2. If the amount disbursed to the student is less than the amount earned, the student is 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 first day of attendance will be required to repay all of the Title IV Funds disbursed.

The amount of assistance earned is determined on a prorated basis. For example, if a student completed 30 percent of the payment period or period of enrollment, the student earns 30 percent of the assistance he or she was originally scheduled to receive. Once the student has completed more than 60 percent of the payment period or period of enrollment, he or she earns all the assistance scheduled for that period.

A student who did not receive all of the funds earned may be due a post-withdrawal disbursement. If a post-withdrawal disbursement includes loan funds, the institution must receive the student's permission before it can disburse them. A student may choose to decline some or all of the loan funds so that he or she does not incur additional debt. The institution may automatically use all or a portion of the post-withdrawal disbursement of grant funds to pay for tuition, fees, and room and board charges (as contracted with the institution). The institution needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. A student who chooses not to grant permission will be offered the funds. However, it may be in the student's best interest to allow the institution to keep the funds to reduce debt.

Some Title IV funds that the student was scheduled to receive may not be disbursed because of other eligibility requirements. For example, a first-time, first-year undergraduate who does not complete the first 30 days of a program before withdrawal will not receive any Direct Loan funds that would have been received if the student had remained enrolled past the 30th day. If the student receives (or the institution or parent receives on the student's behalf) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of

- ▮ the student's institutional charges multiplied by the unearned percentage of his or her funds, or
- ▮ the entire amount of excess funds.

The institution must return this amount even if it did not keep this amount of the student's Title IV program funds. If the institution is not required to return all of the excess funds, the student must return the remaining amount. For any loan funds that must be returned, the student (or the student's parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or scheduled to be received. The student 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 a student withdraws are separate from any refund policy that the institution may have. UWest's refund policy may be found in this catalog under Tuition and Fees. A student may still owe funds to the institution to cover unpaid institutional charges. The institution may also charge a student for any Title IV program funds that the school is required to return.

The Registrar's Office is the designated office of record where students provide notification of withdrawal. The last drop date will be used as the withdrawal date in the calculation. 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)

UWest has an official approved Leave of Absence policy that may be found under Registration and Records in this catalog. 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.





# Tuition & Fees

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## Cost of Attendance

University of the West is proud to offer a quality education while remaining Southern California's best value for a private university experience. This is made possible by the generous support of our founding organization, Fo Guang Shan, and Hsi Lai Temple as well as other donors.

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 dependents other than a spouse may include reasonable childcare expenses. Students with disabilities may also include expenses related to that disability.

Cost of attendance is affected by many things including, but not limited to, program of study, housing options, and enrollment. For example, a student living off campus has higher transportation costs because she or he must commute to campus.

Direct costs are costs paid to UWest. These include tuition, fees and on-campus housing. Indirect costs are not charged by UWest. They are additional expenses that students need to consider in their budgeting and financial planning.

Student award letters include the cost of attendance used to determine award eligibility. Students with questions regarding how cost of attendance is calculated should stop by the Financial Aid Office.



# Estimated Cost of Attendance (COA)

The following tables provide the estimated cost of attendance per semester for full-time undergraduate and graduate students living on or off campus. These tables serve as examples only. Actual student expenses may vary.

## UNDERGRADUATE

All Programs - Bachelor of Arts

Full Time (12 units)

	Residing On Campus			Residing Off Campus	
	Single Room	Double Room	Triple Room	Independent	With Family
Tuition	\$ 4,908	\$ 4,908	\$ 4,908	\$ 4,908	\$ 4,908
Mandatory Fees	\$ 445	\$ 445	\$ 445	\$ 445	\$ 445
Room & Board-On Campus	\$ 5,360	\$ 3,460	\$ 2,980	— — —	— — —
<b>Direct Costs</b>	<b>\$ 10,713</b>	<b>\$ 8,813</b>	<b>\$ 8,333</b>	<b>\$ 5,353</b>	<b>\$ 5,353</b>
Room & Board-Off Campus	— — —	— — —	— — —	\$ 5,985	\$ 2,385
Books & Supplies	\$ 882	\$ 882	\$ 882	\$ 882	\$ 882
Transportation	\$ 432	\$ 432	\$ 432	\$ 635	\$ 563
Student Loan Fees	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Miscellaneous	\$ 1,413	\$ 1,413	\$ 1,413	\$ 1,449	\$ 1,580
<b>Indirect Costs</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 9,151</b>	<b>\$ 5,610</b>
Semester Totals	\$ 13,640	\$ 11,740	\$ 11,260	\$ 14,504	\$ 10,963
<b>Annual COA</b>	<b>\$ 27,280</b>	<b>\$ 23,480</b>	<b>\$ 22,520</b>	<b>\$ 29,008</b>	<b>\$ 21,926</b>

## GRADUATE

### Buddhist Chaplaincy - Master of Divinity

Full time (9 units)\*

	Residing On Campus			Residing Off Campus	
	Single Room	Double Room	Triple Room	Independent	Family
Tuition	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203	\$ 4,203
Mandatory Fees	\$ 445	\$ 445	\$ 445	\$ 445	\$ 445
Room & Board-On Campus	\$ 5,360	\$ 3,460	\$ 2,980	— — —	— — —
<b>Direct Costs</b>	<b>\$ 10,008</b>	<b>\$ 8,108</b>	<b>\$ 7,628</b>	<b>\$ 4,648</b>	<b>\$ 4,648</b>
Room & Board-Off Campus	— — —	— — —	— — —	\$ 5,985	\$ 2,385
Books & Supplies	\$ 882	\$ 882	\$ 882	\$ 882	\$ 882
Transportation	\$ 432	\$ 432	\$ 432	\$ 635	\$ 563
Student Loan Fees	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Miscellaneous	\$ 1,413	\$ 1,413	\$ 1,413	\$ 1,449	\$ 1,580
<b>Indirect Costs</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 9,151</b>	<b>\$ 5,610</b>
Semester Totals	\$ 12,935	\$ 11,035	\$ 10,555	\$ 13,799	\$ 10,258
<b>Annual COA</b>	<b>\$ 25,870</b>	<b>\$ 22,070</b>	<b>\$ 21,110</b>	<b>\$ 27,598</b>	<b>\$ 20,516</b>

\*It should be noted that this chart refers specifically to the minimum number of units considered full-time for purposes of determining financial aid eligibility. Chaplaincy students are expected to register in 12 units per term to complete their program in sequence and on time.

## GRADUATE

### Business Administration & Executive MBA

Full Time (9 units)

	Residing On Campus			Residing Off Campus	
	Single Room	Double Room	Triple Room	Independent	Family
Tuition	\$ 4,266	\$ 4,266	\$ 4,266	\$ 4,266	\$ 4,266
Mandatory Fees	\$ 445	\$ 445	\$ 445	\$ 445	\$ 445
Room & Board-On Campus	\$ 5,360	\$ 3,460	\$ 2,980	— — —	— — —
<b>Direct Costs</b>	<b>\$ 10,071</b>	<b>\$ 8,171</b>	<b>\$ 7,691</b>	<b>\$ 4,711</b>	<b>\$ 4,711</b>
Room & Board-Off Campus	— — —	— — —	— — —	\$ 5,985	\$ 2,385
Books & Supplies	\$ 882	\$ 882	\$ 882	\$ 882	\$ 882
Transportation	\$ 432	\$ 432	\$ 432	\$ 635	\$ 563
Student Loan Fees	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Miscellaneous	\$ 1,413	\$ 1,413	\$ 1,413	\$ 1,449	\$ 1,580
<b>Indirect Costs</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 9,151</b>	<b>\$ 5,610</b>
Semester Totals	\$ 12,998	\$ 11,098	\$ 10,618	\$ 13,862	\$ 10,321
<b>Annual COA</b>	<b>\$ 25,996</b>	<b>\$ 22,196</b>	<b>\$ 21,236</b>	<b>\$ 27,724</b>	<b>\$ 20,642</b>

## GRADUATE

### Psychology - Master of Arts

Full time (9 units)

	Residing On Campus			Residing Off Campus	
	Single Room	Double Room	Triple Room	Independent	Family
Tuition	\$ 4,320	\$ 4,320	\$ 4,320	\$ 4,320	\$ 4,320
Mandatory Fees	\$ 445	\$ 445	\$ 445	\$ 445	\$ 445
Room & Board-On Campus	\$ 5,360	\$ 3,460	\$ 2,980	---	---
<b>Direct Cost</b>	<b>\$ 10,125</b>	<b>\$ 8,225</b>	<b>\$ 7,745</b>	<b>\$ 4,765</b>	<b>\$ 4,765</b>
Room & Board-Off Campus	---	---	---	\$ 5,985	\$ 2,385
Books & Supplies	\$ 882	\$ 882	\$ 882	\$ 882	\$ 882
Transportation	\$ 432	\$ 432	\$ 432	\$ 635	\$ 563
Student Loan Fees	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Miscellaneous	\$ 1,413	\$ 1,413	\$ 1,413	\$ 1,449	\$ 1,580
<b>Indirect Cost</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 9,151</b>	<b>\$ 5,610</b>
Semester Totals	\$ 13,052	\$ 11,152	\$ 10,672	\$ 13,916	\$ 10,375
<b>Annual COA</b>	<b>\$ 26,104</b>	<b>\$ 22,304</b>	<b>\$ 21,334</b>	<b>\$ 27,832</b>	<b>\$ 20,750</b>

## GRADUATE

### Religious Studies - Master of Arts, Doctor of Philosophy, Doctor of Theology

Full time (9 units)

	Residing On Campus			Residing Off Campus	
	Single Room	Double Room	Triple Room	Independent	Family
Tuition	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167	\$ 4,167
Mandatory Fees	\$ 445	\$ 445	\$ 445	\$ 445	\$ 445
Room & Board-On Campus	\$ 5,360	\$ 3,460	\$ 2,980	---	---
<b>Direct Costs</b>	<b>\$ 9,972</b>	<b>\$ 8,072</b>	<b>\$ 7,592</b>	<b>\$ 4,612</b>	<b>\$ 4,612</b>
Room & Board-Off Campus	---	---	---	\$ 5,985	\$ 2,385
Books & Supplies	\$ 882	\$ 882	\$ 882	\$ 882	\$ 882
Transportation	\$ 432	\$ 432	\$ 432	\$ 635	\$ 563
Student Loan Fees	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
Miscellaneous	\$ 1,413	\$ 1,413	\$ 1,413	\$ 1,449	\$ 1,580
<b>Indirect Costs</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 2,927</b>	<b>\$ 9,151</b>	<b>\$ 5,610</b>
Semester Totals	\$ 12,899	\$ 10,999	\$ 10,519	\$ 13,763	\$ 10,222
<b>Annual COA</b>	<b>\$ 25,798</b>	<b>\$ 21,998</b>	<b>\$ 21,038</b>	<b>\$ 27,526</b>	<b>\$ 20,444</b>



## ESL—16-week Session—Fall & Spring Semesters

	Off Campus	Triple
Tuition	\$ 3,424	\$ 3,424
Mandatory Fees	\$ 445	\$ 445
Room & Board	\$ 3,460	\$ 2,980
<b>Direct Costs</b>	<b>\$ 7,329</b>	<b>\$ 6,849</b>
Books & Supplies	\$ 882	\$ 882
Transportation	\$ 432	\$ 432
Miscellaneous	\$ 1,413	\$ 1,413
<b>Indirect Costs</b>	<b>\$ 2,727</b>	<b>\$ 2,727</b>
Semester Totals	\$ 10,056	\$ 9,576
<b>Annual COA</b>	<b>\$ 20,112</b>	<b>\$ 19,152</b>

## Tuition

Program	Undergraduate	Graduate
Buddhist Chaplaincy		\$ 467/unit
Business Administration	\$ 409/unit	\$ 474/unit
English	\$ 409/unit	
General Studies	\$ 409/unit	
Psychology	\$ 409/unit	\$ 480/unit
Religious Studies		\$ 463/unit
English as a Second Language Fall/Spring Tuition (20 hrs/wk for 16 wks)	\$ 3,424	
English as a Second Language Summer Tuition (20 hrs/wk for 6 wks)	\$ 1,284	
English for Specific Purposes Price per Module (36 hours total)	\$ 540	
Test of English as a Foreign Language (TOEFL) Preparation (5 hrs/wk for 16 wks)	\$ 856	
Graduate Certificate in Business (Total 21 Units)	\$ 474/unit	
Post-MBA Certificate (Total 21 Units)	\$ 474/unit	
TESOL Certificate (Total 18 Units)	\$ 409/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

# Non-Refundable Fees

## One-Time Fees

Application (Domestic)	\$ 50
Application (International)	\$ 100
Identification Card	\$ 25
Readmission Fee (Domestic)	\$ 50
Readmission Fee (International)	\$ 100

## Mandatory Fees per Term

Comprehensive Fees	Full-time	\$ 420	each term
	Part-time	\$ 300	each term
UWest Student Government		\$ 25	each term

## Penalty Fees (per occurrence)

Add/Drop after add deadline	\$ 10	
Check: Returned/Replacement/Stop Payment	\$ 30	per payment
Finance Charge for Past Due Balance	1%	of outstanding balance per month
Late Payment	\$ 100	
Late Registration	\$ 50	
Student Penalty (Student Success Center)	\$ 10	

## Miscellaneous Fees (per request or occurrence)

Diploma Replacement	\$ 50	
Doctoral Student Candidacy	\$ 100	
Graduation	\$ 50	
Commencement (includes cap & gown, graduation photos)		
Bachelor's Degree	\$ 75	
Master's Degree	\$ 100	
Doctoral Degree	\$ 110	
English Placement Test, Off Schedule	\$ 100	
Graduation, Re-Application	\$ 25	
Refund Service Charge	\$ 20	
Student ID Replacement	\$ 25	
Transcript, Faxed Unofficial (per fax)	\$ 15	each
Transcript, Next Day Processing	\$ 15	each
Transcript, Same Day Rush Processing	\$ 25	each
Transcript, Standard	\$ 10	each

Information regarding the cost of student housing and meal plans may be found in the Living on Campus section of this catalog.

## F-1 Student Health Insurance

Coverage Period	Cost for Coverage Period	
Fall Semester (5 months)	\$	890
Spring Semester-Continuing (7 months)	\$	1,246
Spring Semester-Graduating (5 months)	\$	890 applicable to students completing their program in the spring semester
Summer Session 1 (3 months)	\$	534 New students only
Summer Session 2 (2 months)	\$	356 New students only

Health insurance coverage is required for F-1 students. The fee is charged to continuing students when they register for each fall and spring term and the amount is due and payable when tuition and fees are due. This coverage can only be offered to students on an F-1 visa and is not available for domestic students. Details are available in the International Students section of this catalog.



## Tuition Payments

When students sign a registration form, they have entered into a contract with UWest and become responsible for all tuition and fees for that term. This obligation must be met even if a student does not attend or does not complete his or her education at UWest. Failure to pay any amount to UWest when due is sufficient cause for any of the following actions until the debt is settled:

- | Exclusion from classes and/or examinations
- | Withholding of diplomas, scholastic certificates, and/or transcripts
- | Suspension of university services and privileges
- | Suspension from the university
- | Notification to a collection agency
- | Notification to a credit bureau

Students may remit payment immediately upon registration. Payment must be made no later than the tuition payment deadline (see Academic Calendar) to avoid a late payment fee. Students are responsible for making their financial arrangements, such as financial aid award, payment plan, third party payment, by the tuition payment deadline. Failure to do so may result in a \$100 late payment fee and a 1% finance charge (per month) assessed on the unpaid balance. Students who have a cash payment due but are unable to pay the amount in full are encouraged to speak with the Bursar prior to the payment due date to determine if they may be eligible to schedule payments over the length of the term. Details are available from the Bursar.

Anticipated aid awards are posted to student accounts after the financial aid award process has been completed by the student, Financial Aid Office, and appropriate agency. Without authorized anticipated aid, students are expected to pay all charges and wait for reimbursement when the aid or scholarship funds are actually received.

Students who are unable to pay tuition by the tuition payment deadline may be eligible for a short-term deferment by applying in person at the Financial Aid Office. To be eligible for deferment, students must demonstrate financial hardship and be scheduled to receive financial aid (e.g. grants, loans, and scholarship awards) for the term. The deferment must be approved before the tuition payment deadline.

If changes to student course schedules result in additional charges after the date on the registration billing statement or after financial aid has been disbursed, the payment is due immediately. Registration and enrollment are not complete until all tuition and required fees have been paid.

Permission to cancel enrollment does not constitute, nor shall it be construed as, a waiver of a student's financial obligation to the university. The student is responsible for all outstanding debts and contracts with the university.

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. If registration is revoked, 100% of any tuition paid for that semester will first be applied to any outstanding debt. Any remaining credit will be refunded within 30 days from the date of revocation.

## Methods of Payment

Students may make payments in person at the Bursar's Office by cash, credit card, or check. A \$30 fee is assessed for any check returned due to non-sufficient funds. A student whose check is returned will be required to make future payments in cash or by cashier's check. There is a processing fee for credit card payments made over the telephone.



# Refund Policies

## Tuition Refunds

Tuition for any class dropped by a student is refundable according to the following tuition refund schedule. The date of withdrawal for purposes of the refund calculation shall be the date on which the 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%
Within the first week	90%
Within the second week	70%
Within the third week	50%
Within the fourth week	10%
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%
Within the first week	80%
Within the second week	60%
Within the third week	40%
After the third week of class	None

Tuition refund schedule for classes that do not fall in the regular semester:

Withdrawal Form Submitted	Refund Received
Prior to the first class	100%
Within 7% of the class	90%
Within 14% of the class	70%
Within 20% of the class	50%
Within 30% of the class	10%
After 30% of the classes have passed	None

## Withdrawal

Withdrawal is defined as termination by the student of his or her enrollment in one or more courses at the university. Withdrawal refunds are calculated as of the date the petition to cancel enrollment or the withdrawal form is received by the Registrar's Office.

A new student who cancels his or her enrollment prior to the first day of instruction will receive a full refund of all monies paid for that term, less the application fee not to exceed \$100. A continuing student who withdraws prior to the first day of the term is eligible for a full refund of all tuition and refundable fees paid for that term.

Any student who submits a withdrawal form or cancellation notice on or after the first day of the term is responsible for tuition and fees even if the student has not attended class. A pro-rated refund will be issued to the student's account in accordance with the Tuition Refund Schedule. A check for the refund amount will be mailed to the student within 30 calendar days following the date a Refund Request form is received by the Bursar's Office.

No refund is due if a student submits a withdrawal after the fourth week of fall or spring semester or the third week of summer session.

In addition to the institutional tuition refund policy, federal financial aid recipients who withdraw 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 must be returned to federal programs. Details are provided in the Financial Aid section of this catalog.

Students attending on an F-1 visa should always consult the international student advisor before dropping a class or withdrawing from the university to determine how the withdrawal will affect their F-1 status.



# Registration & Records

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## Registration

### Academic Calendar

UWest operates on a semester calendar, offering two standard semesters and a shorter summer session each academic year. The summer and fall semesters are sixteen weeks in length and are standard periods of enrollment. Degree students must register for the fall and spring semester each year to maintain status in their enrollment. Enrollment in the summer session is optional. While the summer session is reduced in length, the credits earned are equivalent to semester units due to the accelerated pace of classes. The calendar is posted on the UWest website, in the catalog, and around campus. Students are expected to understand this calendar and are responsible for knowing the deadlines that pertain to their program.



## Enrollment Status

Students are expected to register each term for sufficient units to maintain eligibility for scholarships, aid, and status. The Office of Financial Aid will assist students with questions about aid eligibility and funding.

Students attending on an F-1 visa are required to maintain continuous full-time enrollment. F-1 students who begin their studies during the summer term must enroll in at least 6 units to fulfill this requirement.

Enrollment Status	Undergraduate	Graduate	ESL
Full-Time	12 or more units	9 or more units	20 hours
Three/Quarter Time	9-11 units	7-8 units	N/A
Half-Time	6-8 units	4.5-6 units	N/A

Undergraduates usually enroll in 12 to 15 units per semester, and may enroll in a maximum of 18 units per semester. Master's and doctoral students may enroll in 9 units with one exception. Students enrolled in the Master of Divinity program are expected to enroll in 12 units per semester to complete the program in sequence and on time. Students requesting more than the maximum units allowed for their program of study must file a General Petition approved by their department chair with their registration form.

Upon recommendation of the department chair, students granted conditional or probationary admission to an undergraduate program may be restricted to a maximum of 9 units. Students are removed from conditional or probationary status following the completion of a minimum of 9 units of credit with a satisfactory academic record.

## Continuing Student Registration

Continuing students are those students who are registering with no break in enrollment. Continuing students receive priority status during registration. Approximately 6 weeks prior to the close of a term, the university posts the registration schedule, instructions, and the schedule of classes for the following semester. Enrollment in the summer session is optional. Registration for summer classes is held concurrently with registration for the following fall semester.

## Academic Advising

Academic advising promotes student engagement and graduation, empowering students to make informed decisions that facilitate academic success. Through consistent and caring advisement, students are connected with university resources supporting both academic and personal well-being.

### Undergraduate Advising

The Academic Advisor provides registration advisement, program planning, course scheduling, clarification of policies and procedures, degree checks, and general support for all UWest undergraduates. The advisor also maintains regular contact with students on academic warning and probation to help them develop and follow success plans and to direct them to appropriate resources. Program Advisors are available to advise students in areas specific to their field of study.

### Graduate Advising

Program Advisors provide personalized, discipline-specific advisement for all graduate students. From initial program planning through thesis and dissertation stages, graduate students are expected to maintain regular contact with their program advisors to ensure that they meet their goals as well as graduation requirements.

## Basic Steps to Creating a Good Schedule:

- I Meet with academic or program advisor to discuss progress and options.
- I Schedule the optimal number of units. For example, a student who works full-time may find that taking an extra class is not a sound idea. On the other hand, a student who is trying to graduate as quickly as possible, is doing well in school, and has the time to dedicate to study will find that an extra class each term hastens completion.
- I Undergraduates: Schedule and complete all five general education core competencies during the first year.
- I Enter the advisor-approved schedule directly through the Student Portal, or register in person at the Registrar's Office.

Students are responsible for knowing registration and add/drop deadlines. These dates are found on the academic calendar posted each year. Students who register late will be subject to a late registration fee and must register in person.

## Registration for a Second Degree

Students who have completed a degree at UWest and wish to continue their studies in a second degree level or program must apply for admission to that program by the deadlines posted in the catalog. Students should start with a visit to Admissions to get the paperwork underway. They will be considered new students in the new enrollment.

## New Student Registration

Prospective students should contact the Office of Admissions to begin their application for admission. Admission requirements and assessments vary depending on program, degree level, and English proficiency and are fully detailed in the Admissions section of this catalog.

Once all required paperwork and assessments are complete, undergraduates meet with the academic advisor and graduate students meet with their program advisor to select classes. Students entering the ESL program will meet with the ESL staff after taking the English Placement Test to determine their level of study.

Students bring their approved registration forms to the Registrar's Office to finalize registration. Here they will receive a copy of their printed schedule, also available on the Student Portal. After scheduling, students then make any necessary payment to the Bursar's Office.

## Undeclared Major, Undergraduates

Undergraduates have the opportunity to explore program options before declaring a major. Once they have earned 45 units, they will be required to declare a major. The undergraduate Academic Advisor will assist with this process.

Graduate students are admitted to a specific program; undeclared is not an option.

## Undergraduate Placement

All incoming undergraduates complete a writing and math assessment during or before New Student Orientation. These assessments are used to place students at the optimal level for success in their first year at UWest. Once assessment results are available, students meet with their academic advisor to select classes. New students who live in Southern California are encouraged to complete testing and scheduling prior to orientation and may contact their enrollment advisor to schedule an appointment. Students who are required to take UWest's English Placement Test (EPT) take only the math assessment as the EPT results will be used in place of the writing assessment. Details regarding UWest's English Placement Test are located in the English as a Second Language section of this catalog.

Transfer students may be eligible for a waiver of the writing and math assessments. As part of the initial transfer credit evaluation, it will also be determined whether one or both of the assessments may be waived.

Transfer Credit Granted	Waiver Granted
ENGL 101 English Composition	Writing Assessment waived
MATH 101 Intermediate Algebra	Math Assessment waived



# Schedule Changes

After registration has been completed, continuing and reentering students may add or drop classes via the Student Portal prior to the close of registration or in person at the Registrar's Office after registration closes. Changes should be approved in advance by the academic or program advisor. New students may make changes by meeting with their advisor and bringing the approved form to the Registrar's Office.

No class is officially added or dropped until the change has been recorded on the student's academic record. Students are responsible for all classes on their schedule and should review their schedule on the Student Portal for accuracy. Students should refer to the academic calendar for deadlines.

# Graduate Candidacy & Continuous Enrollment

Graduate degree students are 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 that is adequately supervised and effectively completed within appropriate time limits.

A graduate student who fails to register for either fall or spring semester without applying for an authorized leave of absence is considered to have discontinued enrollment in the graduate degree program. PhD candidacy will lapse automatically if a student fails to maintain continuous enrollment. A student readmitted after a lapse in enrollment may be required to repeat the candidacy examination and is required to complete at least one academic semester before the degree may be conferred.

Graduate students who have completed all course work, but who have not satisfactorily completed and submitted a required comprehensive examination, thesis, or dissertation are required to register for the research or continuous enrollment course assigned to their specific program and degree level. This 1- to 4.5-unit course does not require class attendance. Students who have not yet attained PhD Candidate status must obtain program advisor or chair approval when registering for continuous enrollment. After advancing to candidacy, this approval is automatically granted. Students must pay all applicable tuition and fees.

The university considers continuous enrollment as full-time enrollment for purposes of maintaining student status. However, students receiving financial aid should be aware that while this status is sufficient for deferrals, it does not necessarily fulfill financial aid eligibility requirements. Aid eligibility requires at least half time enrollment, i.e. 4.5 units at the graduate level.

Continuous enrollment is considered full-time for purposes of maintaining F-1 visa status at the university. F-1 students who have not yet attained PhD Candidate status are required to submit a Request for Reduced Enrollment form each semester when registering for continuous enrollment. After formally advancing to candidacy, indicated by the status PhD Candidate, this form is not needed.

# Withdrawal, Leave of Absence, & Reentry

Leaving college is a serious decision. Students are urged to discuss their options with their advisor, department chair, or dean before finalizing any plans to withdraw temporarily or permanently from the university. Students considering taking time off should also meet with a financial aid advisor to determine the financial impact on existing aid, including loans, grants, and scholarships.

A student may submit a leave of absence or withdrawal request at any time. Students who choose to withdraw have the following options.

## Leave of Absence (LOA)

This option is open to students in good standing who plan on returning to UWest within one year and allows students to return under their initial catalog after a break of less than one year.

Students who do not return from an approved LOA as scheduled will be withdrawn effective their last period of attendance.

Federal regulations strictly limit leave for students attending on F-1 visas. The international student advisor must review all F-1 requests for LOA before processing. Summer is considered a standard period of non-attendance; students do not need to submit an LOA if not attending in summer as long as they are registering for the fall semester.

## Withdrawal

This option is applicable to students who do not plan to return to UWest as well as those who plan on taking one year or more off from their studies. Students withdrawing from the university are requested to complete an exit survey.

Students attending on an F-1 visa should be aware that the university is required to report the change of status promptly, and that withdrawing may result in the termination of their I-20. International students must meet with the international student advisor before withdrawing to discuss the impact upon their F-1 status.

### Effective Date

If submitted prior to the first day of the term, the student will not owe tuition or fees for that term, and the LOA/withdrawal will be considered effective the final day of the last semester completed.

If submitted on or after the first day of the term, the student may receive a pro rata refund as described in this catalog under Tuition and Fees. The withdrawal is effective the date the form is received by the Registrar's Office.

## Impact on Grades

If submitted on or before the close of the add/drop period, the student will be unregistered from all classes.

If submitted after the close of the add/drop period and on or before the withdrawal deadline, the student will receive Ws in all classes scheduled.

If submitted after the withdrawal deadline, the student will receive FWs in all scheduled classes. FW is calculated as an F in the grade point average.

Students should refer to the Academic Calendar for pertinent dates.

A student who chooses to withdraw or take leave must complete the LOA/Withdrawal form, obtain the following approvals, and submit the signed and approved form to the Registrar's Office. All forms are available in the Registrar's Office or from the UWest website.

All students require the following approvals:

- | Department Chair or Program/Academic Advisor
- | Bursar's Office
- | Library

Additional approvals as required:

- | Financial Aid: required for students who receive any financial aid such as loans, grants, scholarships. Students receiving aid must also complete the Loan Exit Interview Form.
- | International Student Advisor: required for students attending on F-1 visas.
- | Residential Life: required for students residing on campus.

Students should refer to the Financial Aid section of this catalog for important information regarding the impact of leave and withdrawal on loans, scholarships, and refunds.

## Reentry or Readmission

Students who leave the university in good standing and return after an absence of less than one year may reenter under their original catalog so long as the major is still being offered, is not impacted, and/or has not undergone significant changes due to regulatory revisions. Students should submit a Reentry Form to request that their enrollment be reactivated. Questions regarding reentry should be addressed to the Registrar's Office.

Students who have been out of school for one year or more must apply for readmission to the university, and are subject to the admission and program requirements in effect at the time of their return. Questions regarding readmission should be addressed to the Admissions Office. Students who have been out of school for four years or more are required to submit a new set of official transcripts and current admission examination scores with the application for readmission.

Returning students who have completed coursework at other colleges during their break in enrollment should provide official transcripts to the Registrar's Office for evaluation prior to reenrollment.

The Dean of Student Affairs must approve a reentry or readmission request for any student not in good standing during the last period of enrollment.

Financial aid, tuition waivers, scholarships, fellowships, or any other previous agreements may not be applicable upon reentry or readmission.

# Transcripts, Diplomas, & Enrollment Verification

Students may order transcripts and verifications of enrollment from the Registrar's Office. This office also distributes diplomas and certificates upon program completion. Order forms are available in the Registrar's Office and on the UWest website. The university will not release transcripts, diplomas, certificates, and enrollment verifications to a third party without the express written approval of the student of record.

Transcripts and diplomas may be released only to students who have fulfilled all obligations to the university or any UWest-sponsored agency. Transcripts and diplomas may not be released to students who have any unfulfilled obligation to the university, such as an unpaid balance, outstanding library materials or fines, or required Financial Aid exit interviews.

Diplomas will be available approximately six to eight weeks following the date of degree conferral. Diplomas cannot be released prior conferral.

# Address & Name Changes

All students should notify the university promptly of any change in their name, address, or phone number. Such changes may be made by submitting a Change of Address/Name form located on the website or in the Registrar's Office. Students may also submit changes directly from the Student Portal.

UWest's ZEN (Zing Emergency Notification) System is used to send emergency notifications via text. Students should make sure that the university has their current mobile number on record to be sure to receive these important notifications.

Students submitting a legal name change will be asked to provide the following original documents to the Registrar's Office. These documents will be copied and the originals returned to the student.

- | Legal court document  
or
- | Passport  
or
- | Marriage license and social security card

In addition to notifying the university, F-1 students have a legal requirement to submit Change of Address form AR-11 to USCIS within 10 days of moving, and to inform the International Student Advisor ([iss@uwest.edu](mailto:iss@uwest.edu)) so that their I-20 record may be appropriately updated.

# Student Email

Communication is a critical tool in education. To facilitate communication every UWest student is assigned a university email address. This email address is used for all official email communication. Prior to admission a personal email address may be used to correspond, but once a student has enrolled only the UWest email account will be used by the university. Students activate their my.uwest.edu accounts during UDays New Student Orientation. Students are responsible for all notifications sent to their UWest email account and should be sure to check this account regularly.

Students may access the UWest mail server via the university website at [www.uwest.edu](http://www.uwest.edu). The Information Technology Help Desk assists students who have difficulties with their accounts. Students may often receive educational discounts on software and hardware when using their .edu account.

# Maintenance & Confidentiality of Student Records

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

The Family Educational Rights and Privacy Act (FERPA) applies to all schools that participate in Title IV programs such as financial aid. FERPA gives students certain rights with respect to their education records:

1. Students have the right to inspect and review their own education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
2. Students have the right to request that a school correct records they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - | school officials with legitimate educational interest;
  - | accrediting organizations;
  - | other schools to which a student is transferring;
  - | to comply with a judicial order or lawfully issued subpoena;
  - | specified officials for audit or evaluation purposes;
  - | appropriate officials in cases of health and safety emergencies; and
  - | appropriate parties in connection with financial aid to a student;
  - | state and local authorities within a juvenile justice system, pursuant to specific State law.
  - | organizations conducting certain studies for or on behalf of the school;

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Except as specified above, UWest does not allow unauthorized release of student records. Students who would like to allow specific individuals or parties access to their education records must provide a signed Authorization to Release Records to the Registrar's Office. Without this signed release, student records will not be released to a third party.

# Transfer Credit

UWest may grant transfer credit for courses completed at accredited colleges or universities. Undergraduate courses completed with a minimum grade of C (2.0) are eligible for consideration, while a B (3.0) is required for graduate course work. Transfer credit awarded is included in the calculation of units earned and attempted, but is not calculated into the UWest grade point average. Transfer credit is not granted for correspondence courses, life or work experience, or thesis research and is not applicable to non-degree and certificate programs.

Applicants to a degree program at UWest are responsible for the submission of official transcripts from all colleges and universities previously attended. Official transcripts must be received prior to the applicant's first day in class. Applicants should request an evaluation through their admissions advisor prior to scheduling classes and may be asked to provide a catalog or course syllabi if such are needed to facilitate the evaluation process.

Students who have already earned a bachelor's degree from a regionally accredited institution prior to entering one of UWest's bachelor's degree programs may be eligible for a waiver of UWest's 51-unit general education requirement. The chair of the General Education department will determine if the previous degree included at least 28 semester units of transferable coursework evenly distributed in general education. If so, the student may be allowed to fulfill any remaining general education unit requirement through the transfer or completion of elective credit.

Students who anticipate transferring to a UWest undergraduate degree program after attending another college or university may position themselves for maximum transferable credit by pursuing a liberal arts and sciences curriculum that parallels the general education requirements at UWest. If attending a California community college, students should select general education courses that meet requirements for California State University (CSU) or Intersegmental General Education Transfer Curriculum (IGETC) certification. Successful fulfillment of either CSU or IGETC certification prior to enrollment will fulfill the general education requirement at UWest with the exception of the general education capstone course. As above, any remaining general education unit requirement may be fulfilled through elective credit.

Due to constraints in areas such as lab sciences, UWest students may elect to complete some portion of their general education courses at nearby community colleges. Prior to enrolling at a community college, students should consult with the registrar concerning their status as full- or part-time students and the transferability of the courses they plan on taking.

Veterans may be eligible for undergraduate transfer credit based on their military training. An official ACE Net transcript must be submitted for evaluation. Details on ordering a transcript are available at [www.acenet.edu](http://www.acenet.edu).

Generally, UWest will evaluate transcripts only for those applicants who have been admitted to the university and have supplied all required official documents. However, an exception may be granted for a potential applicant who would like an unofficial evaluation prior to making the decision to apply to UWest. The admissions advisor will facilitate requests for a preliminary estimate of credit. Actual credit will not be awarded until the applicant enrolls and official documentation has been received.

Applicants who have attended college or university in another country may be required to submit a credentials evaluation from UWest's list of approved credentials evaluation services. UWest requires a detailed evaluation including degree equivalence, cumulative GPA, course titles, and grades/credits earned for admission and transfer credit evaluation. In addition, the evaluation should indicate whether English was the primary language of instruction when applicable.

## Graduate Students

Transcripts submitted for admission to a graduate program will be evaluated by the department chair during the student's first year of study at UWest to assess graduate coursework completed at other colleges or universities for transferability to UWest.

An evaluation of transfer credit will be prepared only after all official transcripts have been received. It is the student's responsibility to see that all transcripts are received by the Registrar's Office.



## Credit by Examination (Proficiency Credit)

Currently enrolled students who submit evidence of an extensive experience in a subject area, and who believe that their knowledge of the area is equivalent to the content of a course required in UWest'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 complete 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 should be submitted to the Registrar's Office to request credit by examination, and the credit by examination fee must be paid prior to examination. Credit by examination units, unless otherwise specified, do not apply toward the residency requirement.

## Advanced Placement

UWest is pleased to grant credit for selected Advanced Placement (AP) curricula. To be eligible for credit, the applicant must have successfully completed both the AP course and corresponding AP exam. Credit will be granted upon approval once the university receives both the official high school transcript showing a minimum grade of C in the course and the official College Board score report showing a passing score of 3 or higher on the corresponding AP exam. If the official high school transcript includes exam results, a separate College Board score report is not needed.

## Residency Requirements

UWest has a 25% residency requirement for undergraduate students. This means that of the 120 units required for a bachelor degree, undergraduates must complete at least 30 units at UWest, including at least 24 units of upper division coursework.

The maximum number of units toward graduation that can be fulfilled with any combination of transfer credit, credit by examination, and advanced placement credit is provided in the following chart.

Degree Level	Maximum transfer/proficiency/advanced placement credit allowed
Bachelor's Degrees	90 semester units (135 quarter units) total credit  Of the 90 units, no more than 70 semester units (105 quarter units) may be lower division or transferred from a community college
Master's Degrees	6 semester units (9 quarter units)
Doctoral Degrees	30 semester units (45 quarter units)

# Academic Policies & Procedures

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## Academic Catalog

Statements in the catalog are informational and should not be considered as the basis of a contract between students and UWest. Policies included in the catalog are subject to change at any time. Students must adhere to policies published in the current catalog with the exception of degree requirements.

Students must meet the degree requirements of the catalog in effect when they started their studies. However, academic programs are constantly evolving. While the university endeavors to avoid substantive changes for students who study with no break in enrollment, students should expect curriculum changes to occur throughout their studies.

If the university introduces substantive changes to graduation requirements in a given program, enrolled students have the option to remain under their original catalog or to adopt the degree requirements in the later catalog. Changing to a later catalog must be requested in writing through the Registrar's Office, and once made the change is irreversible. Information regarding any changes in degree programs, graduation requirements, or academic policies is made available by the Registrar's Office and the appropriate academic departments.



# Academic Integrity Policy

University of the West informs its education through its values. Putting these values into action requires students, staff, and faculty to practice honesty, responsibility, and integrity. UWest believes that students should have the opportunity to actively pursue knowledge and learning in a positive and fulfilling environment. Such an environment has no room for academic dishonesty, which violates the most fundamental values of the intellectual community and undermines its achievements. Therefore, all members of UWest's academic community are expected to demonstrate a commitment to the principles of academic integrity.

Faculty and students share the responsibility of safeguarding the integrity of the classroom. Students have the responsibility to be aware of what constitutes academic dishonesty and to uphold the standards of honest academic endeavor, while faculty have the responsibility to communicate classroom standards clearly. The administration is responsible for applying sanctions that go beyond the classroom.

Academic dishonesty includes, but is not limited to, plagiarism, cheating, falsifying records, lying, obtaining or distributing examination materials prior to exams without the consent of the instructor, submitting another's work as one's own, submitting work completed for another course without the agreement of both instructors, and helping any other student in any act of dishonesty.

Faculty must provide a written report of any lapse of integrity to the Chief Academic Officer (CAO). The CAO, in consultation with faculty and department chair, will investigate the allegation. If a student is found to have committed an act of academic dishonesty, sanctions will be imposed and a record of the infraction will be entered into the student's permanent record. At a minimum the student will receive zero credit on the assignment or examination in question. Further sanctions may be imposed depending on the severity of the action and the student's past record, and may include a failing grade for the course, dismissal for one term, or expulsion from the university.

# Satisfactory Academic Progress

Students must maintain satisfactory academic progress (SAP) to remain enrolled at UWest. Financial Aid recipients must also comply with the Financial Aid Satisfactory Academic Progress Policy to remain eligible for federal, state, and institutional financial assistance (see Financial Aid Satisfactory Academic Progress Policy).

## Undergraduate & Graduate Degree & Certificate Programs

At a minimum, students must maintain a cumulative GPA as follows:

2.0 GPA	Undergraduate degree & certificate programs
3.0 GPA	Graduate degree & certificate programs

Progress is reviewed at the end of each term (fall, spring, and summer). Students who meet the minimum required cumulative GPA but whose term GPA falls below the minimum standard will be placed on Academic Warning for a period of one term. Students placed on warning must meet with their academic or program advisor to develop a plan of action to improve their grades so that they may continue to maintain the cumulative GPA required for their level of study.

Students whose cumulative GPA falls below the minimum standard will be placed on academic probation for a specified period, usually one term. Students placed on probation must meet with their academic advisor to develop an academic plan designed to help them regain good standing. This meeting must occur no later than the first Friday of the term in which the student has been placed on probation. Graduate students on probation may enroll in no more than 9 units per semester and probationary undergraduates in 14 units until returned to good standing. All students on warning or probation are expected to make use of the services of the Student Success Center.

At the close of the academic probation period, a student whose cumulative GPA remains below the minimum requirements may be dismissed from the university. However, if at the end of the period of probation a student's cumulative GPA remains below the minimum but the term GPA exceeds the minimum, the student may be granted one additional term to return to good standing.

# Reinstatement

A student who has been academically dismissed may appeal for reinstatement. Forms are available in the Registrar's Office. There are two routes to reinstatement.

## At UWest

### (Undergraduates & Graduates)

A student who has been dismissed may petition for reinstatement to UWest directly after dismissal by submitting a petition for reinstatement to the Dean of Student Affairs. This is the only option open to graduate students.

This petition must indicate what led to the dismissal as well as what has changed in the student's situation that will allow the student to succeed if reinstated. Such petitions should be based on verifiable substantive circumstances such as a major life change, significant work issue, death in the family, etc. Documentation may be required.

Students should note that if they are reinstated and subsequently dismissed, they will not be reinstated a second time. Undergraduates may want to follow the "off campus" route, explained next.

## Off Campus

### (Undergraduates only)

Alternatively, an undergraduate student may petition for reinstatement and readmission after successful completion of at least 24 units of substantive academic coursework in a single term with a GPA of at least 2.4 at an accredited college or university. At no time will a grade below C be considered acceptable by UWest.

The student must submit a petition for reinstatement and request for reentry along with an official transcript showing completion of the required coursework to the Dean of Student Affairs. The petition must indicate what led to the dismissal as well as what has changed in the student's situation that will allow the student to succeed if reinstated.

It should be noted that, while the units earned elsewhere may be considered as justification for reinstatement, the courses completed may not be applicable as transfer credit. This determination is subject to the transfer credit policy in this catalog and is contingent upon applicability to the student's program of enrollment at UWest.

## Reinstatement on Probation

If the reinstatement petition is approved, the student will be reinstated on probation with a formal academic plan for a specified period, usually one term.

At the close of the period indicated on the academic plan, a student who has not raised his or her cumulative GPA to the minimum required may be dismissed from the university. This dismissal is final except when the student can document significant and compelling cause.

F-1 students may not extend the length of their program as indicated on their form I-20 due solely to a lack of satisfactory academic progress. Therefore it is critical that F-1 students pay particular heed to their status and seek academic support before their GPA is in jeopardy.

Students should carefully read the Financial Aid section of this catalog to understand the impact of academic warning, probation, and dismissal upon eligibility for federal, state, and institutional financial aid.

## English as a Second Language (ESL) Certificate Program

Students enrolled in the ESL Program and those who are enrolled in a degree program but who are taking only ESL courses must earn a term GPA of 2.7 to advance in the ESL and Bridge sequence of classes. Students who do not achieve this GPA may be required to repeat a level until the minimum GPA has been achieved and the student has demonstrated that he or she is prepared to advance.



## Attendance

Class attendance is a critical factor in student success. Successful attendance begins with an appropriate schedule; students should select a schedule that minimizes conflicts with work and other obligations. Once that schedule is selected, students have the responsibility to demonstrate commitment to their education and respect for their instructors by attending each class session in its entirety, arriving punctually, reporting to class fully prepared, and participating in class discussions.

