



2013-2014 Catalogue

Fall 2013, Spring 2014, Summer 2014

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PRESIDENT'S MESSAGE

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, 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 catalogue to learn in detail the many opportunities for success that await you at University of the West.

Stephen Morgan

President



ACADEMIC CALENDAR 2013-2014

FALL SEMESTER 2013		August 26 - December 14, 2013
Classes Begin	Mon	August 26, 2013
Labor Day Holiday (campus closed)	Mon	September 2, 2013
Last Day to Change Fall Schedule	Fri	September 6, 2013
Last Day to Drop with a "W" or Change Grading Basis	Fri	October 4, 2013
Thanksgiving Holiday (campus closed)	Thu - Sun	November 28 - December 1, 2013
Final Exam Week		December 9 - December 14, 2013
Last Day Fall Semester	Sat	December 14, 2013
Winter Recess (students)		December 15, 2013 - January 20, 2014
Winter Holidays (campus closed)		December 23, 2013 - January 1, 2014
SPRING SEMESTER 2014		January 13 - May 17, 2014
Spring Semester Begins	Mon	January 13, 2014
Martin Luther King, Jr. Holiday (campus closed)	Mon	January 20, 2014
Classes Begin	Tue	January 21, 2014
Chinese New Year's Eve (campus closes at 12 PM)	Thu	January 30, 2014
Chinese New Year (campus closed)	Fri	January 31, 2014
Last Day to Add/Drop Classes (change spring schedule)	Mon	February 3, 2014
Presidents' Day Holiday (campus closed)	Mon	February 17, 2014
Last Day to Drop with a "W" or Change Grading Basis	Fri	February 28, 2014
Spring Break		March 24 - March 30, 2014
Buddha Day Holiday (campus closed)	Tue	May 6, 2014
Final Exam Week		May 12 - May 16, 2014
Last Day Spring Semester	Sat	May 17, 2014
Commencement	Sat	May 17, 2014
Spring - Summer Recess		May 17 - June 8, 2014
Memorial Day Holiday (campus closed)	Mon	May 26, 2014
SUMMER SEMESTER 2014		Session I, June 2 - August 9, 2014 Session II, June 30 - August 9, 2014
Summer Session I Begins	Mon	June 2, 2014
Classes Begin - Session I [9 weeks]	Mon	June 9, 2014
Last Day to Change Schedule (Session I)	Fri	June 13, 2014
Classes Begin - Session II [6 weeks]	Mon	June 30, 2014
Independence Day Holiday (campus closed)	Fri	July 4, 2014
Last Day to Change Schedule (Session II)	Mon	July 7, 2014
Last Day to Drop with a "W" or Change Grading Basis	Mon	July 7, 2014
Final Exam Week		August 4 - 9, 2014
Last Day Summer Sessions I & II	Sat	August 9, 2014
Summer - Fall Recess		August 10 - 24, 2014
FALL SEMESTER 2014		August 18 - December 13, 2014

INTRODUCTION

University of the West (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 the Western Association of Schools and Colleges (WASC) 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

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

VALUES

Peace: UWest works to resolve conflicts through peaceful means eschewing violence, killing, damage to ourselves, others, the community, or the environment. Peace is not only the absence of violence, but an active state of goodwill or loving-kindness toward those with whom we disagree.

Harmony: UWest values the proactive dimension of peace, namely harmony. The practice of harmony within the individual, community, and natural environment encourages cooperation, sharing, generosity, caring, open-mindedness, respect, and seeking the collective good.

Responsibility: UWest endeavors to create in all members of its community a keen awareness of the consequences of individual decisions and actions, consequences for ourselves, others, the larger community, and the environment. Constructive responsiveness to inequities and disharmonies in personal and social relationships is the concomitant of accepting responsibility.

Compassion: UWest posits that compassion, enacted by serving others through guidance, aid, and solace is a central value undergirding all of UWest's efforts in the academic, social, and professional realms.

Excellence: UWest strives to impart a commitment to excellence in all members of its community: students, alumni, staff, faculty, and administration. Excellence relates to both the search for knowledge and the acts of applying knowledge in the world of work and service.

INSTITUTIONAL LEARNING OUTCOMES

With the mission as the point of departure, University constituencies worked together to develop the following four Institutional Learning Outcomes - the first component of a well-conceived system to assess student learning.

1. Wisdom and Skillful Means: Students are thoroughly prepared for academic and professional success.

This includes:

Knowledge: Knowledge of the subject matter and best practices within their field of study.

Praxis: Ability to integrate theory and practice in their field of study.

Ethics: Ability to apply professional ethics throughout their career.

Critical Thinking: Ability to evaluate new information and question underlying assumptions.

Communication: Ability to communicate ideas in speech, writing, and other forms of expression.

2. Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

This includes:

Balance: Skills for creating balance of body, spirit, and mind.

Character: Ability to question their attachments, cultivate open-mindedness, and maintain patience and perseverance in the face of on-going change.

Expression: Abilities for self-expression through work, art, and/or spiritual practice.

Relationship: Abilities that enable them to learn from and in relationship with others and to cultivate respect, compassion, and honesty.

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

This includes:

Pluralism: Appreciation of cultural diversity that enables them to thrive in a pluralistic world.

Environmental Justice: Recognition of the value of the natural environment and its impact on social and economic justice.

Liberation from Suffering: Understanding of how social, economic, and environmental justice lead to liberation from suffering.

4. 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.

This includes:

Service: Ability to take service-oriented approaches to promote and create paths to peace-making, respect, and loving-kindness.

Culture: Understanding of how a broad appreciation of human endeavors, such as art, science, and the humanities, contributes to social and personal well-being.

Nature: Recognition of the intrinsic value of nature as a source of beauty and vitality.

Interconnectedness: Ability to consider how their thought, speech, and actions affect themselves, society, and the world.

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, which is 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 15 other Buddhist colleges for the study of the Buddhist Dharma and the

education and development of monks and nuns. A related activity was the establishment of the Buddha's Light International Association (BLIA) in 1992. This is a laity-based educational and service organization that now has over 130 chapters with several million members in over 60 countries. The establishment of post-secondary educational institutions combining Buddhist theory and practices with formal academic studies has been a lifelong commitment of Venerable Master Hsing Yun. After much planning and preparation, three such universities were founded. The first was University of the West in Los Angeles County, USA, which opened its doors in the spring of 1991. Nan Hua University in Jiayi, Taiwan began its instruction in 1996, and Fo Guang University in Ilan, Taiwan opened in 1999. 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. All three universities are associated with and connected to an extensive network of temple-sponsored research centers where scholars from many countries can engage in research projects.

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

UWest began offering courses in the classrooms of Hsi Lai Temple in 1991. Even after moving to its current location in Rosemead in 1996, the University and Temple maintain close ties. Hsi Lai Temple has a regular schedule of ceremonies, chanting services, festivals, lectures and meditation programs to which students of the University are welcome. The Temple provides students with opportunities to participate in Buddhist practice and to observe the discipline and values of monastic life. Students are also encouraged to experience Buddhist religious life by participating in celebrations and ceremonies at the Temple.