Instructors determine policy for their classes, including the impact of excused absences, and will include this information on the course syllabus distributed at the beginning of each term. At a minimum, students are expected to attend at least 80% of scheduled class sessions. Students who fall below 80% attendance (equivalent to 4 absences in courses meeting weekly for 16 weeks) may receive a reduction in grade. Students who fall below 70% attendance may be dismissed from that class upon recommendation of the instructor.

If the class dismissal occurs prior to the term withdrawal deadline, a grade of W will be posted to the student's transcript; after this deadline, a grade of FW will be posted.

Students who attend no classes for two consecutive weeks without prior approval of the department chair may be considered to have voluntarily withdrawn from UWest. A university-initiated program withdrawal may be processed and grades assigned as above.

Students should be aware that course and program dismissals may negatively impact their ability to maintain satisfactory academic progress as well as their eligibility for financial aid and scholarships. International students on F-1 visas must be especially aware that if a course or program dismissal drops their status to less than full time, UWest is obligated to notify the Department of Homeland Security of the change in status, and the Form I-20 may be terminated.

A student who is dismissed from a class or the program retains the right to petition the department chair for reinstatement. Upon consultation with the instructor, the chair renders a decision. If the request is denied, the student may petition the Dean of Student Affairs. The decision of the dean is final. See the Registrar's Office for a Petition to Reinstate.

The ESL attendance policy is unique to the ESL Program and is explained in full under the ESL Program information in this catalog.

## Class Level

Classification of students as freshmen, sophomores, juniors, and seniors is determined by the number of for-credit units completed, including those transferred to UWest from other colleges or universities. The classification is as follows:

Class Level	Semester Units Earned
Freshman	1-29
Sophomore	30-59
Junior	60-89
Senior	90-graduation
Graduate Student	Enrolled in Master's or Doctoral-Level Program

## Course Numbering System

Course number indicates level of complexity.

Course Number	Course Type	Open To
001-099	Not degree applicable Non-credit courses	ESL, Academic English students, and undergraduate students
100-199	Lower Division Freshman level, 1st year	All undergraduate students
200-299	Lower Division Sophomore level, 2nd year	Sophomore or above undergraduate students; freshmen admitted with advisor approval
300-399	Upper Division Junior level, 3rd year	Junior or above undergraduate students; freshmen and sophomores admitted with advisor approval
400-499	Upper Division Senior level, 4th year	Junior or above undergraduate students; sophomores admitted with advisor approval; freshmen not admitted
500-599	Graduate courses, introductory	Graduate students; advanced undergraduates with approval
600-715	Graduate courses, intermediate	Graduate students only
800-899	Continuing education courses	All students, including non-degree-seeking



# Grading Standards

University of the West uses a 4-point grade scale. Letter grades are assigned by the instructor of record to indicate the extent to which a student has achieved course objectives.

All grades, except incompletes (I and IC), are final when posted by the instructor. No grade will be revised by reexamination or completion of extra work with the exception of official incompletes. A student who feels that there is an error in the recorded grade should meet with the instructor to determine if the grade was correctly recorded. If an error was made in grade entry, the instructor may request a correction by submitting a Grade Change form to the Registrar's Office. The registrar is authorized to change a final grade only if a clerical or procedural error must be corrected.

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 department chair. Any grade change made by an instructor who has left UWest must be approved by the department chair.

A student who wishes to challenge a grade issued by a professor should refer to the Grade Grievance policy in this catalog.

The following grades are included in the calculation of the grade point average (GPA):

Meaning	Grade	Quality-Points
Superior	A	4.0
	A-	3.7
Good	B+	3.3
	B	3.0
	B-	2.7
Satisfactory*	C+	2.3
	C	2.0
	C-	1.7
Unsatisfactory	D+	1.3
	D	1.0
	D-	0.7
Failing	F	0.0
Failing to Withdraw	FW	0.0

\* Some courses and programs may require grades above the C-level for passing. Such requirements are noted in this catalog under the program and course description.

FW (Failing to Withdraw): Indicates the student ceased attending at some point during the semester but did not officially withdraw. FW is computed in the GPA as an F.

The following grades are not included in the calculation of the grade point average.

Audit	AU
In Progress	IP
incomplete	I (graded) IC (pass/no pass)
Not Reported	NR
Pass/No Pass	P/NP
Reported Delayed	RD
Thesis in Progress	TIP
Withdraw	W

**Audit (AU):** Course is not being taken for credit. Many classes at UWest can be audited with advisor approval. Course prerequisites are enforced in determination of registration eligibility for the course, and fees are assessed as listed in the Tuition and Fees section of this catalog. Units are not applicable to financial aid eligibility. Those auditing courses take no examinations, write no papers, and receive no grade or credit.

**In Progress (IP):** Courses in progress during current term.

**Incomplete (I or IC):** Student has received a specified extension beyond the last day of the term for submission of work. An instructor has the discretion to issue an incomplete grade to a student when issues beyond the control of the student prevent the completion of course requirements within the term. Legitimate cause may include, but is not limited to, such things as illness, unavoidable absence, or significant life change.

Incomplete grades may be issued only when all of the following circumstances apply:

- | The student is currently passing the course;
- | The student has attended at least 60% of the term (fall & spring semesters: through week 10; summer session: through week 6);
- | Legitimate cause prevents completion of required work by the due date;
- | Required work may reasonably be completed in an agreed-upon time frame;
- | The student initiates the request for an incomplete grade before the end of the academic term.

Students who are unable to complete a course but do not meet the above circumstances should consider dropping the course. Students may drop with a W through Friday of week 10 during the fall and spring semesters, and Friday of week 6 during the summer session. Students may drop with an FW after this date.

An incomplete grade is not an appropriate solution if based solely on a student's failure to submit work satisfactorily during the term or as a means of raising a grade through the submission of additional work after the term ends.

An incomplete grade is not considered passing for purposes of determining academic standing or federal financial aid and scholarship eligibility. Details on the incomplete process are included on the Petition for Incomplete Grade form, available from the Registrar's Office.

**Not Reported (NR):** The instructor has not yet assigned a grade to the student.

**Pass/No Pass (P/NP):** Students may select Pass/No Pass as a grading option at the time they initially register for courses or may change grading options up until the deadline posted on the Academic Calendar. Some courses are graded only on a P/NP basis; this is indicated in the catalog course description. Undergraduates may take up to 12 units per year on a P/NP basis with advisor or chair's approval. Courses offered only on a P/NP basis are not included in the 12-unit limit. With the exception of courses graded only on P/NP basis, graduate students should consult with the department chair or advisor as elective P/NP courses are generally not applicable toward graduation. Students who take a course for P/NP, cease attending in the course of the semester, and fail to withdraw will receive an "FW" grade.

**Pass (P):** Course was taken for Pass/No Pass and was passed. P is equivalent to at least a 2.0 and may be applied toward satisfaction of degree requirements as allowed under program requirements, but is disregarded in determining overall grade point average.

No Pass (NP): Course was taken for Pass/No Pass and was not passed. NP is equivalent to less than 2.0, is not applied toward satisfaction of degree requirements, and is disregarded in determining overall grade point average.

Report Delayed (RD): The grade has not yet been received. Thesis in Progress (TIP): Thesis continued into following term. Credits to be awarded during the term in which the thesis is accepted as complete. No impact upon grade point average.

Thesis in Progress (TIP): Thesis continued into following term. Credits to be awarded during the term in which the thesis is accepted as complete. No impact upon grade point average.

Withdraw (W): Indicates withdrawal from a class after the close of the add/drop period but before the posted withdrawal deadline. Failure to attend does not constitute withdrawal from a class without the filing of an approved withdrawal form. A student who stops attending without submitting a withdrawal form may receive the earned grade for the class, usually an F or an FW. Students should refer to the Academic Calendar for course add/drop deadlines and deadlines for receiving a W grade in a course. Instructions for withdrawing from a class or the university are provided under Registration and Records.

## Change of Grading Option

When registering, students may elect to take a course for a letter grade, as Pass/No Pass, or as an audit as allowed within their major. After initial registration in a course, students retain the right to change the grading option upon approval. To do so, students submit an approved Change of Grading System form to the Registrar's Office. This form must be submitted by the deadline listed on the Academic Calendar. Once a course is graded, students cannot request a change in grading option.

## Repeated Courses

Undergraduate Policy: Undergraduate students are allowed one repeat of any course in which they received a grade of C- or below to improve their grade point average (GPA). Each attempt will remain on the student's permanent transcript, but only the highest grade earned will be used in the calculation of cumulative GPA and credits earned toward graduation. Students seeking to repeat a course more than once will need the approval of their department chair. Transfer credit for a course not passed at University of the West will not improve GPA. Multiple repeats may affect financial aid eligibility.

Graduate Policy: All courses in which a letter grade is given, including repeated courses, are used in computing cumulative GPA. However, except as allowed for certain topical or research courses, repeated courses will be credited only once towards graduation.

Graduate Policy: All courses in which a letter grade is given, including repeated courses, will be used in computing the grade point average. However, except as allowed for certain research courses, repeated courses will be credited only once towards graduation.

## Grade Grievance

Grades are assigned by the instructor and, except in the case of negligent or capricious grading, the grade issued by the instructor is final. No grade will be revised by reexamination or completion of extra work with the exception of official incompletes. A student who feels that there is an error in the recorded grade should meet with the instructor to determine if the grade was correctly recorded. If an error was made in grade entry, the instructor will submit a Grade Change form to the Registrar's Office. The registrar is authorized to change a final grade only in the case of clerical or procedural errors.

If, after this discussion, students wish to challenge a final grade, they must follow the grade grievance process specified on the Grade Grievance form available from the Registrar's Office.

## General Petition

Students have the right to petition to be exempted from a rule or regulation of the university (e.g. 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. More information regarding the General Petition is available from the Registrar's Office.



## Graduation

Degrees are awarded at the close of each semester and are dated the last day of the term in which degree requirements are met. All degree requirements, including but not limited to incompletes, internships, and missing grades, must be completed by the last day of the month in which the degree is to be awarded. Work completed at other institutions must be received on or before the award date to be considered in meeting the degree requirements. The candidate's department chair must verify that the date of graduation indicated on the Intent to Graduate form is legitimate.

Students are required to complete their final semester of coursework in residence and cannot transfer courses to meet final degree requirements if such work is completed after the last date of attendance at UWest.

Although a student may have completed all degree program requirements, graduation is not automatic. Students who believe that they are ready to graduate should meet with their chair to have an Intent to Graduate form approved. The Intent to Graduate form and graduation fee are due when students register for their final term.

If a student should fail to complete requirements by the intended graduation date, a new Intent to Graduate form must be filed and the associated fee paid.

## Undergraduate Residence Requirement

UWest has a 25% undergraduate residence requirement, meaning that at least 25% (30 units) of coursework awarded toward an undergraduate degree must be completed at UWest. Of these 30 units, at least 24 must be upper-division.

Students are required to complete their final semester of coursework in residence and cannot transfer courses to meet final degree requirements if such work is completed after the last date of attendance at UWest. Transfer credit and units earned through credit by examination, unless otherwise specified, are not applicable to the residency requirement.

## Earning a Second Undergraduate Degree

### Two Concentrations in the Same Program

**Concurrent Enrollment:** A student who seeks to concurrently complete two concentrations in the same program must complete all requirements for both concentrations. Concentration units may not be applied to more than one concentration, i.e. all concentration units must be unique. One diploma showing both concentrations will be awarded at the time of graduation.

**Subsequent Enrollment:** A graduate who wishes to re-enroll to complete the requirements of a second concentration after the award of a degree in the same program must apply for readmission. A minimum of 18 additional units specific to the second concentration must be completed. In addition, the student must complete any new program requirements in effect at the time of readmission.

Upon completion of the requirements, UWest will not issue a second diploma; rather, the additional concentration will be noted on the official academic transcript. However, the graduate may be better served by enrolling in a graduate degree or graduate certificate program.

### Second Bachelor's Degree

A UWest graduate who wishes to earn a UWest undergraduate degree in a second program of study must apply for admission to the program.

The student must complete a minimum of 30 units 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. The student should request a degree evaluation before beginning the program to determine which courses will be required.

The university strongly recommends that students who are considering the pursuit of a second bachelor's degree first discuss this intent with an advisor. It may be of more benefit to the student to enter a master's level program.

### Graduate Degrees

Students interested in enrolling in an advanced degree after completion of degree program at UWest should apply to that program by the applicable deadline for the intended start date. In some situations a student may be granted concurrent enrollment in both programs for a period of one term. To qualify for concurrent enrollment, the following conditions must be met:

- I The initial degree earned is not an admissions requirement for the advanced degree program,
- I it is the student's final term in the initial enrollment, and
- I no more than 6 units are required to graduate in the initial enrollment.

# Commencement

UWest's formal commencement ceremony is held each year in May. Students interested in participating in the annual ceremony must indicate this on the Intent to Graduate form and pay the commencement fee. Students must be on course to satisfactorily complete all degree requirements (including comprehensive examination, thesis and/or project, and dissertation defense) by the commencement date. Students receiving degrees at the end of the fall or summer term are invited to participate in the commencement ceremony held the following May.

To participate in May commencement ceremonies, students must meet one of the following academic conditions:

- | earned degree in summer or fall semester immediately preceding the spring semester in which commencement is held.
- | filed an Intent to Graduate form with the Registrar's Office for the current spring term in which commencement is to be held and have completed or will complete all degree requirements by the end of the current spring semester.
  - | Master's students must pass any required comprehensive examination, thesis, or capstone on or before the deadline established for the spring semester.
  - | PhD candidates must successfully defend their dissertation on or before the deadline established for the spring semester.

Students may request approval to participate early only if they meet the following criteria:

- | file a Intent to Graduate form with the Registrar's Office by the posted deadline,
- | and by the end of the current spring semester have no more than the following degree requirements remaining:
  - | Bachelor's degree students: 9 units.
  - | Master's degree students: 6 units.No graduate student is permitted to participate unless he or she has completed and passed any required defense, comprehensive examination, thesis, or capstone on or before the deadline established for the spring semester.
- | and have scheduled their remaining courses for completion in the summer or fall term immediately following the ceremony.

# Academic Honors

Responsibility and excellence are two values central to UWest's vision and governance. Superior academic performance is a demonstration of these two values. The university recognizes undergraduate degree students who achieve a final cumulative grade point average (GPA) of 3.7 or higher. The appropriate honor is printed on the final transcript and diploma. To be eligible, a student must earn a minimum of 54 units in graded classes completed at UWest.

## Cumulative GPA

3.7 – 3.79	cum laude	with praise
3.8 – 3.89	magna cum laude	with great praise
3.9 – 4.0	summa cum laude	with highest praise

In addition to graduation honors, UWest recognizes undergraduate success each fall and spring semester. Full-time undergraduate degree students may earn a place on the Dean's or President's List. To be eligible, a student must successfully complete at least 12 units in the fall or spring semester with a term GPA as specified below. Courses taken in the summer session are not included in the review for this honor.

## Term GPA

3.5 – 3.99	Dean's List
4.0	President's List





# Living on Campus

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Living on campus has many benefits for students. Not only is it convenient, but students who choose to live on campus enter into a supportive community that fosters academic success and personal growth. In addition, the cost of living in university housing generally is lower than the cost of off-campus rentals. With classrooms, library, and other facilities just a short walk away, students who live in the residence halls can concentrate on studying and graduate on time. Living amongst classmates and peers makes it easy to join study groups, socialize with the diverse UWest community, and take an active part in campus events. Nutritious meals served in the UWest dining hall are another time-saving advantage.

Under the direction of the Office of Residential Life, UWest's two residence halls provide housing to 150 students and are open to full-time students as well as those enrolled in intensive short-term courses. Residence halls are located within walking distance of classes, dining, and recreational facilities. Most rooms are double or triple occupancy, but a few singles are available.

UWest's residence halls offer:

- | Live-in residential advisors
- | Furnished accommodations
- | Lounge and study spaces
- | Computer lab
- | Wireless network
- | Cable television
- | Coin-operated laundry
- | Dining facilities
- | Common-area kitchenettes
- | Exercise facilities





## Room & Board

Applications for on-campus housing (room and board) are accepted every semester. Room and board are prorated on a weekly basis for students arriving mid-semester.

Students are required to complete a housing contract specific to the period of residence. The standard contract includes both room occupancy and meal plan B; no housing contract will be issued without a meal plan. Students may upgrade to meal plan A. Meal plans are valid only for the specified contract period, and unused meal credit cannot be refunded or carried over to the next contract period. Limited meal service is provided on weekends; no meal service is offered on holidays. Additional meals may be purchased at any time through the Office of Accounting.

The housing costs specified below do not include winter or summer break or summer sessions. Students who wish to remain in the residence halls during these periods must enter into a separate contract specific to those periods.

Single Occupancy	\$ 3,860	per semester
Double Occupancy	\$ 1,960	per semester
Triple Occupancy	\$ 1,480	per semester
Meal Plan A (250 meals)	\$ 1,500	per semester
Meal Plan B (200 meals)	\$ 1,200	per semester

## Other Housing Fees

Housing Application Fee	\$ 50	
Lost Key Fee	\$ 25	per key
Mailbox Fee	\$ 20	per semester
Security Deposit	\$ 150	per person



## Housing Contract

As part of their admission packet, all new students receive a Residential Life Contract Information package. This information should be read carefully. Students are required to complete a new housing contract every term they choose to live on campus.

Incoming freshmen and international students are guaranteed space in the residence halls if they submit their Confirmation of Intent to Enroll form on or before May 1 and a signed Residence Hall Contract on or before June 1. Both of these documents are included in the admission packet. Fall residence hall room assignments are announced in early August.

Room assignments are made on a first-come-first-served basis and are limited by room availability. Therefore, specific halls, rooms, or room types cannot be guaranteed.

The housing contract does not include winter or summer break or summer sessions. Students who wish to remain in the residence halls during these periods must enter into a separate contract specific to those periods.

More information about student housing, including the Residence Hall Rules, is available in the Student Handbook and the Residential Life page at [www.uwest.edu](http://www.uwest.edu).

## Monastics & Clergy

The Office of Residential Life will guarantee that celibate clergy in recognized religious orders 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.





## Dining Services

UWest's dining hall provides breakfast, lunch, and dinner Monday through Friday and limited weekend hours. No meal service is offered on school holidays. All meals include vegetarian and vegan options.

The dining hall is open to all members of the community including students, faculty, and staff. Those not living in the residence halls may choose to purchase meal plans or individual meals from the Accounting office. Visitors are welcome.

# Student Services

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## Student Affairs

Student Affairs supports the academic mission of UWest by providing programs and services that assist the whole-person development and growth of students. Student Affairs works with students, faculty, and staff to create a vibrant and inclusive educational environment that empowers all members to achieve their highest educational potential while nurturing body, mind, and spirit.

Student Affairs provides an array of services and programs to UWest students and alumni through a group of interconnected offices:

- Office of the Dean of Student Affairs

- Student Success Center

- Disabilities Services

- Career Development

- Wellness Center

- Student Life

- Academic Advising (**page 70**, Registration & Records)

- Residential Life (**page 91**, Living on Campus)

- International Student Services (**page 37**, International Student Services)

This chapter features some of the principal student services offered through Student Affairs. Comprehensive information about services and programs provided by Student Affairs is included in the UWest Student Handbook and on the relevant UWest website pages.





# Student Success Center

UWest's Student Success Center (SSC) is dedicated to working with students, faculty, and staff to enhance the academic and professional success of all students. The center's primary purpose is to provide students with a variety of educational services in a comfortable, confidential, and collaborative learning environment. SSC services fall into three areas.

- I Academic tutoring: assists students in understanding course-specific concepts and materials and provides study skills, learning tools, and research strategies designed to foster academic success at the university level.
- I Language: helps non-native English speakers and English as a Second Language (ESL) students develop their understanding and application of the English language, assists graduate students with reading, speaking, and translating Classical Chinese.
- I Multi-literacy: supports members of the university working on academic and/or professional writing, speaking, or multimedia projects or presentations throughout the creative process.

SSC tutors work with individual students or small groups to identify and pursue desired academic outcomes by providing tools and strategies that decrease academic anxiety and develop student confidence and skill. SSC tutors also conduct workshops in areas such as academic writing, oral presentation skills, academic integrity, study strategies, and employment preparation. The SSC cultivates relationships with other UWest departments to promote and develop writing across the curriculum.

The SSC Coordinator facilitates the Student Early Alert System (SEAS) team. This system helps identify students who may be facing academic challenges or failure or other difficulties so that the SEAS team may offer them the best support available. The system can be used easily by UWest faculty or staff to notify the SEAS team of any student who may need support. It is important for students to know that being reported to SEAS does not constitute disciplinary action, but is a notification to both the student and SEAS team that the student may need additional support to succeed.

# Students with Disabilities

UWest is committed to providing students with disabilities equal access to all academic, social, and community opportunities offered through the university. This commitment complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, and applicable local, state, and federal antidiscrimination laws. Detailed information on accommodation policy and procedures is available from the Student Success Center.

UWest's Student Success Center Coordinator facilitates all requests for reasonable accommodations. Accommodation does not include a provision to change academic standards but rather provides students with the opportunity to succeed in meeting those standards. Some common accommodations include additional time on tests, note takers, and reduced-stress test areas. A student should be aware that proof of accommodation by prior schools or colleges or on standardized tests does not automatically assure that the same or any accommodations will be provided by UWest.

Any request for accommodation must be initiated by the student. To initiate an accommodation request, the student must submit a Request for Accommodation and proof of the disability to the Student Success Coordinator. This request and all documentation should be submitted as early as possible following acceptance to UWest. All requests are confidential.

Student disability complaints (including denial or failure to implement accommodations, academic adjustments, and auxiliary aids) should be addressed to the UWest Student Success Coordinator or the US Department of Education at [www.ed.gov/ocr](http://www.ed.gov/ocr) or by mail at:

US Department of Education  
Office for Civil Rights  
San Francisco Office  
Old Federal Building, 09-8010  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102-4102

## Career Development

UWest Career Development Center helps students transition from college to workplace, serving active students as well as alumni. Students receive assistance researching the employment market and locating internships. The center provides workshops to help students develop professional skills such as resume and cover letter writing, interview practice, and guided exploration of careers and majors. The Career Development Coordinator also provides personalized career planning and job search assistance. Students looking for permanent or short-term job opportunities are encouraged to visit the center.

Career Development offers a selection of books and materials to help students and alumni research careers and search for jobs. The center maintains a job board, updated weekly to inform students about job and internship opportunities. Students may also use the center's computers to apply for jobs online. Students are welcome to stop by and introduce themselves to Career Development staff and get a head start on career planning.

## Wellness Center

U-Well at UWest: The Wellness Center is a place to strengthen the well-being of UWest students via counseling, education, consultation, and referrals at no additional cost. The Wellness Center is supported by student fees paid at the start of each semester.

The primary services of the center are mental health assessment and counseling to help students address a variety of challenges and stresses in their daily life. Counseling sessions are time-limited, supportive, and confidential within the parameters of state law. Students in need of more extensive support will be assisted in finding an appropriate off-campus referral. Consultation is also available for students, staff, or faculty who may have concerns regarding a particular student.

The Wellness Center also facilitates or promotes health-enhancing offerings, both on and off campus, such as educational workshops, social exchanges, community service, fitness classes or sessions, and the sharing of health information through sources such as the national monthly online magazine, Student Health 101, [www.readsh101.com/uwest.html](http://www.readsh101.com/uwest.html).

The center is staffed by a licensed mental health provider. Hours and availability are posted and updated each semester on the Wellness Center's website. Students are encouraged to drop in, call 626.571.8811 extension 452, or email [wellness@uwest.edu](mailto:wellness@uwest.edu) for more information.

## Student Life

Student Life offers co-curricular programs and activities to involve students in the campus community while pursuing their educational goals. These programs support students' personal, intellectual, and social development. Co-curricular activities complement academic programs and provide students with opportunities to pursue shared interests and goals. For example, Student Life organizes museum trips, community outreach and service activities, barbecues, cultural events, competitions, and other student-centered programs to enrich university life outside the classroom.

This office also supports UWSG-sponsored events and collaborates with recognized student clubs to facilitate events and activities. Participation in activities, clubs, and organizations not only contributes to students' personal, academic, and professional growth but also enhances their sense of belonging. Students are encouraged to start or join organizations or clubs that will help round out their UWest experience.

## Student Rights & Responsibilities

All UWest students enjoy freedom of expression both in and out of the classroom provided that they do not infringe on the rights of others. Such infringements include disruption of classes, physical violence, and verbal or written threats. Students also have the right to participate in any association that does not engage in illegal behavior or activities.

Students have the right to due process in any action taken by UWest that may reasonably be expected to affect their standing with the university. Due process rights include the right to notification and explanation of charges made and actions taken, a prompt, fair, and impartial hearing, and an appeals process.

UWest policies are designed to guarantee that each student enjoys certain rights as a member of the academic community. The university does not discriminate on the basis of race, ethnicity, sex, national origin, religion, age, gender, disability, sexual orientation, or any other classification that deprives any person of his or her rights as a valued individual. Students have the right to participate in the formulation and application of institutional policy related to both academic and non-academic student affairs. Student participation includes the right to access information, to express views, and to have these views respectfully considered by other members of the UWest community.

As part of the university community, students enrolled at UWest are expected to show commitment to their studies and behave in ways that reflect the university's mission and values. All members of the UWest community share the task of creating and maintaining a safe and open atmosphere.

## Student Conduct

UWest fosters a whole-person learning environment where students, faculty, and staff live and work together peacefully and productively. Academic and co-curricular programs are designed to promote individual and collective pursuits of academic excellence, social responsibility, and personal growth and happiness.

University rules are put into place to create and maintain an environment that allows students, faculty, and staff to work freely under the safest and most equitable conditions possible. These rules are driven by the university's mission and values and serve as the guidelines that help protect each campus member's well-being. UWest treats violations of these rules as matters of serious concern because such violations disrupt the individual lives of its students and the shared life of its community.

### Conduct Expectations

All members of the UWest community, to preserve an environment that facilitates learning and supports students in achieving their personal and academic objectives, are expected to display conduct consistent with the UWest mission and values. This pertains to conduct on campus, online, and at authorized university functions.

UWest students are expected to engage in responsible and ethical conduct and to model good citizenship in and beyond the campus community. In both their work and their daily interactions, UWest students demonstrate a commitment to diligent scholarship, open-minded inquiry, and service to others. UWest students cultivate a caring spirit, personal integrity, and inclusive community. By upholding the university's values of character, compassion, and community, UWest students refrain from harming or discrediting themselves, the university, or any other individual.

A student who commits an act of misconduct is subject to disciplinary action by the university. Code of conduct rules apply to misconduct that adversely affects the academic community as well as the rights and lives of other people. Students who advise or incite others to violate university rules are as responsible for the violations as the individuals who actually commit them. UWest reserves the right to enforce its own rules regardless of any criminal or civil proceedings.

**Causes for disciplinary action include, but are not limited to, the following:**

- | dishonesty, cheating, or plagiarism;
- | the submission of any work previously submitted to satisfy another requirement without approval from instructors;
- | knowingly furnishing false information to the university;
- | forgery or other misuse of university documents, keys, and identification cards;
- | unauthorized reproduction\* of copyrighted software or material for oneself or others, or receipt of unauthorized copies;
- | theft of or damage to UWest property;
- | unauthorized entry onto university properties;
- | disrupting teaching, research, administration, disciplinary procedures, or other university activities;
- | physical abuse or threats of violence;
- | disorderly conduct or disturbing the peace;
- | harassment, sexual harassment, exploitation or intimidation;
- | smoking anywhere on campus except in designated areas;
- | the use, possession, or sale of narcotics, illegal drugs, or alcohol on campus or at university functions;
- | the use, possession, or sale of firearms, knives, swords, fireworks, or any kind of explosive or dangerous substance on campus or at official university functions;
- | other violations of university policies or campus rules and regulations;
- | any other action that violates local, state, or federal laws.

Careful note should be taken that UWest is not and cannot be considered a protector or sanctuary from the existing laws of the city, state, or federal government.

UWest 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. Students may appeal a dismissal for cause by submitting a General Petition form to the Dean of Student Affairs.

\*The Department of Education requires that all students are informed of the serious issue of copyright infringement. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted including, but not limited to, textbooks and software. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed.

For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. More information is available at [www.copyright.gov](http://www.copyright.gov).

## Student Grievance

A grievance is a formal complaint made by a student in response to an alleged action of the university or any of its faculty members, administrators, staff, or students. General complaints or suggestions regarding any university policy or procedure are not considered grievances and should be submitted in writing directly to the Office of Student Affairs. Students seeking an exception to an established policy should file a General Petition as described in the Academic Affairs and Policy section of this catalog. Grades and grading grievances are not covered by this policy. The grade grievance policy is included under Academic Policy and Procedure in this catalog.

A student who believes that he or she has been deprived of any of the rights set forth under Student Rights and Responsibilities or any state, federal, or local codes has the right to initiate the student grievance process.

A grievable action is one that is unauthorized or unjustified and adversely affects the status, rights, or privileges of the student, including actions based on race, ethnicity, color, national origin or citizenship, religion, gender or gender expression and identity, sex, sexual orientation, disability, economic status, veteran status, or age.

Any student with a complaint shall make a reasonable effort to resolve the matter on an informal basis before initiating a grievance. An administrative staff member will assist the student in seeking resolution by informal means. If the informal process does not lead to a resolution that is satisfactory to the grievant, the student may request a formal grievance hearing. The formal grievance process is detailed in the *UWest Student Conduct Handbook*, available from the Office of Student Life.

# Keeping the Campus Safe

UWest community life is guided by principles of peace and loving kindness. UWest takes seriously the safety of the whole campus community. Any member of the community who observes a serious threat to the safety of the community or its members is expected to contact campus authorities immediately.

Campus Security (24 hours a day, 7 days a week)	213.798.5482	campus.safety@uwest.edu
Residence Hall--RA On Call	626.673.0339	
Rosemead Sheriff's Department (business number)	626.285.7171	
General Services Department (facility issues)	626.571.8811 ext. 170	
Emergency (police, fire, EMT)	911	

The Campus Receptionist, located in the main lobby, is on duty Monday through Friday during business hours and can access all departments as needed. Residential Life staff and Campus Security are available around the clock when other offices are closed. If there is a serious threat to any individual's personal safety and staff or security cannot be located the student should dial 911.

Any violation of campus safety rules will result in administrative disciplinary action and may also include notification to law enforcement, notification to the campus community, or other public safety alternatives as determined appropriate.

## Endangerment of Self or Others

Conducting oneself in a manner that intentionally or accidentally endangers, or threatens to endanger the health or safety of oneself, other members or visitors within the campus community or at UWest-sponsored or related events is prohibited. This prohibition includes threats of suicide made in jest or otherwise.

## Drugs & Alcohol

Out of concern for the health and well-being of all community members as well as respect for the Buddhist values on which the university is founded, UWest is a dry and drug-free campus. The use, possession, or sale of narcotics, illegal drugs, or alcohol on campus or at any university function is prohibited.

In addition, the following behaviors are prohibited on campus at all times:

- | Public intoxication or displaying intoxicated behavior, even if the subject is over the age of 21
- | Possessing open or sealed containers of alcohol or consuming alcoholic beverages in any location on university premises
- | Possessing or displaying empty alcohol containers in the residence halls
- | Possessing or displaying drug paraphernalia
- | The sale, possession, use, consumption, production, purchase, or provision of alcoholic beverages to or by any person under the age of 21

Because student health and safety are paramount, UWest encourages students to seek help from university staff or emergency services anytime a student exhibits signs of acute distress, including intoxication.



## Weapons, Explosives, and Hazardous Materials

Possession or use of the following is expressly prohibited on campus or at UWest-sponsored events. This policy will be strictly enforced.

- | Any type of firearm, pellet and paintball guns, stun guns, and Tasers, and any realistic facsimiles of any of these items.
- | Ammunition, including rounds, casings, shells, clips, magazines, and paint pellets and cartridges.
- | Switch blades, or any blade over 3 inches that is not designed and used for food preparation or eating.
- | Bows and arrows.
- | Martial arts weapons.
- | Slingshots and water balloon launchers.
- | Explosive devices and fireworks.
- | Dangerous chemicals or other hazardous materials.
- | All other weapons listed in California Penal Code §12020.
- | Any other weapons considered dangerous.

## Violence & Abusive Behavior

The following behaviors are prohibited. This policy will be strictly enforced. A student alleged to have engaged in any of the following behaviors may be suspended while an investigation is underway.

- | Any act of violence or threat of violence, including physical abuse or assault and/or battery, domestic disputes, hate crimes, and child abuse; any act of violent destruction of property.
- | Abusive behavior, including verbal abuse such as defamation, threats, intimidation (which may include shouting at another individual or acting in a hostile or aggressive manner), coercion, use of words that illicit a physical response (fighting words), profanity that is derogatory and inflammatory directed at another individual or group, and harassment.
- | Behavior that threatens or endangers the health, well-being, or safety of any person(s), including, but not limited to:
  - | Stalking: Behaviors or activities directed at a specific person occurring repeatedly that collectively would cause a reasonable person to feel fear, apprehension, emotional distress, and/or a threat to her or his safety, mental health, or physical health, including, but not limited to:
    - | Non-consensual communication or threats, including face-to-face, telephone calls, voice messages, emails, chat requests, friend or contact requests on social networking sites, text messages, postings of statements or pictures on social networking sites, written letters, gifts, or any other communications that are undesired.
    - | Surveillance or other types of observation of another through computer spyware, GPS systems, pursuing, repeatedly staring, following, waiting or showing up uninvited at a class, residence, workplace, or other places frequented by the specified individual, gathering information about an individual from friends, family or co-workers, or third party stalking or stalking by proxy.
    - | Behavior in which an individual willfully, maliciously, and repeatedly engages in a knowing course of conduct directed at a specific person which reasonably and seriously alarms, torments, or terrorizes the person.
  - | Discriminatory, harassing or hate behavior: any occurrence that involves a verbal, written, or physical action that is intended to create emotional suffering, physical harm, or property damage to a person(s) because of their perceived or actual race, ethnic background, national origin, religious belief, gender, gender expression, sexual orientation, or physical or mental disability or other categories protected by law.

This may include, but is not limited to; slurs, symbols, posting, circulating demeaning jokes, leaflets, or caricatures; defacing, removing or destroying posted materials; distributing or posting hate literature.
- | Threats of violence, even in jest.

# Nondiscrimination & Harassment Policies

University of the West is committed to a diverse and inclusive learning environment where all individuals are valued and supported. Further, the university is committed to providing equal opportunities to male and female students in all campus programs.

UWest does not discriminate on the basis of race, ethnicity, color, national origin or citizenship, religion, gender or gender expression and identity, sex, sexual orientation, disability, economic status, or age in the educational programs or activities it conducts. Such programs and activities include but are not limited to admission, academic and non-academic programs, and employment. Discrimination and harassment on the basis of classified statuses are prohibited by Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and various state laws and all subsequent amendments by the US Department of Education.

UWest takes seriously any complaint of discrimination. All complaints are investigated promptly and fully. Inquiries concerning UWest's compliance with discrimination and harassment regulations, including campus policies and complaint filing, process, and resolution, may be addressed to the Dean of Student Affairs or the Office of Legal Services. Complaints may also be filed directly with:

US Department of Education, Office for Civil Rights Region IX [www.ed.gov/ocr](http://www.ed.gov/ocr)  
San Francisco Office  
Old Federal Building, 09-8010  
50 United Nations Plaza, Room 239  
San Francisco, CA 94102-4102

## Sexual Discrimination, Harassment, & Violence

Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence. Sexual misconduct is prohibited and includes any sexual or romantic behavior, attempted or completed, that goes beyond the boundaries of consent. These include rape, relationship abuse and domestic/interpersonal violence, sexual assault, sexual battery, sexual exploitation, sexual harassment, stalking, and retaliation for reporting any of these behaviors. Intoxication of the respondent does not diminish his or her responsibility for an act of sexual misconduct.

Individuals alleged to have committed sexual assault may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. In addition, employees and students may face disciplinary action at the university.

Students charged with sexual discrimination, harassment, or violence will be subject to discipline and will be subject to appropriate sanctions. In addition, during any investigation, UWest may implement interim measures to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from residence halls or other university-owned housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident.

The following behaviors are prohibited:

- | Sexual Assault: Engaging in sexual intercourse or other sexual behaviors with another person without that person's consent.
- | Sexual Exploitation: Examples of sexual exploitation include, but are not limited to, prostituting another student; non-consensual video or audio-taping of sexual activity or distribution of such; going beyond the boundaries of consent (such as letting friends surreptitiously watch one engaged in consensual sex); engaging in sexual activity in the presence of a non-consenting third party; engaging in voyeurism; exhibitionism; and knowingly transmitting an STI/STD or HIV to another student.
- | Sexual Battery: Non-consensual physical contact of a sexual nature.
- | Sexual Harassment: Events or actions (verbal, visual, or physical) of a sexual nature that are continued and unwelcome (neither solicited nor incited and regarded by the recipient as undesirable or offensive) that would be offensive to a reasonable person or that could interfere with an individual's academic pursuits or create or substantially contribute to an intimidating or hostile work, academic, or student living environment.

Students who have complaints, questions, or concerns regarding sexual discrimination, harassment or violence should contact UWest's Campus Title IX Coordinator.

Students may also contact the US Department of Education, Office for Civil Rights at 800.421.3481 or [ocr@ed.gov](mailto:ocr@ed.gov). Complaint forms can be submitted online to the Office for Civil Rights at [2.ed.gov/about/offices/list/ocr/complaintintro.html](http://2.ed.gov/about/offices/list/ocr/complaintintro.html).

# Campus Title IX Coordinator

The Dean of Student Affairs serves as UWest's Campus Title IX Coordinator and is available to explain and discuss a student's right to file a criminal complaint (sexual assault and violence); the university's complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters. A student who is in the midst of an emergency should call the police immediately by dialing 911.

## Additional Resources

### US Department of Education

Regional Office: Office for Civil Rights  
50 Beale Street, Suite 7200  
San Francisco, CA 94105  
415.486.5555  
TDD 877. 521.2172

National Office: Office for Civil Rights  
800.872.5327

Know Your Rights About Title IX  
[www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html](http://www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html)

California Coalition Against Sexual Assault ([calcasa.org/](http://calcasa.org/))  
1215 K. Street, Suite 1850  
Sacramento, CA 95814  
916.446.2520

Domestic and Family Violence  
Office of Justice Programs  
United States Department of Justice  
[ovc.ncjrs.gov/topic.aspx?topicid=27](http://ovc.ncjrs.gov/topic.aspx?topicid=27)

Office of Justice Programs  
United States Department of Justice  
[nij.gov/topics/crime/intimate-partner-violence/](http://nij.gov/topics/crime/intimate-partner-violence/)

National Domestic Violence Hotline  
800.799.SAFE (7233)

Office of Violence against Women  
United States Department of Justice  
[www.ovw.usdoj.gov](http://www.ovw.usdoj.gov)

Centers for Disease Control and Prevention: Intimate Partner Violence  
[cdc.gov/ViolencePrevention/intimatepartnerviolence/](http://cdc.gov/ViolencePrevention/intimatepartnerviolence/)

Defending Childhood, United States Department of Justice  
[justice.gov/defendingchildhood/](http://justice.gov/defendingchildhood/)

Rape, Abuse & Incest National Network (RAINN)  
National Sexual Assault Hotline  
800.656.4673  
[www.rainn.org](http://www.rainn.org)

Los Angeles District Attorney's Victim-Witness Assistance Program, Los Angeles  
LADA provides a victim services representative to assist victims of crime. Program services are free of charge, and there is no legal residency or citizenship requirement.  
800.380.3811

# Suggestions & Complaints

The strength of UWest as a community lies in its commitment to open and multidirectional communication. Every member of the learning community—student, staff, and faculty—is empowered to contribute to the growth of this institution by sharing ideas, suggestions, and concerns with the administration.

To this end, any individual with a suggestion for improvement or with a concern or complaint that does not fall into a category defined under Academic or Student Affairs is encouraged to contact the Office of the President.

Email: [Suggestions@UWest.edu](mailto:Suggestions@UWest.edu)  
Mail: Office of the President  
Re: Suggestion/Complaint  
1409 Walnut Grove Ave.  
Rosemead, California 91770

All suggestions and complaints are given serious consideration and all communications are considered confidential. While anonymous suggestions and complaints will be reviewed, anonymity does not allow for dialog. Individuals are therefore encouraged to include their contact information so the administration may respond.

## WASC Senior College and University Commission

### Complaints and Third Party Comments Policy

Accreditation by the WSCUC Senior College and University Commission (WSCUC) represents the Commission's judgment that an institution is satisfactorily achieving its mission and educational purposes and that it meets or exceeds the Commission's standards of quality, integrity, and effectiveness. The Commission values information provided by students, employees, and others in determining whether an institution's performance is consistent with the Standards of Accreditation and Commission policies and procedures.

Individuals should review the WSCUC Policy on Complaints and Third Party Comments carefully to determine whether their complaint falls within the scope of Commission policy and is eligible to be reviewed. The policy is available on the WSCUC website at [www.wascsenior.org/](http://www.wascsenior.org/).

## State of California Bureau for Private Postsecondary Education

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

Address: 2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
Telephone: 916.431.6924  
FAX: 916.263.1897  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)



# Programs of Study

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# Degree Programs

## Bachelor's Degrees

Business Administration	Bachelor of Arts	120 units
Concentrations (required)		
Accounting		
Computer Information Systems		
International Business		
Marketing		
English	Bachelor of Arts	120 units
Concentrations (required)		
Literature		
TESOL		
General Studies	Bachelor of Arts	120 units
Psychology	Bachelor of Arts	120 units

## Master's Degrees

Buddhist Chaplaincy	Master of Divinity	72 units
Business Administration	MBA	40 units
Optional Concentrations		
Computer Information Systems		
Finance		
International Business		
Nonprofit Organization Management		
Executive Master of Business Administration	EMBA	34 units
Psychology		
Marriage and Family Therapy	Master of Arts	60 units
Multicultural Counseling	Master of Arts	42 units
Optional Concentrations		
Buddhist Psychology		
Multicultural Generalist		
Religious Studies	Master of Arts	36 units

## Doctoral Degrees

Applied Buddhist Studies	Doctor of Theology	63 units
Religious Studies	Doctor of Philosophy	63 units
Concentrations (required)		
Buddhist Studies		
Comparative Religious Studies		

Detailed information on degree and certificate programs may be found under the listing for the respective department.



# Open Enrollment & Certificate Programs

In addition to degree programs, UWest offers educational opportunities to individuals not interested in pursuing a degree. Students have the option of enrolling formally in a certificate program or taking courses one at a time through Open Enrollment. While admission to a certificate program or open enrollment does not indicate acceptance to a degree program, some courses taken under open enrollment may be applied to a UWest degree if a student later decides to enroll in a UWest degree program.

## Certificates in Business Administration

### Certificate in Business Administration

Undergraduate Certificate	21 units
Graduate Certificate	21 units
Post-MBA Certificate	21 units

UWest offers customizable certificates, providing individuals the opportunity to consult with a program advisor to develop a personalized certificate program relevant to their own goals. Details regarding undergraduate, graduate, and post-MBA certificates are included in the Business Administration Department section of this catalog.

## Teaching English to Speakers of Other Languages (TESOL)

Undergraduate-level Certificate in TESOL	18 units
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The TESOL certification program is aligned to recognized TESOL guidelines. It is designed to meet the needs of individuals interested in teaching ESL, ESP, and EFL at home and abroad. The certificate is an excellent way to diversify an undergraduate or graduate degree.

## ESL Certificate Program

UWest offers extensive instruction in English as a second language (ESL). More information regarding the ESL program is provided in this catalog under the English as a Second Language section.

## Languages

UWest offers instruction in Mandarin Chinese, Classical Chinese, Japanese, Pali, Sanskrit, and Tibetan, as well as Buddhist texts in those languages. These Asian languages are the keys to understanding the great civilizations of Asia and the traditions of Buddhism.

## Humanistic Buddhism & Leadership

This online certificate program is a study of Buddhism and its application in daily life. This program is designed for those who are interested in Buddhism and Buddhist leadership in practice. Buddhists and non-Buddhists, beginning and advanced students in Buddhism, all are welcome.

Individuals who would like to earn a certificate for completion of these courses must enroll in the certificate program and pay the applicable fees. Individuals who do not need a certificate but wish to take these courses for their own growth and pleasure may do so free of charge. Students may enroll online at any time. More information is available at [www.uwest.edu](http://www.uwest.edu).



# Department of Buddhist Chaplaincy

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**Chair**

Rev. Victor Gabriel, PhD

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**Faculty**

Rev. Tina Jitsujo Gauthier, PhD

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**Adjunct Faculty**

Rev. Daphna McKnight, PhD

Tom Moritz, MLS

Rev. Joseph Rogers, MDiv



University of the West offers one of only four accredited Master of Divinity programs specifically for Buddhists in the United States. The Buddhist Chaplaincy Department was founded as a division of Religious Studies in 2009 and became a separate department in 2012. The department offers one degree, the Master of Divinity (MDiv) in Buddhist Chaplaincy. The faculty, all of whom are engaged in the practice of Buddhist chaplaincy, specialize in preparing Buddhist practitioners for hands-on work in chaplaincy in interfaith settings, such as hospitals, hospices, police departments, prisons, and the military. The department collaborates closely with the Business Administration, Psychology, and Religious Studies departments. Religious Studies courses make up approximately half the coursework for chaplaincy students.

## Philosophy & Objectives

Spiritual formation in Buddhist Chaplaincy is seen as the development of ethics, contemplative practice, and wisdom. The department is ecumenical, welcoming Buddhists from every branch of Buddhism as well as religious others. (Not all students identify as Buddhist or solely Buddhist.) Students are encouraged to engage in spiritual reflection and formation from within their own faith tradition and to share those reflections with their classmates. In addition, students learn about other faiths, such as Judaism, Christianity, Islam, Hinduism, Jainism, and Sikhism, to be of service to a wide variety of people in need.

The department upholds the standards of professional chaplaincy set forth by the Association of Professional Chaplains (APC) and encourages all students to complete Clinical Pastoral Education (CPE) or other clinical practicum experiences appropriate to their future work setting. These professional standards and trainings ensure that students gain hands-on experience in spiritual care and are ready to enter the world as professional Buddhist chaplains upon graduation.

## Buddhist Chaplaincy Honor Code

Buddhist chaplaincy students are held to the highest standards of personal and professional conduct and ethics. By engaging in the study of interfaith chaplaincy or Buddhist ministry, students assume a role of spiritual leadership within the campus community. Serving in this role, it is essential that Chaplaincy students model respect for all others in ways informed by Buddhist wisdom and practices. Honoring the expression of differing opinions is not only a hallmark of good education, but also a requirement for genuine interfaith work.

Therefore, chaplaincy students are expected to engage in conduct that builds character, compassion, and community. Especially, they are expected to refrain from any conduct that would hurt, deride, or belittle another. Students who fail to uphold the values and code of conduct of the Buddhist Chaplaincy department or the university are subject to disciplinary action based upon the severity of the misconduct. Possible action may include suspension up to expulsion. Students may be placed on administrative leave for a specified period. During this time, students are expected to engage in self-reflection to decide if chaplaincy continues to be a good fit for their career aspirations. At the close of this period, students may petition for reentry into the program. Reentry is subject to university approval.

Students applying for ordination often request letters of recommendation from faculty. Students should understand that these letters reflect not only on their academic progress, but also on their general process of spiritual formation. Matters of individual conduct, participation in community life, and maturity in the academic setting are addressed in these letters.

# Master of Divinity in Buddhist Chaplaincy

The Buddhist Chaplaincy program provides students with the knowledge and skills necessary to excel as Buddhist practitioners working in the field of professional chaplaincy. The program is designed to meet the needs of those who wish to engage in spiritual care and counseling work and to become properly trained and certified professionals.

The program incorporates the requirements of the Association of Professional Chaplains (APC) by offering 72 semester hours covering the nine core educational areas specified by the APC. These nine core areas are 1) ritual and liturgy, 2) comparative religions, 3) religious education, 4) pastoral care and counseling, 5) spiritual formation, 6) religious history, 7) institutional organization and administration, 8) sacred literature, and 9) theology/philosophy.

This program requires regular attendance on campus for classes, group processes, and other events. It is designed to serve local students and is not a low-residency or online program. Applicants should be prepared for long hours spent on campus and intense interaction with fellow students. Living near or on campus is highly recommended. Although this program can be completed on a part-time basis, full-time attendance is strongly recommended to facilitate the student's required spiritual formation. Courses are designed to be taken in a prescribed sequence and not on an ad hoc basis. Full-time students are expected to take four classes, or 12 units, per semester to graduate in the specified three-year time period. Full-time students taking three classes, or 9 units, and part-time students should not expect to graduate in three years.

# Program Learning Outcomes For Buddhist Chaplaincy

## Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students summarize and explain Buddhist thoughts, texts, practices, rituals, and history; ideas, texts, practices, rituals, and history in non-Buddhist religions; classical normative literature and spiritual care and counseling theories that have shaped the roles and responsibilities of professional chaplaincy in clinical settings.
<b>Praxis</b>	Students demonstrate an ability to practice Buddhism and/or their religion.
<b>Ethics</b>	Students apply ministry, care, and counseling techniques in the context of spiritual life activities on campus; identify ethical issues raised by Buddhism and non-Buddhist religions and explore how they relate to modern humans and the world; and demonstrate academic integrity.
<b>Critical Thinking</b>	Students demonstrate an understanding of interfaith chaplaincy and psychological principles crucial to spiritual care and counseling work and identify and question underlying assumptions and ideologies that shape chaplaincy work using the tools of the academic study of religion.
<b>Communication</b>	Students clearly articulate their study and practice of Buddhism in both speech and writing.

## Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Balance</b>	Students practice meditation and express its importance and applications in their work as caregivers.
<b>Character</b>	Students articulate the deepening of their learning and personal growth as they study the nine core areas of the program.
<b>Expression</b>	Students demonstrate an understanding of normative writing and Dharma talks, and produce examples of these kinds of writing/expression.
<b>Relationship</b>	Students participate in group process with their cohort to practice offering and receiving spiritual care and counseling with others.

## Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students exhibit an understanding of a range of religious texts and how to use them in the context of interfaith chaplaincy, and demonstrate an ability to facilitate and construct opportunities for inter-religious collaboration.
<b>Liberation from Suffering</b>	Students demonstrate understanding of various models of spiritual leadership, and knowledge and application of Buddhist values.

## Interdependence

Students possess a holistic understanding of global interdependence to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Service</b>	Students put their education into practice by completing one unit of Clinical Pastoral Education (CPE) or the equivalent; organizing and offering spiritual life activities on campus; and applying and articulating their learning about interfaith work, psychology, clinical practice, and scripture in the context of spiritual life activities on campus and their instruction of meditation/other contemplative practices.
<b>Culture</b>	Students work a broad appreciation of human endeavors into their individual learning goals developed in conjunction with their advisor and professors.

## Program Requirements

Area	Required Units
Core Courses	45
Electives	27
Comparative Religions	6
Religious Education	3
Religious History	6
Sacred Literature	6
Theology/Philosophy	6
<b>Total</b>	<b>72</b>

**Core Courses (45 units):** All students are strongly encouraged to complete core courses in the following order. Substitutions or transfer units may be accepted with the approval of the student's advisor and department chair. A minimum grade of B is required for each core course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Semester	Courses	APC Area	Units
First	MDIV 511 Communication Skills for Chaplaincy <i>(includes 1 unit of group process)</i>	Pastoral Care & Counseling	4
	MDIV 525 Chaplaincy Roles & Competencies <i>(addresses individual and professional ethics)</i>	Spiritual Formation	3
Second	MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	Sacred Literature	3
	MDIV 646 Spiritual Care & Counseling <i>(includes 1 unit of group process)</i>	Pastoral Care & Counseling	4
Third	MDIV 530 Interfaith Ritual	Ritual & Liturgy	3
	MDIV 655 Spiritual Formation for Buddhist Chaplains	Spiritual Formation	3
Fourth	MDIV 515 Privilege, Power, & Difference	Religious History	3
	MBA 560 Managing Nonprofit Organizations	Institutional Organization & Administration	3
	MDIV 676 Advanced Topics in Professional Chaplaincy <i>(includes 1 unit of group process)</i>	Pastoral Care & Counseling	4
Fifth	MDIV 565 Buddhist Homiletics	Ritual & Liturgy	3
	MDIV 640 Seminar in Buddhist Ministry	Sacred Literature	3
	MDIV 650 Pastoral Theology	Theology/Philosophy	3
Sixth	MDIV 670 Spiritual Leadership <i>(addresses social ethics)</i>	Religious Education	3
	PSYCH 600 Group Process & Skills	Pastoral Care & Counseling	3
<b>Total</b>			<b>45</b>



**Electives (27 units):** Students must complete at least the designated number of units from each elective area for a total of 27 elective units. Students may also fulfill elective requirements by taking applicable classes with partner institutions such as the Claremont School of Theology (CST) under a cross-registration agreement. Not all partner institution courses are applicable; students must check with their advisor before enrolling in any partner institution course to ensure it will apply to graduation. A minimum grade of C is required for each elective course applied to graduation. Students who do not earn a C or higher in an elective course may repeat that course one time only to achieve a passing grade.

### Comparative Religion Electives (6 units needed)

Courses	Prerequisite(s)	Units
REL 515 Religions of China	Waived	3
REL 520 Religions of India	Waived	3
REL 545 Sacred Time & Space in the History of Religion	Waived	3
REL 590 Comparative Study of Religion	Waived	3
REL 592 Myth & Mythology	Waived	3
REL 603 Seminar: Philosophy of Religion	Waived	3
REL 610 Seminar: Religion & Ethics	Permission	3
REL 640 Topics in Comparative Religion*	Waived	3
REL 660 Seminar: Buddhist-Christian Dialogue	Waived	3

### Religious Education Electives (3 units needed)

Course	Prerequisite(s)	Units
REL 521 Buddhist Meditation Practicum	Waived	3
REL 530 Topics in Buddhist Meditation	Waived	3

### Religious History Electives (6 units needed)

Course	Prerequisite(s)	Units
REL 505 Women in Buddhism	Waived	3
REL 645 Seminar: Regional Buddhist Traditions*	Waived	3
REL 670 Spread of Buddhism to Central Asia/China	Waived	3

### Sacred Literature (6 units needed)

Course	Prerequisite(s)	Units
REL 540 Buddhist Hermeneutics	Waived	3
REL 630 Seminar: Buddhists Texts in Canonical Languages*	Proficiency in given language	3
REL 636 Seminar: Buddhist Texts in Translation*	Waived	3

### Theology/Philosophy (6 units needed)

Course	Prerequisite(s)	Units
REL 540 Buddhist Hermeneutics	Waived	3
REL 653 Vajrayana Buddhism	Waived	3

\*Topics announced each semester. Courses may be taken a maximum of three times for credit. Approval required.

**Dossier Requirement:** Rather than completing a thesis, Buddhist Chaplaincy students are required to submit a dossier that includes copies of the following course assignments:

1. MDIV 565 Buddhist Homiletics dharma talk paper
2. MDIV 645 Spiritual Care & Counseling verbatim
3. MDIV 655 Spiritual Formation autobiography paper
4. MDIV 676 Advanced Topics in Professional Chaplaincy project paper
5. MDIV 670 Spiritual Leadership project paper

These items should be submitted to the department when a student is registering for the final term. If MDIV 670 is taken in the final term, a copy of item 5 should be submitted to the department at the time it is submitted to the instructor.

**Internship/Clinical Education Requirement:** Students are required to participate in a clinical internship during their studies. This requirement is typically met by completing one unit of Clinical Pastoral Education (CPE). However, another kind of internship may be appropriate depending on the clinical setting in which the student would like to specialize. Military chaplain candidates, for example, have their own unique training. The internship is done under the supervision of the institution the student serves. That institution may report back to UWest on the student's progress. Students are solely responsible for locating, applying to, and completing their internship but may receive advice and guidance from their advisor. This requirement is in addition to the 72-unit graduation requirement.

**Contemplative Practice Requirement:** Students are expected to be engaged in some form of meditation, contemplative, religious, or spiritual practice for as many hours a week as they are taking units that semester. (For example, 12 units = 12 hours of practice per week.) Students should check in with their advisor every semester to ensure their spiritual practice supports their spiritual formation as chaplains. Students should also seek the services of professional psychotherapists, dharma teachers, and spiritual counselors to support them through the chaplaincy program.

**Other Considerations:** While ordination, endorsement, or certification is not required to graduate, it is helpful for students seeking work to obtain these credentials prior to completing the program because they may be required by employers. Students should have a plan in place for meeting the requirements for ordination, endorsement, or professional certification with whatever chaplaincy organization serves and supports spiritual care work in their chosen work setting. By the time of graduation, for example, students are encouraged to have obtained a written ordination or endorsement from their respective senior Dharma teachers, community, or lineage. UWest does not provide ordination or endorsement as part of the chaplaincy program.

## Graduation Requirements

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 72 units with a minimum cumulative GPA of 3.0. A minimum grade of B is required for core courses and a minimum grade of C or P for all other 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 Research & Reading 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 dossier has been accepted by the department, the Intent to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.



# Department of Business Administration

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<b>Chair</b>	Victor Kane, PhD
<b>Faculty</b>	Yueyun (Bill) Chen, PhD Chi Sheh, PhD Meskerem Tadesse, MBA
<b>Adjunct Faculty</b>	Michael Arnold, JD Peng Chan, PhD Jim Chen, MBA, CPA Fredrick Ho, MBA, CPA Murray Johanssen, MBA Wuu-Long Lin, PhD Stephen O'Sullivan, MBA John Robbins, MBA Mohsen Sahebame, MBA Farhana Siddiqi, PhD Anne Turner, DBA Stephen Wu, MS Jun Yan, PhD



## Introduction

University of the West's business administration programs are designed to allow students to become professionals with solid technical knowledge and skills in their field and a high moral spirit of responsibility. The curricula of the programs are guided by the university's mission, institutional learning outcomes, and these four departmental principles: excellence, self-cultivation, social responsibility, and skill development.

The Department of Business Administration offers the following programs:

### Degree Programs

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Bachelor of Arts (BA) in Business Administration concentrations:

- Accounting
- Computer Information Systems
- International Business
- Marketing

Executive Master of Business Administration (EMBA)

Master of Business Administration (MBA) with optional MBA concentrations:

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

### Certificate Programs

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- Undergraduate Certificate in Business Administration
- Graduate Certificate in Business and Management
- Post-Master of Business Administration Certificate

## Philosophy & Objectives

The Business Administration department is guided by the UWest mission, with Buddhist wisdom and values and the integration of Western and Eastern cultures serving as the foundation of the programs.

The objectives of the programs are two-fold:

1. to provide students with both knowledge and practical skills in the field of business administration, enabling them to transform theory into practice; and
2. to transform students into global citizens who demonstrate knowledge, responsible action, and compassionate service.

# Bachelor of Arts in Business Administration

## Introduction

UWest offers a Bachelor of Arts degree in Business Administration with concentrations in Accounting, Computer Information Systems, International Business, and Marketing. This program educates students using a cross-functional, cross-cultural perspective to equip them with the intellectual tools they need to assume responsible positions in organizations and to develop them into well-rounded professionals and managers with a capacity for lifelong learning.

The program is designed to ensure that students develop an integrated body of knowledge in the business and management of modern organizations; a set of essential business and management skills including interpersonal leadership, communication, and teamwork skills; a broad capacity for learning, critical thinking, and problem solving; a deep appreciation for the role of culture in managing organizations and dealing with institutional constituents including customers, employees, and suppliers; an effective business and management style that incorporates ethical values, social responsibilities, and personal beliefs; and a global view of personal fulfillment and organizational achievement in the context of societal and cultural values.

Students who attend full-time may earn their bachelor's degree in four years. Students attending part-time may expect a longer time to graduate.

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students summarize and explain business operations and management.
	Students summarize and explain business related legal issues.
	Students demonstrate skills in quantitative analysis.
<b>Praxis</b>	Students apply information technology skills to the academic study of business administration.
	Students use the technical skills required in their field, such as accounting, marketing, computer information systems, or international business.
<b>Ethics</b>	Students integrate ethical values, social responsibilities, and personal beliefs to form effective business and management styles.
	Students maintain their academic integrity.
<b>Critical Thinking</b>	Students apply business theories and practices to identify, analyze, and solve problems.
	Students identify and question underlying assumptions and ideologies that shape the academic study of business administration.
<b>Communication</b>	Students clearly articulate their study of business administration in speech and writing.

## Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students relate issues of effective business administration to their own self-exploration and character development. Students demonstrate effective leadership skills.
<b>Expression</b>	Students apply their knowledge of business administration and management to explore and express ideas about themselves.
<b>Relationship</b>	Students demonstrate effective teamwork skills.

## Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students explain the impact of modern pluralism on business practices. Students explain the global context in which business and management practices take place.
<b>Environmental Justice</b>	Students describe environmental issues and relate them to effective and sustainable business and management practices.
<b>Liberation from Suffering</b>	Students relate issues in business administration and management to social, economic, and environmental issues.

## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Service</b>	Students recognize the importance of a service-oriented approach to people, business, and society and are willing to serve others.
<b>Interconnectedness</b>	Students demonstrate compassionate sensitivity toward themselves and others.



## Course Requirements

Area	Required Units
General Education	51
Lower-division Core	12
Upper-division Core	36
Concentration	15
Business Elective	3
Capstone	3
<b>Total</b>	<b>120</b>
Optional	
Practicum (not applicable for graduation)	3
Minor	15

## Program Requirements

**General Education Requirement (51 units):** All undergraduates must complete 51 units of general education, including 9 units at the upper-division level, as described in the General Education section of this catalog. This requirement is an integral part of UWest's mission of producing a well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed person in all fields of study.

**Lower-Division Core Courses (12 units):** All students complete four lower-division core courses. These courses provide foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking and theoretical application.

Courses	Prerequisite(s)	Units
BUS 200 Business Law	None	3
BUS 201 Principles of Microeconomics	MATH 101	3
BUS 202 Principles of Macroeconomics	MATH 101	3
BUS 210 Introduction to Financial Accounting	MATH 101	3
<b>Total</b>		<b>12</b>

**Upper-Division Core Courses (36 units):** Building on the foundation of knowledge and skills provided in the lower-division core curriculum, all students complete 12 upper-division core courses to broaden the foundation with additional fields of study while deepening knowledge and skills in subjects previously studied.

Course	Prerequisite(s)	Units
BUS 301 Managerial Economics	BUS 201, BUS 303	3
BUS 302 Entrepreneurship	None	3
BUS 303 Business Statistics	MATH 113, MATH 181, or MATH 205	3
BUS 304 Management Science	BUS 303	3
BUS 306 Business Communications	None	3
BUS 307 Managerial Accounting	BUS 210	3
BUS 308 Principles of Management	None	3
BUS 320 Organization & Management	BUS 308	3
BUS 330 Principles of Marketing	None	3
BUS 340 Management Information Systems	None	3
BUS 415 Financial Management	BUS 303 & BUS 307	3
BUS 470 Business Philosophy & Ethics	75 credits or approval	3
<b>Total</b>		<b>36</b>

**Concentration (15 units):** Students complete five upper-division courses (15 units) in their declared concentration.

#### Accounting

Course	Units
BUS 310 Intermediate Accounting	3
BUS 311 Intermediate Accounting II	3
BUS 312 Auditing	3
BUS 313 Cost Accounting	3
BUS 410 Advanced Accounting	3
BUS 416 Investment Management	3
BUS 417 Federal Tax Law	3
BUS 419 Financial Statement Analysis	3
BUS 440 Accounting Information Systems	3

#### Marketing

Course	Units
BUS 331 Consumer Behavior	3
BUS 345 Internet Marketing	3
BUS 420 Marketing Management	3
BUS 433 International Marketing	3
BUS 434 Marketing Research	3
BUS 435 Case Studies in Marketing	3
BUS 436 Advertising	3
BUS 439 Small Business & Entrepreneurial Marketing	3

#### Computer Information Systems

Course	Units
BUS 241 Web Design & Development for Small Business	3
BUS 341 Business Programming I	3
BUS 342 Business Programming II	3
BUS 443 Data Structure & Database Management	3
BUS 444 Systems Analysis, Design, & Implementation	3
BUS 445 Data Communications & Networking	3
BUS 446 Computer Security, Controls & Ethics	3
BUS 447 E-Commerce	3
BUS 448 Decision Support Systems	3

#### International Business

Course	Units
BUS 351 International Business	3
BUS 433 International Marketing	3
BUS 452 Exporting & Importing	3
BUS 453 International Finance	3
BUS 454 International Business Law	3
BUS 455 Seminar on Doing Business in the US	3
BUS 456 Seminar on Doing Business in Asia	3

**Business Elective (3 units):** Students select one business course (3 units) from any concentration.

**Business Capstone:** The business program culminates in the 3-unit capstone course, BUS 480 Capstone: Strategic Management, commonly completed in a student's final term.

**Practicum (1-3 units):** Students who lack practical business experience may be required to take BUS 497 Business Practicum. Students register for this class when they are enrolled in one or more courses in marketing, management, accounting, international business, finance, and computer information systems. The credit assigned for this course will be determined by the department chair. Students may complete two semesters in practicum for a maximum total of 3 units. Practicum units are not degree applicable.

## Graduation Requirements

Students must complete 120 units (including 51 GE units) as designated above with a cumulative GPA of 2.0 or higher. To satisfy the university's residency requirement, undergraduates must complete at least 30 units, including 24 upper division units, at UWest.

Once enrolled, students are expected to complete all remaining business curriculum at UWest. Exceptions to allow transfer credit after a student begins the program must be approved in advance by the department chair and the student must demonstrate cause.

## Minors in Business Administration

A UWest student majoring in Business Administration may earn a minor in Finance or Management. Completion of a minor is not required for graduation but may enhance future career opportunities.

Students who are in good standing, have earned a minimum of 45 units in the business curriculum, and are entering their third or fourth year of study are eligible to declare a business minor. The department chair's approval is required. The minor requires the completion of five courses (15 units) in the declared area of study. These 15 units are in addition to the 69 units required for the major, and courses applied to the major cannot be applied to the minor. Completing a minor will extend the time needed to graduate.

No more than 6 units of transfer credit may be applied toward minor requirements. Total transfer credit applied to degree requirements, including credits applied to the minor, may not exceed 90 units.

### Finance

Course	Units
BUS 416 Investment Management	3
BUS 426 Risk Management & Insurance	3
BUS 453 International Finance	3
BUS 442 Technical & Fundamental Analysis of Financial Securities	3
BUS 463 Financial Security Trading & Analysis	3
BUS 464 Financial Institutions & Markets	3
BUS 465 Financial Derivatives	3

### Management

Course	Units
BUS 331 Consumer Behavior	3
BUS 416 Investment Management	3
BUS 420 Marketing Management	3
BUS 425 Chinese Management Philosophy	3
BUS 426 Risk Management & Insurance	3
BUS 427 Human Resources Management	3
BUS 429 International Management	3

## Undergraduate Certificate in Business Administration

The Undergraduate Certificate in Business Administration is designed for individuals seeking to expand their knowledge and skills in business. The program introduces the fundamental concepts and practices of business to develop a broad-based practical understanding of its context, purpose, and underlying functional areas: accounting, economics, finance, marketing, and management. This certificate provides substantive content and techniques consistent with modern business principles and practices and will benefit those who are just starting out in the business world as well as seasoned professionals seeking a career transition with greater business responsibility. Working with a program advisor, students design a course of study to meet their specific needs.

To earn the Undergraduate Certificate in Business Administration, students complete 21 units of approved business coursework with a cumulative GPA of 2.0 or higher.

The following list includes some of the certificate areas offered. Students may work with the chair of the Business Administration Department to develop a personalized certificate program relevant to their own goals.

- | 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

# Master of Business Administration

## Executive Master of Business Administration

### Introduction

The MBA and EMBA programs provide in-depth technical education in specialized fields and address issues of management in different cultural contexts and ethical aspects of decision making. These programs prepare graduates for leadership positions in for-profit and nonprofit organizations.

The two-year MBA program and one-year EMBA program pay particular attention to cultural diversity within an organization as well as worldwide cultural differences, teaching students how to effectively and responsibly manage such differences. Students are educated in a friendly and caring learning community with small, interactive classes. Students acquire knowledge and skills while developing attitudes and values appropriate for leading and serving in a global society. The programs build on the university's strengths in cross-cultural studies and community service based on Buddhist values of excellence, self-cultivation, and responsibility. Every student receives workplace experience through a hands-on internship or field study.

The curriculum emphasizes

- | Cultural differences as reflected in management or problem-solving styles
- | Hands-on experience correlated to theoretical knowledge
- | Business ethics including cause-effect analysis and responsibility toward self and society

While a concentration is not required, students enrolled in the MBA program may choose to focus their studies by selecting an optional concentration in Computer Information Systems, Finance, International Business, or Nonprofit Organization Management.

The MBA program is designed for completion in two years for full-time students. Students who study during summer sessions may graduate earlier.

The EMBA program educates middle- and upper-level managers from a cross-functional and cross-cultural perspective and develops them into well-rounded managers with strategic thinking skills. The program is designed for completion in three semesters of full-time study.

Students admitted to the EMBA or MBA program may be required to complete program-specific undergraduate coursework to ensure that they have a solid academic foundation for success in graduate business coursework.

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students summarize and explain business functions and practices.
	Students explain business and management theories and compare and contrast them to Buddhist wisdom and values.
	Students demonstrate skills in quantitative analysis.
<b>Praxis</b>	Students use the technical skills required in their field, such as finance, computer information systems, international business or nonprofit management.
	Students apply Information technology skills to the academic study of Business Administration.
<b>Ethics</b>	Students integrate ethical values, social responsibilities, and personal beliefs to form effective business and management styles.
	Students maintain their academic integrity.
<b>Critical Thinking</b>	Students apply business theories and practices to locate, analyze, and solve problems.
	Students identify and question underlying assumptions and ideologies that shape the academic study of business administration.
<b>Communication</b>	Students clearly articulate their study of business administration in speech and writing.

### Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students relate issues of effective business administration to their own self-exploration and character development.
	Students demonstrate effective leadership skills.
<b>Expression</b>	Students apply their knowledge of business administration and management to explore and express ideas about themselves.
<b>Relationship</b>	Students demonstrate effective teamwork skills.

### Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students explain the impact of modern pluralism on business practices.
	Students explain the global context in which business and management practices take place.
<b>Environmental Justice</b>	Students describe environmental issues and relate them to effective and sustainable business and management practices.
<b>Liberation from Suffering</b>	Students relate issues in business administration and management to social, economic, and environmental issues.

## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Service</b>	Students recognize the importance of service-oriented approaches to people, business, and society; and are willing to serve others.
<b>Culture</b>	Students demonstrate compassionate sensitivity toward themselves and others.

# MBA Program Requirements

Course Requirements	Required Units
Business Core	21
Electives	15
Capstone	3
Internship or Field Study	1
<b>Total</b>	<b>40</b>
As Required	
Program Prerequisites	0 to 15
Practicum (not applicable to graduation)	1 to 3

**Program Prerequisites (0 to 15 units):** Program prerequisites create a foundation for the study of business at the graduate level. Students who did not complete equivalent coursework during their previous education may be required to complete up to 15 units of prerequisite coursework in addition to the 40 units required for graduation. All required prerequisites must be passed with a minimum grade of C. Students who do not earn a C or higher in a prerequisite course may repeat that course one time only to achieve a passing grade. Program prerequisites are not applicable to graduation.

Course	Units
BUS 200 Business Law	3
BUS 201 Principles of Microeconomics or BUS 202 Principles of Macroeconomics	3
BUS 210 Introduction to Financial Accounting	3
BUS 303 Business Statistics	3
BUS 306 Business Communications	3

**Business Core (21 units):** Students complete seven core courses (21 units) to develop analytical and problem-solving skills for application in areas closely related to business. Core courses must be passed with a minimum grade of C for application to graduation and prerequisite requirements. Students who do not earn a C or higher in a core course may repeat that course one time only to achieve a passing grade.

Course	Units
MBA 507 Managerial Economics	3
MBA 513 Managerial Accounting	3
MBA 515 Corporate Finance	3
MBA 530 Marketing	3
MBA 540 Management Information Systems	3
MBA 588 Business Philosophy & Ethics	3
MBA 504 Principles of Management or MBA 520 Organization & Management	3



**Electives (15 units):** Students work with their program advisor to create a relevant course of study by selecting five courses (15 units) from among the concentrations and electives listed below.

**Optional Concentration (15 units):** Students choosing to declare a concentration must submit a Declaration of Concentration form to the Registrar's Office indicating one of the four concentrations listed below. The elective requirement described above is met through the completion of at least three courses (9 units) from the declared concentration. The remaining two electives (6 units) may be selected from courses listed under the declared concentration or electives, other concentrations and electives, and from Religious Studies.

### Computer Information Systems Concentration

Course	Units
MBA 571 Systems Design, Analysis, & Implementation	3
MBA 572 Data Structure & Database Management	3
MBA 573 Decision Support Systems	3
MBA 575 Data Communications & Networking	3
MBA 578 Computer Security, Controls, & Ethics	3
MBA 581 E-Business	3

### Finance Concentration

Course	Units
MBA 516 International Finance	3
MBA 517 Investment & Portfolio Management	3
MBA 518 Cost Analysis & Budgeting	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

### International Business Concentration

Course	Units
MBA 516 International Finance	3
MBA 533 International Marketing	3
MBA 550 International Business	3
MBA 551 Importing & Exporting	3
MBA 552 International Business Law	3
MBA 556 Global Economy	3
MBA 557 Social Entrepreneurship	3
MBA 558 Seminar on Doing Business in Asia	3
MBA 559 Seminar on Doing Business in the US	3
MBA 587 Seminar on Business Negotiations	3
MBA 589 Seminar on Entrepreneurship	3

### Computer Information Systems Electives

Course	Units
MBA 502 Business Programming	3
MBA 527 Human Resources Management	3
MBA 529 Seminar on Leadership	3
MBA 534 Consumer Behavior	3
MBA 577 Multimedia	3

### Finance Electives

Course	Units
MBA 527 Human Resources Management	3
MBA 534 Consumer Behavior	3
MBA 567 Special Topic on Federal Taxation	3
MBA 568 Special Topic on International Accounting	3
MBA 596 Special Topic on Income Tax	3

### International Business Electives

Course	Units
MBA 527 Human Resources Management	3
MBA 534 Consumer Behavior	3
MBA 567 Special Topic on Federal Taxation	3
MBA 568 Special Topic on International Accounting	3
MBA 596 Special Topics	3

### Nonprofit Organization Management Concentration

Course	Units
MBA 527 Human Resources Management	3
MBA 529 Seminar on Leadership	3
MBA 531 Services Marketing	3
MBA 557 Social Entrepreneurship	3
MBA 560 Managing Nonprofit Organizations	3
MBA 562 Financial Development for Nonprofit Organizations	3
MBA/REL 582 Humanistic Buddhism & Management	3

### Nonprofit Organization Management Electives

MBA 534 Consumer Behavior	3
MBA 556 Global Economy	3
MBA 567 Special Topic on Federal Taxation	3
MBA 596 Special Topics	3

**Internship or Field Studies (1 unit):** All students complete a one-unit internship or field study. Students meet with the department chair to determine which is appropriate based on experience and education. Internships and field studies must be approved by the chair before the internship or field study begins.

Courses	Prerequisite(s)	Units
MBA 590 Internship	All core courses & department chair approval	1
MBA 593 Field Studies	All core courses & department chair approval	1

**Practicum:** Students who lack updated or practical business or management experience may be required to complete MBA 597 Management Practicum (1-3 units) prior to completing an internship. Students register for this class when enrolled in one or many of the following areas: marketing, management, nonprofit organizations, accounting, international business, finance, and computer information systems. This course may be taken twice. Units are not applicable to graduation.

**Capstone (3 units):** The MBA program culminates in the 3-unit capstone course, MBA 580 Capstone: Strategic Management, commonly completed in a student's final term.

## Graduation Requirements

Students must complete 40 units as designated above with a cumulative GPA of 3.0 or higher. No more than 6 units may be fulfilled through the transfer of credit from another institution. With department chair approval, students may be allowed to substitute up to 6 units of 400-level undergraduate coursework taken at UWest for equivalent MBA courses; courses applied to a previous UWest degree or certificate are not applicable. Program prerequisites and practica are not applicable to graduation.

# EMBA Program Requirements

Area	Required Units
Business Core	21
Concentration Courses	6
Elective	3
Capstone	3
Internship/Field Study	1
<b>Total</b>	<b>34</b>

## Program Prerequisites, if Required

Discretionary Admits (no BA)	0 to 15
Admits with a BA	0 to 9

**Program Prerequisites:** Program prerequisites create a foundation for the study of business at the graduate level. Based upon their prior education, students may be required to complete up to 15 units of prerequisite coursework. All required prerequisites must be passed with a minimum grade of C. Students who do not earn a C or higher in a prerequisite course may repeat that course one time only to achieve a passing grade. Program prerequisites are not applicable to graduation.

9 units of prerequisite coursework may be required for students admitted with a BA who did not complete equivalent coursework during their previous education.

Discretionary admits (those students admitted to the EMBA program without a BA degree but with four or more years at a baccalaureate level outside the US and with three or more years of managerial experience, as per admissions guidelines) may be required to complete up to 15 units of foundational prerequisite coursework.

Course	Prerequisite(s)	Units
BUS 200 Business Law	None	3
BUS 201 Principles of Microeconomics OR BUS 202 Principles of Macroeconomics	MATH 101	3
BUS 210 Introduction to Financial Accounting	MATH 101	3
BUS 303 Business Statistics	MATH 101, MATH 181, MATH 205	3
BUS 306 Business Communications	None	3

**Business Courses (21 units):** All students complete the seven core courses on the following list. Business core courses must be passed with a minimum grade of C for application to graduation and prerequisite requirements. Students who do not earn a C or higher in a core course may repeat that course one time only to achieve a passing grade.

Course	Units
MBA 504 Principles of Management or MBA 520 Organization & Management	3
MBA 507 Managerial Economics	3
MBA 513 Managerial Accounting	3
MBA 515 Corporate Finance	3
MBA 530 Marketing	3
MBA 540 Management Information Systems	3
MBA 588 Business Philosophy & Ethics	3

**Concentration (6 units):** Students select two concentration courses (6 units) from any one of the MBA concentrations listed in the preceding section.

**Elective (3 units):** Students select one course (3 units) from any MBA concentration or elective list or from Religious Studies.

**Internship or Field Study (1 unit):** All students complete a one-unit field study or internship. Students will meet with the department chair to determine which is appropriate based on experience and education. Internships and field studies must be approved by the chair before the internship or field study begins.

**Capstone:** The EMBA program culminates in the 3-unit capstone course, MBA 580 Capstone: Strategic Management, commonly completed in a student's final term.

## Graduation Requirements

Students must complete 34 units as designated above with a cumulative GPA of 3.0 or higher. No more than 6 units may be fulfilled through the transfer of credit from another institution. With department chair approval, students may be allowed to substitute up to 6 units of 400-level undergraduate coursework taken at UWest for equivalent MBA courses; courses applied to a previous UWest degree or certificate are not applicable. Program prerequisites are not applicable to graduation.

# Graduate Certificate Programs in Business Administration

The graduate certificate program is designed to help participants further their education and advance their careers. Individuals who have already earned a bachelor's degree in business administration or another major (but not an MBA or other similar graduate degree) may earn a certificate in one of UWest's professional tracks by completing a set of seven targeted courses (21 units) at UWest. Participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of study.

The Accounting Certificate is described below. The Business Administration Department will work with individuals and businesses to design concentrations to fit specific needs. While the courses differ, the basic outline of all concentrations follows the accounting model.

## Accounting Certificate

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

**Prerequisites (0 to 6 units):** Students may be required to complete two pertinent prerequisite courses (6 units) if they did not complete equivalent courses during their previous education.

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.

Accounting Certificate Curriculum		
Course	Prerequisite(s)	Units
MBA 511 Nonprofit Accounting	MBA 512 or MBA 513	3
MBA 514 Advanced Managerial Accounting	MBA 513	3
MBA 518 Cost Analysis & Budgeting	MBA 512 or MBA 513	3
MBA 564 Advanced Auditing	BUS 310, BUS 311, or approval	3
MBA 565 Advanced Accounting Theory	BUS 310, BUS 311, or approval	3
MBA 566 Financial Reporting & Disclosure	BUS 310, BUS 311, or approval	3
MBA 567 Special Topic on Federal Taxation	BUS 310, BUS 311, or approval	3
MBA 568 Special Topic on International Accounting	BUS 210 or approval	3
MBA 569 Controllorship	BUS 310, BUS 311, or approval	3

## Completion Requirements

Students must complete at least 21 units in a series of courses approved by the department chair or program advisor. A minimum GPA of 3.0 is required to graduate. Students may not apply courses taken during previous enrollments.

With department chair approval, students may be allowed to substitute up to 6 units of 400-level undergraduate coursework taken at UWest for equivalent MBA courses. Program prerequisite courses are not applicable to graduation.

# Post-Master of Business Administration Certificate

The Post-MBA certificate program, offered jointly by the Department of Business Administration and Department of Continuing Education, is designed to help participants further their education and advance their careers. The program enables those who have already earned a master's degree in business administration or a similar advanced degree to earn a certificate in one of UWest's eleven professional tracks by completing a personalized set of seven targeted courses (21 units). Participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of study.

Post-MBA certificates are offered in the areas of

- | General Management
- | Nonprofit Organization Management
- | Executive Management
- | Human Resources Management
- | International Business
- | Accounting
- | Finance
- | Marketing
- | Computer Information Systems
- | Small Business and Entrepreneurship
- | Quantitative Analysis Methods

## Completion Requirements

Students must complete at least 21 units in a series of courses approved by the department chair. A minimum GPA of 3.0 is required to graduate. Students may not apply courses taken during previous enrollments.

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





# Department of English

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Chair	Michael Grosso, MSc
Faculty	Edward Chong, MA
Adjunct Faculty	Jennifer Avila, MA Jonathan Berk, MSc Joanne Euler, MBA Richard Huber, MA, TESOL Vanessa R. Karam, MA, TESL Scott Underwood, MFA



## Introduction

The Department of English is dedicated to offering students a unique learning experience. This experience introduces the rigorous study of English, challenging students to explore the dynamic relationship among literature, language, and culture. As a part of this exploration, students engage in mindful and critical reflection on a wide range of themes, concepts, and ideologies inherent to the study of English. Students develop responses to literature, demonstrating academic learning as well as social awareness and cross-cultural perspectives. The program's approach to English supports the intellectual and personal development of its students, challenging them to engage in self-reflection through the study of English.

## Bachelor of Arts in English

The Bachelor of Arts in English invites students to explore the different ways in which the field of English has been studied. Students gain a thorough knowledge of representative works, authors, and critical theories. The program presents an integrated approach to the study of English while delving into the nature of language in its literary and practical forms. The Bachelor of Arts degree in English is designed for completion in four years.

Students pursuing a BA in English at UWest have the option of selecting from two concentrations: literature or TESOL. Courses challenge students to consider different perspectives and to question their assumptions in order to promote reflective engagement with the text, with their peers and faculty, and with social issues and concerns of the day. In this way, each concentration not only introduces a body of knowledge particular to each field of English, but also challenges students to apply this knowledge to ethical dilemmas in the world as represented and discussed in literature.

All students complete a common core curriculum that provides a solid foundation in the study of English. This is followed by specialized study in the concentration. In the final year of the program, students conclude their studies with an integrative capstone.

## Concentrations

### Literature

The literature concentration in the English program equips students with the reading, writing, and research methods for understanding, analyzing, and evaluating literature. The concentration introduces students to a survey of significant works in English-language literature and the growing contemporary canon of Asian-American literary works. It provides an in-depth knowledge of literary genre, figures, and movements while presenting a variety of critical reading approaches (e.g. moral/intellectual, New Critical, historical, feminist, Marxist, reader response, etc.) for exploring the different traditions, experiences, and voices that make up literature.

As an integral component of these courses, the literature concentration also prepares students to explore complex representations of the human experience in literary texts. The concentration implements a reflective approach to critical response, pressing students to consider the moral and ethical dilemmas demonstrated in key human issues in literature: love, death, work, the nature of good and evil, images of gender and family, immigration and civil rights, and the American dream.

### Teaching English to Speakers of Other Languages (TESOL)

The TESOL concentration is designed for students interested in theoretical and practical training in the teaching of English. Students explore the structure of English, teaching methods, and curriculum design. In addition to learning about literature in the English language, TESOL students diversify their degree by taking a sequence of courses in linguistics, second language acquisition, and TESOL pedagogy. The concentration culminates in a capstone teaching practicum. Students who complete the requisite coursework also receive TESOL certification.

In accordance with the university's mission statement, the TESOL concentration highlights and explores the relationship between language and culture throughout the program. Students examine the historical, psychological, social, and political dimensions of language, language learning, and language use. While focused on preparing students for teaching, the TESOL concentration also challenges them to reflect on the ways language is tied to power, culture, and identity.

## Program Learning Outcomes for the Bachelor of Arts in English

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students recognize and appreciate the breadth and depth of literary expression by a diverse field of authors writing in English across literary history.
Literature	Students identify, explain, and summarize major events, literary periods, literary terms, principal genres, and key critical and theoretical concepts important to the study of literature and its texts.
TESOL	Students identify, explain, and evaluate diverse linguistic, social, psychological, and political dimensions of language acquisition and use.  Students demonstrate foundational knowledge of English on all linguistic levels and relate that knowledge to the various language learning competencies.
<b>Praxis</b>	
Literature	Students formulate written responses to literature with original argumentation drawing on multiple sources and applying literary terminology, theories, and criticism.
TESOL	Students design and deliver engaging and effective TESOL curriculum tailored to diverse language levels, purposes, and learners.
<b>Ethics</b>	Students identify and engage ethical issues, cultural values, ideologies, and philosophical positions investigated by authors from diverse communities writing in English.  Students demonstrate personal and professional ethics in their decision-making, conduct, and behavior toward others.
<b>Critical Thinking</b>	Students analyze and evaluate new information, challenge underlying assumptions, and construct reasoned and persuasive arguments.
Literature	Students read closely, critically, and actively to determine how texts create meaning and effect.  Students identify, question, and engage underlying institutional, peer, and personal ideological assumptions that shape the academic study of literature.
TESOL	Students incorporate critical thinking skills such as information processing, inferential reasoning, and cultural awareness into the TESOL content and instruction.
<b>Information Literacy</b>	Students demonstrate critical information literacy applied to research, writing, and documentation consistent with scholarship in English literary studies or TESOL.
<b>Communication</b>	<b>Written Communication:</b> Students express themselves clearly, coherently, and effectively for a variety of communicative purposes.  <b>Oral Communication:</b> Students explain complex and abstract content clearly, confidently, and effectively in a way that engages audiences across a variety of public speaking forums.

## Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students conduct themselves with honesty and integrity by demonstrating a sense of personal care and investment in the outcome of their work and how it impacts others.
<b>Relationship</b>	Students demonstrate effective teamwork and collaborative thinking skills.

## Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students recognize and respect diverse cultures and worldviews other than their own and appreciate their impact on the production, interpretation, and valuation of literary texts as well as language acquisition and teaching.
<b>Liberation from Suffering</b>	Students help others by applying their English literary and linguistic knowledge through community-based language support.
<b>Culture</b>	Students appreciate the role of culture and recognize its reciprocal relationship with English language and literature.
TESOL	Students demonstrate understanding of how cultural groups and individual cultural identities influence second language literacy and performance.

## Program Requirements

Area	Required Units
General Education	51 units, including 9 upper-division units
English Major Courses	42 units total
Lower Division	6 units
Upper Division	18 units
Concentration	15 units, including concentration capstone
English Capstone	3 units
General Electives	27 units, including 9 units in specified English elective courses
<b>Total</b>	<b>120</b>

**General Education Requirement (51 units):** All undergraduates must complete 51 units of general education, including 9 units at the upper-division level, as described in the General Education section of this catalog. This requirement is an integral part of UWest's mission of producing a well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed person in all fields of study.