Venerable Master Hsing Yun served as the President of UWest from its inception to the end of 1997. Since 1998, he has encouraged and given support to the WASC accreditation process, which UWest successfully completed on February 16, 2006. The Venerable Master continues his work in fund raising for the University and attends some of its important ceremonies and international conferences. He is a member of the Board of Trustees. The day-to-day administrative and academic functions of the University are entrusted to the President of UWest.

HISTORY OF UNIVERSITY OF THE WEST

UWest was incorporated as "Hsi Lai University" in 1990 by Venerable Master Hsing Yun and commenced functioning in spring 1991. It is a pioneering effort among Chinese and American Buddhists to establish a Buddhist-affiliated university dedicated to providing a quality education based on American standards and traditions and to fostering mutual recognition and respect among diverse religious systems and cultures. UWest opened classes in the spring semester of 1991 in facilities at Hsi Lai Temple and remained there through the spring semester of 1996. In the summer of 1996 the University moved to the City of Rosemead, where it has become an independent institution of higher learning based on the model of a United States university, dedicated to academic excellence in an ambience of academic freedom and objective advancement and dissemination of knowledge. It is situated on an attractive and peaceful campus with seven spacious buildings that have been fully remodeled to accommodate the needs of the University, the students, and the wider community that it serves.

Hsi (West) Lai (to come), the original name of the University, is a designation for the transmission of Buddhist teaching ("Buddhadharma") to the West. In response to the wishes of its stakeholders, the current name "University of the West" was adopted in April 2004. For the past several decades, the West has witnessed a strong interest in Buddhism. The University has responded to this interest by providing advanced education in Buddhist thought and practice and by preparing Buddhists for leadership in the West. The Institute of Chinese Buddhist Studies (ICBS), the Digital Sanskrit Buddhist Canon Project (DSBCP), and the Center for the Study of Minority and Small Business (CSMSB) have also been established to further this mission.

ADMINISTRATION

UWest is administered by a cadre of experienced executives, faculty, and staff. The University administration manages the day-to-day operations of UWest and includes the following personnel. Faculty are listed in their respective academic departments, and a complete list of university staff can be found in the Staff Directory section of this catalogue. This information is current as of the publication of this catalogue and subject to change.

Dr. Stephen Morgan, President

Dr. Bill Chen, Chief Financial Officer

Dr. William Howe, Dean of Academic Affairs

Vanessa Karam, Dean of Student Affairs and Accreditation Liaison Officer

BOARD OF TRUSTEES

Overall governance of the University lies in the hands of its 15-member 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.

Venerable Master Hsing Yun Shih, Founder and Chairman Emeritus

Venerable Hsin Ting Shih, Chairman

Venerable Yi-Kong Shih, PhD, Secretary

Venerable Hsin Bao (aka Venerable Hui Chi), Treasurer

Henry Chen, MBA, Entrepreneur

Roger Frank, MBA, Entrepreneur

Pi-Hsia Hsiao, Entrepreneur

Lewis Lancaster, PhD, Emeritus Professor

Darlene Lanham, MA, MPAFF

Venerable Hui Chuan Shih, Vice Abbot of Fo Guang Shan

Venerable Tzu Hui Shih, MA, Elder of Fo Guang Shan

Venerable Tzu Jung Shih, Secretary General of Buddha's Light International Association

Jonathan Strum, JD, Attorney

Matthew Stitzer, JD, Attorney

Cecil Willis, Jr. Stafford City, Texas Councilman

ACADEMIC SENATE

OFFICERS:

Chair: Dr. Joshua Capitanio

Vice Chair: (Vacant as of catalogue publication; check online for most recent information)

Secretary: Dr. Hiroshi Sasaki

Members Representing Religious Studies:

Dr. Bruce Long

Dr. Jane Iwamura

Dr. William Chu

Dr. Miroj Shakya

Dr. Darui Long

Members Representing Business Administration:

Meskerem Tadesse

Dr. Wuu-long Lin

John Robbins

Steve O'Sullivan

Members Representing English Department/ESL:

Michael Grosso

Edward Chong

Members Representing Psychology:

Dr. Kin Cheung (George) Lee

Members Representing General Education:

Dr. Janice Gore

Members Representing Buddhist Chaplaincy:

Rev. Victor Gabriel

Rev. Dr. Danny Fisher

Members Representing Alumni:

Eldor Choriev

John Shen

Members Representing Students:

UWest Student Government President

STAFF AND DEPARTMENT DIRECTORY

Office of the President

President – Dr. Stephen Morgan

Special Assistant to the President – Venerable Miaohong

Special Assistant to the Board of Trustees – Venerable Miaohong

Institutional Research, Assessment, and Accreditation

Accreditation Liaison Officer – Vanessa Karam

Accreditation Specialist – Monica Sanford

Institutional Research and Assessment Officer – Michael Oertel

Office of Legal Services

Legal Coordinator – Lisa Portillo

Office of the Chief Financial Officer

Chief Financial Officer – Dr. Bill Chen

Assistant to the CFO – Venerable Miao Zang

Accounting

Accounting Manager – Amy Chong

Finance and Accounting Assistant – Student Accounts – Linda Tran

Accountant – Accounts Payable – Jason Tseng

Accountant – Payroll & Contribution – Joey Chow

Human Resources

Human Resources Manager – Lisa Portillo

Human Resources Assistant – Alma Ramon

Facility & Purchasing

Director of General Services – Ricky Tan

Purchasing/Assistant to the Director of General Services – Sophia Lu

Facility Assistant – Carson Liu

Reception

Receptionist –TBA

Bookstore/Café

Bookstore Assistant – Teresa Chang

Repair/Maintenance

Maintenance Manager – Pedro Camacho

Maintenance Technician – Julio Seguro

Custodian – Maria Barajas

Custodian – Herlinda Magallanes

Custodian – Elizabeth Murrieta

Custodian – Ron Palacios

Security/Safety

Safety Coordinator – Julio Seguro

Information Technology

IT Manager – James Liao

Systems IT Engineer – Rafael Wu

IT Assistant – Peter Zhou

Academic Affairs**Office of the Dean of Academic Affairs**

Dean of Academic Affairs – Dr. William Howe

Registrar – Jeanette Anderson

Assistant to the Academic Program Heads – Alma Ramon

Library

Library Director – Ling Ling Kuo

Librarian – Judy Hsu

Office of Extended Studies

Coordinator of Extended Studies – Glenn Dunki-Jacobs

For information on academic department chairs, program coordinators, and faculty, see the respective academic department sections of this catalogue.