English majors must select one of the following courses to fulfill the GE Category 6C: Literature requirement.

Courses	Prerequisite(s)	Units
LIT 301 Writing about Literature	ENGL 101, LIT 101 recommended	3
LIT 302 Creative Writing	None	3

**Lower-Division Core Courses (6 units):** All English majors complete the core courses listed below, regardless of concentration. Students are introduced to the foundational theories, concepts, and methods of analysis to understand the art and use of the English language to prepare them for upper-division courses in the major.

Lower-Division Core Courses	Prerequisites	Units
ENGL 201 Introduction to Literary Studies	None	3
LANG 220 Structure of Modern English	None	3
<b>Total</b>		<b>6</b>

**Upper-Division (18 units):** Students build on the knowledge, perspectives, and skills learned in their lower division courses to broaden their understanding of English literature and the English language.

English majors in both concentrations complete 12 units, outlined below, from a selection of courses designed to prepare them to choose their degree concentration.

Upper-Division Courses (12 units)	Prerequisite(s)	Units
<b>Literature Requirement:</b> all students complete <b>both</b> courses		
ENGL 300A English Literature I	LIT 101, ENGL 101	3
ENGL 300B English Literature II	LIT 101, ENGL 101	3
<b>Criticism:</b> all students select one course		
ENGL 340 Literary Theory & Criticism	ENGL 201	3
ENGL 345 Critical Reading, Writing, & Analysis of Literary Forms	LIT 301, ENGL 201	3
<b>Language:</b> all students complete one course		
LANG 301 Introduction to Linguistics	ENGL 101	3
<b>Total</b>		<b>12</b>

**Elective Requirement (6 units):** Students explore additional literary topics, historical movements, and genre forms. All students select two upper division English, literature, or language courses not already applied to other requirements.

**Concentrations (15 units):** Students complete 5 courses (15 units) in their declared concentration, including a 3-unit capstone specific to the concentration. A minimum number of courses must be completed in the categories indicated below.

**Literature Concentration (15 units):** Students deepen their knowledge and understanding of literary genres, figures, and movements in literature. Building on the core curriculum, concentration courses present a selection of canonical and non-canonical texts demonstrating diverse voices in literature. In the capstone, students apply knowledge acquired in the breadth of their coursework to reading, interpreting, analyzing, and evaluating the work of minority and immigrant authors.

Course	Prerequisite(s)	Units
<b>Literary Genre (3 units):</b> select one course		
ENGL 315 Reading Poetry	None	3
ENGL 320 Reading Drama	None	3
ENGL 325 Reading Fiction	None	3
ENGL 340 Literary Theory & Criticism	ENGL 201	3
ENGL 345 Critical Reading, Writing, & Analysis of Literary Forms	LIT 301, ENGL 201	3
<b>Great Works, Literary Figures and Historical Periods (6 units):</b> select two courses		
ENGL 461 Romanticism: Then and Now.	ENGL 101; ENGL 201	3
ENGL 462 Darwin to Wells: Victorian Science & Literature	ENGL 101; ENGL 201	3
ENGL 470 Studies in Contemporary Literature	ENGL 101; ENGL 201	3
ENGL 475 Shakespeare: Selected Plays	ENGL 101; ENGL 201	3
ENGL 487 Orientalism, Otherness, & Postcolonial Literature	ENGL 101; ENGL 201	3
<b>The American Experience (3 units):</b> select one course		
ENGL 480 Literature of the United States I	ENGL 101; ENGL 201	3
ENGL 481 Literature of the United States II	ENGL 101; ENGL 201	3
ENGL 482 Minority Voices & Literary Diversity in American Literature	ENGL 101; ENGL 201	3
<b>Literature Capstone (3 units):</b> take the following course		
ENGL 490 Writing American Historical Memory & the Immigrant Experience	9 units in concentration	3
<b>Total</b>		<b>15</b>

**TESOL Concentration (15 units):** Students expand their knowledge of English and the English language, examining aspects of theoretical and applied linguistics, with a special emphasis on second language acquisition and teaching English as a second language. The concentration introduces theories, concepts, perspectives, and methods of the study, analysis, and teaching of languages. It also imparts practical knowledge in the design of course content, curriculum, and testing materials. The concentration capstone consists of a teaching practicum, rounding out the TESOL curriculum. Capstone students also examine how individuals, groups, and institutions acquire and use language.

Upon successful completion of the specified TESOL curriculum and exit exam as outlined in the TESOL Certificate section below, students will receive TESOL certification.

Course	Prerequisite(s)	Units
<b>Theoretical Linguistics &amp; Pedagogy Foundations (6 units)</b>		
TESOL 400 Foundations of Teaching English to Speakers of Other Languages	LANG 301	3
TESOL 420 Methods of Teaching Second Languages	LANG 301	3
<b>Methodology and Applied Linguistics (6 units)</b>		
TESOL 430: Language Testing	LANG 301, TESOL 400, TESOL 420	3
TESOL 450: Syllabus & Material Design	LANG 301, TESOL 400, TESOL 420	3
<b>TESOL Capstone (3 units)</b>		
TESOL 460: Practicum in TESOL	LANG 301, TESOL 400, TESOL 420	3
<b>Total</b>		<b>15</b>

**General Electives (27 units):** English majors complete 9 units in specified areas of study as indicated below. The remaining 18 units of elective coursework may be selected from all disciplines.

Course	Prerequisite(s)	Units
Lower-division Foundation: One course required		
LIT 101 Introduction to American Literature	None	3
<b>East-West:</b> Select at least one course		
ENGL 336 Asian American Writers	ENGL 101; ENGL 201	3
ENGL 426 Depictions of Asia in English Literature	ENGL 101; ENGL 201	3
ENGL 427 Buddhism in American Literature	ENGL 101; ENGL 201	3
ENGL 428 Introducing the Beat Generation: Beatitudes to Buddhism	ENGL 101; ENGL 201	3
<b>Seminars:</b> Select at least one course from the following or another upper-division ENGL or LANG course not otherwise taken		
ENGL 326 Women Writers	ENGL 101; ENGL 201	3
ENGL 342 Literary Landscape(s) of Los Angeles: Promised Land, Utopia, Apocalypse	ENGL 101; ENGL 201	3
ENGL 425 History of the English Novel	ENGL 101; ENGL 201	3
ENGL 472 Literary Non-Fiction	ENGL 101; ENGL 201	3
LANG 340 Language & Literature	ENGL 201; LANG 301	3

**Capstone (3 units):** In addition to the concentration capstone, all students complete the comprehensive capstone for the BA in English. Students apply foundational theories, concepts, perspectives, and methods presented in the English program to analyze and evaluate the use of language in works of literature. The course challenges students to think comprehensively on the nature of language as an expression of literary imagination and as a reflection of cultural identity.

Course	Prerequisite(s)	Units
ENGL 495 Capstone: Writing Culture: Literary Imagination & Cultural Identity	Senior standing	3

## Graduation Requirements

Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher. The residency requirement for the Bachelor of Arts states that at least 30 units, including 24 upper-division units, must be completed at UWest.



# English Minor

The English minor at UWest is designed for students who wish to enhance their major program with the benefits of intensive study of English language and literature, including a better understanding and appreciation of literatures in English and improvement in critical thinking and communication skills.

Students minoring in English learn to analyze what they read; they learn to read critically, to think about both what is said and how it is said, and to employ various methods of criticism, including the latest theoretical approaches. They also learn to articulate in oral reports, in-class discussion, and written papers what they have discovered. Through extensive writing practice, students improve their writing proficiency, a valuable skill in any professional setting.

The English minor offers students an overview of the history, conventions, and practices of literature and rhetoric in English, while allowing students to experience a diversity of texts through electives of their choice. The emphasis on critical thinking and analytical writing makes the English minor valuable for students who are pursuing majors in a variety of disciplines.

UWest's English minor requires 18 units for completion. Courses completed as part of the student's general education or elective requirement may also be applied to fulfill minor requirements. Completing a minor may extend the time needed to graduate. To apply, students submit an approved Declaration of Minor to the registrar's office. To be eligible students must

- | be in good standing with a cumulative GPA of 2.0 or above
- | have earned at least 24 units applicable to their degree
- | have successfully completed the following core competencies:
  - | ILR 101 College Success: Research & Study Skills
  - | ENGL 101 English Composition
  - | ENGL 102 Composition II: Critical Thinking

Transfer students may be allowed to enter the minor upon admission if the unit and course requirements above have been met. No more than 6 units of transfer credit may be applied toward the minor requirements, and total transfer credit applied to degree requirements, including credits applied to the minor, may not exceed 90 units.

**Course Requirements (18 units):** Students complete one course from each of the following categories.

## **Lower Division Introduction (3 units):** Select one course.

Course	Prerequisite(s)	Units
LIT 101 Introduction to Literature	None	3
ENGL 201 Introduction to Literary Studies	None	3

**Upper-Division Courses (15 units):** Complete one course from each category.

**English Literature (3 units)**

Course	Prerequisite(s)	Units
ENGL 300A English Literature I	None	3
ENGL 300B English Literature II	None	3

**Criticism (3 units)**

Course	Prerequisite(s)	Units
ENGL 340 Literary Theory & Criticism	ENGL 201	3
ENGL 345 Critical Reading, Writing, & Analysis of Literary Forms	ENGL 201, LIT 301	3
LANG 301 Introduction to Linguistics	ENGL 101	3

**Great Works & The American Experience (3 units)**

Course	Prerequisite(s)	Units
ENGL 461 Romanticism: Then & Now	ENGL 101, ENGL 201	3
ENGL 462 Darwin to Wells: Victorian Science & Literature	ENGL 101, ENGL 201	3
ENGL 470 Studies in Contemporary Literature	ENGL 101, ENGL 201	3
ENGL 475 Shakespeare: Selected Plays	ENGL 101, ENGL 201	3
ENGL 480 Literature of the United States I	ENGL 101, ENGL 201	3
ENGL 481 Literature of the United States II	ENGL 101, ENGL 201	3
ENGL 482 Minority Voices & Literary Diversity in American Literature	ENGL 101, ENGL 201	3
ENGL 487 Orientalism, Otherness, & Postcolonial Literature	ENGL 101, ENGL 201	3

**East-West (3 units)**

Course	Prerequisite(s)	Units
ENGL 336 Asian American Writers	ENGL 101, ENGL 201	3
ENGL 426 Depictions of Asia in English Literature	ENGL 101, ENGL 201	3
ENGL 427 Buddhism in American Literature	ENGL 101, ENGL 201	3
ENGL 428 Introducing the Beat Generation: Beatitudes to Buddhism	ENGL 101, ENGL 201	3

**Seminar (3 units)**

Course	Prerequisite(s)	Units
ENGL 326 Women Writers	ENGL 101, ENGL 201	3
ENGL 342 Literary Landscape(s) of Los Angeles: Promised Land, Utopia, Apocalypse	ENGL 101, ENGL 201	3
ENGL 425 History of the English Novel	ENGL 101, ENGL 201	3
ENGL 472 Literary Non-Fiction	ENGL 101, ENGL 201	3
LANG 340 Language & Literature	ENGL 201, LANG 301	3

# TESOL Certificate

The TESOL Certificate program trains students in the knowledge and skills necessary to teach English as a second or foreign language. TESOL certification is of value to individuals interested in teaching English as a second language at language institutes, in community agency ESP and adult education, and to those who plan to teach English as a foreign language abroad. The certificate is also an excellent way to diversify an undergraduate or complement a graduate degree.

The TESOL certificate program is open to non-degree seeking students as well as degree-seeking students in any UWest major. Undergraduates interested in pursuing TESOL certification must declare a minor in TESOL and will receive the certificate upon completion of the TESOL curriculum.

Courses are sequenced and should be taken in the following order. Students concurrently enrolled in a degree program at UWest may take courses out of sequence with consent of both the English and major chairs.

The undergraduate TESOL certificate requires completion of 18 units as specified, including 15 units in required courses, a 3-unit practicum, and an exit exam. A cumulative 3.0 GPA in TESOL curriculum is required for the award of the certificate.

## First Term: Foundations

Course	Prerequisite(s)	Units
LANG 301 Introduction to Linguistics	ENGL 101 or TESOL Cert Enrollment	3
TESOL 400 Foundations of TESOL	LANG 301 or TESOL Cert Enrollment	3
TESOL 420 Methods of Teaching Second Languages	LANG 301 or TESOL Cert Enrollment	3
<b>Total Units Term 1</b>		<b>9</b>

## Second Term: Application & Praxis

Course	Prerequisite(s)	Units
TESOL 430 Language Testing	LANG 301, TESOL 400 & 420	3
TESOL 450 Syllabus & Material Design	LANG 301, TESOL 400 & 420	3
TESOL 460 Practicum in TESOL	LANG 301, TESOL 400 & 420	3
<b>Total Units Term 2</b>		<b>9</b>
<b>Total Units Program</b>		<b>18</b>

# English as a Second Language

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Affiliated with the Department of English

<b>Chair</b>	Michael Grosso, MSc
<b>Director of ESL &amp; Lead Instructor</b>	Edward Chong, MA
<b>Adjunct Faculty</b>	Deviani Ashby, MA David Ocañas, MS Shelley Wood-Goldstein, MA Shana Wright, MA, TESOL



# English as a Second Language

UWest's English as a Second Language (ESL) Program provides students with direct language instruction and support necessary to improve English proficiency for personal, professional, and academic purposes. Courses are offered across levels and skill areas to develop fluency through a comprehensive curriculum grounded in the language domains of speaking, listening, grammar, reading, conversation, pronunciation, and writing.

English for Academic Purposes (EAP) is integrated into the ESL curriculum to improve English skills necessary for collegiate success across core subject areas. Emphasis is placed on the following language domains: writing, reading, grammar, vocabulary, listening comprehension, fluency development, and oral intelligibility. Academic skills addressed include test- and note-taking skills, academic vocabulary usage, critical reading and writing, comprehending academic lectures, research and library skills, and formal composition forms and development, including research papers.

## Instructors

UWest's ESL faculty hold advanced degrees in such fields as English, TESOL, linguistics, and cultural studies. Many also teach courses in general education and English, giving them insight into the academic needs of students who plan to pursue a degree at UWest or another American university.

# Academic English Bridge

(Affiliated with the Department of English)

Academic English Bridge (Bridge) curriculum prepares students who have gained a solid foundation in English to transition to collegiate-level studies. Students master the writing, reading, and oral communication skills required for success in the college classroom while honing their critical and analytical thinking and basic research skills. While Bridge courses in the 100 series and above are credit-bearing college-level classes, applicability towards a degree is contingent on degree program requirements.

Upon completion of the ESL sequence, students advance to Bridge coursework. Bridge coursework is optional for students enrolled solely in the ESL program, and mandatory for any student who plans to enter a degree program at UWest upon completion of the ESL program. Bridge courses may also be assigned to incoming degree students based on UWest and prior assessment.

Students granted conditional admission to a degree program due to English proficiency may not advance to academic courses without successfully completing appropriate ESL and Bridge coursework. Students who wish to move from an ESL enrollment to a degree program must apply to the program of interest. The admission review will include a review of performance in ESL and Bridge courses and may require further testing. However, admission to a degree program is not guaranteed based solely on the completion of English language instruction at UWest.

Full-time enrollment for students placed in ESL courses is 20 hours per week. This includes four courses at the specified level and one elective course designed to support specific needs. Each Bridge course meets three hours per week. F-1 students must enroll in at least four Bridge courses or the equivalent of 12 units to maintain status.

# English Placement Test (EPT)

All instruction at UWest is in English; therefore all students admitted to degree programs must demonstrate English proficiency. Applicants entering directly into the ESL program and those with TOEFL or IELTS scores that do not meet the minimum required for full admission to a degree program are required to complete an English Placement Test (EPT) to determine their appropriate level of instruction. Applicants educated in the US, including international applicants who have successfully completed three or more years at a college or university academic program where English was the primary language of instruction, are not commonly required to submit a TOEFL or IELTS score or to take the EPT.

The applicant's EPT score will determine if the applicant is placed in ESL or Academic English Bridge courses or passed directly to degree-level courses in the program of admission.

The EPT is offered during UDays, the week leading up to the first day of classes each term and on regularly scheduled testing days prior to UDays. There is a \$100 EPT test fee charged for students who request testing at any other time.

## About the Exam

Section	Time	Description
Writing	30 minutes	Students write a short essay answering a question or prompt. A typical short essay will include an introduction, thesis statement, body that supports the thesis, and a conclusion.
Paper Test (100 Multiple Choice)	45 minutes	
Listening Comprehension	20 questions	Assesses understanding of spoken English. Students listen to and answer 20 multiple choice questions.
Grammar	30 questions	Assesses grammar knowledge. Students read short conversations and answer 30 multiple choice questions
Vocabulary	30 questions	Assesses vocabulary knowledge. Students read sentences and answer 30 multiple choice questions.
Reading Comprehension	20 questions	Assesses reading skills. Students read short passages and answer 20 multiple choice questions.
Oral Interview	5-10 minutes	Students are interviewed individually and asked three questions about a specific topic. Students have one minute to answer each question.

## EPT Scores & Placement

The following scores are used to determine placement. Initially, the EPT score is the sole placement determinant. In subsequent terms, while the EPT score remains a factor in a student's progression, it is not the only factor. EPT scores must be supported by improved language proficiency as demonstrated by strong academic performance. Students must maintain a minimum GPA of 2.7 (B-) for all ESL and Bridge coursework to advance through the ESL/Bridge sequence.

EPT Score								Undergraduate 80 or higher		
	1-12	13-26	27-40	41-54	55-68	69-74	75-79	Graduate 80 – 85	Graduate 86 or higher	
Placement	ESL 020 Beginning	ESL 030 Intermediate	ESL 040 High Intermediate	ESL 050 Advanced	ESL 050 Upper Advanced	Bridge 090	<b>Undergraduate:</b> Bridge 100 Concurrent with Degree Courses  <b>Graduate:</b> Bridge 100	<b>Undergraduate:</b> Degree Courses  <b>Graduate:</b> Bridge 400 Concurrent with Degree Courses	<b>Graduate:</b> Degree courses	

## ESL Program Advancement

To advance through each level in the program, students must

- I earn a term grade point average of 2.7 (B-) to advance to the next level.  
Students who do not achieve a B- average must repeat all courses at that level until they meet the requirements for advancement to the next level.
- I pass all courses in the sequence. A student who fails (earns a grade of F) any given ESL course may not advance and will be required to repeat the same level until requirements for advancement to the next level are met.

With the English chair's approval, students may seek to advance more than one level by retaking the English Placement Test (EPT) at the end of the semester. However, it should be noted that students may be moved to a lower level based on the results of the retest.

## ESL Attendance Policy

The ESL program is an intensive language learning program. To succeed, students must attend classes regularly and participate actively. Ninety percent (90%) attendance is required to receive a passing grade in any course.

Students who miss more than 10 hours of any ESL course during one semester without the instructor's approval may be dropped from the course. F-1 students who are dropped from a course fall below full-time status (defined as 20 hours per week for language training) which can lead to termination of the student's I-20. The international student advisor can answer questions regarding F-1 policies.

## ESL Certificate of Completion

Full-time students enrolled in the ESL Certificate program will receive a certificate each semester upon the successful completion of all courses with an average grade of B- or better. A grade of F in any class will not allow a student to progress or to receive a certificate. Each certificate acknowledges completion of one semester of ESL courses at the specified level. ESL courses are neither degree-applicable nor do they count as academic credit.



# Course Descriptions

## English as a Second Language (Non-Credit)

### Level 010 Introductory ESL

Entry-level ESL. No prerequisites.

ESL 011

#### Introduction to Reading Comprehension

Fundamental vocabulary and reading skills. Students learn how to read and understand short selections and practice the sounds and spelling of English.

ESL 012

#### Introduction to English Writing

Instruction in basic written English. Students have written practice in grammar, usage, punctuation, spelling, and simple sentence structure.

ESL 013

#### Introduction to English Grammar

Fundamental rules of usage, parts of speech, basic sentence structure, questions, short answers, negations, and functions of simple verb tenses. Instruction focuses on contextualized and basic communicative exercises.

ESL 014

#### Introduction to Speaking & Listening

Basic oral and listening comprehension skills through natural communication activities and authentic English presented in themes and dialogs.

### Level 020 Beginning ESL

Prerequisite: Level 010 with minimum grade of B- or qualifying score on EPT

ESL 021

#### Beginning Reading Comprehension

Basic reading and vocabulary skills in American English. Students learn to read and understand short selections, and practice the sounds and spelling of English.

ESL 022

#### Beginning Composition

English sentence structure and basic paragraph development.

ESL 023

#### Basic Grammar

Acquisition of form, meaning, and usage of basic structures in English. Focus is on basics, such as sentence patterns, questions and short answers, pluralization, simple and continuous verb tenses, and parts of speech including pronouns and prepositions.

ESL 024

#### Beginning Speaking & Listening Skills

Builds communication skills through practice. Listening activities are thematically organized and provide practice in understanding and responding to spoken English. Students increase their conversational competence through exposure to authentic discourse and natural communication activities.

## Level 030 Intermediate ESL

Prerequisite: Level 020 with minimum grade of B- or qualifying score on EPT

ESL 031

### Intermediate Reading Comprehension

Introduces reading skills necessary to succeed in college classes. Focus is on high-interest reading selections with pre- and post-reading activities.

ESL 032

### Intermediate Composition

Initial skills necessary to cope with the collegiate writing demands from paragraph development to basic essays.

ESL 033

### Intermediate Grammar

Contextual approach to English grammar and sentence analysis. Includes syntactic structures, verb forms and tenses, types of nouns, the use of articles and determiners, gerunds, and infinitives.

ESL 034

### Intermediate Speaking & Listening Skills

Oral communication through high-interest listening activities, pronunciation and intonation practice, and theme-based conversation that incorporates relevant aspects of American culture and customs. Introduces basic oral presentations.

## Level 040 High-Intermediate ESL

Prerequisite: Level 030 with minimum grade of B- or qualifying score on EPT

ESL 041

### High-Intermediate Reading Comprehension

Develop higher-level reading vocabulary and critical thinking skills necessary to become competent, independent, and actively involved readers. Course work includes critical reading exercises aimed at developing strategies that help readers approach texts independently and confidently.

ESL 042

### High Intermediate Composition

Academic and creative essay writing. Emphasis is placed on editing and revision techniques for proper organization, structure, and style.

ESL 043

### High Intermediate Grammar

Full verbal morphology, perfect tenses, modals, active and passive voice, the conditional, causative forms, and various types of subordinate clauses. Grammar is presented in meaningful contexts, approached analytically and synthetically, and practiced both orally and in writing.

ESL 044

### High Intermediate Speaking & Listening Skills

Improves language competence and pronunciation through natural communication activities and authentic English input. Students engage in oral presentations and interview situations.

## Level 050 Advanced ESL

Prerequisite: Level 040 with minimum grade of B- or qualifying score on EPT

ESL 051

### Advanced Reading Comprehension

Improve academic reading skills needed for collegiate success, including a variety of English texts, such as magazine articles, short stories, and newspaper reports. Coursework includes oral presentation and discussion as well as writing tasks designed as pre-and post-reading activities. Weekly paced readings help students to increase their reading speed.

ESL 052

### Advanced Writing

Preparation for college-level writing. Writing projects focus on organization and logical development and help the student acquire more sophisticated syntactic structures and vocabulary. Students improve grammatical accuracy and develop effective editing skills.

ESL 053

### Advanced Grammar

Further development of language skills necessary for academic reading, writing and debate. Covers advanced grammatical concepts such as verb tense, modality, specificity, reference, number and agreement, as well as the different types of clauses used in English. Students identify, analyze, apply, and paraphrase more sophisticated grammatical structures.

ESL 054

### Advanced Speaking & Listening

Improves listening and speaking ability for academic purposes through advanced listening and speaking exercises. Emphasis is placed on researched oral presentation, debates, and formulating critical questions and participating in classroom discussions.

## Level 060 Upper Advanced ESL

Prerequisite: Level 050 with minimum grade of B- or qualifying score on EPT

ESL 061

### Upper Advanced Reading Comprehension

Develops reading comprehension and vocabulary skills required for college success. Students read a variety of authentic academic texts including essays, research papers, reports, literature, etc. Practices reading fluency through analytical and critical reading for writing purposes. Helps students become more independent and invested in their college career.

ESL 062

### Upper Advanced Writing

Develops collegiate composition skills by means of research-based writing. Emphasis is on developing MLA citation skills and their application to multiple paragraph essays, reports, summaries, and other academic texts. Students hone their understanding and use of structure, coherence, and rhetorical conventions.

ESL 063

### Upper Advanced Grammar

Develops discourse grammar skills necessary for college-level reading, writing, and oral communication. Focus is on the development of fluency and accuracy of grammatical concepts such as tense and aspect system, clause structures, and modality.

ESL 064

### Upper Advanced Speaking & Listening

Improves communicative competence skills for collegiate success with a focus on academic speaking and listening. Emphasis is on developing oral and aural fluency and accuracy by completing projects such as reports and speeches and by engaging in critical and analytical discussions reflective of college-level demands.

## ESL Electives

ESL 035

### American English Pronunciation

Prerequisite(s): instructor approval

Sounds, stress, intonation, and rhythm. Students improve their awareness of English pronunciation and learn how to monitor themselves. Coursework includes individual assessment, interactive exercises, songs and poetry, and recording assignments.

ESL 036

### American Cultural Issues

Prerequisite(s): none

Fundamental English skills, including reading, vocabulary, listening, and speaking in an interactive environment. Students engage in discussion and relate contemporary political and social topics to their own lives. In addition, classes include cultural activities that incorporate film presentations and field trips for a better understanding of American language and culture.

ESL 037

### Basic English Communication

Prerequisite(s): none

A low-intermediate multi-skills course designed to improve the English language fluency across language needs, with emphasis on oral and written communication skills.

ESL 038

### Everyday Idioms and Slang

Prerequisite(s): none

Idioms, expressions, slang and word combinations in order to communicate more fluently and naturally in many everyday situations.

ESL 045

### Conversation for English Language Learners

Prerequisite(s): level 030 with a minimum average grade of B- or qualifying score on EPT

Advanced oral communication skills to improve spoken fluency in academic, professional, and social settings.

ESL 046

### American Culture: Los Angeles

Prerequisite(s): none

A multi-skills level course that blends language learning with Los Angeles history and cultural heritage.

ESL 047

### TOEFL Preparation

Prerequisite(s): level 040 with a minimum average grade of B- or qualifying score on EPT

Designed to prepare students for the Internet-based Test of English as a Foreign Language (IBT TOEFL) and for success in an academic setting. Integrated skills approach to reading, writing, speaking, and listening. Academic vocabulary skills and academic culture are also included.

ESL 057

### Storytelling

Prerequisite(s): none

Designed to develop English language skills, such as reading comprehension, vocabulary building, creative reading and creative written expression. Students are introduced to the diversity of fiction, poetry and drama in English and asked to produce their own creative work.

ESL 067

### English Skills for College Success

Prerequisite(s): none

A multi-skills level course that develops language and academic skills necessary for a successful transition into American university.

# Academic English Bridge Course Descriptions

## 90 Academic English Series

ENGL 90A

### Academic Writing (3 units)

Prerequisite(s): Advancement from ESL, UWest EPT score, WAT score, or English department chair approval

Prepares students for college-level composition. Focus includes writing from paragraph to essay, developing and organizing ideas, building unified and coherent compositions, and incorporating MLA citations and references.

Not degree applicable

Minimum passing grade: B-

ENGL 90B

### Academic Speech (3 units)

Prerequisite(s): Advancement from ESL, UWest EPT score, WAT score, or English department chair approval

Develops academic speaking skills. Students build skills required for success in the classroom, such as public speaking, fluency, intelligibility, and lecture and broadcast evaluation.

Not degree applicable

Minimum passing grade: B-

ENGL 90C

### Academic Grammar (3 units)

Prerequisite(s): Advancement from ESL, UWest EPT score, WAT score, or English department chair approval

Develops advanced discourse grammar skills necessary for success in college-level classes. Focus is on advanced grammatical concepts for academic writing.

Not degree applicable

Minimum passing grade: B-

ENGL 90D

### Academic Reading (3 units)

Prerequisite(s): Advancement from ESL, UWest EPT score, WAT score, or English department chair approval

Preparation for college-level reading. Focus includes critical and analytical reading skills for academic texts, information literacy skills for college writing, and academic vocabulary.

Not degree applicable

Minimum passing grade: B-

## 100 Academic English Series

100-level courses focus on specific academic English language competencies necessary for success at the undergraduate level. Courses may be applied to undergraduate elective requirements when applicable to program. The minimum passing grade for all 100 series courses is B-.

ENGL 100A

### College Writing (3 units)

Prerequisite(s): ENGL 090A w/B- or higher, UWest EPT or WAT score

Essay writing for academic purposes. Building on ENGL 090A composition skills, students apply the writing process to organize and develop thesis-driven essays. Students practice effective expository writing incorporating outside sources and learn to develop arguments through multiple drafts.

Degree applicable upon approval

Minimum passing grade: B-

ENGL 100B

### College Speech (3 units)

Prerequisite(s): ENGL 090B w/B- or higher, UWest EPT or WAT score

Speaking and listening requirements to prepare students for the American college classroom. Emphasizes public communication and presentation skills in a variety of academic settings.

Degree applicable upon approval

Minimum passing grade: B-

## ENGL 100C

### English Skills for Business Majors (3 units)

Prerequisite(s): UWest EPT, TOEFL, or IELTS score

Meets specific language needs of students majoring in business. Emphasizes interpersonal communication, presentation skills, and reading and writing skills specific to the American business environment.

Degree applicable upon approval

Minimum passing grade: B-

## ENGL 100D

### College Reading (3 units)

Prerequisite(s): UWest EPT, TOEFL, or IELTS score

Preparation for college-level reading. Focuses on developing critical and analytical reading skills for vocabulary development, comprehension, and information literacy.

Degree applicable upon approval

Minimum passing grade: B-

## English for Specific Purposes (ESP)

English for Specific Purposes provides working professionals and busy students with specific language instruction and support through a series of scheduled six-week modules with courses conveniently scheduled on evenings and weekends. The curriculum is designed to help students improve their English proficiency for personal, professional, and academic purposes.

Students may select courses focusing on special topics in spoken English, such as conversation skills, professional English, pronunciation and accent reduction, workplace communication, as well as a number of courses addressing the needs of small business owners. Courses prepare students to participate fully in the community and the workplace. The program also serves exchange students, undergraduates, and graduate students seeking to improve their written and spoken language proficiency.

This program is offered in 36-hour modules of intensive instruction. Each course meets three hours per session twice a week for six weeks. The program includes courses at the basic, intermediate, and advanced levels. Level tests are held one week prior to the start of the module so that students may select courses at the level that meets their needs.

### American Conversation Practice

ESP 020 Basic English Communication Practice

ESP 021 Conversation Practice for Advanced Speakers

ESP 022 In-Depth Discussion Practice

ESP 023 Focus on Pronunciation & Accent Reduction

ESP 024 Conversation for Everyday Use

ESP 025 American Customs & Etiquette

### ESP for Business

ESP 040 Language for Business Negotiation

ESP 041 Language Skills for Customer Service

ESP 042 Language Skills for Service Industries

### English Skills for Business Professionals

ESP 051 English for Corporate Communication

ESP 052 Executive Reading, Vocabulary, & Idioms

ESP 053 Writing Skills for the Workplace

ESP 054 Conversation for the Workplace

ESP 055 English Skills for Small Business Owners

### Test Preparation & Enrichment Courses

ESP 070 Everyday Vocabulary

ESP 071 Computer Literacy for English Language Learners

ESP 072 Writing to Improve Communication Skills

ESP 075 TOEFL Preparation

ESP 076 TOEIC Preparation

## Evening English for Specific Purposes (ESP) Course Descriptions

### American Conversation Practice

ESP 020

#### Basic English Communication Practice

Basic level

Focuses on basic communication needs of basic-level English language learners. Focus of curriculum is in areas such as pronunciation, vocabulary, reading, writing, listening and speaking.

ESP 021

#### Conversation Practice for Advanced Speakers

High-intermediate to advanced

Builds fluency through discussion and conversation of a number contemporary issues.

ESP 022

#### In-Depth Discussion Practice

High-intermediate to advanced

In-depth discussion of current issues and topics to improve discussion strategies and management while developing fluency and content knowledge.

ESP 023

#### Focus on Pronunciation & Accent Reduction

Open to all levels

Improves pronunciation and accent skills for intelligibility; specific focus on consonant & vowel phonetic awareness, rhythm and intonation, and spelling-pronunciation relationships.

ESP 024

#### Conversation for Everyday Use

Intermediate to advanced

Practices familiar and practical daily topics to improve fluency and casual conversation skills.

ESP 025

#### American Customs & Etiquette

Open to all levels

Introduction to typical American customs and etiquette. Eases acculturation into daily life by understanding commonly accepted manners and acceptable social interaction.

### ESP for Business

ESP 040

#### Language for Business Negotiation

Intermediate to advanced

Builds negotiation skills to improve business relations, professionalism, and effective communication in the workplace.

ESP 041

#### Language Skills for Customer Service

Intermediate to advanced

Develops customer service skills to enhance customer and employee relations.

ESP 042

#### Language Skills for Service Industries

Intermediate to advanced

Practical English language skills necessary for professional customer service, employee interaction, and merchant relations in service industries such as restaurants and hotels.

## English Skills for Business Professionals

ESP 051

### English for Corporate Communication

Intermediate to advanced

Develops communication skills in business English for use in the corporate environment.

ESP 052

### Executive Reading, Vocabulary, & Idioms

Intermediate to advanced

Develops business speaking and reading ability for more professional communication and conversation.

ESP 053

### Writing Skills for the Workplace

Open to all levels

Develops workplace writing skills order to improve communication, clarity, and professionalism.

ESP 054

### Conversation for the Workplace

Intermediate to advanced

Practices workplace speaking skills to build fluency, confidence, and accuracy.

ESP 055

### English Skills for Small Business Owners

High-intermediate to advanced

Builds a foundation of professional spoken and written skills to improve communication with employees and increase productivity and efficiency in the workplace.

## Test Preparation & Enrichment Courses

ESP 070

### Everyday Vocabulary

Open to all levels

Builds vocabulary for everyday use. Students develop their knowledge about and ability to use idioms, slang, and other common English terms.

ESP 071

### Computer Literacy for English Language Learners

Open to all levels

Develops English and basic computer skills with activities and tasks that involve using computer technology.

ESP 072

### Writing to Improve Communication Skills

Open to all levels

Written communication organizational strategies to improve overall English communication.

ESP 075

### TOEFL Preparation

Open to all levels

Test taking skills for each section of the Test of English as a Foreign Language (TOEFL): reading, listening, speaking, and writing.

ESP 076

### TOEIC Preparation

Open to all levels

Test taking skills for each section of the Test of English for International Communication (TOEIC): reading, listening, speaking, and writing.



# Department of General Education

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**Chair**

Janice S. Gore, PhD

**Adjunct Faculty**

Robert Allison, MA  
Jennifer Avila, MA  
Calvin Baker, MA, MS  
Garbis Bartanian, MA  
Jonathan Berk, MSc  
Lei Chen, PhD  
York Sterling Davenport, MDiv  
John Freese, MDiv  
Ven. Haemin, MA, MDiv  
Vanessa R. Karam, MA, TESL  
Roderick Menzies, MFA  
Tom Moritz, MLS  
Kanae Omura, PhD  
Julie Perich, Yoga Certified Instructor  
Monica Sanford, MDiv  
Christopher Schafer, PhD  
Mark Treston, MA



# General Education Program

The General Education program is an integral part of each UWest undergraduate program. All students complete 51 units of General Education (GE) as part of their bachelor's degree requirements. GE course selections reflect UWest's conviction that the higher education of the whole person requires a breadth of knowledge beyond the specialized study and training covered in the majors.

The GE program embodies UWest's role as an intellectual meeting place between East and West in a context informed by Buddhist wisdom and values. Undergraduates engage in a number of interdisciplinary and integrative studies of Eastern and Western philosophy, history, social sciences, media, literature, languages, and art and are encouraged to explore these subjects further. The program develops well-informed, balanced, and intellectually capable graduates who bring social awareness and ethical commitment to all their endeavors.

## Program Learning Outcomes for General Education & Bachelor of Arts in General Studies

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Historical Foundations</b>	Students explain and evaluate the events and developments in Eastern and Western history that have shaped the modern world.
<b>Mathematics</b>	Students perform and apply the principles, operations, and strategies of arithmetic, algebra, and statistics.
<b>Natural Sciences</b>	Students express and apply the key teachings and principles in the biological and/or physical sciences.
<b>Religion and Philosophy</b>	Students describe and discuss questions concerning the nature, meaning, and value of human existence. They are able to assess different worldviews and moral teachings.
<b>Social and Behavioral Sciences</b>	Students express and apply key teachings and principles of human behavior and social relations.
<b>Humanities</b>	Students express an appreciation of diverse cultural, linguistic, and literary environments.

### Core Competencies

<b>Information Literacy</b>	Students can determine the nature and extent of information needed, access information effectively and efficiently, evaluate information and its sources critically, and access and use information ethically and legally.
<b>Quantitative Reasoning</b>	Students can understand, create, and apply to real-world problems and social issues sophisticated arguments supported by quantitative evidence and clearly communicate those arguments in a variety of formats using words, tables, graphs, mathematical equations, etc.
<b>Written Communication</b>	Students communicate information and ideas clearly and persuasively following the conventions of academic writing.
<b>Oral Communication</b>	Students are able to present information and ideas clearly and persuasively following the conventions of public speaking.

## Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students can relate General Education course content to their own self-exploration and character development.
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## Liberation

Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students recognize the central role pluralism plays in the modern world and can appreciate cultures/worldviews other than their own and actively engage with them.
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## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Service</b>	Students recognize the importance of service-oriented approaches to people, society, and the environment, and are able to serve others.
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<b>Interconnectedness</b>	Students demonstrate compassionate sensitivity toward themselves and others.
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## General Education Requirements

Area	Required Units
<b>Total</b>	<b>51</b>
1. Core Competencies	15
2. Historical Foundations	6
3. Mathematics & Natural Sciences	6
4. Religion & Philosophy	6
5. Social & Behavioral Sciences	6
6. Humanities	6
7. Wellness	2
8. Service Learning	1
9. Capstone in General Education	3

## Transitional Skill Building

Based on an evaluation of entrance assessments, some or all of the following transitional skill-building courses may be required. If required, these courses must be completed before the respective Core Competency. If a student's major has a general elective requirement, ENGL 100 courses may be applied toward that requirement.

Courses	Prerequisite For	Units
ENGL 90A Academic Writing	ENGL 100A	3
ENGL 90B Academic Speech	ENGL 100B	3
ENGL 100A College Writing	ENGL 101	3
ENGL 100B College Speech	SPCH 101	3
ENGL 100C English Skills for Business Majors	ENGL 101	3
MATH 025 Pre-Algebra	MATH 101	3

## Category 1

**Core Competencies (15 units):** Students learn to communicate information and ideas clearly, both orally and in writing; to access, examine, and evaluate information using critical thinking and information literacy skills; and to perform quantitative functions.

Students should complete all five core competencies in their first year of study. Exceptions may be approved with a formal academic plan.

Course	Prerequisite(s)	Units
ENGL 101 English Composition	ENGL 100A (if required)	3
ENGL 102 Composition II: Critical Thinking	ENGL 101	3
ILR 101 College Success: Research & Study Skills	None	3
MATH 101 Intermediate Algebra	MATH 025 (if required)	3
SPCH 101 Oral Communication	None	3

## Category 2

**Historical Foundations (6 units):** Provides students with an understanding of the cultural contexts and implications of historical developments.

Students complete one course from each section.

Course	Prerequisite(s)	Units
<b>Section A World &amp; US History:</b> Select 1 course		
HIST 110 World History: Origins to 1500	ENGL 101	3
HIST 120 World History: 1500 to Present	ENGL 101	3
HIST 210 History of the United States: Origins to 1865	ENGL 101	3
HIST 220 History of the United States: 1965 to Present	ENGL 101	3
HIST 378 Cultural & Intellectual History of Modern Europe	ENGL 101	3
IDS 210 The Great War: Art, Film, & Literature	ENGL 101, ENGL 102	3
IDS 330 Environmental Leadership	ENGL 101, ENGL 102	3
<b>Section B Asian History:</b> Select 1 course		
HIST 250 Asian History: Earliest Times to 1600	ENGL 101	3
HIST 260 Asian History: 1600 to Present	ENGL 101	3
HIST 318 History of China: Republican to Present	ENGL 101	3

### Category 3

**Mathematics & Natural Sciences (6 units):** Mathematics and natural sciences for daily living and an enhanced understanding of the natural world and what it means for human existence.

Students complete one course from each section.

NOTE: Psychology majors must select MATH 205 under Section A.

Course	Prerequisite(s)	Units
<b>Section A Mathematics:</b> Select 1 course		
MATH 113 Pragmatic Mathematics	MATH 101	3
MATH 181 College Algebra	MATH 101	3
MATH 205 Descriptive & Inferential Statistics	MATH 101	3
<b>Section B Natural Sciences:</b> Select 1 course		
BIO 100 Introduction to Biology	None	4
PSC 100 Introduction to the Physical Sciences	None	3

### Category 4

**Religion & Philosophy (6 units):** Explores how humans have expressed their ideas of self and meaning and discusses them, where appropriate, from a Buddhist perspective.

Students complete one course from each section.

Course	Prerequisite(s)	Units
<b>Section A Religion:</b> Select 1 course		
REL 201 Religions of the East	ENGL 101	3
REL 202 Religions of the West	ENGL 101	3
REL 300 Dimensions of Religion	ENGL 101	3
REL 301 Fundamentals of Buddhism	ENGL 101	3
REL 322 Living Buddhism	ENGL 101	3
<b>Section B Philosophy:</b> Select 1 course		
CONT 101 Introduction to Contemplative Practice	ENGL 101	3
IDS 330 Environmental Leadership	ENGL 102	3
PHIL 110 Introduction to Western Philosophy: Pre-Socratics to Present	ENGL 101	3
PHIL 120 Introduction to Eastern Philosophy: India, China, & Japan	ENGL 101	3
PHIL 200 Philosophy as a Guide to Living	ENGL 101	3
PHIL 310 Early Western Philosophy	ENGL 101	3
PHIL 320 Early Chinese Philosophy	ENGL 101	3

## Category 5

**Social & Behavioral Sciences (6 units):** Examines the interrelationships, organization, and determinants of human behavior. Students complete a total of 6 units with selections from two different sections.

Business majors may not select options under Business as they will be completing these courses as part of their major courses.

Psychology majors must complete PSYCH 100 as one of the two options.

Course	Prerequisite(s)	Units
<b>Section A: Anthropology</b>		
ANTHR 101 Anthropology	ENGL 101	3
ANTHR 301 Special Topics in Anthropology: Ethnicity & National Identity	ENGL 101 & ANTHR 101 or SOC 100	3
<b>Section B: Psychology</b>		
PSYCH 100 Introduction to Western Psychology	None	3
PSYCH 210 Eastern & Western Perspectives on Cognitive Psychology	PSYCH 100	3
PSYCH 220 Eastern & Western Perspectives on Affective Psychology	PSYCH 100	3
PSYCH 330 Developmental Psychology	PSYCH 100	3
<b>Section C: Sociology</b>		
SOC 100 Introduction to Sociology	ENGL 101	3
<b>Section D: Business</b>		
BUS 201 Principles of Microeconomics	None	3
BUS 202 Principles of Macroeconomics	None	3
<b>Section E: Political Science</b>		
IDS 330 Environmental Leadership	ENGL 101, ENGL 102	3
POL 101 Political Science	ENGL 101	3
POL 301 US Government	ENGL 101	3

## Category 6

**Humanities (6 units):** Explores how humans have expressed their cultural and social identity through language and the arts, i.e. painting, sculpture, architecture, literature, drama, and music.

Students complete a total of 6 units with selections from two different sections.

English majors must select LIT 301 or 302 under Section C: Literature as one of their two selections in Humanities.

Course	Prerequisite(s)	Units
<b>Section A: Fine Arts</b>		
ART 101 Art Appreciation	None	3
ART 201 Art Appreciation Museum Tour	ART 101	3
FILM 101 Film Appreciation	ENGL 101	3
FILM 301 Focused Studies in Film History	ENGL 101	3
IDS 210 The Great War: Art, Film, & Literature	ENGL 102	3
PA 210 Theater for One from Page to Stage	ENGL 101, SPCH 101	3
<b>Section B: Languages</b>		
CHN 101 Beginning Mandarin I	None	4
CHN 102 Beginning Mandarin II	CHN 101	4
CHN 301 Intermediate Mandarin	CHN 102	3
JPN 101 Beginning Japanese I	None	4
JPN 102 Beginning Japanese II	JPN 101	4
JPN 301 Intermediate Japanese I	JPN 102	4
JPN 302 Intermediate Japanese II	JPN 301	3
<b>Section C: Literature</b>		
English majors must complete either LIT 301 or LIT 302.		
IDS 210 The Great War: Art, Film, & Literature	ENGL 102	3
LIT 101 Introduction to Literature	ENGL 101	3
LIT 102 Introduction to Asian Literature	ENGL 101	3
LIT 301 Writing about Literature	ENGL 101	3
LIT 302 Creative Writing	ENGL 101 & LIT 101 or ENGL 201	3

## Category 7

**Wellness (2 units):** Teaches and puts into practice skills conducive to integrating and balancing body, mind, and spirit. Students select two courses.

Course	Prerequisite(s)	Units
WELL 100 Yoga for Body & Mind	None	1
WELL 105 Kung Fu for Body & Mind	None	1
WELL 110 Tai Chi for Body & Mind	None	1
WELL 120 Strength Training & Fitness	None	1
WELL 130 Willpower	None	1
WELL 140 Ballroom Dancing	None	1
WELL 141 Partner Dancing	None	1

## Category 8

**Service Learning (1 unit):** Reflects the mission and values of UWest by embracing the education of the whole person through a commitment to serve with compassion, work for justice, and prepare ethical, moral, and dedicated leaders.

Course	Prerequisite(s)	Units
SRVLG 100 Service Learning	None	1

## Category 9

**Capstone Course in General Education (3 units):** To ensure that students have met the goals of UWest's GE program, the program concludes with one capstone course. This course provides an experience in comparative study at the 400 level, where the skills and knowledge developed in core and breadth are integrated. Students apply knowledge acquired in individual areas to an interdisciplinary field of study.

Course	Prerequisite(s)	Units
CAP 401 Capstone: Religion, Science, & Society	33 units GE	3

## Course Progression for Core Competencies

All undergraduates are required to fulfill their core competencies and service learning requirements by the end of their first year of study. If skill-building coursework is required, additional semesters may be allowed for completion.

1 <sup>st</sup> Semester	9 Units
ILR 101 College Success: Research & Study Skills	3
ENGL 101 English Composition	3
MATH 101 Intermediate Algebra	3
2 <sup>nd</sup> Semester	7 Units
ENGL 102 Composition II: Critical Thinking	3
SPCH 101 Oral Communication	3
SRVLG100 Service Learning	1

## Graduation Requirements

All undergraduate students are required to complete 51 GE units in the nine subject categories above in addition to their core degree requirements. A minimum 9 GE units must be in upper-division courses (numbered 300 or higher).



# Bachelor of Arts in General Studies

## Chair

Janice S. Gore, PhD

UWest's Bachelor of Arts degree in General Studies is designed for students interested in obtaining a broad-based education that allows them to explore their personal interests across a variety of disciplines. Flexibility within the program makes it attractive to students who have taken time off from their college education and are looking for a program that will honor previously earned college credit. Students who decide to change majors late in their studies may find this program advantageous for the same reason. The General Studies major also serves students planning to pursue a graduate degree in a field related to one of the many General Studies concentrations.

The Bachelor of Arts degree in General Studies is designed for completion in four years of full-time study.

## Program Learning Outcomes

The outcomes for General Studies are contained in the Program Learning Outcomes for General Education.

## Course Requirements

Area	Required Units
General Education	51, 9 of which must be upper-division
General Studies Electives	69, 42 of which must be upper-division
<b>Total</b>	<b>120</b>

**General Education Courses (51 units):** All undergraduates must complete 51 units of general education, including nine units at the upper-division level, as described in the General Education section of this catalog. This requirement is an integral part of UWest's mission to produce well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed graduates in all fields of study.

**General Studies Electives:** Students complete 69 units of elective coursework, including at least 42 units of upper-division courses (numbered 300 or 400). Students may select undergraduate courses from all majors. Courses completed to fulfill general education requirements may not be applied to this requirement.

**General Studies Concentrations:** General Studies majors have the option of selecting among a number of 18-unit concentrations that provide an in-depth focus to their program. Students work with their program advisor to map out their concentration. Courses completed to fulfill a concentration are applied to the General Studies Electives requirement. While a concentration is not required, it is an excellent opportunity for students to establish a foundation for future career paths or graduate studies. Courses completed to fulfill general education requirements may not be applied to a General Studies concentration.

### Established concentrations

- | Global Studies: Integrates business, history, political science, religion, foreign language, culture, and related fields
- | Diversity and Multiculturalism: Integrates anthropology, sociology, psychology, religion, language, and related fields
- | Contemplative Studies: Integrates Buddhist studies, meditation, philosophy, and psychology
- | Liberal Arts: Integrates English, history, philosophy, religion, art, music, foreign language, and literature
- | Psychology: Coursework in psychology with possible emphasis in either Buddhist psychology or multicultural generalist counseling
- | Business: Options include general management, non-profit organization management, executive management, human resources management, international business, accounting, finance, marketing, computer information systems, small business/entrepreneurship, and quantitative analysis/analytical methods

In addition to the concentrations above, students may choose to develop their own concentrations. Each student-developed concentration must include 18 units of courses related to its theme. Students should seek the advice and approval of the General Studies chair when developing such concentrations. These concentrations provide students the opportunity to pursue their special interests and passions. Examples of student-developed concentrations include

- | Social Justice and Human Rights
- | Contemporary and Historical Relations between East and West
- | Interdisciplinary Perspectives and Practices
- | Mind and Mindfulness
- | Buddha and the Information Age
- | Religion and Psychology

## Graduation Requirements

Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher. UWest's residency requirement for the Bachelor of Arts states that at least 30 units, including 24 upper division units, must be completed at UWest.

# Department of Psychology

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<b>Chair</b>	Hiroshi M. Sasaki, PhD
<b>Assistant Chair</b>	Kin Cheung (George) Lee, PhD
<b>Adjunct Faculty</b>	Sharon Birman, PsyD Morgan Blackledge, MA Shao-Fen Chang, PsyD, LMFT Jennifer Cohen, PhD Ashley Coleman, PsyD Daniella Dahmen-Wagner, MMFT Lauren Ford, PsyD Erica Fung, PhD John Gallacci, MA, LMFT Mina Grigoryan, PhD Schuyler Ha, MA, LMFT Ven. Haemin, MA, MDiv David Horner, PhD Hyun-Hee Kim, PhD Aubree Mendel, MMFT, LMFT Tom Moritz, MLS Annabel Raymond, MMFT, LMFT Natalie Sobel, PsyD Sandra Unger, MMFT, LMFT Rain E. Wald, MA, LMFT Terry Wells, MMFT Melissa Zavala, PsyD



Psychology is the study of individual human cognition and behavior across the lifespan. The psychology program at University of the West emphasizes the dimensions of multicultural and cross-cultural influence. Course offerings in psychology include introductory and advanced instruction in both Western and Eastern systems of psychological theory and practice.

## Philosophy and Objectives

UWest's psychology program prepares students to be innovative critical thinkers, ready to meet the needs of a dynamic and complex global community. Consistent with the university's mission, the department not only aims to cultivate leading edge knowledge and skills, but also aspires to educate the whole person by nurturing social responsibility and integrity. The culturally diverse faculty and staff contribute to awakening an appreciation of cultural differences.

## Bachelor of Arts in Psychology

The learning outcomes for the BA Psychology degree are informed by the American Psychological Association's 10 Optimal Guidelines for the Undergraduate Psychology Major as well as the university's institutional learning outcomes. These outcomes reflect the knowledge and skills undergraduates are expected to acquire during their studies at UWest.

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students summarize the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.
	Students describe how psychology utilizes the scientific method, research design, and data analysis.
	Students demonstrate information competency and can explain how technology is used in the field of psychology.
	Students express realistic ideas on how to implement their psychological knowledge, skills, and occupational pursuits in a variety of settings.
<b>Praxis</b>	Students apply psychological principles to personal, social, and organizational issues.
<b>Ethics</b>	Students weigh evidence, tolerate ambiguity, act ethically, and reflect the values that are the underpinning of the discipline of psychology.
<b>Critical Thinking</b>	Students apply critical and creative thinking, skeptical inquiry and, when possible, the scientific method to discern, evaluate, and criticize specific issues in psychology.
<b>Communication</b>	Students clearly articulate their study of psychology in speech and writing.

## Self-Awareness

Students are prepared to engage in an ongoing-process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students relate their training in psychology to their own self-exploration and character development.
<b>Expression</b>	Students apply their knowledge of psychology to explore and express ideas about themselves.
<b>Relationship</b>	Students demonstrate effective teamwork skills.

## Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students recognize, understand, and respect sociocultural and international diversity, especially its impact on psychology.
<b>Liberation from Suffering</b>	Students relate issues in psychology to social, economic, and environmental issues.
<b>Service</b>	Students recognize their ability to increase wellness and reduce suffering of self and others through service-oriented activities.

## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Culture</b>	Students demonstrate an understanding and respect for eastern and other diverse contributions to western psychology theory, research, and practice.
<b>Interconnectedness</b>	Students demonstrate compassionate sensitivity toward themselves and others.

## Program Requirements

Area	Required Units
General Education	51
General Electives	27
Core Courses	42
Lower Division	6
Upper Division	18
Psychology Core Electives	15
Capstone for Psychology	3
<b>Total</b>	<b>120</b>

**General Education Courses (51 units):** All undergraduates must complete 51 units of general education, including nine units at the upper-division level, as described in the General Education section of this catalog. This requirement is an integral part of UWest's mission to produce well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed graduates in all fields of study.

Psychology majors must select PSYCH 100 Introduction to Western Psychology as one of their two requirements in GE Category 5: Social and Behavioral Sciences.

**General Electives (27 units):** Students have the opportunity to select 27 units of undergraduate courses from all majors, including general education or psychology courses that have not been applied to other requirements.

**Lower Division Core Courses (6 units):** All students complete the two lower-division courses below.

Courses	Prerequisite(s)	Units
PSYCH 210 Eastern & Western Perspectives on Cognitive Psychology	ENGL 101	3
PSYCH 220 Eastern & Western Perspectives on Affective Psychology	ENGL 101	3

**Upper Division Core Courses (18 units):** All students complete the 6 upper division core courses below.

Courses	Prerequisite(s)	Units
PSYCH 300 Research Design & Data Analysis in Psychology	ENGL 101, PSYCH 100 & MATH 205	3
PSYCH 310 Physiological Psychology	PSYCH 300	3
PSYCH 320 Psychology of Learning	ENGL 101	3
PSYCH 330 Developmental Psychology	ENGL 101	3
PSYCH 340 Psychology of Personality	ENGL 101	3
PSYCH 350 Social Psychology	ENGL 101	3

**Upper Division Core Electives (15 units):** Students select five courses, at least two of which must be from area 1 and two from area 2.

Courses	Prerequisite(s)	Units
<b>Area 1</b>		
PSYCH 404 Introduction to Child & Adolescent Theory & Intervention	PSYCH 330	3
PSYCH 410 Introduction to Western Psychotherapy	ENGL 102 & PYSCH 100	3
PSYCH 415 Psychological Disorders	ENGL 102 & PYSCH 100	3
PSYCH 418 Psychological Tests & Measurements	PSYCH 300	3
PSYCH 420 Cross Cultural Psychology	ENGL 102 & PYSCH 100	3
PSYCH 425 Psychology & Education	ENGL 102 & PYSCH 100 or BUS 308	3
PSYCH 430 Industrial & Organizational Psychology	ENGL 102	3
<b>Area 2</b>		
PSYCH 440 Psychology of Religion	ENGL 102	3
PSYCH 450 Buddhist Psychology	ENGL 102 & PSYCH 210	3
PSYCH 455 Buddhist & Scientific Approaches to the Mind	ENGL 102	3
PSYCH 465 Buddhist Practices & Mental Health	ENGL 102	3
PSYCH 470 Integrative Psychology of Living & Dying	ENGL 102	3

**Capstone (3 units):** The psychology degree culminates in the course PSYCH 495 Capstone Eastern & Western Perspectives on Contemporary Issues.

## Graduation Requirements

Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher. UWest's residency requirement for the Bachelor of Arts states that at least 30 units, including 24 upper division units, must be completed at UWest.

# Master of Arts in Psychology

Students pursuing a Multicultural Counseling degree at UWest have two options to consider: the 60-unit master's degree (for licensure) or the 42-unit master's degree (not license-eligible). Both the 60-unit and 42-unit degree programs allow students to specialize in one of two concentrations: Multicultural Generalist or Buddhist Psychology.

The Multicultural Generalist concentration is unique to UWest. In this globally connected world, it has become imperative to prepare psychology professionals who are proficient in working with a wide variety of cultural identities. The UWest Master of Arts in Psychology focuses on exploring both Western and Eastern contributions to psychology.

The one-of-a-kind Buddhist Psychology concentration holds the same multicultural emphasis as the Multicultural Generalist track, but with the addition of Buddhist perspectives. Buddhist concepts and practices have been successfully used in Western counseling settings, and many are central to current best practices in psychotherapy. For example, the concept of mindfulness and meditation has been empirically supported and widely integrated into contemporary Western psychology practices. Students following this track will gain additional expertise in these areas.

The 60-unit Master of Arts in Psychology prepares students for careers in a wide variety of applied counseling and consultation settings and is specifically designed to meet the pre-requirements for the Marriage and Family Therapy (MFT) license. This program is based on regulations provided by the California Board of Behavioral Sciences and on guidelines suggested by both the American Association for Marriage and Family Therapy and the California Association of Marriage and Family Therapists. Coursework is designed to prepare the student for the California MFT license examinations. More information about the MFT license can be found at <http://www.bbs.ca.gov>.

The 42-unit Master of Arts in Psychology is appropriate for individuals wanting to pursue a graduate degree in mental health but who have 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.

It is important to note that the 42-unit Master of Arts in Psychology 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. In accordance with California State regulations, 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.

# Marriage & Family Therapy: 60-Unit Program

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students demonstrate the knowledge needed to synthesize various psychotherapeutic approaches.  Students describe and explain the ethics and laws pertaining to mental health services for MFTs.  Students list and discuss the various psychotherapeutic theoretical approaches and corresponding diagnostic and intervention techniques.
<b>Praxis</b>	Students conduct thorough intake interviews including suicide assessments, summarize the themes of the interview, and identify goals and potential treatment plans for therapy.  Students demonstrate competency in the assessment, detection, and intervention for spousal abuse as well as for abuse reporting for all categories.
<b>Ethics</b>	Students effectively apply MFT field ethics, and state and federal laws to case vignettes and in vivo counseling sessions.
<b>Critical Thinking</b>	Students apply critical and creative thinking, skeptical inquiry and, when possible, the scientific method to discern, evaluate, and criticize specific issues in psychology.
<b>Communication</b>	Students clearly articulate their study of psychology in writing and speech.

### Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students are fully present, mindfully aware of the moment, during client sessions.
<b>Expression</b>	Students express an increased level of self-awareness as it applies to their role as therapists, including an understanding of and ability to articulate their own cultural values and biases.
<b>Relationship</b>	Students demonstrate case conceptualizations that reflect a refined understanding of the impact that their own cultural identities and related values have on the therapeutic process (specifically the therapeutic alliance/relationship).

### Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students develop cultural responsiveness in terms of intake, diagnosis, treatment planning, and intervention selection.
<b>Liberation from Suffering</b>	Students discuss the various types of privilege and oppression that often arise for select cultural identities, such as select racial and ethnic groups, socioeconomic status, gender, sexual orientation, age, and physical and mental ability.



## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Service</b>	Students recognize their ability to increase wellness and reduce suffering of self and others through service-oriented activities.
<b>Culture</b>	Students demonstrate an appreciation for diverse cultures as it applies to the therapeutic process and outcome and can identify potential limitations in mainstream Western psychological practices.
<b>Interconnectedness</b>	Students demonstrate an awareness of the impact their thought, speech, and behavior have on others, especially on their clients.

## Program Requirements

Area	Required Units
Core Curriculum	42
Introduction Course	3
Foundation Courses	18
Core Courses	18
Advanced Level Courses	3
Concentration Courses	12
Fieldwork/Practical Courses	6
<b>Total</b>	<b>60</b>

**Introduction (3 units):** All students complete the introductory course below.

Courses	Prerequisite(s)	Units
PSYCH 502 Professional Seminar in Multicultural/Buddhist Marriage Family Therapy	None	3

**Foundation Courses (18 units):** All students complete the six foundation courses below. A minimum grade of B is required for each foundation course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Courses	Prerequisite(s)	Units
PSYCH 501 Experimental Design & Statistical Analysis	None	3
PSYCH 530 Psychopathology: Assessment & Diagnosis in Counseling	None	3
PSYCH 531 Theories & Techniques of Counseling & Psychotherapy I	None	3
PSYCH 532 Legal & Ethical Issues in Counseling & Psychotherapy	None	3
PSYCH 533 Seminar: Counseling of Multicultural Groups	None	3
PSYCH 536 Marriage/Couples & Family Counseling I	None	3

**Core Courses (18 units):** All students complete the six core courses below. A minimum grade of B is required for each core course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Courses	Prerequisite(s)	Units
PSYCH 538 Psychological Testing	None	3
PSYCH 540 Adult Development & Aging	None	3
PSYCH 545 Psychopharmacology	None	3
PSYCH 550 Psychopathology II	PSYCH 530	3
PSYCH 551 Theories & Techniques of Counseling & Psychotherapy II	PSYCH 531	3
PSYCH 556 Marriage/Couples & Family Counseling II	PSYCH 536	3

**Advanced Course (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.

Courses	Prerequisite(s)	Units
PSYCH 600 Group Process & Skills	18 units	3
PSYCH 602 Advanced Couples Counseling	18 units	3
PSYCH 604 Advanced Child & Adolescent Theory & Intervention	18 units	3
PSYCH 605 Advanced Family Therapy	18 units	3
PSYCH 607 Advanced Seminar in Culture & Psychotherapy	18 units	3

**Internship/Clinical Education (6 units):** Students are required to gain 6 units of fieldwork (practicum) at an approved practicum site. Students who have completed 18 units of coursework are eligible to seek the chair's approval to pursue a practicum. All fieldwork and practica placements must be approved by the department chair and training director before training begins. Training sites must have a written contract with UWest indicating the commitment to abide by the supervisory conditions required for the pre-MFT licensure requirements, as guided by California's Board of Behavioral Sciences (BBS).

Students entering an approved practicum must enroll in PSYCH 700 and PSYCH 710 in consecutive terms.

Courses	Prerequisite(s)	Units
PSYCH 700 Practicum in Buddhist/Multicultural Counseling Psychology	18 units and permission	3
PSYCH 710 Advanced Practicum in Buddhist/Multicultural Counseling Psychology	18 units and permission	3

**Concentration Courses (12 units):** Students complete four courses in their declared concentration. Students who choose not to declare a concentration may select from either list.

A minimum grade of C is required for each concentration and elective course. Students who do not earn a C or higher in a concentration or elective course may repeat that course one time only to achieve a passing grade.

**Buddhist Psychology Concentration (12 units):** Select four courses from the following list and from MA Religious Studies and MDiv Buddhist Chaplaincy.

Courses	Prerequisite(s)	Units
PSYCH 614 Religion & Psychology Seminar	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 Studies: Buddhist Meditation	None	3

**Multicultural Generalist Concentration (12 units):** Students select four courses (12 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 elective selections must be approved by the advisor.

Courses	Prerequisite(s)	Units
PSYCH 504 Child & Adolescent Theory & Intervention	None	3
PSYCH 529 Drug & Alcohol Theory & Intervention	None	3
PSYCH 537 Motivational Interviewing	None	3

**Comprehensive Exam or Thesis:** All students are required to pass a comprehensive exam in their final semester. Upon recommendation of the department chair, students who would like to pursue a PhD upon completion of the MA may be permitted to complete a thesis rather than the comprehensive exam. Students must maintain continuous enrollment until the thesis is submitted to and accepted by the library.

Courses	Prerequisite(s)	Units
PSYCH 699B Comprehensive Exam	Completion of all coursework	0
PSYCH 699A Thesis	Completion of all coursework	3

## Graduation Requirements: Marriage & Family Therapy 60-unit Program

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 60 units with a minimum cumulative GPA of 3.0 and pass a comprehensive exam or thesis. A minimum grade of B is required for core courses and a minimum grade of C or P for concentration and 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 comprehensive exam has been passed or the thesis has been submitted to and approved by the Library (if applicable), the Intent to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.

# Multicultural Counseling: 42-Unit Program

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students demonstrate the knowledge needed to synthesize various counseling approaches.  Students describe and explain the ethics and laws pertaining to mental health services.  Students list and discuss the various counseling theoretical approaches and corresponding diagnostic and intervention techniques.
<b>Praxis</b>	Students conduct thorough intake interviews including suicide assessments, summarize the themes of the interview, and identify goals and potential treatment plans for therapy.  Students demonstrate competency in the assessment, detection, and intervention for spousal abuse as well as for abuse reporting for all categories.
<b>Ethics</b>	Students effectively apply counseling field ethics, and state and federal laws to case vignettes and in vivo counseling sessions.
<b>Critical Thinking</b>	Students apply critical and creative thinking, skeptical inquiry and, when possible, the scientific method to discern, evaluate, and criticize specific issues in psychology.
<b>Communication</b>	Students clearly articulate their study of psychology in writing and speech.

### Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students are fully present, mindfully aware of the moment, during client sessions.
<b>Expression</b>	Students express an increased level of self-awareness as it applies to their role as counselors, including an understanding and ability to articulate their own cultural values and biases.
<b>Relationship</b>	Students demonstrate case conceptualizations that reflect a refined understanding of the impact their own cultural identities and related values have on the counseling process (specifically the counseling alliance/relationship).

### Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students develop cultural responsiveness in terms of intake, diagnosis, treatment planning, and intervention selection.
<b>Liberation from Suffering</b>	Students discuss the various types of privilege and oppression that often arise for select cultural identities, such as select racial and ethnic groups, socioeconomic status, gender, sexual orientation, age, and physical and mental ability.

## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Service</b>	Students recognize their ability to increase wellness and reduce suffering of self and others through service-oriented activities.
<b>Culture</b>	Students demonstrate an appreciation for diverse cultures as it applies to the counseling process and outcome, and can identify potential limitations in mainstream, Western psychological practices.
<b>Interconnectedness</b>	Students demonstrate an awareness of the impact their thought, speech, and behavior have on others, and especially on their clients.

## Program Requirements

Area	Required Units
Core Curriculum	30
Foundation Courses	15
Core Courses	12
Advanced Level Courses	3
Concentration Courses	9
Master's Capstone Project or Thesis	3
<b>Total</b>	<b>42</b>

**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.

Courses	Prerequisite(s)	Units
PSYCH 501 Experimental Design & Statistical Analysis	None	3
PSYCH 530 Psychopathology: Assessment & Diagnosis in Counseling	None	3
PSYCH 531 Theories & Techniques of Counseling & Psychotherapy I	None	3
PSYCH 532 Legal & Ethical Issues in Counseling & Psychotherapy	None	3
PSYCH 533 Seminar: Counseling of Multicultural Groups	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.

Courses	Prerequisite(s)	Units
PSYCH 536 Marriage/Couples & Family Counseling I	None	3
PSYCH 538 Psychological Testing	None	3
PSYCH 540 Adult Development & Aging	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.

Courses	Prerequisite(s)	Units
PSYCH 600 Group Process & Skills	None	3
PSYCH 602 Advanced Couples Counseling	None	3
PSYCH 605 Advanced Family Therapy	None	3
PSYCH 607 Advanced Seminar in Culture & Psychotherapy	None	3

**Concentration (9 units):** Students complete three courses in their declared concentration. Students who choose not to declare a concentration may select from either list.

A minimum grade of C is required in each concentration and 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.

**Multicultural Generalist (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.

Courses	Prerequisite(s)	Units
PSYCH 504 Introduction to Child & Adolescent Theory & Intervention	None	3
PSYCH 529 Drug & Alcohol Theory & Intervention	None	3
PSYCH 537 Motivational Interviewing	None	3

**Buddhist Psychology:** Students select three courses (9 units) from the following list.

Courses	Prerequisite(s)	Units
PSYCH 614 Religion & Psychology Seminar	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 Studies: Buddhist Meditation	None	3
REL 642 Buddhist Psychology	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.

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

## Graduation Requirements: Multicultural Counseling–42 Unit Program

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 concentration and 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.

# Department of Religious Studies

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Chair	Jane Naomi Iwamura, PhD
Assistant Chair	Miroj Shakya, PhD
Faculty	Joshua Capitanio, PhD William Chu, PhD Bruce Long, PhD Darui Long, PhD
Adjunct Faculty	Michaela Haas, PhD James A. Santucci, PhD
Emeritus Faculty	Lewis Lancaster, PhD
Visiting Distinguished Faculty	Donald K. Swearer, PhD



The Religious Studies Department specializes in the study of Buddhism and comparative religion. It offers three graduate-level degrees, an MA and PhD in Religious Studies, and a ThD in Applied Buddhist Studies. In addition to their teaching mission, faculty are involved in various research projects, including detailed study of Chinese-, Sanskrit-, and Pali-language Buddhist texts and the study of Asian religions in the contemporary world. The Religious Studies Department works closely with other departments, particularly Buddhist Chaplaincy and Psychology, providing a bridge between the study of religion—past, present, and future—and the problems of modern life.

## Philosophy & Objectives

Through the study of religion students acquire a deep understanding of religious practices, ideas, outlooks, and concerns that have influenced and continue to influence human culture and existence. Asian religious traditions, particularly Buddhism, provide the core focus and foundation of the program. The department is dedicated to open academic inquiry and religious diversity and committed to fostering an environment that furthers religious understanding between East and West. Students from all religious backgrounds are encouraged to bring their own unique and enriching perspective to the study of religion.

## Master of Arts in Religious Studies

The Master of Arts in Religious Studies is a two-year, full-time degree program that allows students to gain a critical appreciation and understanding of different facets of religion. In close consultation with a faculty advisor, students design a course of study tailored to their own interests and needs. Students may draw on courses offered at University of the West to create an emphasis in Buddhist canonical languages, history and texts, comparative religions, Humanistic Buddhism, Chinese religions, South Asian religions, Buddhism and psychology, Buddhism and contemporary culture, Buddhist theology and ministry, or an area central to their particular interests.

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students summarize and explain different facets of religion and religious life.
<b>Praxis</b>	Students apply the tools and theories used in the academic study of religion.
<b>Ethics</b>	Students identify ethical issues raised by religion(s) and explain their significance.
<b>Critical Thinking</b>	Students think critically about specific religious traditions and about the academic study of religion, in general.
<b>Communication</b>	Students engage in scholarly writing and presentation.

### Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students critically relate religious teachings to their own self-exploration and character development.
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## Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students acknowledge the value of religious diversity.
<b>Liberation from Suffering</b>	Students critically relate religious teachings to issues of suffering.

## Interdependence

Students possess a holistic understanding of global interdependence to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Culture</b>	Students critically evaluate the role of religion in human culture and society.
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## Program Requirements

Area	Required Units
Core Courses	6
Religious Diversity Requirement	3
Specialization & Electives	27
<b>Total</b>	<b>36</b>

**Core Courses (6 units):** During the first two semesters, all students complete the two core courses below. Students will acquire knowledge of the tools and theories used for the advanced academic study of religion. A minimum grade of B is required for each core course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Courses	Units
REL 600 History & Theory of the Study of Religion	3
REL 607 Research Methods	3

**Religious Diversity Requirement (3 units):** In consultation with their faculty advisor, all students select at least one course in comparative religion or a religious tradition outside their area of focus. Students gain understanding, respect, and appreciation of religious and cultural diversity. A minimum grade of C is required. Students who do not earn a C or higher may repeat that course one time only to achieve a passing grade.

**Specialization and Electives (27 units):** All students complete nine courses. Students are encouraged to develop an area of emphasis in consultation with their faculty advisor, reflecting a structured approach to the students' focus and interests. A minimum grade of C is required for each specialization and elective course applied to graduation. Students who do not earn a C or higher in a course may repeat that course one time only to achieve a passing grade.

One course per semester may be taken at an approved collegiate partner such as the Claremont School of Theology. Students acquire knowledge and research and writing skills in their chosen area of emphasis or focus.

**Portfolio Requirement:** Students must submit a portfolio of their work to the department for assessment and review. This portfolio must be submitted by Friday of the 14th week in the student's final term. Portfolio guidelines are found in the Religious Studies Graduate Student Handbook.

## Optional PhD Preparation Track

For students planning to pursue further academic study and apply to a doctoral-level program, the following components are optional, although highly recommended. These courses can be applied toward graduation.

**Language:** Students may pursue up to 12 units of language study as part of their overall coursework. Language study is recommended during the first year of coursework or as soon as the relevant courses are offered.

**Thesis Project:** Students may enroll in the 3-unit course REL 700 Thesis Project at the outset of the semester in which they intend to write and submit their thesis. They select a relevant research subject in consultation with the professor supervising their project. The thesis must be at least 50 double-spaced pages in length (excluding the title page, abstract, and bibliography). The master's candidate must have a thesis committee approved by the department chair prior to the end of the semester during which REL 700 Thesis Project is taken. This committee is composed of three faculty members, including the student's advisor. With the approval of their advisor and the department chair, students may choose to pursue an alternative to the traditional thesis (e.g. publishable article, multimedia project).

The final draft of the thesis or comparable project must be formatted according to university guidelines and submitted to the UWest Library before the end of the term in which the student is graduating. Students receive 3 units of thesis credit, applicable to the specialization requirement, when the thesis is accepted by the library. A student who fails to meet the submission deadline is not eligible for thesis credit.

Students may enroll in REL 700 for a second subsequent semester only with the approval of the thesis committee and department chair. If granted an extension for submission, the student must maintain continuous enrollment by enrolling in REL 700 and paying all applicable tuition and fees through the term during which the thesis is accepted by the library.

A student who fails to meet the submission deadline is not eligible for thesis credit. If granted an extension for submission, the student must maintain continuous enrollment by enrolling in REL 700 and paying all applicable tuition and fees through the term during which the thesis is accepted by the library.

## Graduation Requirements

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 36 units with a minimum cumulative GPA of 3.0. A minimum grade of B is required for core courses and a minimum grade of C or P for all other 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 coursework has been completed, the portfolio has been accepted as complete, the thesis has successfully been submitted to and approved by the Library (if applicable), the Intent to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.

# Doctor of Philosophy in Religious Studies

The Doctor of Philosophy (PhD) in Religious Studies is an advanced research degree leading to a dissertation. Research and writing skills are developed to the level necessary to participate in professional academic discourse. A doctoral degree is awarded on the basis of evidence that the recipient possesses knowledge of a broad field of learning and expert mastery of a particular area of concentration within that field.

UWest offers two concentrations in its doctoral program. First, doctoral students may specialize in Buddhist Studies. This is for advanced research in the comparative study of Buddhism in relation to another religion, or the intensive study of an aspect of Buddhism, leading to a dissertation. Second, a doctoral student may choose Comparative Religions. This is for advanced research in the comparative study of religions.

Progress through the doctoral program is determined by coursework, language requirements, and the successful completion of qualifying examinations and a dissertation. As a means of tailoring the program to the needs and interests of individual students, the number and content of these examinations will be individualized by the doctoral committee. Failing any qualifying examination twice in a row may result in termination of the student's enrollment in the program.

Important note: In addition to graduates with traditional bachelor's degrees, graduates of recognized Buddhist colleges are eligible to apply to the Master of Arts in Religious Studies.

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students summarize and explain different facets of religion and religious life. Students demonstrate a working knowledge of research languages.
<b>Praxis</b>	Students apply the tools and theories used in the academic study of religion.
<b>Ethics</b>	Students identify ethical issues raised by religion(s) and explain their significance.
<b>Critical Thinking</b>	Students think critically about specific religious traditions and about the academic study of religion, in general. Students develop their own critical perspective and engage in sustained analysis about specific religious traditions and about issues in the field of religious studies.
<b>Communication</b>	Students engage in scholarly writing and presentation.

### Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Character</b>	Students critically relate religious teachings to their own self-exploration and character development.
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## Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students acknowledge the value of religious diversity.
<b>Liberation from Suffering</b>	Students critically relate religious teachings to issues of suffering.

## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Culture</b>	Students critically evaluate the role of religion in human culture and society.
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## Program Requirements

Area	Required Units
Core Courses	9
Electives	42
Qualifying Examinations	0
Research Training	12
Dissertation	0
<b>Total</b>	<b>63</b>
Language Requirements (units not degree applicable)	
Primary Research/Canonical Language	12
Secondary Research Language	6

**Core Courses (9 units):** All students complete three core courses during the first two semesters. Students must earn a minimum grade of B in all core courses. Students who do not earn a B may repeat that course one time only to achieve a passing grade.

Courses	Units
REL 600 History & Theory of the Study of Religion	3
REL 601 Seminar: Historical & Textual Methodologies	3
REL 607 Research Methods	3

**Electives (42 units):** All students select an additional 42 units of courses in consultation with their advisor. Students with a concentration in Buddhist Studies take 30 units of coursework in Buddhist Studies and 12 units of coursework in Comparative Religions. Students with a concentration in Comparative Religions take 30 units of coursework in Comparative Religions and 12 units of coursework in Buddhist Studies.

Students must earn a minimum grade of C in each elective course applied to graduation. Students who do not earn a C may repeat that course one time only to achieve a passing grade.

**Concentration Coursework: Buddhist Studies**

REL 505 Women in Buddhism	3 units
REL 521 Buddhist Meditation Practicum	3 units
REL 530 Topics in Buddhist Meditation	3 units
REL 540 Buddhist Hermeneutics	3 units
REL 545 Sacred Time & Sacred Space in the History of Religions	3 units
MBA/REL 582 Humanistic Buddhism & Management	3 units
REL 627 Buddhism & Ritual	3 units
REL 630 Seminar: Buddhist Texts in Canonical Languages*	3 units
REL 636 Seminar: Buddhist Texts in Translation*	3 units
REL 639 Topics in the Study of Religion*	3 units
REL 640 Topics in Buddhist Studies*	3 units
REL 645 Seminar: Regional Buddhist Traditions*	3 units
REL 653 Vajrayana Buddhism	3 units
REL 655 Perspectives in the Study of Chan/Zen Buddhism	3 units
REL 657 Humanistic Buddhism & Current Issues	3 units
REL 659 Buddhism in the US	3 units
REL 670 Spread of Buddhism to Central Asia & China	3 units

**Concentration Coursework: Comparative Religious Studies**

REL 515 Religions of China	3 units
REL 520 Religions of India	3 units
REL 545 Sacred Time & Sacred Space in the History of Religions	3 units
REL 590 Comparative Study of Religion	3 units
REL 592 Myth & Mythology	3 units
REL 603 Seminar: Philosophy of Religion	3 units
REL 610 Seminar: Religion & Ethics	3 units
REL 640 Topics in Comparative Religion*	3 units
REL 660 Seminar: Buddhist-Christian Dialogue	3 units

\*Topics announced each semester. A student may take these courses for credit more than one time with the approval of the instructor and the department chair.

**Research Training (12 units):** After successful advancement to candidacy, students complete a total of 12 units in advanced graduate-level research and writing.

REL 698A Dissertation Proposal Seminar	3 units
REL 698B Dissertation Writing Seminar	3 units
REL 710 Dissertation Research	3 units

**Languages:** Students must earn 12 units in a primary language and 6 units in a secondary language. Students with a concentration in Buddhism must acquire intermediate working knowledge in a Buddhist classical language (e.g. Pali, Sanskrit, Chinese, Tibetan) as their primary language requirement. This coursework is required, but is not degree applicable, and may be waived based on a student's prior experience, education, and/or proficiency.

**Qualifying Examinations:** Students are required to petition to take the qualifying examinations when they have completed a minimum of 51 units of doctoral coursework and have fulfilled the language requirements. The qualifying examinations cover three subject fields to be determined individually between the student and members of the doctoral committee. Students are encouraged to take REL 705 (Qualifying Examination Preparation) during the semester they are preparing and planning to take their examinations. Qualifying examinations must be completed within one semester following the completion of 51 units of coursework.

The qualifying examinations are written. Students are expected to consult with their committee members to prepare reading lists that will serve as the basis for each of the three field examinations. The examinations take place over a two-week period and must be taken on campus. Each examination takes three hours, and students are not allowed to consult books, notes, or the Internet during the examination. Qualifying examinations are graded pass, fail, or pass with distinction. If a student fails an examination, the doctoral committee will decide if and when it may be repeated. Additional work may be required before the student is eligible to retake an examination.

Additional guidelines and details regarding the qualifying examinations can be found in the Religious Studies Graduate Student Handbook.

**Advancement to Candidacy (Dissertation):** A student advances to candidacy status upon successful completion of the qualifying examinations and payment of the candidacy fee. Candidacy status lapses automatically if the student loses graduate standing by academic disqualification or failure to comply with university policy on continuous enrollment. A readmitted student who was a candidate must again advance to candidacy and thereafter enroll as a candidate for at least one academic semester before the degree may be conferred. Readmission after a break in enrollment is not guaranteed. Continuous enrollment is required through all stages of the dissertation process, beginning with advancement to candidacy and ending at the close of the term during which the dissertation is accepted by the library.

**Research Training (Dissertation):** Upon advancing to candidacy, the candidate enters the dissertation phase and is eligible to undertake advanced graduate-level research and writing. While engaged in the dissertation process, PhD students are required to register for REL 698A, 698B, 710, or a combination of these courses for a total of 12 units.

#### I **Stage 1:** Preparing the Proposal and Research Training

Candidates undertake advanced graduate-level research and writing, completing a total of 12 units in REL 698A, 698B, 710, or a combination of these courses.

During this stage, candidates begin work on the dissertation proposal under the supervision of their doctoral committee, outlining their intended dissertation project. The dissertation project must be an original piece of research based on primary sources that makes a relevant contribution to the student's field of study. The proposal is reviewed by the doctoral committee, after which students attend the proposal defense to present their proposal and respond to the questions of the committee. During the proposal defense, the committee decides whether the proposal is accepted, accepted with revisions, or rejected. Candidates are expected to submit the dissertation proposal during the semester immediately following their advancement to candidacy.

#### I **Stage 2:** Dissertation Writing and Defense

Candidates prepare the dissertation after passing the proposal defense. The doctoral committee provides feedback throughout the dissertation writing stage, approves the dissertation, and conducts the dissertation defense, a final oral examination. Ordinarily, students defend the dissertation just prior to its completion. Students must be in residence when defending. The defense must be scheduled during a regular academic session (fall or spring semester) and is open to all members of the academic community.

#### I **Stage 3:** Dissertation Submission

After passing the dissertation defense, the candidate makes all necessary revisions and submits at least two (2) copies to the University of the West Library for binding according to UWest Library and Binding Guidelines. The revised dissertation must be submitted to the library no later than one semester after passing the defense. During this semester, the candidate must maintain continuous enrollment by enrolling in REL 715.

**Graduate Portfolio:** In addition to these requirements, students must submit a portfolio of their work to the department for assessment and review. (Portfolio guidelines are found in the Religious Studies Graduate Student Handbook.)

Important guidelines and procedures regarding the composition of the doctoral committee, dissertation proposal, dissertation defense, and final submission of the dissertation can be found in the Religious Studies Graduate Student Handbook.

## Graduation Requirements

A minimum of 63 post-baccalaureate semester units in graduate courses as specified for each candidate by the doctoral committee appointed by the department chair or graduate advisor;

Fulfillment of the language requirements;

A minimum grade point average (GPA) of 3.0;

A Pass in the qualifying examination, taken when the student has completed a minimum of 51 units of doctoral coursework;

Submission to the UWest Library of a research dissertation demonstrating critical judgment, intellectual synthesis, creativity, and skill in written communication.

**Minimum Grade Requirement:** Students must earn a minimum grade of B in all core courses and a minimum grade of C or P in elective courses. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade.

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.

**Transfer of Credit from Other Institutions:** Students may be granted a maximum of 30 units of transfer credit for applicable graduate-level coursework towards the 51-unit course requirement. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

**Application of Credit from Prior UWest Enrollments:** Students may apply toward the 51-unit course requirement a maximum of 36 units of graduate coursework completed at UWest in a master's level program or under open enrollment. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

**Continuous Enrollment:** After finishing all coursework students must maintain continuous enrollment through the term during which the dissertation is accepted by the library. Continuous enrollment is maintained by enrolling in research courses REL 698A, REL 698B, or REL 710 and upon completion of the 12-unit research requirement, REL 715. Failure to register and pay the associated tuition and fees may interfere with residence requirements and lead to lapse of candidacy status.

Degrees are awarded at the close of the semester in which all requirements have been fulfilled, the dissertation has successfully been submitted to and approved by the library (if applicable), the Intent to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.

# Doctor of Theology in Applied Buddhist Studies

The Doctor of Theology (ThD) in Applied Buddhist Studies is an advanced research degree leading to a dissertation project and is intended for students specializing in the study of Buddhism and its application to issues and problems in the modern world. The ThD is a selective research program that prepares students to work in leadership and administrative positions in Buddhist organizations or other religiously-based and social services-oriented institutions. Research, writing, and communication skills are developed to the level necessary to participate in professional academic discourse and practice-oriented domains of faith and service. A doctoral degree is awarded on the basis of evidence that the recipient possesses knowledge of a broad field of applied learning and expert mastery of a particular area of concentration within it.

Progress through the ThD program is determined by coursework and the successful completion of both the candidacy portfolio and the dissertation project. As a means of tailoring the program to the needs and interests of individual students, the makeup of the candidacy portfolio will be individualized by the doctoral committee. Rejection of the candidacy portfolio twice in a row may result in termination of the student's enrollment in the program.

Important note: Prior to the beginning of the semester in which students expect to defend their dissertation project, they must consult with their graduate advisor to verify that all degree requirements excepting the defense have been fulfilled and with their doctoral advisor to confirm that their dissertation project is ready for defense.

## Program Learning Outcomes

### Wisdom & Skillful Means

Students are thoroughly prepared for academic and professional success.

<b>Knowledge</b>	Students summarize and explain different facets of Buddhism and Buddhist life from academic and practical perspectives.
<b>Praxis</b>	Students apply the tools and theories used in the academic study of religion, theology, ministry, and other relevant disciplines to concrete issues.
<b>Ethics</b>	Students identify ethical issues raised by contemporary Buddhist practice and explain their significance.
<b>Critical Thinking</b>	Students think critically about the normative assumptions and claims of the Buddhist tradition.  Students critically assess Buddhist thought and practice within the context of modern society.  Students develop their own critical perspective and engage in sustained analysis of the Buddhist tradition.
<b>Communication</b>	Students clearly articulate their study and practice of Buddhism in writing, speech, and other forms of communication.

### Self-Awareness

Students are prepared to engage in an ongoing process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<b>Balance</b>	Students recognize and articulate the multi-faceted dimensions of Buddhist practice, including meditation, ritual, and service.
<b>Character</b>	Students critically relate Buddhist teachings to their own self-exploration and character development.



## Liberation

Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.

<b>Pluralism</b>	Students acknowledge the value of religious diversity to Buddhist thought and practice.
<b>Liberation from Suffering</b>	Students critically relate Buddhist teachings and values to issues of suffering and develop constructive pathways to liberation.