Student Affairs**Office of the Dean of Student Affairs**

Dean of Student Affairs – Vanessa Karam

Marketing/Recruitment

Enrollment Counselor: Community and Media Relations – Jason Kosareff

Enrollment Assistant – Pepper Lopez

Enrollment Assistant – Benjamin Baron

International Exchange Officer – Jennifer Li

Management Analyst, Admissions – Grace Hsiao

Graphic Design and Production Coordinator – Jesse Chang

Wellness Center

Wellness Center Coordinator – April Afoa

Office of Financial Aid

Financial Aid Officer – Lezli Fang

Financial Aid Officer – Jamie Johnston

International Student Services

International Student Services Assistant – Jennifer Derry

Student Life

Student Life Coordinator – Eddie Escalante

Residence Hall Coordinator – Juan Tinoco

Student Success Center

Student Success Center Coordinator – Dr. Keith Brown

Career Services Assistant – Stephanie Lyn

Program for American Cultural Exchange (PACE) – Contact Lezli Fang

ACCREDITATION

UWest was accredited by the Western Association of Schools and Colleges (WASC) on February 16, 2006. UWest undergoes periodic re-accreditation visits from WASC teams, the next one scheduled for Fall 2014. Accreditation assures that the quality of education students receive is on par with peer institutions in our region. Accreditation makes UWest eligible to participate in U.S. Federal Student Aid (Title IV) programs. WASC 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. For more information about WASC, go to wascsenior.org. For more information about UWest's accreditation process, go to www.uwest.edu > **About UWest** > **Accreditation**.

SPECIAL PROJECTS

UWest faculty sponsor and participate in several ongoing special research projects. Students have the opportunity to participate in these projects in various ways, including paid work-study positions, and to advance their own research and academic careers in these areas.

- **Institute of Chinese Buddhist Studies (ICBS)**

Director: Venerable Dr. Jue Ji Shih, Religious Studies Faculty

The Institute of Chinese Buddhist Studies was founded at University of the West in January 2008 to facilitate and develop interdisciplinary research, teaching, and other activities relating to Chinese Buddhism. Within the University, the Institute works closely with related academic departments and research centers. In addition, the Institute develops and maintains close links with local Chinese communities, research centers in other institutions, and local and international Buddhist organizations. It sponsors lecture series and, together with other academic departments, provides various workshops and seminars for scholars interested in the study of Chinese Buddhism.

- **Digital Sanskrit Buddhist Canon Project (DSBCP)**

Coordinator: Dr. Miroj Shakya, Assistant Chair of Religious Studies

UWest 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 hundreds of years ago, many of its sacred texts were preserved in Nepal. Since 2003, with the collaboration of Kathmandu's Nagarjuna Institute of Exact Methods (NIEM), these texts are again being brought to the world. The Digital Sanskrit Buddhist Canon (DSBC) is an ambitious project to offer the original intellectual and spiritual heritage of Buddhism in digital form. Currently over three hundred scriptures are freely offered on the project's website: www.dsbcproject.org.

- **Center for the Study of Minority and Small Business (CSMSB)**

Director: Meskerem Tadesse, Business Administration Faculty

The Center for the Study of Minority and Small Business (CSMSB) serves as a link between the University and the minority and small business community, providing regular seminars, lectures, conferences, business counseling, and an annual publication. It also seeks to develop itself into an outreach link to connect area minority and small businesses with governmental and non-governmental organizations in order to broaden their exposure to current business realities and changing governmental regulations. As the Center strives to strengthen its efforts to play a more meaningful role in the long-term growth and sustainability of minority and small businesses, it is mindful of the fundamental need for the broad-based support and partnership of area stakeholders and the community at large to bring about substantive results.

Its journal, the *Minority and Small Business Review*, provides relevant information and practical education. A subscription to the *Minority and Small Business Review* is a significant first step to realizing the Center's goal of a broad support base. Not only does it provide information about upcoming events and programs, it also signifies support for the Center's programs and activities. The Center invites ideas, feedback, support and involvement. Please address correspondence to Prof. Meskerem Tadesse, via email at meskeremt@uwest.edu.

ACADEMIC COOPERATION WITH OTHER UNIVERSITIES

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

Claremont Lincoln University Consortium Agreement

UWest is an affiliate of the Claremont Lincoln University (CLU) consortium. CLU is a unique interreligious university made up of three member schools and several affiliates. Member schools include Claremont School of Theology (Christian), the Academy for Jewish Religion, California (Judaic), and Bayan Claremont (Islamic). CLU describes itself as "interdisciplinary, multicultural and most importantly, multireligious." More information can be found at claremontlincoln.org.

Since 2012, each institution's graduate students are able to take courses at either university for academic credit. UWest students enroll in CLU courses by 1) obtaining permission of the CLU instructor, usually via email and 2) appending that permission to a completed registration form turned in to UWest's Registrar. UWest students will be shown as registered for the course in UWest's system. There is no need to register via CLU's system or its member schools. UWest students pay all applicable UWest tuition and fees while attending CLU courses. Grades are recorded on student's UWest transcript.

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 is comprised of four universities located in three 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	Rosemead, California	Founded 1991
Fo Guang University	Ilan, Taiwan	Founded 1999
Nanhua University	Jiayi, Taiwan	Founded 1996
Nan Tien Institute	New South Wales, Australia	Founded 2009

Cooperation Agreements and Other Relationships

UWest maintains cooperation agreements with the following universities:

China

Beijing Geely University
East China Jiaotong University
Hebei Foreign Language Professional College
Nanchang Institute of Technology
Nanchang University
Nanjing University
Shanghai Bangde Vocational Technical College
Shanghai Business School
Southwest University for Nationalities
Wenzhou University
Wuhan International Trade University
Wuhan Media and Communications College of Huangzhong Normal University

Korea

Dongguk University, Gyeongju Campus
Dongguk University, Seoul
Geumgang 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 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 College of Languages

United States

Mt. Sierra College
Kingston University

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

Kyungsung University

Silla University

Singapore

Buddhist College of Singapore

Nanyang Technology University

National University of Singapore

Vietnam

Buddhahood Sangha College

Vietnam Buddhist University

UNIVERSITY LIFE

ROSEMEAD CAMPUS AND 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 nearby mountains, which in winter are capped with snow. Nearby Whittier Narrows is a large regional park with recreation fields, walking and jogging trails, lakes, golf, and other activities. Students frequently take hiking trips in the San Gabriel Mountains and Angeles National Forest. It takes approximately 30 minutes to drive from the University to downtown Los Angeles and the cultural resources of that great city. UWest is also within driving distance of the Southern California beaches, including Long Beach and Santa Monica.

In earlier times, the San Gabriel Valley was comprised of rolling grassland that extended between the Los Angeles River and modern-day Pomona, punctuated by the beautiful San Gabriel Mountains to the north. Today the City of Rosemead and the surrounding community offer a thriving economy with many restaurants, shopping areas, and entertainment opportunities in a culturally diverse environment. University of the West is in a key location on the border between the cities of Rosemead, El Monte, Pico Rivera, and South El Monte, only blocks away from the 60 freeway, giving our students easy access to the greater Los Angeles metropolitan area.

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 and affordable. For more information regarding housing both on and off campus, please contact the Office of Student Life.

Campus facilities include a bookstore and café, two main administrative and educational buildings, the University library, auditorium, student activities center, dining hall, and residence halls. Education and student service centers include study rooms, the Student Success Center for tutoring and career counseling, lecture and seminar classrooms, smart technology classrooms, the Wellness Center, which also provides psychological counseling, investment lab, and a computer lab. Recreational facilities include a swimming pool, spa, basketball court, exercise rooms with weight and cardio machines, lounges, game room, and several lawns surrounded by large trees and colorful flower beds.

Prospective students and visitors are welcome to visit the campus. Parking is free in all lots on campus. The Office of Admissions is open for walk-in inquiries Monday through Friday from 9:00 a.m. to 5:00 p.m. and tours of the campus are available. 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 AND 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 UWest feels that religious life and spiritual practice are important aspects of whole persons, the school does not mandate any specific religious courses, programs, or worship. The University welcomes people of any religion, creed, or worldview. As a result, UWest students and employees represent a wide variety of faiths, including those with no religious or faith affiliation.

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 provide for 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 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 from many different Buddhist traditions and other faiths.

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

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

LIBRARY AND COMPUTER CENTER

UWest's Library and Computer Center is located in the Education Building. The library provides the University community with facilities and resources for study and teaching. It has a collection of over 72,000 volumes. A further 17,000 full text journals and indices are available in electronic format through the library's website.

At the heart of the library's collection are the volumes of books on religion, with an emphasis on Buddhism. The library currently holds 20 sets of sutras (Buddhist scriptures) in various languages, including Chinese, English, Pali, and Sanskrit. The library participates in interlibrary lending of our specialized collection to other academic institutions throughout the world. The library also acquires items in 14 other areas of study, such as history, language, and business. For books or journals the library does not have, document deliveries from other academic libraries can be initiated on the patron's behalf. The library catalogue is online on the library website. The online medium makes it easy to search for books with the same subject or author. The medium also makes it easy to link to various relevant websites and nearby libraries. Integration with WorldCat, the largest database of library catalogues around the world, makes searching from the local catalogue to other catalogues worldwide an easy and intuitive process.

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

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

BOOKSTORE AND CAFÉ

The Bookstore and Café is located off the main courtyard between the administration building, education building, and auditorium. Students can purchase many of the texts used in their classes here, as well as study guides and a small supply of general reading and fiction books. The bookstore also carries toiletries and UWest logo merchandise. It includes a café serving Starbucks coffee, smoothies, tea, juice, and light snacks. Students frequently relax at the indoor or patio tables between classes.



STUDENT LIFE

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

STUDENT ACTIVITIES

A range of activities that enhance learning and physical and mental well-being are available to students outside of the classroom. These activities include lectures, concerts, seminars, non-credit classes, religious celebrations, observances, and Dharma (doctrine) classes at Hsi Lai Temple, to name a few. Recreational facilities are available for students, staff, and faculty, including a swimming pool, spa, basketball court, exercise equipment, 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, Chinese New Year, Moon Festival, Halloween, Thanksgiving, and Christmas. Additional student activities are organized by various student-led clubs and the UWest Student Government (UWSG). These include social gatherings, music practices and recitals, 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 government and is an incorporated non-profit organization in the State of California. The UWSG includes all students currently enrolled in UWest classes who have paid the UWSG fee. The fee is used to support the activities and events of the UWSG and its 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 the UWSG, plan special events, and represent the student voice to the University administration. However, the UWSG encourages all students to become involved in UWSG affairs and operations by attending the regular Assembly meetings. The UWSG operates on an open consensus model, meaning any student can bring forth any issue at any time and decisions are made by consensus (all agree). For more on the UWSG's structure, see the Constitution and Bylaws on the website (www.uwsa.net). A list of elected government members is below.

The UWSG is pleased to provide a Student Advocate to any student upon request. Advocates are senior students who are familiar with University policy and procedure and can help their fellow students when questions, issues, problems, or grievances arise. To request an Advocate, or simply seek advice from the UWSG, students should contact the Vice President or another Officer. The UWSG Student Lounge and Office can be found in AD125/127.

Government Members Elected in May 2013 for the 2013/14 School Year

President: Benjamin Baron, Buddhist Chaplaincy

Vice President: Thomas Guwor, Business Administration

Secretary: Karla Duran, Psychology

Treasurer: Xiaoxi Wang, Business Administration

Activities Officer: Dalin Lemuz, Psychology

Student Issues Officer: Jeff Gilbert, Buddhist Chaplaincy

Doctoral Students Delegate: Bin Wu, Religious Studies

Business Administration Delegate: Ke Shan, Business Administration

Business Administration Delegate: Yuli “Anny” Shih, Business Administration

English/ESL Senator: Brittany Herrera, English

Monastic Students Delegate: Ven. Hong Tran, Religious Studies

General Studies Senator: Albert Gutierrez, General Studies

Student Clubs

Student clubs provide students with a variety of opportunities to explore their academic, professional, social, cultural, recreational, spiritual, and community services interests. Recognized student clubs are administered by the UWest Student Government (UWSG). They are formed by currently enrolled students who share a common goal or interest, have properly completed the necessary forms, and agree to adhere to guidelines established by the UWSG. Through participation in these clubs, students can 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 on the UWSG website (www.uwsa.net) or in the UWSG Office (AD127).

STUDENT SERVICES

Student Success Center

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

- **Academic tutoring:** to clarify student understanding of course-specific concepts and materials or to provide study skills, learning tools, or research strategies designed to foster academic success at the university level.
- **Career services:** to enhance student understanding of the employment market, to prepare students to make the transition from the classroom into the professional workplace, and to provide students with practical, professional skills through workshops and career exploration services.
- **Language:** designed to assist Non-Native English Speakers (NNES) and English as a Second Language (ESL) students to develop their understanding and application of the English language; to help graduate students with reading, speaking, and/or translating classical Chinese.
- **Multiliteracy:** to support members of the University working on academic and/or professional writing, speaking, or multimedia projects or presentations throughout the creative process.

Tutors help individuals or small groups identify and work towards desired outcomes by providing access to tools that decrease academic anxiety and foster growth in student confidence and skill. The Center also conducts workshops in areas such as academic writing, oral presentation skills, academic integrity, study strategies, and employment preparation. The Student Success Center is committed to cultivating relationships with other departments within the University to enhance writing across the curriculum.

The Student Success Center Coordinator heads the Student Early Alert System (SEAS) team. The purpose of the system is to help identify students who may be facing academic difficulty or failure as well as any other difficulty, and to offer support. The system can be used easily by any faculty or staff member of UWest to notify the SEAS team of any student who may need support. It is important for students to know that being reported to SEAS is not a disciplinary action, but merely a notification to both the student and SEAS team that the student may need additional support to succeed.