## Interdependence

Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

<b>Culture</b>	Students critically evaluate the role of the Buddhist tradition in human culture and society.
<b>Service</b>	Students situate their work within a model of Buddhist service and stewardship.

## Program Requirements

Area	Required Units
Core Courses	6
Practica	6
Electives	39
Candidacy Portfolio	0
Research Training	12
Dissertation Project	0
<b>Total</b>	<b>63</b>

**Core Courses (6 units):** All students complete two core courses during the first two semesters. Students must earn a minimum grade of B in all core courses. Students who do not earn a B may repeat that course one time only to achieve a passing grade.

Courses	Units
BTHE 600 Seminar: Buddhist Theology	3
REL 607 Research Methods	3

**Practica (6 units):** Students complete two of the following courses, chosen in consultation with their advisor.

Courses	Units
REL 521 Buddhist Meditation Practicum	3
MDIV 530 Interfaith Ritual	3
MDIV 590 Service Practicum	3

**Electives (39 units):** An additional 39 units are to be chosen by the ThD student in consultation with his or her advisor. Students select 9 units from the area of Comparative Religious Studies. To fulfill the remaining 30 units, students select a combination of courses in the areas of Interdisciplinary and Applied Approaches and in Buddhist Studies.

Students must earn a minimum grade of C in each elective course applied to graduation. Students who do not earn a C may repeat that course one time only to achieve a passing grade.

**Coursework Area:** Interdisciplinary and Applied Approaches

Courses	Units
MBA/REL 582 Humanistic Buddhism & Management	3
MDIV 511 Communication Skills for Chaplaincy	4
MDIV 515 Groups, Systems, & Chaplaincy	3
MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	3
MDIV 565 Buddhist Homiletics & Giving Dharma Talks	3
MDIV 646 Spiritual Care & Counseling	4
MDIV 650 Pastoral Theology	3
MDIV 661 Organizational & Legal Issues in Ministry & Spiritual Care	3
MDIV 670 Spiritual Leadership	3
PSYCH 502 Professional Seminar in Multicultural/Buddhist Marriage Family Therapy	3
PSYCH 614 Religion & Psychology Seminar	3
PSYCH 617 Application of Mindfulness in Western Therapy	3

**Coursework Area:** Buddhist Studies

Courses	Units
REL 505 Women in Buddhism	3
REL 521 Buddhist Meditation Practicum	3
REL 530 Topics in Buddhist Meditation	3
REL 540 Buddhist Hermeneutics	3
MBA/REL 582 Humanistic Buddhism & Management	3
REL 627 Buddhism & Ritual	3
REL 630 Seminar: Buddhist Texts in Canonical Languages*	3
REL 636 Seminar: Buddhist Texts in Translation*	3
REL 639 Topics in the Study of Religion*	3
REL 640 Topics in Buddhist Studies*	3
REL 645 Seminar: Regional Buddhist Traditions*	3
REL 653 Vajrayana Buddhism	3
REL 655 Perspectives in the Study of Chan/Zen Buddhism	3
REL 657 Humanistic Buddhism & Current Issues	3
REL 659 Buddhism in the US	3
REL 670 Spread of Buddhism to Central Asia/China	3

**Coursework Area:** Comparative Religious Studies

Courses	Units
REL 515 Religions of China	3
REL 520 Religions of India	3
REL 545 Sacred Time & Sacred Space in the History of Religions	3
REL 590 Comparative Study of Religion	3
REL 592 Myth & Mythology	3
REL 603 Seminar: Philosophy of Religion	3
REL 610 Seminar: Religion & Ethics	3
REL 640 Topics in Comparative Religion	3
REL 660 Seminar: Buddhist-Christian Dialogue*	3

\*Topics are announced each semester. A student may take these courses for credit more than one time with the approval of the instructor and the department chair.

**Research Training (12 units):** After successful advancement to candidacy, students complete a total of 12 units in advanced graduate-level research and writing.

REL 698A Dissertation Proposal Seminar	3 units
REL 698B Dissertation Writing Seminar	3 units
REL 710 Dissertation Research	3 units

**Languages (optional):** Students may pursue up to 12 units of language study (Pali, Sanskrit, Classical Chinese, or Tibetan) as part of their overall coursework. Language study is recommended during the first year of coursework or as soon as the relevant courses are offered.

**Candidacy Portfolio:** After students have completed a minimum of 51 units of doctoral coursework, they must petition to submit the candidacy portfolio. Students are encouraged to enroll in BTHE 705 Candidacy Portfolio Preparation during the semester they are working on their portfolio. The candidacy portfolio includes three 10-15 page essays, one in each of the following areas: (1) Issues (2) Methods (3) Practice. Each essay must include a bibliography of sources. The candidacy portfolio must be submitted within one semester after the candidate has completed 51 units of coursework.

Students are expected to consult with their committee members to determine the focus and direction of each of the three essays that constitute the candidacy portfolio, as well as the reading lists serving as the foundation for the papers. The candidacy portfolio is graded pass, fail, or pass with distinction. If the candidacy portfolio is deemed not passing, the committee decides if and when it may be resubmitted. Additional work may be required before the student is eligible to resubmit the portfolio.

Additional guidelines and details regarding the candidacy portfolio can be found in the Religious Studies Graduate Student Handbook.

**Advancement to Candidacy (Dissertation Project):** A student advances to candidacy status upon successful completion of the candidacy portfolio requirement and payment of the candidacy fee. Candidacy status will lapse automatically if the student loses graduate standing by academic disqualification or failure to comply with university policy on continuous registration. A readmitted student who was a candidate must again advance to candidacy and thereafter enroll as a candidate for at least one academic semester before the degree may be conferred. Readmission after a break in enrollment is not guaranteed. Continuous enrollment is required through all stages of the dissertation process, beginning with advancement to candidacy and ending at the close of the term during which the dissertation project is accepted by the library.

■ **Stage 1:** Preparing the Project Proposal and Research Training

Candidates undertake advanced graduate-level research and writing, completing a total of 12 units in REL 698A, 698B, 710, or a combination of these courses.

During this stage, candidates begin work on the dissertation project proposal under the supervision of their doctoral committee, outlining their intended dissertation project. The dissertation project must be an original piece of research based on primary sources that makes a relevant contribution in the area of Buddhist practice, translation, or philosophical/theological thought.

Candidates may propose an alternative form of presentation other than the conventional written dissertation: multimedia projects, digital resources and software, translations, research tools, critically annotated commentaries, resource guides, documentaries, and creative projects (music, dance, art, poetry). However, the project must include a substantial amount of written analysis and be deemed equivalent to the standard dissertation model in terms of critical apparatus and engagement with scholarly sources. The mode of presentation must be clearly outlined in the dissertation project proposal.

The proposal is reviewed by the doctoral committee, after which students attend the proposal defense to present their proposal and respond to the questions of the committee. During the proposal defense, the committee decides whether the proposal is accepted, accepted with revisions, or rejected. Candidates are expected to submit the dissertation proposal during the semester immediately following their advancement to candidacy.

■ **Stage 2:** Dissertation Project Preparation and Defense

Candidates prepare the dissertation project after passing the proposal defense. The doctoral committee provides feedback throughout the writing stage, approves the dissertation project, and conducts the dissertation project defense, a final oral examination. Ordinarily, students defend the dissertation project just prior to its completion. Students must be in residence when defending. The defense must be scheduled during a regular academic session (fall or spring semester) and is open to all members of the academic community.

■ **Stage 3:** Dissertation Project Submission

After passing the dissertation project defense, the candidate makes all necessary revisions and submits at least two (2) copies to the University of the West Library for binding according to UWest Library and Binding Guidelines. The revised dissertation project must be submitted to the library no later than one semester after passing the defense. During this semester, the candidate must maintain continuous enrollment by enrolling in REL 715.

**Graduate Portfolio:** In addition to these requirements, students must submit a portfolio of their work to the department for assessment and review. (Portfolio guidelines are found in the Religious Studies Graduate Student Handbook.)

Important guidelines and procedures regarding the composition of the doctoral committee, dissertation project proposal, dissertation project defense, and final submission of the dissertation project can be found in the Religious Studies Graduate Student Handbook.

## Graduation Requirements

A minimum of 63 post-baccalaureate semester units in graduate courses as specified for each candidate by the doctoral committee appointed by the department chair or graduate advisor;

A minimum grade point average (GPA) of 3.0;

A Pass in the candidacy portfolio requirement, submitted when the student has completed a minimum of 51 units of doctoral course work;

A dissertation project demonstrating critical judgment, intellectual synthesis, creativity, and skill in written communication or alternative modes of communication (with approval of the dissertation project committee).

**Minimum Grade Requirement:** Students must earn a minimum grade of B in all core courses and a minimum grade of C or P in elective courses. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade.

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.

**Transfer of Credit from Other Institutions:** Students may be granted a maximum of 30 units of transfer credit for applicable graduate-level coursework towards the 51-unit course requirement. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

**Application of Credit from Prior UWest Enrollments:** Students may apply toward the 51-unit course requirement a maximum of 36 units of graduate coursework completed at UWest in a master's level program or under open enrollment. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

**Continuous Enrollment:** After finishing all coursework students must maintain continuous enrollment through the term during which the dissertation project is accepted by the library. Continuous enrollment is maintained by enrolling in research courses REL 698A, REL 698B, or REL 710 and upon completion of the 12-unit research requirement, REL 715. Failure to register and pay the associated tuition and fees may interfere with residence requirements and lead to lapse of candidacy status.

Degrees are awarded at the close of the semester in which all requirements have been fulfilled, the dissertation project has successfully been submitted to and approved by the Library (if applicable), the Intent to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.



# Course Descriptions

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# Course Codes

## Undergraduate Disciplines

ANTHR	Anthropology
ART	Art History & Appreciation
BIO	Biology
BUS	Business Administration, Undergraduate
CAP	General Education Capstone
CHN	Chinese Language, Modern
CONT	Contemplative Studies
ENGL	English
FILM	Film History & Appreciation
HIST	History
IDS	Interdisciplinary Studies
ILR	Information Literacy & Research
JPN	Japanese
LANG	Language
LIT	Literature
MATH	Mathematics
MUS	Music History & Appreciation
PA	Performing Arts
PHIL	Philosophy
POL	Political Science
PSC	Physical Science
PSYCH	Psychology
REL	Religious Studies
SOC	Sociology
SPCH	Speech Communications
SRVLG	Service Learning
TESOL	Teaching English to Speakers of Other Languages
WELL	Wellness

## Graduate Disciplines

BTHE	Buddhist Theology
CCHN	Classical Chinese Language
MBA	Business Administration, Graduate
MDIV	Buddhist Chaplaincy
PALI	Pali Language
PSYCH	Psychology
REL	Religious Studies
SNSK	Sanskrit Language
TIB	Tibetan Language

# Prerequisites

Applicable prerequisites must be met prior to enrollment in a course.

- Graduate status is a prerequisite for enrollment in all graduate courses.
- MDIV courses are open only to students enrolled in MDiv Buddhist Chaplaincy and ThD Applied Buddhist Studies.

Any exceptions to prerequisite requirements must be approved by the student's department chair and the course instructor.



# Undergraduate Course Descriptions

## Anthropology

ANTHR 101

### Anthropology (3 units)

Prerequisite(s): ENGL 101

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

ANTHR 301

### Special Topics in Anthropology: Ethnicity & National Identity (3 units)

Prerequisite(s): ENGL 101 & ANTHR 101 or SOC 100

Cross-cultural study of ethnicity and nationalism. Examines concepts of social identity and considers how gender, language, religion, and national identity interact. Also explores the historical and societal macro process for the development of ethnic identities.

## Art History & Appreciation

ART 101

### Art Appreciation (3 units)

Prerequisite(s): none

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

ART 201

### Art Appreciation Museum Tour (3 units)

Prerequisite(s): ART 101

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

## Biology

BIO 100

### Introduction to Biology (4 units)

Prerequisite(s): none

Principles of biology stressing the relationship of all organisms. Topics include cells, reproduction, genetics, embryology, botany, animal behavior, metabolism, evolution, and human psychology. Includes 15 hours of lab.

## Business Administration

BUS 200

### Business Law (3 units)

Prerequisite(s): none

Briefly introduces laws and regulations affecting the business environment. Focuses on business laws, including laws regarding contracts, product liability, business organization, employment, antitrust, and environmental protection. Incorporates ethical considerations and international perspectives.

BUS 201

### Principles of Microeconomics (3 units)

Prerequisite(s): Math 101

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 units)

Prerequisite(s): Math 101

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

BUS 210

### Introduction to Financial Accounting (3 units)

Prerequisite(s): Math 101

Fundamental accounting concepts, theories, techniques and principles essential to the administration of a business enterprise: analyzing and recording financial transactions, accounting valuation and allocation practices, preparation, analysis and interpretation of financial statements, and international accounting issues.

BUS 241

### Web Design & Development for Small Business (3 units)

Prerequisite(s): none

Web page development and web site planning. Topics include web site planning, web page design and HTML. Students will demonstrate proficiency in web design tools, skills and practices. Projects focus on web presence requirements for small and mid-sized companies.

BUS 301

### Managerial Economics (3 units)

Prerequisite(s): BUS 201 & BUS 303

Applications of microeconomic theory to managerial decisions and planning. Analysis of resource and product markets of firms. Production functions, cost, output decisions and pricing strategies under various market constraints.

BUS 302

### Entrepreneurship (3 units)

Prerequisite(s): none

Examines the nature of entrepreneurship, and its role and significance to business innovation and job creation. Explores major issues involved in choosing strategies for small firms and the structural challenges unique to entrepreneurial firms that impact their performance, sustainable growth, and profitability.

BUS 303

### Business Statistics (3 units)

Prerequisite(s): Math 113, Math 181, or Math 205

Introduction to the basic statistical concepts and techniques necessary to organize and analyze data within the framework of business problems and applications. Topics covered include data collection and presentation, probability distributions, sampling theory, hypothesis testing, analysis of variance, and simple regression analysis. Students will be introduced to computer-based tools used in the analysis of statistical data.

BUS 304

### Management Science (3 units)

Prerequisite(s): BUS 303 or approval of instructor

Explores management science (operations research) topics including optimization techniques of linear programming, transportation and nonlinear models, queuing models, simulation, project scheduling, advanced inventory, order and production, quantity discounts, and safety stock models.

BUS 306

**Business Communications (3 units)**

Prerequisite(s): none

Focuses on communication skills in the business setting. Students learn about message strategy, effective business writing, presentation skills, verbal and non-verbal components of communication, and small group communication. Appropriate computer skills are incorporated into the course.

BUS 307

**Managerial Accounting (3 units)**

Prerequisite(s): BUS 210

Introduction to accounting concepts and methods used in managerial planning, control, and decision making. Focuses on budgeting, costing techniques, analysis methods, relevant costs, and capital budgeting decisions. Emphasis is on the use of financial information for internal management decision making.

BUS 308

**Principles of Management (3 units)**

Prerequisite(s): none

Introduction to fundamental management principles and theories as well as the basic functions and skills necessary to effectively perform basic management responsibilities including planning, organizing, leading, and controlling.

BUS 310

**Intermediate Accounting I (3 units)**

Prerequisite(s): BUS 307

Accounting principles as they relate to financial reporting. Income determination, asset valuation, and the form and contents of financial statements, long-term liabilities.

BUS 311

**Intermediate Accounting II (3 units)**

Prerequisite(s): BUS 310

Intangibles and stockholders' equity, earnings per share, and long-term investment along with complex revenue recognition problems, pensions, leases, inter-period tax allocation, and accounting for inflation.

BUS 312

**Auditing (3 units)**

Prerequisite(s): BUS 310

A study and critical appraisal of current auditing standards related to the examination of financial statements by an independent auditor. The significance of the audit report, the nature, accumulation and evaluation of evidence in an audit, and the moral and ethical problems of the auditor are some of the topics covered.

BUS 313

**Cost Accounting (3 units)**

Prerequisite(s): BUS 307

Analysis of cost data and other accounting information necessary for internal decision making and evaluation of financial performance.

BUS 320

**Organization & Management (3 units)**

Prerequisite(s): BUS 308

Focuses on the study of organizational behavior and the environmental forces affecting today's management practices. Reviews various levels of management and its role in the sustainable development and utilization of resources to achieve organizational objectives and social responsibilities.

BUS 330

**Principles of Marketing (3 units)**

Prerequisite(s): none

Introduction to basic marketing concepts and the nature of marketing activities in contemporary society and the firm. Covers marketing mix variables and decision processes involved when dealing with public agencies and corporations. Marketing concepts are integrated from the disciplines of behavioral science and economics, as well as from modern systems theory.

BUS 331

**Consumer Behavior (3 units)**

Prerequisite(s): BUS 330

Study of the decision processes of individuals and groups toward consumer products and their implications to marketers. Emphasis on individual, group, and external determinations of consumer attitudes and behavior.

BUS 340

### Management Information Systems (3 units)

Prerequisite(s): none

Introduction to management information systems. Topics covered include foundation concepts of information systems in business; information technologies such as computer hardware, software, database, and telecommunications and networks; business application of information technologies such as Internet, Intranet, Extranet, and electronic business and commerce, decision support; and a brief introduction of information system development life cycle.

BUS 341

### Business Programming I (3 units)

Prerequisite(s): BUS 340

Introduction to basic programming including language syntax, event-driven and object-oriented design process, data types, variables, control logic, subroutines, and functions.

BUS 342

### Business Programming II (3 units)

Prerequisite(s): BUS 341

Develops programming skills to the intermediate level. Students will learn the concepts of encapsulation, inheritance, and polymorphism.

BUS 345

### Internet Marketing (3 units)

Prerequisite(s): BUS 330

Focuses on how to apply marketing concepts, theory, and methods in internet marketing settings. Discusses uniqueness and effective ways of internet marketing.

BUS 351

### International Business (3 units)

Prerequisite(s): none

Introduction to globalization and the sociocultural, economic, political, and legal environments of international business. Examines the risks, challenges, and opportunities of competing in the global marketplace. Emphasizes different management approaches applied in a global setting.

BUS 405

### Business Forecasts (3 units)

Prerequisite(s): BUS 303

Introduces basic forecast models with an emphasis on the use of the computer to run such models and solve actual problems.

BUS 410

### Advanced Accounting (3 units)

Prerequisite(s): BUS 310

Business combinations, inter-company transactions, and other aspects of inter-corporate stock ownership necessary for the preparation of consolidated financial statements. Foreign transaction and partnership accounting are also covered.

BUS 412

### Advanced Auditing (3 units)

Prerequisite(s): BUS 312

Current problems in auditing with an emphasis on the application of statistical sampling to auditing and audit of computer-based accounting records.

BUS 413

### Cost Analysis & Budgeting (3 units)

Prerequisite(s): BUS 313

Basic cost analysis for decision making in pricing, product mix, capacity building, and budgeting for operations and capital expenditures. Study of basic budgeting techniques.

BUS 414

### International Accounting (3 units)

Prerequisite(s): BUS 307

Accounting concepts, standards, and procedures for the international business environment. Accounting information systems under different legal, cultural, social, political, and economic conditions. International and national accounting reporting practices will be emphasized.

BUS 415

**Financial Management (3 units)**

Prerequisite(s): BUS 303 &amp; BUS 307

Focuses on the fundamental tools and techniques applicable to financial planning of businesses as well as institutions that play major roles in the financial world. Covers valuation of securities, risk-return relationships, capital budgeting, management of current assets and liabilities with extension to international areas.

BUS 416

**Investment Management (3 units)**

Prerequisite(s): BUS 415

Focuses on problems of investment and portfolio management. Concepts of risk evaluation and investment criteria, analysis of interest rate movements, investment valuation and timing, and regulation and administrative problems of the industry are covered.

BUS 417

**Federal Tax Law (3 units)**

Prerequisite(s): BUS 307

A survey of federal tax law including those relating to corporations and individuals. Estate, gift taxes, and taxation of the trusts will be covered. An introduction to federal tax research will be provided.

BUS 418

**Nonprofit Accounting (3 units)**

Prerequisite(s): BUS 307

Concepts, principles, and problems of fund accounting for government, nonprofit organizations, and community organizations. Emphasis is on the role of accounting in decision making in government and nonprofit organizations.

BUS 419

**Financial Statement Analysis**

Prerequisite(s): BUS 210

In-depth review of financial statements and interpretation of financial statement data to evaluate the performance, health, and sustainability of the enterprise. Financial ratios and other analytic tools are introduced to evaluate a firm's financial performance against industry standards and competitors, as well as the firm's past financial performance.

BUS 420

**Marketing Management (3 units)**

Prerequisite(s): BUS 330

Study of marketing strategies, programs, and plans on which sound marketing practices are based; special emphasis on analyzing marketing situations.

BUS 425

**Chinese Management Philosophy (3 units)**

Prerequisite(s): none

Introduces major Chinese philosophies and their effects on management. Explores the unique tradition and practices of Chinese management in areas of decision making, leadership, and personnel management.

BUS 426

**Risk Management & Insurance (3 units)**

Prerequisite(s): BUS 320

Insurance as an economic and business institution; survey of fire, casualty, and life insurance for potential consumers or professionals.

BUS 427

**Human Resources Management (3 units)**

Prerequisite(s): BUS 308 &amp; 320

Contemporary concepts and procedures in compensation and staffing. Current topics and controversial issues in human resource management are covered.

BUS 431

**Services Marketing (3 units)**

Prerequisite(s): BUS 330

Study of the unique characteristics of services and their implications for the development of effective marketing strategies and programs and plans for service businesses, including professional services, not-for-profit services, and international services.

BUS 433

**International Marketing (3 units)**

Prerequisite(s): BUS 330

A study of all aspects of the marketing unique to international business. Examines the impact of cultures, ethics, history, politics, and social customs on marketing thinking and practices worldwide.

BUS 434

### Marketing Research (3 units)

Prerequisite(s): BUS 303 & BUS 330

Addresses the managerial issues and problems of systematically gathering and analyzing information for making private and public marketing decisions. Covers the cost and value of information, research design, information collection, measuring instruments, data analysis, and marketing research applications.

BUS 435

### Case Studies in Marketing (3 units)

Prerequisite(s): BUS 330

Applied case study approach involving the decision-making processes behind strategic marketing management including decisions related to product, distribution, promotion and pricing strategies and the identification of target markets.

BUS 436

### Advertising (3 units)

Prerequisite(s): BUS 330

Examines methods, objectives, and types of advertising media and strategies used by a company to deliver its brand and product messages to target customers. Topics include the use of traditional and nontraditional advertising methods, media planning, creative message strategy and execution, and the role of advertising in the firm's promotional mix.

BUS 439

### Small Business & Entrepreneurial Marketing (3 units)

Prerequisite(s): BUS 330

Explores practical and cost-effective strategies and methods to generate leads and new customer acquisition. Topics include strategic partnerships, local marketing, search engine optimization, social networking, crowdsource funding, and niche marketing.

BUS 440

### Accounting Information Systems (3 units)

Prerequisite(s): BUS 340 & BUS 307

The design and operation of electronic data processing systems in accounting and the use of the auditor.

BUS 442

### Technical & Fundamental Analysis of Financial Securities (3 units)

Prerequisite(s): BUS 415

Technical analysis of securities using graphs and equations; fundamental analysis of securities based on corporation accounting data and business prospects.

BUS 443

### Data Structure & Database Management (3 units)

Prerequisite(s): BUS 340

Introduction to the in-depth view of the features and concepts of relational database structures. Stresses data modeling concepts using entity relationship and semantic object techniques, normalization, relational database implementation, and concurrent database processing.

BUS 444

### Systems Analysis, Design & Implementation (3 units)

Prerequisite(s): BUS 340

Fundamental concepts and skills for analyzing and designing information systems. Introduces and studies various methodologies, documentation techniques, and communication processes. Utilizes systems analysis and design tools and project management techniques in project completion.

BUS 445

### Data Communications & Networking (3 units)

Prerequisite(s): BUS 340

Introduction to the technology and management of telecommunications and networks, the Internet, Intranet, Extranet, and World Wide Web. Detailed analysis of the features and functionality of TCP/IP, LAN and WAN. Studies of network integration with rapidly evolving e-Commerce and e-Business.

BUS 446

### Computer Security, Controls, & Ethics (3 units)

Prerequisite(s): BUS 340

Surveys techniques to secure and protect computer hardware, software, data, and facility. Studies controls for errors, disaster recovery, and intentional attacks focusing on their effectiveness and cost. Assesses and mitigates the security risk implications from the legal, social, and ethical environment perspective.

BUS 447

### E-Commerce (3 units)

Prerequisite(s): BUS 340

Introduction to building Web commerce sites, from planning through deployment. Study of front-end e-Commerce sites and e-Business infrastructure and fulfillment management. Explains how to identify the most familiar and the best Web commerce opportunities and how to capitalize on them.

BUS 448

### Decision Support Systems (3 units)

Prerequisite(s): BUS 340

Provides fundamental knowledge of how to apply information technologies to support managerial decision making and to improve the quality of decision making. Topics include decision support systems (DSS), group decision support systems (GDSS), executive information and support systems (EIS/ESS), expert systems (ES), and data warehouse and data mining.

BUS 452

### Exporting & Importing (3 units)

Prerequisite(s): BUS 351

Studies basic rules, principles, and current practices in exporting and importing. Also examines practical harmonization of custom services and regulations of different countries, import/export procedures, intermediary services, and roles of related international organizations.

BUS 453

### International Finance (3 units)

Prerequisite(s): BUS 415

Provides a framework for evaluating the opportunities, costs, and risks of international operations. Focuses on financial, tax, economic, political, and legal issues that an international financial manager faces. Also covers foreign exchange rates, risk assessment, balance of payment, and financial alternatives and tradeoffs.

BUS 454

### International Business Law (3 units)

Prerequisite(s): BUS 200

Examines business laws governing international operations. Focuses on international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, and how to establish a corporation in civil law countries. Includes case studies.

BUS 455

### Seminar on Doing Business in the United States (3 units)

Prerequisite(s): none

Discusses how to plan start and operate a sustainable and profitable business in the United States. Examines practical issues, concepts, and key factors used in successful entrepreneurial ventures, including access to capital, essential financial and strategic management, and other key factors, such I/P rights. Focuses on the role of strategic business planning and its practical application in case studies.

BUS 456

### Seminar on Doing Business in Asia (3 units)

Prerequisite(s): none

Examines opportunities and barriers in doing business in Asia. Discusses successful and failed cases in doing business in Asia from language, cultural, social, economic, and political perspectives.



BUS 463

### Financial Security Trading & Analysis (3 units)

Prerequisite(s): BUS 415

Applies modern computer and data facilities to conduct fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation and strategies. Focuses on the application of modern portfolio theory and asset allocation models in selecting and evaluating stocks and bonds and practices investment of real money in the financial markets. Students in this class manage UWest's special endowment.

BUS 464

### Financial Institutions & Markets (3 units)

Prerequisite(s): BUS 415

Introduction to financial institutions, including commercial and investment banks and insurance companies; discusses financial markets and their functions and regulations, including stock and bond markets, currency trading, and financial derivative markets.

BUS 465

### Financial Derivatives (3 units)

Prerequisite(s): BUS 415

Introduction to financial derivatives and their markets. Focuses on forwards, futures and options, and their pricing.

BUS 470

### Business Philosophy & Ethics (3 units)

Prerequisite(s): at least 75 units earned or approval of the department chair

Discusses ethical problems in modern organizations and their negative effects on the society; reviews different philosophies relevant to business and ethics from different religious perspectives, particularly humanistic Buddhism, and explores how such philosophy and ethics can be better used in solving modern business ethical problems.

BUS 480

### Capstone: Strategic Management (3 units)

Prerequisite(s): BUS 320, BUS 330 & BUS 415, Usually taken in final semester before graduation.

Capstone course designed to provide an integrative perspective on strategy formation and management of an enterprise. Students develop a multidisciplinary understanding of business planning and strategy by drawing on previous coursework taken in the program and the various functional areas of business.

BUS 496

### Special Topics (3 units)

Prerequisite(s): Completion of all required courses or upon approval of program advisor

Covers emerging and special topics related to student selected concentrations.

BUS 497

### Business Practicum (1-3)

Prerequisite(s): department chair's approval

For students who lack real business knowledge/experience. Students register for this class when they are working to gain the required knowledge/experience in relevant subjects such as marketing, management, accounting, international business, finance, and computer information systems. Students may take this class three times. Credits do not apply to graduation.

Pass/No Pass only

BUS 499

### Independent Study (3 units)

Prerequisite(s): Completion of all required courses and with faculty advisor and department chair's approval

Student chooses an approved area of interest and works closely with a faculty member to gain and improve the understanding of the study subject.



## Capstone, General Education

CAP 401

### Religion, Science, & Society (3 units)

Prerequisite(s): completion of at least 33 units in General Education

Integrates knowledge students have gained from other General Education courses. Examines close interaction between religion, science, and society in detail, with particular reference to how they influence one another. Explores such topics as religion and social conflict, science and cultural change, gender and religion, and the science vs. religion debate.

Minimum Passing Grade: C

## Chinese Language, Modern

CHN 101

### Beginning Mandarin I (4 units)

Prerequisite(s): none

Introduction to the fundamentals of Mandarin Chinese, including its sound system, writing system, basic vocabulary, and basic sentence structure, with emphasis on the four basic language skills: listening, speaking, reading, and writing. Introduces basic terminology and social contexts that may be useful for students in the fields of religious studies, psychology, and business, among others.

CHN 102

### Beginning Mandarin II (4 units)

Prerequisite(s): CHN 101

Continuation of Beginning Mandarin Chinese I. Strengthens the communication skills of listening, speaking, reading, and writing, and reviews the basic sound features. Commonly used characters, vocabulary, and sentence patterns are introduced and expanded. Introduces basic terminology and social contexts that may be useful for students in fields including religious studies, psychology, and business.

CHN 301

### Intermediate Mandarin (3 units)

Prerequisite(s): CHN 102

Building on the skills learned from CHN 102, further develops intermediate-level skills of communication in Chinese: speaking, listening, reading, and writing. Also introduces various aspects of Chinese everyday life, society, culture, and tradition. Helps students in fields including religious studies, psychology, and business to further their professional development related to China and Chinese society.

## Contemplative Studies

CONT 101

### Introduction to Contemplative Practice (3 units)

Prerequisites: none

Study of contemplative theories and practices from a variety of traditions, with special emphasis on mindfulness practice, its Buddhist origins, its ethical context, and modern secular applications. Experiential component includes contemplative practice and journaling.

## English

ENGL 90A

### Academic Writing (3 units)

Prerequisite(s): Advancement from ESL, UWest EPT score, WAT score, or permission of English department chair

Prepares students for college-level composition. Focus includes writing from paragraph to essay, developing and organizing ideas, building unified and coherent compositions, and incorporating MLA citations and references.

Not degree applicable

Minimum passing grade: B-

ENGL 90B

### Academic Speech (3 units)

Prerequisite: Advancement from ESL, UWest EPT score, WAT score, or permission of English department chair

Develops academic speaking skills. Students build skills required for success in the classroom, such as public speaking, fluency, intelligibility, and lecture and broadcast evaluation.

Not degree applicable

Minimum passing grade: B-

ENGL 90C

### Academic Grammar (3 units)

Prerequisite: Advancement from ESL, UWest EPT score, WAT score, or permission of English department chair.

Develops advanced discourse grammar skills necessary for success in college-level classes. Focus is on advanced grammatical concepts for academic writing.

Not degree applicable

Minimum passing grade: B-

ENGL 90D

### Academic Reading (3 units)

Prerequisite: Advancement from ESL, UWest EPT score, WAT score, or permission of English department chair.

Preparation for college-level reading. Focus includes critical and analytical reading skills for academic texts, information literacy skills for college writing, and academic vocabulary.

Not degree applicable

Minimum passing grade: B-

ENGL 100A

### College Writing (3 units)

Prerequisite: ENGL 090A w/B- or higher, UWest EPT or WAT score

Essay writing for academic purposes. Building on ENGL 090A composition skills, students apply the writing process to organize and develop thesis-driven essays. Students practice effective expository writing incorporating outside sources and learn to develop arguments through multiple drafts.

Degree applicable upon approval

Minimum passing grade: B-

## ENGL 100B

**College Speech (3 units)**

Prerequisite: ENGL 090B w/B- or higher, UWest EPT or WAT score

Speaking and listening requirements to prepare students for the American college classroom. Emphasizes public communication and presentation skills in a variety of academic settings.

Degree applicable upon approval

Minimum passing grade: B-

## ENGL 100C

**English Skills for Business Majors (3 units)**

Prerequisite: UWest EPT, TOEFL, or IELTS score

Meets specific language needs of students majoring in business. Emphasizes interpersonal communication, presentation skills, and reading and writing skills specific to the American business environment.

Degree applicable upon approval

Minimum passing grade: B-

## ENGL 100D

**College Reading (3 units)**

Prerequisite: UWest EPT, TOEFL, or IELTS score

Preparation for college-level reading. Focuses on developing critical and analytical reading skills for vocabulary development, comprehension, and information literacy.

Degree applicable upon approval

Minimum passing grade: B-

## ENGL 101

**English Composition (3 units)**

Prerequisite(s): grade of B- or better in ENGL 100A or qualifying score on the English Placement Test or Writing Assessment

Training in effective written composition. Assignments include expository and argumentative essays and preparation of a documented short research paper on themes that include issues of East/West cultural understanding.

Minimum passing grade: C

## ENGL 102

**Composition II: Critical Thinking (3 units)**

Prerequisite(s): ENGL 101

Introduction to the elements and applications of critical thinking and writing. Emphasis on argumentative, persuasive, analytical, and evaluative writing, along with the assessment and uses of sources.

Minimum passing grade: C

## ENGL 201

**Introduction to Literary Studies (3 units)**

Prerequisite(s): none

Introduction to literary research, and training and practice in the examination of literary texts from various theoretical and critical approaches. Coursework includes poetry, fiction, and drama and emphasizes close reading skills as students develop effective strategies for critical thinking and writing about literature.

## ENGL 300A

**English Literature I (3 units)**

Prerequisite(s): ENGL 101 & LIT 101

Study of the most important works and authors in English literature before 1800, including Chaucer, Shakespeare, Marlowe, Milton, Pope, and Swift viewed in relation to the background of their time.

## ENGL 300B

**English Literature II (3 units)**

Prerequisite(s): ENGL 101 & LIT 101

Study of several major writers of English literature since 1800, chosen from such writers as Wollstonecraft and Blake in the 18th century; Mary Shelley, Wordsworth, Coleridge and Keats in the Romantic Period; Emily Bronte, Dickens, Browning and Hardy in the Victorian Era.

## ENGL 315

**Reading Poetry (3 units)**

Prerequisite(s): none

Study of critical issues (metrics, diction, figurative language, symbolism, irony and ambiguity, form and structure) and aesthetic issues, including evaluative criteria, followed by close critical analysis of a selection of representative poems.

ENGL 320

Reading Drama (3 units)

Prerequisite(s): none

Examination of representative plays; readings may range from Greek to modern drama. Emphasis on critical approaches to dramatic text; study of issues such as plot construction, characterization, special uses of language in drama, and methods of evaluation.

ENGL 325

Reading Fiction (3 units)

Prerequisite(s): none

Introduction to prose narrative, its techniques and forms. Analysis of short and long narratives and of critical issues such as plot, characterization, setting, narrative voice, and realistic and nonrealistic forms.

ENGL 326

Women Writers (3 units)

Prerequisite(s): ENGL 101; recommended ENGL 201

Examination of literature by women and their tradition in English. Survey of literary works by women writers with emphasis on roles of women, portrayal of nature and society, and evolution of forms and techniques in writing by American women.

ENGL 336

Asian American Writers (3 units)

Prerequisite(s): ENGL 101; recommended ENGL 201

Examines literary styles, themes, and topics of representative Asian-American authors. Discusses the interaction and mutual influence between Asian-American writers and American culture, society, and politics at large. May include drama, poetry, short stories, and the novel.

ENGL 340

Literary Theory & Criticism (3 units)

Prerequisite(s): recommended ENGL 201

Survey of the history and development of literary criticism from Aristotle's Poetics to twentieth-century theories such as New Criticism, Structuralism, Deconstruction, Psychoanalysis, Feminism, and Post-colonialism.

ENGL 342

Literary Landscape(s) of Los Angeles:  
Promised Land, Utopia, Apocalypse (3 units)

Prerequisite(s): ENGL 101; recommended ENGL 201

Examines the diverse literary heritage of Los Angeles by considering how the city is imagined through the optics of utopia and catastrophe, with special emphasis on LA as a representative space for critiquing/confronting American's urban ecology past, present, and future. Course includes fiction, creative non-fiction, drama, and poetry.

ENGL 345

Critical Reading, Writing, & Analysis of  
Literary Forms (3 units)

Prerequisite(s): LIT 301 & ENGL 201

Introduction to the theory and practice of literary analysis. Examination of the concept of literary tradition; consideration of research methods; application of critical theory to textual analysis and the writing of literary criticism.

ENGL 400E

Academic Skill Building for Graduate  
Students (3 units)

Prerequisite: UWest EPT, TOEFL, or IELTS score or upon recommendation of the program chair

Preparation for graduate-level study in the US. Focuses on graduate-level reading, writing, research, information literacy, and citation skills.

Degree applicable upon approval

Minimum passing grade: B-

ENGL 425

History of the English Novel (3 units)

Prerequisite(s): none; recommended ENGL 201

Emphasizing form, this course examines the development of the English novel from its beginnings to the present day.

ENGL 426

Depictions of Asia in English Literature  
(3 units)

Prerequisite(s): ENGL 101; recommended ENGL 340

Examines and analyzes the various depictions of Asia and Asians in British and US literature with an emphasis on Post-colonial and Feminist criticism.

## ENGL 427

**Buddhism in American Literature (3 units)**

Prerequisite(s): ENGL 101 & ENGL 201

Examines the rich literary response to the transmission, assimilation, and indigenization of Buddhism in the United States, from its introduction in the 19th century to its post-War emergence through to the late-twentieth century. Readings of both Buddhist-influenced and consciously Buddhist authors.

## ENGL 428

**Introducing the Beat Generation: Beatitudes to Buddhism (3 units)**

Prerequisite(s): ENGL 101 & ENGL 201

An overview of the uniquely American literary and cultural movement known as the Beat Generation, introducing major figures and key texts while examining their continued literary and social significance. Primary focus is on major voices of the movement, Allen Ginsberg, Jack Kerouac, and William S. Burroughs, while exploring the role of lesser-known artists, the contributions of women writers, and the influence of jazz and the visual arts. Course highlight the ways in which Buddhist thought informs the writings of the Beats.

## ENGL 461

**Romanticism: Then & Now (3 units)**

Prerequisite(s): ENGL 101 & ENGL 201

Explores the historical and philosophical ideas that contributed to the emergence of Romanticism, its influence on the development of new literary forms, and the perspectives that continue to influence a variety of popular literary genres today. Includes works of early Romantic writers such as Blake, Wollstonecraft, W. Wordsworth, Coleridge, and Austen, with collateral readings from such authors as Godwin, Burke, Paine, Radcliffe, Burns, Southey, D. Wordsworth, Lamb, and Scott; and a study of later Romantic writers such as Byron, Keats, Percy Shelley, and Mary Shelley.

## ENGL 462

**Darwin to Wells: Victorian Science & Literature (3 units)**

Prerequisite(s): ENGL 101 & ENGL 201

Examines the interplay of society, literature, technology, and scientific discourse in the emerging genre of Science Fiction during the Victorian Age. Focuses on the development of the genre, its formal features, and the cultural work it continues to perform. Authors considered include Darwin, Bulwer-Lytton, Shelley, Verne, Wells, Stevenson, and Doyle as well as authors and graphic novelists writing in the recent Steampunk tradition.

## ENGL 470

**Studies in Contemporary Literature (3 units)**

Prerequisite(s): ENGL 101 & ENGL 201

Study of drama, fiction, nonfiction, prose, and poetry by selected British and American writers of the 20th and 21st centuries.

## ENGL 472

**Literary Non-Fiction (3 units)**

Prerequisite(s): ENGL 101 & ENGL 201

Examines "The Literature of Fact" through a detailed reading and analysis of a wide variety of literary nonfiction, including autobiography and memoir, biography, journals and diaries, travel writing, humor writing, science writing, literary journalism, and personal essays. Draws on critical theory to interrogate how authors deploy literary narrative techniques such as internal narration, dialogue, compression of time and character, to construct "true" stories. Students engage with what makes such texts "literary."

## ENGL 475

**Shakespeare: Selected Plays (3 units)**

Prerequisite(s): ENGL 101 & ENGL 201

A close textual study of selected comedic and tragic plays by William Shakespeare. Sheds light on the prescribed plays in reference to time period, dramatic structure, and the genius of the bard himself.

ENGL 480

### Literature of the United States I (3 units)

Prerequisite(s): ENGL 101 & ENGL 201

Survey of the literature of the United States from Colonial literature through 1914, including fiction, nonfiction, prose, and poetry from the Puritans through American Romanticism and the American Renaissance. Includes writings from Irving, Cooper, Melville, Poe, Whitman, Dickinson, and others.

ENGL 481

### Literature of the United States II (3 units)

Prerequisite(s): ENGL 101 & ENGL 201

Survey of the literature of the United States from 1914 to the emergence of Postmodernism, including all major literary genres. Students explore writings of authors such as Pound, Eliot, Hughes, Frost, Cather, O'Neill, Fitzgerald, and Faulkner.

ENGL 482

### Minority Voices & Literary Diversity in American Literature (3 units)

Prerequisite(s): ENGL 101 & ENGL 201

Intensive study of literature that reflects diversity, especially of race, gender, sexual orientation, and culture in the United States. Study of literary texts produced by people from different ethnic backgrounds living in the US and providing comparative cultural perspectives on living in a multiethnic society. Topics include labor and literature; identity, visions of 'America'; immigration, migration, and exile; autobiography and historical change. Themes are related to such persistent problems as generational differences, gender politics, and interethnic encounters.

ENGL 487

### Orientalism, Otherness, & Postcolonial Literature (3 units)

Prerequisite(s): ENGL 101 & ENGL 201

A study of postcolonial poetry, drama, autobiography, and fiction in English. Examines such issues as colonization and decolonization; influences of English and vernacular literatures; Orientalism; the influence of Western culture on non-Western societies. Selected readings in postcolonial theory are used to explore the historical and cultural background to the literary works and to provide a framework for analysis.

ENGL 490

### Literature Capstone: Writing American Historical Memory & the Immigrant Experience (3 units)

Prerequisite(s): successful completion of a minimum of 9 units in the Literature concentration

A comparative study of the American immigrant experience designed to integrate the knowledge of literary history, criticism, and literary forms that students have gained from other literature courses in the major. Explores American literature as a powerful venue for documenting our histories, memories, and families through a multiplicity of cultural perspectives and literary narratives. Focuses on the immigrant experience in America by addressing the issues of assimilation, exclusion, acculturation, Americanism, ethnicity, monolingualism, and multiculturalism through the close textual reading of a selection of literary forms such as autobiographies, plays, poems, short stories, novels, essays, and biographies. Students draw upon their accrued knowledge and experience with the study of literature and its forms in order to examine and ultimately reflect on the dynamics of American society in relation to immigration and ethnicity, both old and new.

ENGL 495

### Writing Culture: Literary Imagination & Cultural Identity (Comprehensive English Capstone) (3 units)

Prerequisite(s): senior standing

Explores the relationship between language, literature, and culture, specifically the ways in which literature represents, expresses, and defines the perception/reception of culture through its linguistic construction. Central to the course is the question: Does culture speak language or does language speak culture? Students draw upon their background in English linguistic and literary theory as they study a variety of texts from across genres, cultures, and literary history. Topics include the politics of language and the role non-standard English plays as a form of resistance, power/empowerment, and an assertion of cultural identity through the use of vernacular, paralinguistic, colloquial, pidgin/hybrid, idiomatic, and slang expressions that are perceived as 'culturally' specific. Examples may be drawn from the writings of Twain, Joyce, Kingston, Tan, Faulkner, Williams, and others.

## Film History & Appreciation

FILM 101

### Film Appreciation (3 units)

Prerequisite(s): ENGL 101

Survey of film focusing on formal aspects such as costume, performance, visual design, editing, sound, genre, and the production process. Discusses key films and directors and their place in the culture and evolution of the art of motion pictures.

FILM 301

### Focused Studies in Film History (3 units)

Prerequisite(s): ENGL 101

Focuses on an aspect of film history and aesthetics (e.g. the silent era, animation, the western, comedy, science fiction). Topic announced each semester. Course may be repeated three times for additional credit.

## HISTORY

HIST 110

### World History: Origins to 1500 (3 units)

Prerequisite(s): ENGL 101

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 Postclassical periods are studied, with focus on the 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 to Present (3 units)

Prerequisite(s): 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 the eclipse of world communism.

HIST 210

### History of the United States: Origins to 1865 (3 units)

Prerequisite(s): ENGL 101

Survey of the social, political, and cultural history of the US 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 to Present (3 units)

Prerequisite(s): ENGL 101

Survey of the social, political, and cultural history of the US from the end of the Civil War to the present.

HIST 250

### Asian History: Earliest Times to 1600 (3 units)

Prerequisite(s): ENGL 101

Survey of Asia from ancient times to the end of the 16th century. Covers the historical developments of social structures, political systems, cultural values, and religions in China, Japan, India, and West and Southeast Asia. Similarities and differences among these civilizations are also compared and contrasted.

HIST 260

### Asian History: 1600 to Present (3 units)

Prerequisite(s): ENGL 101

Survey of Asia from the beginning of the 17th century to the present. Also explores the impact of Western colonialism/imperialism on Asian society.



HIST 318

### History of China: Republican to Present (3 units)

Prerequisite(s): ENGL 101

Study of modern Chinese history from the overthrow of imperial rule to the present. Topics include interactions between China and the West, democracy and modernization in China, the May Fourth Movement, the Nationalistic Revolution, the Sino-Japanese Wars, the rise of Communism, the Cultural Revolution, and reform since the 1980s.

HIST 378

### Cultural & Intellectual History of Modern Europe (3 units)

Prerequisite(s): ENGL 101

Overview of the principal themes, trends, and methodologies involved in the study of Modern European history. Acquaints students with themes and issues dominating the field. Readings introduce both classical and current research in the field, ranging from more "traditional" topics such as the French and Russian revolutions, the industrial revolution, and World War One to recent explorations of cultural, political, and economic history.

## Interdisciplinary Studies

IDS 210

### The Great War: Art, Film, & Literature (3 units)

Prerequisite(s): ENGL 102 or ENGL 101 & PHIL 103

Focuses on representations of the Great War in the arts. Students learn to appreciate and analyze primary texts to critically address the ways in which fine art, film, and literature represent and are impacted by the experience, memory, and legacy of the "the war to end all wars."

This course may be applied to fulfill 3 units toward one of these GE categories: 2A: World/US History, 6A: Fine Arts, or 6C: Literature.

IDS 330

### Environmental Leadership (3 units)

Prerequisite(s): ENGL 102 or ENGL 101 & PHIL 103

Preparation for informed, active engagement with personal and community challenges involving the natural world, "the environment." Topics include historical understandings of the environment in diverse traditions, alienation from nature, human impacts on nature, and emerging solutions leading to equilibrium and steady-state human relationships to the environment. Students evaluate key environmental issues at global, national, regional, state, and local levels and propose sustainable solutions.

This course may be applied to fulfill 3 units toward one of these GE categories: 4B: Philosophy, 2A: World/US History, or 5E: Political Science.



## Information Literacy & Research

ILR 101

### College Success: Research & Study Skills (3 units)

Prerequisite(s): none

With a focus on developing information literacy skills, provides “whole person” training, tips, and tools for survival and success in college, including strategies for time management, note-taking, and goal-setting. Class projects build skills in research, test-taking, active reading, and academic writing. Students also learn how UWest’s mission and values relate to their lives inside and outside the classroom. Includes participation in weekly lab for supplemental instruction and co-curricular learning experiences.

Minimum passing grade: C

## Japanese Language

JPN 101

### Beginning Japanese I (4 units)

Prerequisite(s): None

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

JPN 102

### Beginning Japanese II (4 units)

Prerequisite(s): JPN 101

Continuation of Beginning Japanese I. Develops an intermediate level of conversational Japanese, grammar, reading, and writing, including reading and writing approximately 90 Kanji characters.

JPN 301

### Intermediate Japanese I (3 units)

Prerequisite(s): JPN 102

Building on the skills of JPN 102, further develops intermediate-level skills of communication in Japanese: speaking, listening, reading, and writing. Also introduces various aspects of Japanese life, culture, and tradition.

JPN 302

### Intermediate Japanese II (3 units)

Prerequisite(s): JPN 301

Continuation of JPN 301. Develops a more advanced level of communication in Japanese, including use of honorifics and reading and writing longer sentences in Japanese. Further develops the understanding of Japanese culture and society.

## Language

LANG 301

### Introduction to Linguistics (3 units)

Prerequisite(s): ENGL 101 or enrollment in the TESOL Certificate Program

Introduces linguistics, the scientific study of human language, with a focus on English. Considers languages as structured systems of form and meaning, with attention also to the biological, psychological, cultural, and social aspects of language and language use.

LANG 220

### Structure of Modern English (3 units)

Prerequisite(s): none

Grammar and usage of contemporary English, with emphasis on morpho-syntactical description and analysis of Standard English.

LANG 340

### Language & Literature (3 units)

Prerequisite(s): ENGL 201; recommended LANG 301

Examines the literary uses of language. Topics include poetic language and meter, poetic language and syntax, literature and cognitive metaphor, and the representation of speech and thought through fictional narrative. Includes the relationship between syntactic patterning and the author's world-view, the social conventions surrounding literary utterances, and issues of literature and translation.

LANG 410

### Sociolinguistics: Varieties of English (3 units)

Prerequisite(s): LANG 201

With an emphasis on English in America, students examine the place of language in society and how the divisions of societies into social classes and ethnic, religious, and racial groups are mirrored by linguistic differences. Includes the way language is used differently by men and women, and the interaction between language and politics.

LANG 450

### History of the English Language (3 units)

Prerequisite(s): ENGL 201 & LANG 301; recommended LANG 220

Explores the types of change which languages may undergo as an aid to understanding present-day pronunciation, spelling, word formation, grammar and usage in English. Covers the nature and motivation of linguistic evolution, and the methods by which unattested early stages of known languages may be reconstructed. Guided linguistic analysis of literary examples from Old, Middle, and Modern English

LANG 470

### Multilingualism (3 units)

Prerequisite(s): LANG 201

Examines questions such as how two or more languages exist in an individual mind and how bilinguals decide when to switch from one language to the other. Topics range from language contact phenomena (language change, pidgins and creoles) to issues of language politics.

## Literature

LIT 101

### Introduction to Literature (3 units)

Prerequisite(s): none

An introduction to influential literary works written in the English language.

LIT 102

### Introduction to Asian Literature (3 units)

Prerequisite(s): ENGL 101

Introduction to influential Asian writings in English translation.

LIT 301

### Writing about Literature (3 units)

Prerequisite(s): ENGL 101

Intensive practice in writing expository prose with an emphasis on written response to literature. Aims 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 units)

Prerequisite(s): ENGL 101; LIT 101 or ENGL 201

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.

## Mathematics

MATH 025

### Pre-Algebra (3 units)

Prerequisite(s): none. Placement in MATH 025 is determined by Math Assessment Test score

Preparation for MATH 101. Students perform basic arithmetic involving whole numbers, integers, fractions, decimals, and percentages. Other topics include order of operations, algebraic reasoning, and introduction to algebraic expressions and equations.

Minimum passing grade: C

Not degree applicable

MATH 101

### Intermediate Algebra (3 units)

Prerequisite(s): grade of C or better in MATH 025 or equivalent, or qualifying score on the Math Assessment Test

Focus on solving linear equations, systems of equations, and quadratic equations by factoring and the quadratic formula. Other topics include graphing linear equations, performing basic arithmetic with polynomials and rational expressions, and factoring polynomials. Prepares students for MATH 181, MATH 205, or MATH 113.

Minimum passing grade: C

MATH 113

### Pragmatic Mathematics (3 units)

Prerequisite(s): MATH 101

Prepares students for the use of mathematics in real-world applications. Explores the fundamental understanding of logic, sets and counting, probability, statistics, and finance. Students use quantitative reasoning in projects such as a personal financial portfolio.

MATH 181

### College Algebra (3 units)

Prerequisite(s): MATH 101

Solving and graphing polynomials, rational and transcendental functions, and conic sections, along with exponential and logarithmic equations. Other topics include introduction to solving linear equations using determinates, function theory and notation, sequences, and the Binomial Theorem.

## MATH 205

### Descriptive & Inferential Statistics (3 units)

Prerequisite(s): MATH 101

Introductory course designed for students majoring in business, social sciences, and behavioral sciences. Overview of descriptive and inferential statistics. Students learn to read, interpret, and present data in a scientific way. Covers frequency distributions and various statistical graphs, along with measures of central tendency such as mean and median, measures of variability such as range and standard deviation, as well as correlation coefficients and linear regression. Study of inferential statistics includes probability, sampling techniques, confidence intervals, and hypothesis tests.

## Performing Arts

### PA 210

### Theater for One from Page to Stage (3 units)

Prerequisite(s): ENGL 101 & SPCH 101

Studying texts and performances from a wide variety of performance artists, students use narration, enactment, characterization, and dialogue to bring their unique stories to life in a written and performed solo piece. Examines the ways in which writing and performing our stories can have a transformative, healing effect on ourselves and our audience.

## Philosophy

### PHIL 110

### Introduction to Western Philosophy: Pre-Socratics–Present (3 units)

Prerequisite(s): ENGL 101

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, & Japan (3 units)

Prerequisite(s): ENGL 101

Survey of selected 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 200

### Philosophy as a Guide to Living (3 units)

Prerequisite(s): ENGL 101

Introduction to the philosophic tradition as a way of living. Draws from both East and West in an effort to reveal that both traditions place a premium on the ways in which ideas shape particular ways of life.

### PHIL 310

### Early Western Philosophy (3 units)

Prerequisite(s): ENGL 101

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 units)

Prerequisite(s): ENGL 101

Studies the teachings of tradition-defining thinkers in ancient China, including 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.

## Political Science

POL 101

### Political Science (3 units)

Prerequisite(s): ENGL 101

Introduction to political thought from Plato and Confucius to the modern period.

POL 301

### US Government (3 units)

Prerequisite(s): ENGL 101

Introduction to the US federal, state, and local political systems and to the political philosophies on which they are founded. Focuses on how the political system works on various levels and on theories and motives underlying political participation.

## Physical Sciences

PSC 100

### Introduction to the Physical Sciences (3 units)

Prerequisite(s): None

Study of the earth and physical sciences, including physics, chemistry, earth sciences, and space sciences. Introduces concepts, techniques, and technology used in the study of humanity's physical environment.

## Psychology

PSYCH 100

### Introduction to Western Psychology (3 units)

Prerequisite(s): none

Surveys the broad field of western psychology by introducing theories and concepts to understand individual thought and behavior over the lifespan. Topics include biological, cognitive, social, and developmental influences on behavior. Research methods for the social sciences and abnormal psychology are introduced. Also explores the impact of culture and the influence of Eastern thought on Western perspectives.

PSYCH 210

### Eastern & Western Perspectives on Cognitive Psychology (3 units)

Prerequisite(s): ENGL 101

Introduces Buddhist and Western concepts and theories of perception, understanding, imagination, thinking, reasoning, and other cognitive functions, with comparisons and contrasts between the two systems. Students are provided with opportunities for self-exploration particularly through these lenses.

PSYCH 220

### Eastern & Western Perspectives on Affective Psychology (3 units)

Prerequisite(s): ENGL 101

Explores how emotions influence motivation, attitudes, personality, and other related psychological constructs. Special attention is paid to comparing and contrasting Eastern and Western views of emotion (i.e. distinct affective preferences). Students have opportunities for self-reflection and observation surrounding such topics as equanimity vs. emotion (dys)regulation, self-control vs. interpersonal neurobiology, how culture shapes affect expression, and the ways in which understanding diverse views of affect increases cross-cultural compassion, sympathy, and celebration.

PSYCH 300

### Research Design & Data Analysis in Psychology (3 units)

Prerequisite(s): ENGL 101, MATH 205, & PSYCH 100

Exploration of psychological research questions. Students are introduced to the manner in which research studies are created through quasi-experimental and experimental (quantitative and qualitative) designs, various ways in which research data is analyzed, and the implications of data interpretation. The course examines these areas through the key lenses of ethics and culture.

PSYCH 310

### Physiological Psychology (3 units)

Prerequisite(s): PSYCH 300

Focuses on the biological basis of individual thought and behavior. Brain structure, hormones, biochemical, and genetic factors are explored. Special attention is paid to behavioral health interventions and the mind-body connection.

PSYCH 320

### Psychology of Learning (3 units)

Prerequisite(s): ENGL 101

Introduces how learning affects behavior. Students explore the history of behaviorism and the principles and applications of behavior modification, including the contributions of Pavlov, Watson, Skinner, and Bandura. Ethical issues and cultural implications are discussed.

PSYCH 330

### Developmental Psychology (3 units)

Prerequisite(s): ENGL 101

Examines human development across the lifespan. Major theories of human development, including those from physical, cognitive, psychological, and social perspectives are covered from a multicultural perspective. Special attention is paid to issues related to aging and long-term care.

PSYCH 340

### Psychology of Personality (3 units)

Prerequisite(s): ENGL 101

Surveys prominent and influential views of personality development, such as behavioral and learning perspectives, biological views, cognitive theory, humanistic theories, and trait approaches. Cultural implications, such as cultural sensitivity, application of personality theory to diverse populations, and multicultural and cross-cultural limitations of select theories are addressed throughout.

PSYCH 350

### Social Psychology (3 units)

Prerequisite(s): ENGL 101

Explores society's impact on individual thoughts, beliefs, values, and behaviors. Historical and influential theories and related research investigations are introduced and discussed. Investigates the influence of culture and current socio-political norms.

PSYCH 360

### Fieldwork (1-4 units)

Prerequisite(s): Approval of department chair

For students who wish to gain hands-on and/or specialized training in mental health service delivery. The student must demonstrate how the placement/project is related to his or her studies in psychology and related professional career goals.

PSYCH 404

## Introduction to Child & Adolescent Theory & Intervention (3 units)

Prerequisite(s): PSYCH 330

Surveys contemporary, multicultural, and contextual approaches to child/adolescent counseling theory and intervention. Students gain hands-on experience through role play in art and play therapy techniques. Special attention is given to mindfulness based approaches. Course covers laws and ethical considerations in the treatment of children, including informed consent and mandated reporting. Special attention is paid to cultural considerations, including but not limited to, access to care, socioeconomic status, and level of acculturation.

PSYCH 410

## Introduction to Western Psychotherapy (3 units)

Prerequisite(s): ENGL 102, PSYCH 100

Explores various historical, contemporary, and empirically supported approaches to psychotherapy. Benefits and limitations of each are discussed. Also covers cross-cultural implications, including problems with treatment generalizability, as well as problems with justice and care access for select multicultural groups.

PSYCH 415

## Psychological Disorders (3 units)

Prerequisite(s): ENGL 102, PSYCH 100

Explores the historical views and current perspectives of abnormal behavior, including categorical versus dimensional perspectives. Major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy are reviewed. Also covers various methods of clinical assessment and research strategies. Special attention is paid to the impact of culture on abnormality.

PSYCH 418

## Psychological Tests & Measurements (3 units)

Prerequisite(s): PSYCH 300.

Covers various psychological assessment procedures, including structured and unstructured interviews, self-report inventories, objective personality tests, ability and preference tests, individual intelligence (IQ) tests, and projective tests. Test administration ethics and the importance of psychometrics, such as validity and reliability, are covered and the cultural limitations of each are discussed throughout.

PSYCH 420

## Cross-Cultural Psychology (3 units)

Prerequisite(s): ENGL 102, PSYCH 100

Explores the dynamic influence of cultural group identity. Students increase their awareness of their own complex and dynamic cultural identities. Values, beliefs, and differential cultural expectations are covered. Also discusses various multicultural and cross-cultural psychological theories and influential research investigations.

PSYCH 425

## Psychology & Education (3 units)

Prerequisite(s): ENGL 102, PSYCH 330

Explores educational applications of principles of cognitive development, learning, perception, memory, and language development. Includes general instructional issues, multicultural perspectives, gifted and talented children, early childhood education, and the education of traditionally underrepresented groups and special needs populations.

PSYCH 430

## Industrial-Organizational Psychology (3 units)

Prerequisite(s): ENGL 102; PSYCH 300 or BUS 308

Examines practices of modern organizational and personnel psychology, including selection, placement, training, motivation, job analysis, evaluation, human factors, counseling in the workplace, multicultural concerns, and the processes involved in developing and maintaining organizations.

PSYCH 440

## Psychology of Religion (3 units)

Prerequisite(s): ENGL 102, PSYCH 100

Explores cross-cultural spiritual and religious experience through the framework of psychological methods, concepts, and theories. Students examine the integration of spirituality and psychology as seen in counseling practice. Topics include psychosocial development, death, conversion, mysticism, morality, guilt, mental health, wellness, coping, and counseling strategies.

PSYCH 450

**Buddhist Psychology (3 units)**

Prerequisite(s): ENGL 102, PSYCH 100

Examines Buddhist views of mental functions, motivation, emotion, personality, human development, social ethics, and psychotherapy according to Buddhist concepts and beliefs; relates these concepts to corresponding and contrasting Western views.

PSYCH 455

**Buddhist & Scientific Approaches to Mind (3 units)**

Prerequisite(s): ENGL 102, PSYCH 210

Offers an exploration of Buddhist teachings regarding the mind and their comparisons with neuroscientific findings about the brain.

PSYCH 465

**Buddhist Practices & Mental Health (3 units)**

Prerequisite(s): ENGL 102, PSYCH 100

Covers the ways in which Buddhist Wisdom is being integrated into Western mental health care. Historical and contemporary theory, research, and practice are reviewed.

## Religious Studies

REL 201

**Religions of the East (3 units)**

Prerequisite(s): ENGL 101

Survey of the major religious traditions of India, China, and Japan, including major developments in these great traditions.

REL 202

**Religions of the West (3 units)**

Prerequisite(s): 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.

PSYCH 470

**Integrative Psychology of Living & Dying (3 units)**

Prerequisite(s): ENGL 102, PSYCH 100

Explores issues related to psychological and spiritual thoughts of life and death, mechanisms for coping with dying and loss, and cultural differences in encounters with death. These issues are discussed from both Western and Buddhist psychological perspectives.

PSYCH 495

**Eastern & Western Perspectives on Contemporary Issues in Psychology & Counseling (3 units)**

Prerequisite(s): Permission from advisor

Psychology capstone course. Contemporary issues from the perspectives of both Eastern and Western psychological views are explored. Special focus is placed on applications of counseling and psychotherapy techniques promoted by the two traditions.

REL 300

**Dimensions of Religion (3 units)**

Prerequisite(s): ENGL 101

Introduces the dimensions and functions of religion with an emphasis on religious beliefs, experience, institutions, language, and rituals.

REL 301

**Fundamentals of Buddhism (3 units)**

Prerequisite(s): ENGL 101

Overview of Buddhist religious traditions (Theravada, Mahayana, and Vajrayana), principal teachings, the position of the Buddha in the traditions, and communities comprised by the traditions. Also discussed are Buddhist art and literature, devotion, meditation, ethics, and the Sangha.



REL 322

## Living Buddhism (3 units)

Prerequisite(s): ENGL 101

Half-semester course that introduces students to the philosophy and practice of Buddhism in a contemporary setting. Culminates in a 3-day, 2-night retreat at Hsi Lai Temple.

## Service Learning

SRVLG 100

### Service Learning (1 unit)

Prerequisite(s): none

Supervised service learning experiences in the local community. Examines social justice issues such as violence against women, hunger, homelessness, and environmental justice. Learning is both theoretical and experiential.

Pass/No Pass only

## Sociology

SOC 100

### Introduction to Sociology (3 units)

Prerequisite(s): ENGL 101

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

## Speech Communication

SPCH 101

### Oral Communication (3 units)

Prerequisite(s): grade of B- or better in ENGL 100B, where appropriate

Training in clear and effective public speaking, including impromptu and extemporaneous styles. Students learn how to prepare and deliver engaging, audience-centered presentations. Special emphasis on interpersonal communication as a building block to communicating publicly.

Minimum passing grade: C

## Teaching English To Speakers Of Other Languages

TESOL 400

### Foundations of TESOL (3 units)

Prerequisite(s): LANG 301 or enrollment in the TESOL Certificate Program

Explores current TESOL perspectives for English language teachers. Course focuses on second language acquisition theories, describing learners and teachers, managing learners, and learning resources in the classroom and focusing on the language.

TESOL 420

### Methods of Teaching Second Languages (3 units)

Prerequisite(s): LANG 301 or enrollment in the TESOL Certificate Program

Examines current principles, methods, approaches and techniques relevant to teaching in an English language learning classroom. Emphasis is placed on applying such methodologies in curriculum design, classroom management, and language assessment.

TESOL 430

### Language Testing (3 units)

Prerequisite(s): LANG 301, TESOL 400, TESOL 420

Explores current language assessment principles and theories. Course focuses on analyzing and designing language skills test instruments for practical application in English learner classroom. Special emphasis is placed on test construction validity, reliability, and fairness.

TESOL 450

### Syllabus & Material Design (3 units)

Prerequisite(s): LANG 301, TESOL 400, TESOL 420

Focuses on curriculum, lesson planning, techniques and material design. Special emphasis is placed on course and syllabus construction, planning goals and objectives, and creating English language instructional activities and materials for classroom teaching.

TESOL 460

### Practicum in TESOL (3 units)

Prerequisite(s): LANG 301, TESOL 400, TESOL 420

Curriculum design for the English language learning classroom. Upon completion of the practicum, students undergo a comprehensive exam to complete the certificate program.

## Wellness

WELL 100

### Yoga for Body & Mind (1 unit)

Prerequisite(s): none

Basic Hatha Yoga includes pranayama (breathing techniques) combined with asanas (physical postures), meditation, and relaxation. Appropriate for all levels, emphasizing proper alignment, modifications, and restorative elements, leaving the mind and body renewed, restored, and revived.

Pass/No Pass only

WELL 105

### Kung Fu for Body & Mind (1 unit)

Prerequisite(s): none

Covers basic self-defense situations, stressing both physical and mental aspects of the art. Includes history and philosophy of kung fu.

Pass/No Pass only

WELL 110

### Tai Chi for Body & Mind (1 unit)

Prerequisite(s): none

Students practice this "internal martial art" to improve cardiovascular endurance, tone and strengthen muscles, increase balance and flexibility, and relieve stress through meditative practice.

Pass/No Pass only

## WELL 120

**Strength Training & Fitness (1 unit)**

Prerequisite(s): none

Introduction to fitness and weight training. Working with the instructor, students set a fitness goal and track their progress. Draws upon the fields of physiology, structural kinesiology, and human anatomy. Topics covered include weight training, diet, cardiovascular training, personal motivation, and healthy body image. Students are encouraged to approach health and wellness with loving kindness and compassion to themselves and their bodies while working toward their fitness goals.

Pass/No Pass only

## WELL 130

**Willpower (1 unit)**

Prerequisite(s): none

Cultivation of willpower to control choices, manage stress, and make positive life changes. Emphasizes understanding the nature of willpower based on the latest psychological and physiological science research while discarding unfounded and damaging myths and beliefs. Students select a willpower challenge to work on, tailoring their own plan to control attention, emotions, cravings, or other behaviors.

Pass/No Pass only

## WELL 140

**Ballroom Dancing (1 unit)**

Prerequisite(s): none

Introduction to Ballroom and Latin dancing. Students learn how to recognize music and rhythm, the character and style of each dance, leader and follower roles, and technique in a mutually compassionate and understanding environment. Also covers historical underpinnings and trends within the greater partner-dancing world. A great way for students from all parts of the globe to come together to develop a universal language.

Pass/No Pass only

## WELL 141

**Partner Dancing (1 unit)**

Prerequisite(s): none

Focuses on a specific form of partner dancing each semester, covering music/rhythms, character and style, leader and follower roles, and technique associated with specific partner dances. Also addresses historical underpinnings and trends within the greater partner dancing world.

Pass/No Pass only

# Graduate Course Descriptions

Graduate courses are open to graduate students only. Exceptions require department chair and advisor approval.

## Buddhist Chaplaincy

Enrollment in Buddhist Chaplaincy courses is restricted to students enrolled in the Buddhist Chaplaincy and Applied Buddhist Studies programs. Any exceptions must be approved in advance by the chair of this department.

### MDIV 511

#### Communication Skills for Chaplaincy (4 units)

Prerequisite(s): none

Equips students with the fundamental skills necessary for relating with others in the context of professional chaplaincy. Students explore such topics as basic attendance, deep listening and reflective listening, body language, family map, teamwork, giving and receiving feedback, conflict resolution, and group process.

### MDIV 515

#### Power, Privilege, and Difference (3 units)

Prerequisite(s): none

Expands knowledge gained in MDIV 511, teaching students how to effectively relate with groups and systems. Students explore such topics as male privilege, racism, multicultural competency, mediation, diversity, responsibilities and task accomplishment, roles and relationships, and communication patterns. Certain topics introduced in MDIV 511 are explored in greater depth here, including group process and conflict resolution.

### MDIV 525

#### Chaplaincy Roles & Competencies (3 units)

Prerequisite(s): none

Introduces the field of professional chaplaincy, personal and professional ethics, as well as the values, standards, competencies, and responsibilities involved in working in various clinical settings. Students study the history of and prerequisites for work in various chaplaincies. Special attention is given to current trends and issues across the field,

### MDIV 530

#### Interfaith Rituals for Chaplaincy (3 units)

Prerequisite(s): none

Focuses on the ritual components and qualities of spiritual/cultural competencies required for professional spiritual care and counseling in the diverse religious landscape of twenty-first century North America. Through group practicum and discussions, students develop the necessary awareness and tools to work within the multicultural and multireligious environment of today's hospitals, prisons, universities, etc.

### MDIV 540

#### Sacred Abrahamic Texts in Spiritual Care & Counseling (3 units)

Prerequisite(s): none

Provides the Buddhist practitioner working in professional chaplaincy a macroscopic view of sacred Abrahamic texts and their content, as well as resources for further exploration. Special attention is given to helping students develop some degree of comfort working with Abrahamic texts in the context of Buddhist chaplaincy.

### MDIV 565

#### Buddhist Homiletics: Writing & Giving Dharma Talks (3 units)

Prerequisite(s): none

Introduces the art of writing and giving dharma talks. Various styles and types of dharma talks are studied and considered. Working closely with the professor and their colleagues, students identify particular styles and methods to help them in their own homiletic work. Students also explore how to relate the professional imperatives of chaplaincy with the imperatives of a Buddhist faith.

## MDIV 590

## Service Practicum (3 units)

Prerequisite(s): Graduate status

Examines various types of service, from community efforts to international humanitarian work. Special attention is given to Buddhist concepts of service and social engagement and how these are similar to and different from those coming from the Abrahamic traditions and secular contexts.

## MDIV 599

## Directed Reading &amp; Research (3 units)

Prerequisite(s): Completion of 9 units at the graduate level

Enrollment restricted to graduate students in the Buddhist Chaplaincy program; requires the consent of the supervising professor and the department chair. A paper is required. A maximum of 3 units may be taken in a semester and a maximum of 6 units may be applied to graduation.

Pass/No Pass only

## MDIV 601

## Buddhist Ministry &amp; the Prison-Industrial Complex (3 units)

Prerequisite(s): none

Examines the historic participation of Buddhists in ministry activities within the prison-industrial complex. Main focus is on the United States, with India, Great Britain, and other countries receiving some attention. Through their in-depth look at a ministry setting in which Buddhist Americans have been particularly active, students gain a robust knowledge of operating within specialized care settings.

(NOTE: This is a unique, infrequently offered course. Students taking this course take it in place of MDIV 676; they may not take both courses except in special circumstances and with the permission of their advisor and the department chair.)

## MDIV 640

## Seminar in Buddhist Ministry (3 units)

Prerequisite(s): Graduate status

Provides the opportunity to explore unique and particular issues in Buddhist chaplaincy. Special attention is given to an overview of scriptures across Buddhist traditions that have informed ministry, spiritual care and counseling techniques, and the chaplain's personal spiritual practice.

## MDIV 646

## Spiritual Care &amp; Counseling (4 units)

Prerequisite(s): none

Introduces theories and practices for clinical spiritual care and counseling work. Special attention is paid to literature in the field of healthcare chaplaincy about medical ethics, measuring effective care, and working in diverse settings.

## MDIV 650

## Pastoral Theology (3 units)

Prerequisite(s): none

Introduces the history, key texts, and practice of pastoral theology. Students gain the background and the methods necessary to make their own contributions to this area of writing. Supervised by the professor, students explore important texts for the particular chaplaincies in which they work.

## MDIV 655

## Spiritual Formation for Buddhist Chaplains (3 units)

Prerequisite(s): none

Examines the ways influential thinkers have understood stages of transformation in spiritual development. Students explore the ways in which significant works may deepen their own personal practice as well as their approach to chaplaincy.

## MDIV 661

## Organizational &amp; Legal Issues in Ministry &amp; Spiritual Care (3 units)

Prerequisite(s): none

Introduces institutional administration and organization in ministry and spiritual care, and considers best practices, roles and responsibilities, and resources for spiritual leaders. Special attention is given to nonprofit administration, legal issues, and management. Students also consider these matters specifically in the context of professional chaplaincy.

MDIV 670

## Spiritual Leadership (3 units)

Prerequisite(s): none

Introduces spiritual leadership and social ethics and considers values, responsibilities, functions, and resources for spiritual leaders. Students explore examples and archetypes of spiritual leadership in the Buddhist traditions. Students also examine spiritual leadership in the context of professional chaplaincy practice.

## Buddhist Theology

BTHE 600

## Seminar in Buddhist Theology (3 units)

Prerequisite(s): none

Discusses the scope, methodology, and applications of Buddhist Theology—the study of normative, prescriptive, and applied aspects of Buddhism, using critical methods and often addressing emic, soteric, and personal concerns about those aspects. Issues that may be covered include background of modern Buddhist theology, legitimacy (or illegitimacy) of Buddhist theology as an academic exercise, Buddhist theology's (perceived) authority in and relevance to contemporary issues, specific issues in Buddhist theological discourse (such as scholastic and formal argumentation for and against specific doctrines).

## Business Administration

MBA 501

## Business Law (3 units)

Prerequisite(s): none

Examines laws and regulations affecting business environment and managerial decisions, including the legal system and methods of dispute resolution. Topics include torts, crimes, contracts, product liability, business organization, employment, antitrust, environmental protection. Incorporates ethical considerations and international perspectives.

MBA 502

## Business Programming (3 units)

Prerequisite(s): none

Development of current and relevant business programming skills and their application to improving organizational efficiency.

MDIV 676

## Advanced Topics in Professional Chaplaincy (4 units)

Prerequisite(s): none

Provides the opportunity to explore unique and particular issues in professional chaplaincy work. Special attention is paid to pastoral diagnosis, working with a care team, and current concerns in the various fields of chaplaincy.

BTHE 705

## Candidacy Portfolio Preparation (3 units)

Prerequisite(s): Completion of formal coursework

Individual study for ThD candidacy portfolio. BTHE 705 may be taken a maximum of two times with approval. Credit does not apply to graduation.

Pass/No Pass only

MBA 503

## Principles of Economics (3 units)

Prerequisite(s): none

Briefly reviews demand, supply, and equilibrium. Focuses on macroeconomic analysis and policy, unemployment and inflation, financial institutions, international trade, economic growth, and comparative economic systems.

MBA 504

## Principles of Management (3 units)

Prerequisite(s): none

Reviews different theories of management; focuses on managerial functions, including planning, organizing, controlling, and leading. Emphasizes how to apply management theory/methods to solve problems of organizations.

Minimum passing grade: C

MBA 505

### Analytic Methods for Managerial Decisions (3 units)

Prerequisite(s): none

Studies research methodologies and statistical tools for better decision making. Topics include qualitative and quantitative methods, elementary statistics, correlation and regression analyses, interpretation of multivariate datasets, forecasting models, experimental design, and survey and sampling. Emphasizes computer-based programs and applications.

MBA 506

### Managerial Communications (3 units)

Prerequisite(s): none

Studies effective communications both as an essential professional skill and as an important function of management. Discusses the elements of oral and written communications, engages students in the thinking and writing process, and teaches essentials in interpersonal and organizational communications.

MBA 507

### Managerial Economics (3 units)

Prerequisite(s): (BUS 201 or BUS 202); BUS 303

Develops micro-economic concepts and employs them to examine decision making under uncertainty. Topics include consumers' and firms' optimal choices, quantitative analysis and estimation of demand, production and cost functions, and market structures and firms' pricing strategies.

Minimum passing grade: C

MBA508

### Qualitative Research Methodologies (3 units)

Prerequisite(s): none

Advanced study of research methodologies used in the social (economics, history, and politics) and behavioral sciences (cultural anthropology, psychology, and sociology) and the application of those methodologies to education, business, management, religion, and other fields of study.

MBA 509

### Business Forecasts (3 units)

Prerequisite(s): MBA 505

Principles and applications of forecasting in an accessible way; methods and processes in business forecasting, including time series, univariate, multivariate, and qualitative methods.

MBA 511

### Nonprofit Accounting (3 units)

Prerequisite(s): MBA 512 or MBA 513

Examines core principles and practices of nonprofit accounting. Summarizes the accounting requirements and practices of specific types of nonprofit organizations, including educational institutions, hospitals, health and welfare organizations, religious groups, and public institutions. Discusses recent changes in nonprofit accounting and reporting rules.

MBA 512

### Financial Accounting (3 units)

Prerequisite(s): none

Accounting concepts and techniques essential to the administration of a business enterprise: analyzing and recording financial transactions; accounting valuation and allocation practices; preparation, analysis and interpretation of financial statements; international accounting issues.

MBA 513

### Managerial Accounting (3 units)

Prerequisite(s): BUS 210

Use and interpretation of financial statements; evaluation of accounting information systems; accounting for and analysis of costs; managerial use of accounting data for planning and decision making.

Minimum passing grade: C

MBA 514

### Advanced Managerial Accounting (3 units)

Prerequisite(s): MBA 513

Advanced accounting theory as applied to modern business practice; background of accounting and its place in society and the economy; current development in accounting theory.

MBA 515

### Corporate Finance (3 units)

Prerequisite(s): BUS 303

Advanced study of the financial management function of the corporation with special attention to cash flows and value, capital structure, cost of capital, capital budgeting, project evaluations, and issues in mergers, acquisitions and restructuring.

Minimum passing grade: C

MBA 516

### International Finance (3 units)

Prerequisite(s): MBA 515

Advanced study of the environment and tools of international financial management. Covers financial, tax, economic, political, potential legal issues, foreign exchange rates, risk assessment, balance of payment, and financial alternatives and tradeoffs.

MBA 517

### Investment & Portfolio Management (3 units)

Prerequisite(s): MBA 515

Advanced study of modern portfolio and investment management theories with emphasis on how to evaluate and diversify different types of risk, illustrated by case studies.

MBA 518

### Cost Analysis & Budgeting (3 units)

Prerequisite(s): MBA 513

Advanced study of cost analysis for decision making in pricing, product mix, capacity building and budgeting for operations and capital expenditures. Special emphasis on using budgeting as a planning and control tool of performance.

MBA 519

### Management Science (3 units)

Prerequisite(s): MBA 505

Application of scientific methods, techniques, and tools to provide optimum solutions to problems involving the operation of systems; focuses on analysis and solution of managerial decision-making problems.

MBA 520

### Organization & Management (3 units)

Prerequisite(s): none

Study of techniques and human behavior involved in managing an organization toward efficiency and effectiveness. Focus on job and organization design, motivation, problem solving, and diversity and change management.

Minimum passing grade: C

MBA 522

### Comparative Management (3 units)

Prerequisite(s): MBA 504 or 520

Studies behavior of people in organizations around the world and develops mental sensitivity to working in organizations. Explores similarities and differences in organizational values, practices and structures in firms between developed and developing countries.

MBA 525

### Chinese Management Philosophy (3 units)

Prerequisite(s): none

Advanced study of Chinese management philosophies and their practices, especially in areas of decision making, leadership and human resources management, all illustrated by practical cases. Emphasis made on how these philosophies and practices apply to modern organizations.

MBA 526

### Risk Management & Insurance (3 units)

Prerequisite(s): MBA 505

Studies theories of insurance; explores special features of different lines of insurance; emphasizes main elements of insurance, including determinants of premiums, coverage, deductibles, and co-payments.

MBA 527

### Human Resources Management (3 units)

Prerequisite(s): MBA 504 or MBA 520

Advanced study of the basic elements of HRM, such as compensation, motivation, performance appraisal, staffing, grievance handling and discipline, HRM policy setting, and HRM planning in today's labor market.

MBA 528

### Seminar on Organizational Change (3 units)

Prerequisite(s): MBA 504 or MBA 520

Analyzes theories of change and their applications with special emphasis on planned organizational change, development and intervention methods, and current trends in organization design and change.



MBA 529

**Seminar on Leadership (3 units)**

Prerequisite(s): MBA 504 or MBA 520

Examines the effectiveness of different approaches to leadership from both managerial and psychological viewpoints. Discusses issues in leadership and leadership training through case studies, workshops, and guest lectures.

MBA 530

**Marketing (3 units)**

Prerequisite(s): none

Studies the processes involved in the creation, distribution, and sale of products and services. Explores the tasks and decisions facing marketing managers. Focuses on market and competitive analysis, consumer behavior, and design and implementation of marketing strategies.

Minimum passing grade: C

MBA 531

**Services Marketing (3 units)**

Prerequisite(s): MBA 530

Discusses characteristics of service organizations and explores how they differ from manufacturing in many important aspects. Special attention given to the formulation, development, and execution of marketing strategies.

MBA 533

**International Marketing (3 units)**

Prerequisite(s): MBA 530

Focuses on further development of concepts learned in marketing and their application to an international setting. Concentrates on strategic decisions pertaining to the marketing mix as they apply to specific regions, nations, and cultures.

MBA 534

**Consumer Behavior (3 units)**

Prerequisite(s): MBA 530

Focuses on and explains the relevant concepts upon which the discipline of consumer behavior is based. Students examine "real-world" examples of consumer buying in order to demonstrate how consumer behavior concepts are used by marketing practitioners to develop and implement effective marketing strategies. Course concludes with an examination of public policy issues and a discussion of consumer behavior research priorities for the next decade.

MBA 536

**Small Business & Entrepreneurial Marketing (3 units)**

Prerequisite(s): MBA 530

Examines and surveys practical and cost-effective strategies and methods to generate leads and new customer acquisition. Topics include strategic partnerships, local marketing, search engine optimization, social networking, crowdsource funding, and niche marketing.

MBA 537

**Marketing Management (3 units)**

Prerequisite(s): MBA 530

Focuses on developing marketing strategies, programs, and plans; discusses how to better execute and manage these strategies, programs, and plans.

MBA 540

**Management Information Systems (3 units)**

Prerequisite(s): none

Management information systems for managers. Topics include the types of information systems that support individual, work-group, and corporate goals, with an emphasis not only on hardware/software but also managerial concerns with the design, implementation, and management of information systems. Also examines how to compete with information technology in the internet-based business environment.

Minimum passing grade: C

MBA 542

**Project Management (3 units)**

Prerequisite(s): none

Topics include definition of project objectives, identification of project activities, cost and time estimates, and control and performance measurement issues.

MBA 547

**Technical & Fundamental Analysis of Financial Securities (3 units)**

Prerequisite(s): MBA 515

Advanced technical analysis of securities using graphs and equations; advanced fundamental analysis of securities based on corporate accounting data and business prospects.

MBA 548

Financial Security Trade & Analysis (3 units)

Prerequisite(s): MBA 515

A practical course on applied investment analysis, using modern computer and data facilities to conduct extensive fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation and strategies. Course emphasizes the application of modern portfolio theory and asset allocation models in selecting and evaluating stocks and bonds and practices investment of real money in the financial markets. Students of this class manage UWest's special endowment.

MBA 550

International Business (3 units)

Prerequisite(s): none

Examines the global business environment and trends in doing business internationally. Discusses management functions and external influential factors that shape a global business operation such as investment decision, monetary exchange, and competition strategy and structure.

MBA 551

Importing & Exporting (3 units)

Prerequisite(s): MBA 550

Covers the fundamentals, challenges, and opportunities of imports and exports as key features of today's international markets. Topics include the role of intermediaries and cross-border relationships as well as the role of governments and international organizations in navigating the intricacies of cultures, practices, and regulatory and other trade barriers. Controversial trading issues such as dumping and international espionage are also addressed.

MBA 552

International Business Law (3 units)

Prerequisite(s): BUS 200

Studies business laws in the United States. Examines international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, and how to establish a corporation in civil law countries. Topics include antitrust laws and international business transactions.

MBA 556

Global Economy (3 units)

Prerequisite(s): BUS 201 or BUS 202

Surveys international trade theory, commercial trade policy, international finance, and open-economy macroeconomics. Students gain a foundation that can be used to discuss and analyze the global economic environment within which businesses operate. Other topics include the international flow of goods, services, assets, and payments between a nation and the rest of the world, the policies directed at regulating this flow, and their effects on a nation's welfare. Special attention is given to the evaluation of government policies and current, real-world trends affecting the global economy.

MBA 557

Social Entrepreneurship (3 units)

Prerequisite(s): none

Focuses on how a business can produce positive social change. Discusses skills, beliefs, and character traits of the social entrepreneur while exploring how to grow into becoming a great founder. Covers team building and key steps in getting started: ownership, the message, the business model, and funding options. An applied project is required.

MBA 558

Seminar on Doing Business in Asia (3 units)

Prerequisite(s): none

Advanced study of opportunities for and barriers to doing business in Asia. Discussion of successful and failed cases of doing business in Asia from linguistic, cultural, social, economic, and political perspectives.

MBA 559

Seminar on Doing Business in the US (3 units)

Prerequisite(s): none

Examines the business environment in the US and business practices and customs of corporate America. Specific issues on corporate culture, business laws, labor organizations, and markets are covered. Discusses how to plan, start, and operate a sustainable and profitable business in the US including access to capital, financial and strategic management, and other key factors such as intellectual property rights.

MBA 560

**Managing Nonprofit Organizations (3 units)**

Prerequisite(s): MBA 504 or MBA 520

Compares and contrasts for-profit and nonprofit organizations, major strategic management issues specially associated with nonprofits, and exposes students to the various management styles commonly found in the nonprofit sector.

MBA 561

**Comparative Studies of Nonprofit Organizations (3 units)**

Prerequisite(s): none

Compares the development of nonprofit organizations in different countries. Examines similarities and differences with respect to target markets, membership profiles, government regulations, and management of nonprofit organizations.

MBA 562

**Financial Development for Nonprofit Organizations (3 units)**

Prerequisite(s): none

Discusses the trend of corporate responsibility toward society today and the role of corporate philanthropy in social well-being. Studies various techniques to increase financial resources for nonprofit organizations such as donations, fund-raising, grant applications, and bequests; examines the principles, values, and ethics of these techniques; and builds up practical skills using these techniques.

MBA 563

**Management of Memberships & Volunteers (3 units)**

Prerequisite(s): none

Discusses management of memberships and volunteers in nonprofit organizations. The importance of membership and voluntary contributions of time and resources, effective motivation and management of volunteers, and promotion of organizational objectives are discussed.

MBA 564

**Advanced Auditing (3 units)**

Prerequisite(s): MBA513

Study of the theory and practice of auditing as it applies to the internal and management control functions of the organization. Topics include statements of auditing standards, ethical and legal responsibilities, internal control structure considerations, statistical sampling applications, computer-assisted auditing techniques, and regulatory agency requirements.

MBA 565

**Advanced Accounting Theory (3 units)**

Prerequisite(s): MBA513

Advanced topics in accounting, including business combinations, multinational operations and foreign currency transactions, liquidations, and reorganizations. Also covers partnership formation, income distribution, and liquidation.