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. Educational workshops are presented each semester addressing different dimensions of the whole person (i.e. emotional, physical, spiritual, occupational, etc.). Topics of past workshops have been stress management and relaxation, study skills, getting restful sleep, effective communication, healthy relationships, and job-seeking skills.

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.

Further, the Wellness Center occasionally facilitates or promotes other campus offerings such as 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.

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 as well as the door to AD107. Come by, call 626.571.8811 extension 344, or email wellness@uwest.edu for more information or to schedule an appointment.

Residence Life

The University provides on-campus housing for full-time students as well as those enrolled in intensive short-term courses. Residence hall contracts are available for new and continuing students enrolling in the fall semester and continuing through the spring semester. Students who wish to remain in the residence halls during break periods other than spring break must enter into a separate contract specific to those periods. Room assignments are made on a first-come-first-served basis and are limited by room availability. Therefore, specific room numbers and room types cannot be guaranteed. Complete housing information, including the Residence Hall Rules, can be found in the Student Handbook or on the Residential Life page under Student Life on the University website: www.uwest.edu. Rates are listed in this catalogue under Financial Information.

The Office of Student Life will guarantee that celibate clergy in a recognized religious order will not be roomed together with non-celibate residents. However, it cannot be guaranteed that, for example, a Buddhist monk and a Catholic priest or a Bikkhuni and a Sramanerika will not be roomed together. Every

reasonable effort will be made to accommodate religious vows where roommate assignments are concerned, but no guarantee can be given beyond making the distinction between celibate and non-celibate residents.

Dining Services

The dining hall provides meals for resident students Monday through Friday. No meal service is provided on weekends or holidays. In addition, full-time students living off campus may purchase meal plans through the Bursar's Office or individual meals; visitors are welcome. All meals served in the dining hall include vegetarian and vegan options. Students with special dietary requirements should contact the Office of Student Life. Students living on campus cannot be exempted from the minimum meal plan of 50 meals. For more detailed information on the cost of meal plans please refer to the section on Financial Information.

UWest believes in the importance of food as a means of cultural exchange and encourages the preparation of meals on campus. The student kitchen is available for students to prepare their own meals at any time, but requires registration at the Office of Residential Life to use on a regular basis. Registration is easy and free of charge and includes the benefits of storing food in the refrigerators, having personal equipment in the student kitchen, and the use of a bin for personal kitchen supplies.

STUDENT RESOURCES

Student Health Insurance

UWest offers a health insurance plan to all international students. All international students who hold an I-20 from UWest are required to have health insurance coverage for the duration of the student's enrollment at the University. Insurance coverage must be continuous and include winter breaks and summers as well as fall and spring semester. Registration cannot be completed until the insurance requirement is satisfied. Insurance is usually billed on a semester basis. Any student who wishes to purchase insurance from another company must show proof of equivalent insurance coverage for equivalent time periods and obtain an insurance waiver from the Office of Student Life. The criteria for an insurance waiver are:

- A minimum of \$1,000,000.00 (USD) in lifetime aggregate coverage or a minimum of \$250,000.00 (USD) for any one injury or sickness.
- A coverage period with effective dates that cover the entire semester:
 - Fall semester: August through December
 - Spring semester: January through May
 - Summer session: June through August

Information about the international student health insurance plan offered through UWest may be obtained from the Student Life Office. Pricing is found in the Financial Information section but is subject to change. Students are strongly advised to check current prices with the Bursar's office or Student Life.

Technology Resources

All students are provided with campus-wide wireless access to the internet, an email account in the .edu domain, and an individual account to log onto the wireless network both with their personal devices and in the computer laboratory. After completing the registration and application for computer access, students acquire computer user names and passwords assigned by the Information Technology Department. The computer user name and password will be renewed each semester based on enrollment status.

Internet access provided by the University is for academic use only, and is not for individual personal business or entertainment use. Computers and internet access provided by the University are for research and class assignments only. University of the West is not responsible for providing internet service that supports on-line gaming, Skype, or excessive video downloads of movies, etc. Abuse of internet privileges may result in the temporary loss of internet privileges. Please go to the IT Department in ED 2nd Floor to set up email and internet access.

STUDENT LIFE POLICIES

Student Rights and Responsibilities

At UWest, all 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.

University of the West policies are designed to guarantee that each student enjoys certain rights as a member of the academic community. University of the West 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 shall include 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. At UWest, we all share the task of creating and maintaining a safe and open atmosphere.

Student Conduct

University of the West fosters a whole-person learning environment where students, faculty, and staff live and work together peacefully and productively. The curricular 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 in order 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 UWest 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.

All members of the University community, in order 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 values of the University (see Introduction). This pertains when on campus, on the student network, or at an authorized University function.

By committing an act of misconduct, a student is subject to disciplinary action by the University. Code of Conduct rules apply to misconduct that adversely affects a clear interest of UWest as an academic community as well as the rights and lives of other people. Students who advise or incite others to violate University rules are as equally responsible for the violations as the individuals who actually commit them. The University may enforce its own rules regardless of any criminal or civil proceedings or dispositions external to the University.

Those who choose to violate the code of conduct and/or the rules of the University are subject to disciplinary action. Causes for disciplinary action include, but are not limited to, the following:

- dishonesty, cheating, multiple submissions (i.e., the submission of any work which has been used in fulfillment of any other academic requirement), or plagiarism;
- 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 the 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;
- the use, possession, or sale of narcotics, illegal drugs, or alcohol on campus or at official 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 the University is not and cannot be considered a protector or sanctuary from the existing laws of the city, state, or federal government.

Suggestions or complaints concerning the University's policies should be made to the Dean of Student Affairs. Every effort will be made to help students resolve conflicts—whether with instructors, with other students, or with University policies—so that pursuit of their education is possible.

The University reserves the right to dismiss any student, without refund, if the student fails to abide by the University's 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 such a request in writing to the appropriate Dean (Student Affairs or Academic Affairs).

*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 work. 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. For more information, please see the website of the U.S. Copyright Office at: www.copyright.gov.

Student Grievance Policy

A grievance is a formal complaint made by a student arising from an alleged action of the University or any of its faculty members, administrators, staff, or student/s. Such action is one that is claimed to be unauthorized or unjustified and adversely affects the status, rights, or privileges of the student, including but not limited to actions based on race, color, religion, sex, gender, sexual orientation, ethnicity, age, or disability.

Detailed information on the informal and formal student grievance policies and processes, including the Student Grievance Hearing procedures, can be found on the University website at www.uwest.edu or obtained in hard copy from the Office of Student Life.

Grades and grading grievances are not covered by this policy. For the grading grievance policies and procedures, consult with the Office of the Dean of Academic Affairs.



ADMISSION AND ENROLLMENT

ADMISSIONS POLICY

All students, regardless of ethnicity, gender, faith, creed, political views, sexual orientation, or disability, are welcome to apply to UWest. Students are admitted based upon academic achievement and potential, irrespective of ethnicity, gender, sex, race, disability, religion, or any other personal characteristics. The admission requirements listed in this section are general in nature and apply to all programs. Please see departmental listings for additional program specific admission requirements.

Applicants may download the application forms via the website at www.uwest.edu or request forms from the Office of Admissions. Applications for admission to the undergraduate, graduate, certificate and English as a Second Language (ESL) program should be directed to the Office of Admissions. The Office of Admissions also administers Open Enrollment courses. Prospective students who need detailed assistance before submitting an application for admission may contact the Admissions Office for advisement. International applicants should review the International Students section of this catalogue and contact the Office of Admissions for detailed admission requirements in order to avoid postponed admission. Applicants are required to provide accurate and complete information on the application for admission. Further, applicants are required to submit sealed official transcripts from each institution attended. Transcripts should be mailed directly to the Office of Admissions. In some cases, original certified copies of official academic records from non-U.S. institutions submitted by the applicant may be acceptable. Failure to file complete and authentic application documents may result in denial of admission.

The admissions materials submitted by the applicant remain the property of UWest and will not be returned to the applicant for any reason. The applications and supporting documents of applicants who do not enroll are discarded after two years.

All applications for admission must be submitted to the Admissions Office prior to or on the deadline that is indicated in the table below. Any application received after the deadline may be delayed or automatically moved to the next semester. Application deadlines for transfer students may sometimes be extended. Contact the Office of Admissions for more information.

The application and fee are only valid for the semester indicated on the application form. However, the applicant may request to defer admission and fee ONE TIME ONLY by notifying the Office of Admissions in writing four weeks before the new semester begins. Otherwise, an application fee will be required upon reapplication.

Individuals who are interested in one or more courses, but who do not intend to complete an entire degree program, may avail themselves of the University's Open Enrollment policy. This policy allows enrollment in individual courses for audit or credit without admission into a degree program. Please refer to the Open Enrollment section in this catalogue or contact the Admissions Office for more information.

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

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

Telephone: 626-571-8811
Fax: 626-571-1413
Web site: <http://www.uwest.edu>
E-mail: admission@uwest.edu

DEADLINES FOR APPLICATION

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

Type of Application	Fall Semester	Spring Semester	Summer Semester
Undergraduate Programs			
All Departments	June 15	November 15	April 1
Graduate Programs			
MA Religious Studies MBA Business Administration	June 15	November 15	April 1
MA Psychology MDiv Buddhist Chaplaincy PhD Religious Studies	March 15	N/A	N/A
Open Enrollment	Ongoing		
English as a Second Language	Ongoing		

UNDERGRADUATE ADMISSIONS REQUIREMENTS

Applicants for admission to the Bachelor of Arts and certificate programs must submit evidence of graduation from high school or successful completion of its equivalent (e.g., GED), with a cumulative grade point average of 2.0 or higher. Students who have not graduated from high school or completed its equivalent may be admitted upon submitting evidence of completion of a minimum of 24 units with a cumulative grade point average of 2.0 or higher (on a 4.0 scale) at a regionally accredited or state approved college. Transfers from post-secondary schools must submit an official transcript from each school, college or university attended.

Submit the following to the Office of Admissions:

1. Application fee of \$50 for domestic students or \$100 for international students;
2. Completed and signed Application Form;
3. A 400-500 word personal essay answering the question: "What skills and attitudes do you believe are necessary for a successful life?"
4. Official high school transcript;
5. Official transcripts for all previous colleges attended (if any);
6. Copy of any previous degrees earned (if any);
7. Two (2) letters of recommendation;
8. Copy of a legal photo identification (i.e. driver's license) and Social Security Card;
9. Verification of English proficiency (for non-native English-speaking students or International Students, please refer to TOEFL and IELTS Requirement on page 31).

International applicants should review the International Students section of this catalogue and contact the Office of Admissions for detailed admission requirements in order to avoid postponed admission.

GRADUATE ADMISSIONS REQUIREMENTS

Applicants for admission as graduate students must submit evidence of completion of a bachelor's degree from a regionally accredited or state approved college or a comparable foreign institution of higher learning, with a cumulative grade point average of 3.0 or higher. Graduates of recognized Buddhist colleges are eligible for admission to the Master of Arts in Religious Studies specializing in Buddhist Studies.

Applicants to the EMBA program, who do not have a BA degree but have completed four years or more at a baccalaureate level overseas, and who have had more than 3 years of managerial experience, may be admitted to the EMBA program at the discretion of the Department Chair.

The requirements listed here are applicable to all graduate degree programs and are general in nature. Please see departmental listings for program specific admission requirements.

Submit the following to the Office of Admissions:

1. Application fee of \$50 for domestic applicants or \$100 for international applicants;
2. Completed and signed Application Form;
3. Statement of Purpose – 500-600 words;
4. Official transcripts for all post-secondary schools, colleges or universities attended;
5. Copies of all diplomas earned;
6. Three (3) letters of recommendation;
7. Copy of a legal photo identification (i.e. driver's license) and Social Security Card;
8. Verification of English proficiency (for non-native English-speaking students or International Students, please refer to TOEFL and IELTS Requirements on page 32).

International applicants should review the International Students section of this catalogue and contact the Office of Admissions for detailed admission requirements in order to avoid postponed admission.

ADMISSION FOR OPEN ENROLLMENT

Applications for admission to Open Enrollment must provide evidence of graduation from high school or its equivalent. Applicants who have not graduated from high school or its equivalent may qualify for admission by completion of academic work at a regionally accredited or state approved school with a 2.0 or higher cumulative grade average on a 4.0 scale or by being over 18 years of age.

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

1. A completed and signed Open Enrollment Application Form;
2. High school diploma or equivalent certificate.

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

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

ADMISSIONS DEFERMENT

An applicant may defer admission one time only without having to repay the application fee. In order to defer, the student must contact the Office of Admissions in writing four weeks before the new semester begins. Otherwise, the application fee will be required for reapplication.

READMISSION

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

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

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

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

INTERNATIONAL STUDENTS

INTERNATIONAL STUDENT SERVICES (ISS)

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

Termination of I-20

UWest's International Student Advisors take very seriously their responsibility to help the F-1 student comply with F-1 regulations and related UWest policies in order to protect the student's status as an F-1 visa holder. Failure to comply with F-1 regulations can have serious consequences for the student as well as the University. One of the more serious consequences is the termination of the I-20. When an F-1 student falls below minimum enrollment (12 units for undergraduate students, 9 units for graduate students, 20 hours/week for ESL students) without proper prior authorization, the Designated School Official (DSO) is required to terminate the student's I-20. ONLY the DSO can provide authorization for reduced course load for F-1 visa holders. It is not enough to discuss this with the academic chair, the registrar, or any other staff member. The same applies when an F-1 student works without the appropriate DSO authorization. When an I-20 has been terminated, the student must either leave the U.S. and apply for readmittance from outside the country, or apply to USCIS for reinstatement of the I-20, which may or may not be granted depending on the circumstances. In either case, the process is time-consuming and expensive for the student, and a positive outcome is not guaranteed.