MBA 566

**Financial Reporting & Disclosure (3 units)**

Prerequisite(s): MBA513

An in-depth study of financial accounting, reporting, and disclosure. Examines professional accounting and reporting standards.

MBA 567

**Special Topic on Federal Taxation (3 units)**

Prerequisite(s): BUS 210

A study of the federal tax law applicable to C corporations, S corporations, partnerships, estates, and trusts. Addresses income tax law and the major issues relating to the transfer of property through gifts and the estate. Methods and procedures of tax research also are stressed.

MBA 568

**Special Topic on International Accounting (3 units)**

Prerequisite(s): BUS 210

Critical examination of current developments in international accounting: the difficulty of preparing precise and universally accepted accounting principles, and social, economic, and political influences on comparative accounting theory and practice. Financial reporting and control of multinational enterprises are also discussed.

MBA 569

### Controllership (3 units)

Prerequisite(s): MBA 513

In-depth study of accounting techniques, concepts, and procedures related to the functions and responsibilities of the controller. Consideration of management reporting systems, planning and controlling functions, resource allocation, transfer pricing, the general ledger-based system, departmental expense control, and investment planning.

MBA 571

### Systems Design, Analysis, & Implementation (3 units)

Prerequisite(s): MBA 540

Studies strategies and techniques for structured analysis and design in the development of information systems. Examines general systems theory and the lifecycle of information system development. Uses structured tools/techniques to describe process, data flows, and data structures.

MBA 572

### Data Structure & Database Management (3 units)

Prerequisite(s): MBA 540

Hierarchical, network, and relational database structures are analyzed. Stresses data modeling concepts using entity relationship and semantic object techniques, normalization, relational database implementation, and concurrent database processing.

MBA 573

### Decision Support Systems (3 units)

Prerequisite(s): MBA 540

Explores decision-making processes, model-based development, and knowledge management. Examines design, implementation, and evaluation of decision support systems. Provides a broad understanding of how to encapsulate, expand, and transfer knowledge by means of an intelligent machine.

MBA 575

### Data Communications & Networking (3 units)

Prerequisite(s): MBA 540

Advanced study of technology and management of telecommunications and networks, the internet, intranet, extranet, and World Wide Web. Comprehensive examination of the integration of organizational systems with rapidly evolving on-line services industry.

MBA 578

### Computer Security, Controls & Ethics (3 units)

Prerequisite(s): none

A survey of technological and organizational techniques to secure computer hardware, software, and data. Studies controls for errors, natural disasters, and intentional attacks, focusing on their effectiveness and cost. Reviews implications from the legal, social, and ethical environment.

MBA 580

### Capstone: Strategic Management (3 units)

Prerequisite(s): MBA504, MBA513, MBA515, & MBA530 (usually completed in final semester before graduation)

Capstone course designed to provide an integrative perspective on strategy formation and management of an enterprise. Students develop a multidisciplinary understanding of business planning and strategy by drawing on previous coursework taken in the program and the various functional areas of business.

MBA 581

### E-Business (3 units)

Prerequisite(s): none

Shows step-by-step how to build Web commerce sites, from planning through deployment and ongoing management. Explains how to identify the best Web commerce opportunities and how to capitalize on them.

MBA/REL 582

### Humanistic Buddhism & Management (3 units)

Prerequisite(s): none

Study of the breadth and depth approach that Humanistic Buddhism has developed in order to create an effective, productive, and healthy environment in the workplace as well as on Earth. Students will learn to apply these principles and practices developed by Venerable Master Hsing Yun of the Fo Guang Shan Buddhist order to management style and techniques in government, non-government, and for-profit organizations.

MBA 583

### Financial Institutions & Markets (3 units)

Prerequisite(s): none

Analysis of financial institutions and markets. Term structure of interest rates, portfolio theory and flow-fund analysis, deposit-type intermediaries, insurance, pension funds and investment companies.

## MBA 584

## Financial Derivatives (3 units)

Prerequisite(s): MBA 515

Develops an understanding of mathematical and managerial tools necessary for the analysis, pricing, and design of financial derivatives. Includes stochastic processes, the Black-Merton-Scholes option pricing model, forward, futures, options, swaps, exotic options, and special topics including fixed income portfolio management.

## MBA 587

## Seminar on Business Negotiations (3 units)

Prerequisite(s): none

Teaches negotiation theory and practices with an emphasis on business aspects and cultural factors that affect the negotiation process and results. Discusses negotiation participants, negotiation strategy, and negotiation styles commonly found in negotiation sessions. Cross-cultural business negotiations are also discussed.

## MBA 588

## Business Philosophy &amp; Ethics (3 units)

Prerequisite(s): none

Reviews different philosophies relevant to modern organizations and management, discusses ethics from different religious perspectives, particularly humanistic Buddhism, and emphasizes how such philosophy and ethics can be effectively used in modern organizations and management.

Minimum passing grade: C

## MBA 589

## Seminar on Entrepreneurship (3 units)

Prerequisite(s): none

Examines the nature of entrepreneurship, the factors underlying success in the start-up and early growth phases, and the factors that increase the likelihood of failure. Students become more familiar with the elements of a sound business plan and the issues facing a start-up by working on a project to create a new venture. Considers the forces that motivate, guide, and constrain entrepreneurship activity, and explores the range of issues and challenges faced by start-up organizations and their leaders.

## MBA 590

## Internship (1 unit)

Prerequisite(s): completion of core courses & department chair approval

Provides students with meaningful hands-on experience working in organizations relevant to their area of study. Completion requires written evaluation and verification from employer.

Pass/No Pass only

## MBA 593

## Field Studies (1 unit)

Prerequisite(s): completion of core courses or chair approval

Each student is assigned to visit a number of relevant organizations to gain first-hand experience. The student is required to finish an assigned project that addresses and solves one or more of that organization's problems or the problems of the student's own organization.

Pass/No Pass only

## MBA 596

## Special Topics (3 units)

Prerequisite(s): none

Covers emerging issues and special topics related to student-selected concentrations.

## MBA 597

## Management Practicum (1-3 units)

Prerequisite(s): chair approval

For students who lack practical business management experience. Students register for this class when they are working to gain the required experience in the relevant subject. This class may be taken twice. Units are not degree applicable.

Pass/No Pass only

## MBA 599

## Independent Study (3 units)

Prerequisite(s): instructor & chair approval

Student selects an approved area of study and works closely with a faculty member.

MBA 715

## Continuous Enrollment Research (1 unit)

Prerequisite(s): chair approval

Required for graduate-level students who no longer need courses, but who must remain in continuous enrollment each semester until completion of exam, dissertation, etc. Course does not count toward minimum requirements for graduation.

Pass/No Pass only

## Classical Chinese Language

CCHN 500A

### First Year Classical Chinese I (3 units)

Prerequisite(s): familiarity with another language that uses Sinitic script

Classical Chinese for students with no prior training in either modern or classical forms of Chinese. Students who are familiar with another language that uses Sinitic script (e.g. Japanese, Vietnamese, or Korean), but who have no training in the reading of Classical Chinese, are eligible for the class. Topics covered: Pinyin pronunciation, Romanization, and orthography; composition and orthography of Chinese characters (hanzi); dictionary usage; and basic syntax and grammar of Classical Chinese.

CCHN 500B

### First Year Classical Chinese II (3 units)

Prerequisite(s): CCHN 500A

Phonology, morphology, and syntax of Classical Chinese with emphasis on reading selected texts. Students focus on improving the linguistic and research skills introduced in CCHN500 and engage directly in reading Classical Chinese texts under the instructor's supervision.

CCHN 501A

### Second Year Classical Chinese I (3 units)

Prerequisite(s): CCHN 500B

Advanced-level study in Classical Chinese grammar and syntax involving translation from Classical Chinese.

CCHN 501B

### Second Year Classical Chinese II (3 units)

Prerequisite(s): CCHN 501A

Continuation of upper-level Classical Chinese. Selected readings from various sources. At the end of the course, students are able to read and translate a sutra.

## Pali Language

PALI 500A

### First Year Pali I (3 units)

Prerequisite(s): none

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

PALI 500B

### First Year Pali II (3 units)

Prerequisite(s): PALI 500A

Phonology, morphology, and syntax of the Pali language with emphasis on reading selected Pali texts.

PALI 501A

**Second Year Pali I (3 units)**

Prerequisite(s): PALI 500B

Advanced level of studies in Pali grammar and syntax involving translation to and from Pali.

PALI 501B

**Second Year Pali II (3 units)**

Prerequisite(s): PALI 501A

Continuation of upper-level Pali. Selected readings from various sources. At the end of the course, students are able to read and translate a sutra.

## Psychology

Graduate courses in psychology are open to graduate students only. Exceptions require department chair and advisor approval.

PSYCH 500

**Graduate Research & Writing Practicum (3 units)**

Prerequisite(s): none. Not degree applicable. Requirement based on department chair's recommendation

Introduction to basic writing and research skills required for successful graduate work. This includes APA format style, searching for relevant literature, thesis structure, citation of sources, and use of references.

PSYCH 501

**Experimental Design & Statistical Analysis (3 units)**

Prerequisite(s): none

Introduces the creation of sound psychological research questions. Students review advanced quasi-experimental and experimental design methods (quantitative and qualitative). Students examine various methods to analyze research data and discuss implications of data interpretation. Ethics and culture are highlighted.

Minimum passing grade: B

PSYCH 502

**Professional Seminar in Multicultural/Buddhist Marriage Family Therapy (3 units)**

Prerequisite(s): none

Introduces UWest's master's degree program in Marriage and Family Therapy, focusing on values exploration and acculturation/orientation to the university and professional identity. Core learning areas include: acculturation to graduate studies; enculturation and implicit values; recovery-oriented practice; and orientation to Eastern Buddhist wisdom in the context of Western marriage family therapy.

Pass/No Pass only

PSYCH 504

**Child & Adolescent Theory & Intervention (3 units)**

Prerequisite(s): none

Surveys contemporary, multicultural, and contextual approaches to child/adolescent counseling theory and intervention. Students gain hands-on experience through role play in art and play therapy techniques. Special attention is given to mindfulness based approaches. Covers laws and ethical considerations in the treatment of children, including informed consent and mandated reporting. Special attention is paid to cultural considerations, including but not limited to, access to care, socioeconomic status, and level of acculturation.

Minimum passing grade to fulfill elective requirement: C

PSYCH 529

**Drug & Alcohol Theory & Intervention (3 units)**

Prerequisite(s): none

Examines the theories, etiology, assessment, diagnosis, and treatment of alcohol- and drug-related disorders from the resiliency, recovery, and medical models. This course also addresses the impact of socioeconomic status, ethnicity, other environmental factors, and contemporary controversies on the development and treatment of addictive disorders.

Minimum passing grade to fulfill elective requirement: C



PSYCH 530

Psychopathology & Counseling I (3 units)

Prerequisite(s): none

Reviews the current taxonomy of Western psychopathology across the lifespan. Introduces etiologies, prevalence, symptoms, and treatments. Students examine sexual identity, sexual dysfunction, and gender identity disorders and contemporary clinical treatment methods for sexual problems. Also examines conditions in self and society associated with the use and abuse of addictive substances and explores treatment models. Opportunities to interact with various consumers and families of consumers of mental health services are provided.

Minimum passing grade: B

PSYCH 531

Theories & Techniques of Counseling & Psychotherapy I (3 units)

Prerequisite(s): none

Provides knowledge and experiences in counseling and helping skills with an emphasis on traditional counseling and psychotherapy theory and skills including individual (adult, child, and adolescent) and group process therapy skills. This course presents theoretical and empirically supported approaches to intervention strategies for dealing with psychological, emotional, relationship, and adjustment problems in individuals, couples, and groups. Cultural sensitivity and limitations of traditional therapy approaches for diverse populations are also included, with a focus on recovery-oriented practice.

Minimum passing grade: B

PSYCH 532

Legal & Ethical Issues in Counseling & Psychotherapy (3 units)

Prerequisite(s): none

Grounding in relevant ethical codes, practice standards, legal issues, and expectations of professional conduct. Ethical decision-making skills are honed using case studies and vignettes. Discusses professional and public responsibility and the meaning of the professional counseling relationship. Also explores the fundamentals of child advocacy and of social policies affecting children. Topics may include ethnic violence, drugs, poverty, the juvenile justice system, health and mental health care, and child abuse. California laws and ethics related to domestic violence are also emphasized, including dynamics of spousal, child, and elder abuse, family issues, and multigenerational patterns. Also address professional writing, including documentation of services, progress notes, and the need for treatment plans.

Minimum passing grade: B

PSYCH 533

Seminar: Counseling of Multicultural Groups (3 units)

Prerequisite(s): none

Fosters an understanding of the human experience through the values and beliefs of various multicultural and cross-cultural identities. Students are introduced to psychological issues concerning human systems, self and group identity, conflict, consciousness, development, gender, cultural values, spirituality, race/ethnicity, individualism-collectivism, evolution, implicit bias, poverty, social stress, oppression, stigma, and their impact on counseling process and outcome. These and other key constructs such as acculturation and racial/ethnic identity development are used to better work with California's diverse populations. Students gain awareness and understanding of their own and others' cultural perspectives.

Minimum passing grade: B



PSYCH 536

## Marriage/Couples & Family Counseling I (3 units)

Prerequisite(s): none

Surveys contemporary, multicultural, and contextual analyses of the major models of couples and family therapy, the integration of various approaches in relationship therapy, and the process and outcome research that document the state of MFT effectiveness with couples and families. Key touchstones include sexuality and sexual identities, ethics and reporting/safety issues, and domestic violence, all through the lens of culture.

Minimum passing grade: B

PSYCH 537

## Motivational Interviewing (3 units)

Prerequisite(s): none

Provides a fundamental understanding of Motivational Interviewing (MI), introducing students to the principles of MI and the research supporting MI as an evidence-based treatment. Students practice skills in role play, and learn how to provide information and guidance in an MI-consistent manner as they elicit and reinforce the client's movement toward change.

Minimum passing grade to fulfill elective requirement: C

PSYCH 538

## Psychological Testing (3 units)

Prerequisite(s): none

Discusses topics such as clinical interviewing, evidence-based diagnostic assessment, and behavioral assessment. Various psychological assessment procedures are covered, including structured and unstructured interviews, self report inventories, objective personality tests, ability and preference tests, individual intelligence (IQ) tests, and projective tests. Test administration ethics and the importance of psychometrics, such as validity and reliability, are addressed. Cultural limitations and ethical concerns of each are discussed throughout.

Minimum passing grade: B

PSYCH 540

## Counseling through the Lifespan (3 units)

Prerequisite(s): none

Provides an in-depth exploration of the development from a bio-psychosocial perspective. Students explore lifespan development from conception to death, including age-change theories and human adaptations in terms of mental health, personality stability, cognitive processes, learning, and social cognition. Discusses the unique ethical concerns and psychological needs of an aging population including implicit ageism, relationship issues, aging and diversity, death and bereavement, spirituality, occupational patterns, retirement, and leisure. Research-based best practices and ethics of working with diverse older adults are emphasized throughout.

Minimum passing grade: B

PSYCH 545

## Psychopharmacology (3 units)

Prerequisite(s): none

Develops understanding of current drug therapies for psychological problems. Topics include medications in general use, criteria for referring patients for psychopharmacological evaluation, cultural and interpersonal issues, and how and when medications can contribute to effective treatment. Frequently voiced philosophical, ethical, and legal concerns regarding biological factors and drug treatment are discussed, along with the risks and benefits of drug therapies. Cultural and ethical concerns are emphasized throughout.

Minimum passing grade: B

PSYCH 550

## Psychopathology & Counseling II (3 units)

Prerequisite(s): PSYCH 530

A follow-up course to PSYCH 530, designed to expand students' knowledge and experiences in the current taxonomy of Western Psychopathology.

Minimum passing grade: B

PSYCH 551

## Theories and Techniques of Counseling & Psychotherapy II (3 units)

Prerequisite(s): PSYCH 531

A follow-up course to PSYCH 531, designed to expand students' knowledge and experiences in counseling and helping skills.

Minimum passing grade: B

PSYCH 556

**Marriage/Couples & Family Counseling II**  
(3 units)

Prerequisite(s): PSYCH 536

A continuation of PSYCH 536, expanding students' systemic understandings of the major models of couples and family therapy.

Minimum passing grade: B

PSYCH 560

**Fieldwork (1 to 4 units)**

Prerequisite(s): approval of advisor or department chair

Requires hands-on experience in a field placement. For those students who wish to augment their graduate studies with specialized training and/or experience outside the university in their own field of study. The field experience must have significant bearing on the professional goals of the student and must be in addition to the student's regular commitment.

Units earned do not count toward minimum requirements for graduation.

Pass/No Pass only

PSYCH 600

**Group Process & Skills (3 units)**

Prerequisite(s): 18 units of graduate coursework in psychology or Buddhist chaplaincy

Provides a broad clinical understanding of group development, dynamics, and counseling theories. Group leadership styles are discussed in addition to basic and advanced group counseling methods and skills. Reviews several different approaches to conducting group counseling. Cultural/ethical issues and limitations are also discussed.

Minimum passing grade: B

PSYCH 602

**Advanced Couples Counseling (3 units)**

Prerequisite(s): 18 units of graduate coursework in psychology

Offers an in-depth look at the current modalities of couples counseling including process and outcome effectiveness studies, as well as advanced assessment and intervention techniques. Cultural and ethical issues will also be discussed throughout.

Minimum passing grade: B

PSYCH 604

**Advanced Child & Adolescent Interventions in Therapy (3 units)**

Prerequisite(s): PSYCH 531

Offers an in-depth look at the various theories, assessment, and intervention techniques specific to child and adolescent populations, including play therapy. Culture and legal/ethical issues are also discussed.

Minimum passing grade: B

PSYCH 605

**Advanced Family Therapy (3 units)**

Prerequisite(s): 18 units of graduate coursework in psychology

Provides students with an advanced look at the history and current status of family therapy including family multi-systemic therapy, functional family therapy and/or other evidence-based practices. Emphasizes cultural implications and multigenerational family patterns.

Minimum passing grade: B

PSYCH 607

**Advanced Seminar in Culture & Psychotherapy (3 units)**

Prerequisite(s): 18 units of graduate coursework in psychology

Focuses on expanding students' understanding of the human experience through a deep awareness of their own and others' cultural identities and related values and beliefs and the impact of this experience on therapy process and outcome. Coursework is designed to provide an advanced investigation into psychological issues concerning human systems, self and group identity, conflict, consciousness, development, gender, cultural values, spirituality, race/ethnicity, individualism-collectivism, and evolution.

Minimum passing grade: B

PSYCH 614

**Religion & Psychology Seminar (3 units)**

Prerequisite(s): none

Examines spiritual and religious experience utilizing psychological methods and theories, including a study of the integration of spirituality and psychology as seen in counseling practice. Topics include psychosocial development, death, conversion, mysticism, morality, guilt, mental health, wellness, coping, and counseling strategies.

Minimum passing grade to fulfill elective requirement: C

PSYCH 617

## Application of Mindfulness in Western Therapy (3 units)

Prerequisite(s): none

A comprehensive introduction to the concept of mindfulness and its influence on Western psychotherapeutic research and practice. Also reviews the historical and contemporary literature on the efficacy and effectiveness of mindful-based therapeutic approaches on the process and outcome of treatment. Cultural issues and limitations are discussed.

Minimum passing grade to fulfill elective requirement: C

PSYCH 650

## Directed Research (3 units)

Prerequisite(s): PSYCH 501 & department chair & instructor approval

Hands-on experience with the research process; from investigating research questions, writing literature reviews, designing studies and analyzing results, as well as interpreting results and discussing the related implications.

PSYCH 651

## Special Topics (3 units)

Prerequisite(s): department chair approval

Study of a Buddhist and/or multicultural topic in psychology. Topics are announced each semester.

PSYCH 699A

## Thesis (3 units)

Prerequisite(s): PSYCH 501, PSYCH 650 & department chair and advisor approval

Hands-on research experience where the student serves as the principal investigator responsible for identifying an appropriate research question, drafting the literature review, designing and analyzing results, as well as interpreting results and related implications. May be applied to graduation requirements once (3 units), but can be taken twice.

Pass/No Pass only

PSYCH 699B

## Comprehensive Exam (0 units)

Prerequisite(s): department chair and advisor approval. Student must be in final semester.

Note: this course is applicable only to the 60-unit licensure-eligible program.

Pass/No Pass only

PSYCH 699C

## Master's Capstone Project (3 units)

Prerequisite(s): Permission of department chair and advisor. Student must be in final semester.

Non-thesis option applicable to the 42-unit master's degree only. This course is not license eligible. Students complete a capstone seminar project resulting in a final product tailored to support the student's future plans.

PSYCH 700

## Practicum in Buddhist/Multicultural Counseling Psychology (3 units)

Prerequisite(s): PSYCH 530, 531, 532, 533, 536, and 18 units of graduate level coursework

Hands-on clinical experience with a focus on multicultural psychotherapy theory and related interventions. Students develop personal and professional skills through individual and/or group supervision at their practicum site, discussing clinical cases and professional issues in the training seminar, working with clients individually and in groups, and connecting clients to the community. Coursework focuses on clinical group consultation, assessment, case conceptualization, intervention, self-of-the-therapist, and self-care.

Permission is required and arrangements must be made to obtain an approved practicum placement within the community that provides quality supervision and training.

PSYCH 700 and 710 must be taken in consecutive semesters.

Pass/No Pass only

PSYCH 701

## Intersession Practicum (0 units)

Prerequisite(s): open to students who complete PSYCH 700 in the spring semester and are registered for PSYCH 710 in the subsequent fall semester

Fulfills BBS guidelines requiring that students seeing clients are enrolled in a supervised practicum with no break in excess of 90 days. Provides required instructor contact, feedback, and supervision/consultation during the summer break.

Pass/No Pass only

PSYCH 710

Advanced Practicum in Buddhist/Multicultural Counseling Psychology (3 units)

Prerequisite(s): PSYCH 700.

Provides continued support for students' hands-on clinical experience. PSYCH 700 and 710 must be taken in consecutive semesters.

PSYCH 712

Continued Practicum (3 units)

Prerequisite(s): PSYCH 710

Provides continued support for students' supervised clinical experience beyond the 6 units required for graduation. Units do not count toward graduation. Psych 712 may be taken twice.

Pass/No Pass only

PSYCH 715

Continuous Enrollment Research (1 unit)

Prerequisite(s): department chair approval

Course required for graduate-level students who no longer need courses but must remain in continuous enrollment each semester until completion of exam, thesis, etc. Units are not applicable to graduation.

Pass/No Pass only

## Religious Studies

MBA/REL 582

Humanistic Buddhism & Management (3 units)

Prerequisite(s): none

Introduces principles and practices of Humanistic Buddhism, as interpreted by Master Hsing Yun of Fo Guang Shan Buddhist order, with a view to applying them to management style and techniques in nonprofit, government, and for-profit organizations.

REL 505

Women in Buddhism (3 units)

Prerequisite(s): none

History of women in Buddhism, including their roles, status, education, value, and leadership. The course examines changes in the status of Buddhist women over time and examples of the female sacred and of women regarded as exemplary models.

REL 515

Religions of China (3 units)

Prerequisite(s): none

Comparative study of the complex religious developments within China, including Daoism and Confucian thought. Studies Buddhism from its place within the sphere of popular religions and syncretic patterns.

REL 520

Religions of India (3 units)

Prerequisite(s): none

Examines and compares the Brahmanic/Hindu and Sramana/Samana traditions of India from the earliest accounts up to the present. Buddhism and Jainism are viewed as heterodox traditions against the backdrop of the Vedic practices as well as the revival/continuation of pre-Aryan beliefs and practices.

REL 521

Buddhist Meditation Practicum (3 units)

Prerequisite(s): none

Lab-comparable component to the study of Buddhist meditation, providing a hands-on approach to understanding traditional and/or contemporary methods of mental cultivation in a live setting.

Pass/No Pass only

REL 530

Topics in Buddhist Meditation (3 units)

Prerequisite(s): BTHE 600 or REL 600

Buddhist approaches to and paradigms of meditation and the training of the mind. Discusses theories and practices of mental developments across different Buddhist traditions, with special emphasis on how these practices pertain to foundational Buddhist teachings.

REL 540

**Buddhist Hermeneutics (3 units)**

Prerequisite(s): REL 600 &amp; 601

Examines the methods that Buddhists have developed for the interpretation of sutras. Students are also introduced to modern historical and literary approaches to criticism and their application to Buddhist texts.

REL 545

**Sacred Time & Sacred Space in the History of Religions (3 units)**

Prerequisite(s): none

Explores two fundamental ways in which human beings have provided structure and order for their lives, by distinguishing between sacred time and sacred space, exemplified in Australian religions, Judaism, Christianity, Hinduism, and Buddhism.

REL 592

**Myth & Mythology (3 units)**

Prerequisite(s): none

Explores the nature and function of myths and mythology in the history of religions with a focus on mythical expressions of a variety of themes, such as origin of the universe, origin of humans, death, evil and suffering, time and eternity, salvation.

REL 595

**Advanced Religious Studies Work Experience (1-3 units)**

Prerequisite(s): Approval of advisor/department chair

For students who wish to augment their graduate studies with specialized training and/or experience outside the university in their own field of study. Work experience must have significant bearing on the professional goals of the student and must be in addition to the student's regular commitment.

Pass/No Pass only

REL 599

**Directed Reading & Research (3 units)**

Prerequisite(s): Completion of 9 units at the graduate level

A directed reading and research course for graduate students of Religious Studies. Enrollment requires the consent of the supervising professor. A paper is required. A maximum of 3 units may be taken in a semester. REL 599 may be taken a maximum of two times for credit with approval.

Pass/No Pass only

REL 600

**History & Theory of the Study of Religion (3 units)**

Prerequisite(s): none

Exploration of the various ways in which scholars have approached religious practice and thought within the traditions and within the academic community. Religion is examined in relation to cross-cultural studies as well as the competing claims of objective data and subjective awareness.

REL 601

**Seminar: Historical & Textual Methodologies (3 units)**

Prerequisite(s): none

Examines the nature and function of history and hermeneutics within religious traditions and modern critical theory. Covers methods of historical research and scripture criticism, their value, and their limitations.

REL 603

**Philosophy of Religion Seminar (3 units)**

Prerequisite(s): BTHE 600 or REL 600

Surveys issues in the philosophy of religion, including the nature of religion, the relation of philosophy to religion, the nature of religious language, problems of the verification of religious beliefs, and the interpretation of religious experience.

REL 607

### Research Methods (3 units)

Prerequisite(s): none

Develops skills essential for engaging in research at the doctoral level and beyond. Students are taken through the process of writing a research paper, from choosing and developing a topic, locating and engaging with source materials, and crafting an argument, to the review, revision, and presentation of research results. Library-based and electronic resources, as well as relevant software applications are introduced.

REL 610

### Seminar: Religion & Ethics (3 units)

Prerequisite(s): BTHE 600 or REL 600

Examines the relationship of religion and ethics and of religious issues in ethics.

REL 622

### Developments in Buddhist Philosophy (3 units)

Prerequisite(s): BTHE 600 or REL 600

Conducts philosophical and critical analysis of Buddhist thought, including topics such as philosophical justification and/or critiques of Buddhist ideas, Buddhist epistemology, ontology, and phenomenology, pertaining to the status of knowledge, the person, reality, and the connection of soteriology (liberation/ultimate freedom) with the above.

REL 627

### Buddhism & Ritual (3 units)

Prerequisite(s): BTHE 600 or REL 600

Explores the role of ritual within Buddhism, with an emphasis on the Buddhist traditions of East Asia and Tibet. General aspects of Buddhist ritual are examined, in addition to specific categories of ritual practice within different Buddhist traditions. Students are also familiarized with some of the most prominent theoretical frameworks and methodologies for understanding and analyzing religious ritual. Readings include primary sources, secondary scholarship, and theoretical readings.

REL 630

### Seminar: Buddhist Texts in Canonical Languages (3 units)

Prerequisite(s): BTHE 600 or REL 600 and proficiency in given language

A study of selected texts in Pali, Sanskrit, Classical Chinese, or Tibetan, supplemented with relevant secondary scholarship. Topic to be announced each semester. Course may be taken a maximum of three times for credit with advisor approval.

REL 636

### Seminar: Buddhist Texts in Translation (3 units)

Prerequisite(s): BTHE 600 or REL 600

Analysis and close reading of one or more Buddhist literary works in English translation, supplemented with relevant secondary scholarship. Topic to be announced each semester. Course may be taken a maximum of three times for credit with advisor approval.

REL 639

### Topics in the Study of Religion (3 units)

Prerequisite(s): BTHE 600 or REL 600

Seminar in special area of interest in religious studies. Topic to be announced each semester. Course may be taken a maximum of three times for credit with advisor approval.

REL 640

### Topics in Comparative Religion (3 units)

Prerequisite(s): BTHE 600 or REL 600

Comparative study of a religious concern or topic and examination of theoretical issues that emerge in comparative work. Topic to be announced each semester. Course may be taken a maximum of three times for credit with advisor approval.

REL 641

### Topics in Buddhist Studies (3 units)

Prerequisite(s): BTHE 600 or REL 600

Seminar in special area of interest in Buddhist Studies. Topic to be announced each semester. Course may be taken a maximum of three times for credit with advisor approval.



REL 645

### Seminar: Regional Buddhist Traditions (3 units)

Prerequisite(s): BTHE 600 or REL 600

A regional study of Buddhism and Buddhist traditions. Regional focus is announced each semester and may include India, Southeast Asia, Central Asia, and East Asia. Course may be taken a maximum of three times for credit with advisor approval.

REL 653

### Vajrayana Buddhism (3 units)

Prerequisite(s): BTHE 600 or REL 600

Explores the development, literature, and practices of the various types of Vajrayana (e.g. 'Tantric' or 'Esoteric') Buddhist traditions found historically in India, Tibet, and East Asia.

REL 655

### Perspectives in the Study of Chan/Zen Buddhism (3 units)

Prerequisite(s): BTHE 600 or REL 600

Recent developments in the field of Chan/Zen Studies. Emphasis is placed on gaining a critical understanding of the history and context of the Chan/Zen movement through broad readings in current scholarly literature.

REL 657

### Humanistic Buddhism & Current Issues (1 unit)

Prerequisite(s): none

Study of Humanistic Buddhism in the modern world. Topics to be announced. Students may take this course up to six times.

REL 659

### Buddhism in the US (3 units)

Prerequisite(s): none

Introduces the history of Buddhism in the US with special attention to key issues and methodological approaches.

REL 660

### Seminar: Buddhist-Christian Dialogue (3 units)

Prerequisite(s): BTHE 600 or REL 600

Explores the similarities and differences between Buddhism and Christianity under the guidance of a lecturer in Buddhism and a lecturer in Christianity. Topics covered include God, nirvana, concepts of self, suffering and ethics.

REL 670

### Spread of Buddhism to Central Asia & China (3 units)

Prerequisite(s): BTHE 600 or REL 600

Traces the spread of Buddhism from India to Central Asia, particularly into regions in modern-day Pakistan and Afghanistan, over the mountain passes into Central Asia, and eastward to western China. Uses the Silk Road and other trade routes to map the development and spread of Buddhist thought and practice through the cultural and historical context.

REL 698A

### Dissertation Proposal Seminar (3 units)

Prerequisite(s): Permission of instructor

Seminar focused on the development of the PhD dissertation proposal. Topics to be discussed include: selection of the dissertation topic, development of an original argument, situating one's topic in relation to existing scholarship, and Buddhist-inspired strategies for writing and completing the project. Applicable to doctoral research requirement.

Pass/No Pass only

REL 698B

### Dissertation Writing Seminar (3 units)

Prerequisite(s): Advancement to Candidacy for the PhD and permission of instructor

Review and develop strategies for dissertation writing. Topics to be discussed include: Buddhist-inspired strategies for writing and completing the dissertation. Under close guidance, students are expected to complete a solid draft of one chapter of their dissertation. Applicable to the doctoral research requirement; may be taken multiple times.

Pass/No Pass only

REL 700

### Thesis Research (3 units)

Prerequisite(s): Registration in final semester of MA studies

All MA Religious Studies students electing the thesis plan must enroll in this course. Students must maintain their enrollment by registering for this course each semester until successful completion of their thesis. May be applied to graduation requirements once (3 units) but can be taken twice.

Pass/No Pass only

REL 705

### Qualifying Examination Preparation (3 units)

Prerequisite(s): Completion of formal coursework before enrollment.

Individual study for PhD qualifying examination preparation. REL 705 may be taken a maximum of two times with approval. Credit is not applicable to graduation.

Pass/No Pass only

## Sanskrit Language

SNSK 500A

### First Year Sanskrit I (3 units)

Prerequisite(s): none

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 500B

### First Year Sanskrit II (3 units)

Prerequisite(s): SNSK 500A

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

## Tibetan Language

TIB 500A

### First Year Tibetan I (3 units)

Prerequisite(s): none

Fundamentals of Tibetan, including recognition and handwriting of 30 Tibetan letters and four vowel symbols, and the methods of pronunciation and rules of spelling.

REL 710

### Dissertation Research (3-9 units)

Prerequisite(s): PhD Candidacy status

Research for the dissertation. Upon advancement to candidacy and after completion of all coursework, students maintain continuous enrollment by registering for this course each semester until successful completion of 12-unit research requirement. Students may substitute REL 698A or B for this requirement.

Pass/No Pass only

REL 715

### Continuous Enrollment Research (1 unit)

Prerequisite(s): Approval of the department chair

Required for graduate-level students who have successfully completed all course and research requirements but must remain in continuous enrollment each semester until completion of exam, dissertation, etc. Course does not count toward minimum requirements for graduation.

Pass/No Pass only

SNSK 501A

### Second Year Sanskrit I (3 units)

Prerequisite(s): SNSK 500B

Advanced level of studies in Sanskrit grammar and syntax, involving translation to and from Sanskrit.

SNSK 501B

### Second Year Sanskrit II (3 units)

Prerequisite(s): SNSK 501A

Continuation of upper-level Sanskrit. Selected readings from various sources. At the end of the course, students are able to read and translate a sutra.

TIB 500B

### First Year Tibetan II (3 units)

Prerequisite(s): TIB 500A

Advanced Tibetan grammar and reading of selected Tibetan literature including folk poems, maxims, and modern literature.



TIB 501A

## Second Year Tibetan I (3 units)

Prerequisite(s): TIB 500B

Selected readings of historical documents, letters, and filed documents.

TIB 501B

## Second Year Tibetan II (3 units)

Prerequisite(s): TIB 501A

Continuation of upper-level Tibetan. Selected readings from various sources. At the end of the course, students are able to read and translate a sutra.



# College Directory

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## Board of Trustees

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Institutional Planning, Effectiveness, & Campus Culture Officer  
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Monica Sanford  
Lisa Portillo

### Accounting

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Accountant, Accounts Payable  
Accountant, Payroll & Contribution  
Accounting & Finance Assistant, Student Accounts

Amy Chong  
Jason Tseng  
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Assistant to the Director of General Services  
Custodian  
Custodian  
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Maintenance Technician  
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Julio Segura  
Laura Ibarra

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Lisa Portillo

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IT Assistant  
Senior IT Engineer

Rafael Wu  
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James Liao

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### **Dr. Peter M. Rojcewicz, Chief Academic Officer**

Administrative Assistant to Academic Program Heads  
Extended Studies Coordinator  
Librarian  
Library Director  
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Registrar

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Glenn Dunki-Jacobs  
Judy Hsu  
Ling-Ling Kuo  
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Jeanette M. Anderson

## Enrollment Services

### **Dr. Maria C. Ayon, Dean of Enrollment**

Admissions Specialist  
Community Outreach/Recruitment Coordinator  
Enrollment Officer  
Financial Aid Officer  
Financial Aid Officer

Benjamin Baron  
Mana Ghandi  
Jeremy McWells  
Lezli Fang  
Jamie Johnston

## Student Affairs

### **Vanessa R. Karam, Dean of Student Affairs**

Career Development Coordinator  
Director of Housing & Residential Life  
Director of Student Development & Academic Advisor  
International Exchange Officer  
International Programs Officer  
International Student Advisor  
Student Life Coordinator  
Student Success Center Coordinator  
Mental Health Therapist  
Wellness Facilitator

Howard Luong  
Juan Tinoco  
April Afoa  
Jennifer Li  
Grace Hsiao  
Jennifer Derry  
Eddie Escalante  
Dr. Keith Brown  
Jaydee Tumambling Hughes  
Position Open

# Faculty

## Department Chairs

Rev. Victor Gabriel	Buddhist Chaplaincy BA, University of Technology, Perth, Australia MA, Naropa University, Boulder, Colorado PhD, University of the West, Rosemead, California
Janice S. Gore	General Education & General Studies BA, University of California, Los Angeles, California MA, University of Chicago, Illinois MA, PhD, University of Southern California, Los Angeles, California
Michael Grosso	English, English as a Second Language BA, University of California, Los Angeles, California MSc, University of Edinburgh, Scotland
Jane Naomi Iwamura	Religious Studies BA, PhD, University of California, Berkeley, California MTS, Harvard Divinity School, Cambridge, Massachusetts
Victor Kane	Business Administration BA, Boston University, Boston, Massachusetts MS, Columbia University, New York City, New York PhD, Brandeis University, Waltham, Massachusetts
Hiroshi M. Sasaki	Psychology BA, University of California, Los Angeles, California MSEd, PhD, University of Southern California, Los Angeles, California

## Assistant Department Chairs

Kin Cheung (George) Lee	Psychology BA, San Diego State University, San Diego, California MMFT, University of Southern California, Los Angeles, California MA, PhD, Alliant International University, Los Angeles, California
Miroj Shakya	Religious Studies BS, Tri Chandra Campus, Kathmandu, Nepal PhD, University of the West, Rosemead, California

## Full-time Faculty

Joshua Capitanio	Religious Studies BA, University of California, Los Angeles, California MA, PhD, University of Pennsylvania, Philadelphia, Pennsylvania
Yueyun (Bill) Chen	Business Administration MBA, Tianjin University, China PhD, University of California, Santa Barbara, California
Edward Chong	English, English as a Second Language BA, University of California, Irvine, California MA, California State University, Los Angeles, California
William Chu	Religious Studies BA, MA, PhD, University of California, Los Angeles, California
Rev. Tina Jitsujo Gauthier	Buddhist Chaplaincy BFA, Maryland Institute, Baltimore, Maryland MFA, Rutgers, Piscataway, New Jersey PhD, University of the West, Rosemead, California
Bruce Long	Religious Studies MA, PhD, University of Chicago, Illinois
Darui Long	Religious Studies BA, Normal University (SNU), Sichuan, China MA, Guangzhou Institute of Foreign Languages, Guangzhou, China PhD, Chinese Academy of Social Sciences, Beijing, China
Chi Sheh	Business Administration BA BBA, University of Texas at Austin, Texas PhD, University of Houston, Texas
Meskerem Tadesse	Business Administration BA, MBA, University of Pittsburgh, Pennsylvania

## Distinguished Visiting Faculty

Donald Swearer	Religious Studies AB, MA, Princeton University, Princeton, New Jersey STM, BD, Yale Divinity School, New Haven, Connecticut
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## Adjunct Faculty

Robert Allison	General Education BA, Southern California College, Costa Mesa, California MA, California State University, Fullerton, California MA, Loyola Marymount University, Los Angeles, California
Michael Arnold	Business Administration BA, University of Southern California, Los Angeles, California MA, California Institute of the Arts, Valencia, California JD, Southwestern University, School of Law, Los Angeles, California
Deviani Ashby	English as a Second Language BA, MA, California Polytechnic University, Pomona, California
Jennifer Avila	English, General Education BA, MA, California State University, Los Angeles, California
Calvin Baker	General Education BA, MS, California State University, Los Angeles, California MA, California State University, Dominguez Hills, Carson, California MA, University of the West, Rosemead, California MS, University of California, Los Angeles, California
Garbis Bartanian	General Education BA, MA, University of the West, Rosemead, California
Jonathan Berk	English, General Education BA, Azusa Pacific University, Azusa, California MSc, University of Edinburgh, United Kingdom
Sharon Birman	Psychology BASC, University of Southern California, Los Angeles, California MA, PsyD, Pepperdine University, Malibu, California
Morgan Blackledge	Psychology BA, San Francisco Art Institute, San Francisco, California MA, University of the West, Rosemead, California
Peng Chan	Business Administration LLB, University of Malaysia, Malaysia MBA, PhD, University of Texas at Austin, Texas
Shao-Fen Chang	Psychology BA, Soochow University, Taipei, Taiwan MMFT, University of Southern California, Los Angeles, California PsyD, Alliant International University, California
Jim Chen	Business Administration MBA, University of California, Los Angeles, California CPA
Lei Chen	General Education BA, Fudan University, China MA, Yale University, New Haven, Connecticut PhD, Princeton University, Princeton, New Jersey
Jennifer Cohen	Psychology BA, University of California, Los Angeles, California PhD, Alliant International University, California
Ashley Coleman	Psychology BA, Howard University, Washington, District of Columbia MA, PsyD, Pepperdine University, Malibu, California
York Sterling Davenport	General Education BA, California State University, San Bernardino, California MDiv, University of the West, Rosemead, California

## Adjunct Faculty (Continued)

Joanne Euler	English BA, Pomona College, Claremont, California MBA, Pepperdine University, Malibu, California
Lauren Ford	Psychology BA, MMFT, University of Southern California, Los Angeles, California PsyD, Pepperdine University, Malibu, California
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John Gallacci	Psychology BA, MA, Antioch University, Los Angeles, California LMFT
Schuyler Ha	Psychology BA, University of Southern California, Los Angeles, California MA, Antioch University, Los Angeles, California
Michaela Haas	Religious Studies MA, University of Munich, Germany PhD, University of Bonn, Germany
Ven. Haemin	General Education, Psychology BA, Illinois State University, Normal, Illinois MA, MDiv, University of the West, Rosemead, California
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Richard Huber	English BA, California State University, Long Beach, California MA, TESOL, California State University, Los Angeles, California
Murray Johannsen	Business Administration BA, Harvard University, Boston, Massachusetts MBA, University of Iowa
Vanessa R. Karam	English, General Education MA, Johannes Gutenberg University, Mainz, Germany TESL Certificate, University of California, Berkeley, California
Hyun-Hee Kim	Psychology BA, Korea University, Seoul, South Korea MS, Southern Methodist University, Dallas, Texas PhD, University of the West, Rosemead, California
Wuu-Long Lin	Business Administration BA, National Taiwan University, Taipei, Taiwan MS, Kansas State University, Manhattan, Kansas PhD, Stanford University, Palo Alto, California

## Adjunct Faculty (Continued)

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## Adjunct Faculty (Continued)

Mark Treston	General Education BA, MA, Golden Gate University, San Francisco, California
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Rain E. Wald	Psychology BA, California State University, Northridge, California MA, Pepperdine University, Malibu, California LMFT
Terry Wells	Psychology BA, San Diego State University, San Diego, California MMFT, University of Southern California, Los Angeles, California
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Shanna Wright	English as a Second Language BA, Point Loma Nazarene University, San Diego, California MA, TESOL, Azusa Pacific University, Azusa, California
Stephen Wu	Business Administration BA, MS, University of Memphis, Tennessee
Jun Yan	Business Administration BS, East China Institute of Technology, Nanchang, China MBA, Nanjing University of Science & Technology, Nanjing, China PhD, Texas Tech University, Lubbock, Texas
Melissa Zavala	Psychology BS, University of California, Riverside MA, PsyD, Alliant International University, California Registered Psychologist

## Emeriti

Dr. Naichen Chen

Dr. Charles Grande

Dr. Ananda Guruge

Dr. Meitze Hu

Dr. Richard Kimball

Dr. Lewis Lancaster

Dr. Oriental Lee

Dr. Robert A. Linzmeyer

Dr. Kenneth A. Locke

Dr. Tsu Shen Lu

Dr. Edward McDonnell

Dr. Richard Phan

Dr. Roger Schmidt

Dr. Thich An-Hue (Claude Ware)



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