Building a relationship

Over the course of their studies at UWest, many F-1 students build a relationship with their International Student Advisor, who helps them through the many stages from admission through graduation and practical training. In order to protect their F-1 status, international students should make it a habit to check in with the ISS Officer at least once per semester and always before traveling outside the country or dropping any classes. It is extremely important for F-1 students to maintain full-time status every semester and to be aware of the regulations governing their legal stay in the U.S. For example, Federal Law requires F-1 students to report a change of address within 10 days of moving.

The ISS Office, located in AD 103, is here to help.

Email: ISS@uwest.edu

Phone: 626-571-8811, extension 322.

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

UWest welcomes international students to all of its programs. International students comprise a significant population on campus and include those who hold temporary U.S. visas as students and certain other non-immigrant classifications. International students must meet some specific admission requirements in addition to those that apply to all students. Verification of both English proficiency and financial resources are important considerations. Specific guidelines for degree type and English proficiency are listed below.

- All academic records 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.
- All international students are required to submit current evidence of sufficient funds to cover the living and education expenses on a full-time basis for one academic year (9 months); ESL applicants must show sufficient funds for one semester (4 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. For the required funding levels, please see page 6 of the UWest Application Form; ESL applicants see the ESL Fees and Financial Certification form. Both are downloadable from the Admissions page of the UWest website or can be requested from the Office of Admissions.
- All financial documents in any language other than English must be translated and certified by an official agent.

Deadlines For Application

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

Type of Application	Fall Semester	Spring Semester	Summer Semester
Undergraduate Programs			
All Departments	June 15	November 15	April 1
Graduate Programs			
MA Religious Studies	June 15	November 15	April 1
MBA Business Administration			
MA Psychology	March 15	N/A	N/A
MDIV Buddhist Chaplaincy			
PhD Religious Studies			
Open Enrollment	Ongoing		
English as a Second Language	Ongoing		

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

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

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

1. A completed and signed ESL Application Form;
2. Application fee of \$100 for international students;
3. Official transcripts from highest degree attained;
4. Copy of high school diploma or the highest degree attained;
5. Completed Financial Sponsor Agreement or Certification of Financial Resources form with an official bank verification;
6. Copy of Passport;
7. Copy of Visa and I-94 (if applicable);

International students who are transferring from another U.S. college or university must also submit:

1. Copy of most recent I-20 form;
2. Transfer Release form.

Admission Requirements for Undergraduate Programs

Application for admission to an undergraduate program requires submission of the following:

1. Application fee of \$100 for international students;
2. Completed and signed Application form;
3. A 400-500 word personal essay answering the question: "What skills and attitudes do you believe are necessary for a successful life?"
4. Official high school transcript;
5. Official transcripts for all previous colleges attended (if any);
6. Copy of all previous degrees earned (if any);
7. Two (2) letters of recommendation;
8. Official TOEFL or IELTS Score Report;
9. Bank statement or account verification letter;
10. Copy of passport;
11. Copy of current U.S. visa and I-94 (if applicable);

Students who are transferring from another U.S. college or university must also submit:

12. Copy of most recent I-20 form;
13. Transfer Release form.

Admission Requirements to Graduate Programs

Application for admission to a graduate program requires submission of the following:

1. Application fee of \$100 for international applicants;
2. Completed and signed Application Form;
3. Statement of Purpose – 500-600 words;
4. Official transcripts for all post-secondary schools, colleges or universities attended;
5. Copy of all diplomas earned;
6. Three (3) letters of recommendation;
7. TOEFL or IELTS Score Report;
8. Bank statement or account verification letter;
9. Copy of passport;
10. Copy of current U.S. visa and I-94 (if applicable);

Students who are transferring from another U.S. college or university must also submit:

11. Copy of more recent I-20 form;
12. Transfer Release form.

TOEFL AND IELTS (ENGLISH PROFICIENCY) REQUIREMENTS

All instruction at University of the West is in English; therefore all students admitted to degree programs must demonstrate English proficiency. International applicants are required to submit a TOEFL or IELTS score as evidence of English language proficiency. Based upon this score, an international student may be

required to complete UWest's English Placement Test (EPT) when he or she arrives on campus to verify preparedness for degree-level coursework.

See the section covering the English Placement Test of this catalogue for full details on placement. In brief, based upon the EPT score a student may be placed in ESL courses only, Academic English Skills Bridge courses only, Bridge and degree courses, or directly into degree courses only.

International students with three or more years of successful participation in a college or university academic program where English was the primary language of instruction are not required to submit a TOEFL or IELTS score or take the UWest's EPT except as required by the Department Chair.

Minimum Required English Proficiency Score				
Program	TOEFL IBT	TOEFL CBT	TOEFL PBT	IELTS
English Bridge Program + Undergraduate Coursework	59	173	500	5.0
Undergraduate Degree Programs (EPT not required)	69	196	525	5.5
English Bridge Program + Graduate Coursework	69	196	525	5.5
Graduate Degree Programs (EPT not required)	79	213	550	6.0

(IBT = Internet Based Test CBT = Computer Based Test PBT = Paper Based Test)

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

REGISTRATION AND ENROLLMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS

Continuous Enrollment, Leave, and Withdrawal

Graduate students (MA or PhD) who have completed all course work, but who have not satisfactorily completed a comprehensive examination, thesis, dissertation, etc. are required to register for the Continuous Enrollment course assigned for their specific program and degree level. This course is one semester unit, and does not require class attendance. Eligibility for continuous enrollment requires the Academic Advisor's or Department Chair's approval, and is restricted to conditionally classified or classified graduate students. The fee for continuous enrollment is equal to one unit of tuition plus all applicable student fees. Continuous enrollment 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 fall and spring semester when registering for continuous enrollment.

The option to request a Leave of Absence (LOA) is open to students in good standing who plan on returning to UWest within one year, and allows students to return under their initial catalogue after a break of less than one year. Federal regulations strictly limit leave for students attending on an F-1 Visa. Thus, while an F-1 student may be allowed by the University to take an LOA from his/her program, the student is not allowed to remain in the U.S. while not attending classes. The International Student Advisor must review all F-1 requests for LOA before processing.

Withdrawal from one or more courses may jeopardize an international student's F-1 visa status, resulting in his or her being required to leave the country. International students should see the International Student Advisor before submitting a withdrawal form in order to understand how their visa may be affected.

Address Changes for International Students

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

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



REGISTRATION AND RECORDS

REGISTRATION

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. Degree students must register for 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 the summer session.

Enrollment Status

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

Students attending on an F-1 Visa are required to maintain continuous full-time enrollment. International 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 may enroll in a maximum of 18 units per semester, while graduate students may enroll in 9 units for MA or MBA students and 12 units for MDiv students. Students requesting more than this maximum should file a General Petition to obtain approval from the Dean of Academic Affairs.

Upon recommendation of the Department Chair, students admitted conditionally to an undergraduate program may be restricted to a maximum of 9 units. The conditional status will be dropped following the completion of a minimum of 9 units of credit with a satisfactory scholastic record.

Continuing Student Registration

Continuing students are those students who have been continuously enrolled without a break in enrollment. Continuing students receive priority status during registration. Approximately 6 weeks prior to the close of a term, the University will post the registration schedule, instructions, and the schedule of classes for the following semester. Summer registration is held concurrently with registration for the following fall semester.

Basic Steps to Creating a Good Schedule:

1. Meet with advisor to discuss progress and options.
2. Schedule the optimal number of units – 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 his or her studies, will find that an extra class each term hastens completion.
3. Undergraduate students should complete all general education core competencies during their first year.

Once their schedule has been approved by their academic advisor, students may enter their schedule directly through the Student Portal, or register in person at the Registrar's Office.

Continuing students are expected to review the Academic Calendar so that they are aware of registration and add/drop deadlines. Students who register late will be subject to a late registration fee. Students registering late must register in person.

Registration for a Second Degree

Students who have completed a degree at University of the West and wish to continue their studies in a second degree level or program should start with a visit to Admissions as they will be considered a new student for the new enrollment.

New Student Registration

Prospective students should contact the Office of Admissions for guidance on submitting an Application for Admission. Once an applicant is admitted and all required paperwork and assessments are complete, the applicant will meet with an Academic Advisor to select classes. Entrance requirements and assessments vary depending on program, level, and English proficiency – the Admissions team will assist in navigating the admission and initial registration process.

SCHEDULE CHANGES

After registration has been completed, continuing, new, and reentering students may add or drop courses via the Student Portal prior to the close of registration or in person with faculty approval at the Registrar's Office after registration closes. No course is officially added or dropped until the change has been recorded on the student's academic record. Students are responsible for all courses on their schedule and should review their schedule on the Student Portal to be sure it is accurate. Check the Academic Calendar for deadlines.

CONTINUOUS ENROLLMENT POLICY

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 will be considered to have discontinued enrollment in the graduate degree program. In order to resume study, the student must reapply for admission to the University and degree program. If the program is still active and readmission is granted, the student will be required to meet all degree requirements in effect at the time of re-entry.

PhD candidacy will lapse automatically if a student fails to maintain continuous enrollment. A student readmitted after a lapse in enrollment must repeat the candidacy examination and will be required to complete at least one academic semester before the degree may be conferred.

Students who have completed all course work, but who have not satisfactorily completed a required comprehensive examination, thesis, or dissertation are required to register for the continuous enrollment course assigned to their specific program and degree level. This one-unit course does not require class attendance. Eligibility for continuous enrollment requires the Academic Advisor's or Department

Chair's approval, and is restricted to conditionally classified or classified graduate students. The fee for continuous enrollment is equal to one unit of tuition plus all applicable student fees.

Continuous enrollment 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.

WITHDRAWAL, LEAVE OF ABSENCE, AND 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 Financial Aid to determine the financial impact of the decision.

A student may submit a leave of absence or withdrawal request at any time. Students who do 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 catalogue 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 on returning to UWest.
- 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 to withdrawal 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 last day of the previous semester.
- If submitted on or after the first day of the term, the student may receive a pro rata refund as described in this catalogue under Financial Information. The withdrawal will be 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 W's in all classes scheduled.
- If submitted after the withdrawal deadline, the student will receive a grade of FW in all scheduled classes, which is calculated as an F in the grade point average.
- See the Academic Calendar for pertinent dates.

A student who chooses to withdraw or go on 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.

Approvals needed for all students:

- Department Chair or 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 complete the Loan Exit Interview Form.
- International Student Advisor – required for students who are attending on an F-1 Visa.
- Student Life – required for students who reside on campus.

For important information regarding the impact of leaves and withdrawals on loans, scholarships, and refunds, please refer to the Financial Aid section of this catalogue.

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 catalogue 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.

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

Returning students who have completed any coursework at other colleges during their break in enrollment should be sure to provide official transcripts to the Registrar's Office prior to reenrollment so that the transcripts may be evaluated for possible transfer credit.

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

Students must be aware that financial aid, tuition waivers, scholarships, fellowships, or any other agreements may not be applicable upon reentry.

TRANSCRIPTS, DIPLOMAS, CERTIFICATES, AND ENROLLMENT VERIFICATION

Students may order transcripts and verifications of enrollment from the Registrar's Office. This office will also distribute diplomas and certificates upon program completion. 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, diplomas, and certificates may be released to students who have fulfilled all obligations to the University or any UWest sponsored agency. Transcripts, diplomas and certificates may not be released to students who have an unpaid balance or outstanding library materials, have not completed any required Financial Aid exit interviews or have any other unfulfilled obligation to the University.

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

ADDRESS AND 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.

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

International 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) 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 and this email address will be used for all official email communication. Prior to admission a personal email address may be used to correspond, but once enrolled only the UWest email account will be used by the University. Students may access the UWest mail server via the University website at www.uwest.edu. The Information Technology Help Desk will assist students who have difficulties with their accounts. Students may often receive educational discounts on software and hardware when using their .edu account.

MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

The California Administrative Code Section 18804(a) requires colleges and universities to maintain student records for a period of five years after final enrollment, with exception of the student's permanent record. The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that participate in the Title IV program of the U.S. Department of Education.

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 which 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;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

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 may not be released to a third party.

TRANSFER CREDITS

Transfer students should be in good standing at their current institution. Students studying on an F-1 Visa should see their International Student Office to initiate the transfer of their I-20 to UWest. Both undergraduate and graduate applicants are eligible to apply for a review of prior college work for possible credit toward a UWest degree.

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 will be 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 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 catalogue or course syllabi if such are needed to facilitate the evaluation process.

Students who have earned a bachelor’s degree from another regionally accredited institution may have the undergraduate General Education requirement waived if their transcript indicates the completion of at least 28 semester credits of UWest acceptable work evenly distributed in General Education. The General Education Chair will make this determination.

Students who anticipate transferring to a UWest undergraduate degree program after attending another college or university may position themselves for maximum 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 the CSU or IGETC certification prior to enrollment will fulfill the General Education requirement at UWest with the exception of the General Education Capstone course.

Due to constraints in areas such as the sciences, UWest students may elect to complete some portion of their General Education courses at nearby community colleges such as East Los Angeles College, Mt. San Antonio College, Pasadena City College, and Rio Hondo College. Prior to enrolling at a community college, students should consult with the Office of the Registrar concerning their status as full- or part-time students and with the General Education Chair regarding the transferability of the courses.

Veterans may be eligible for undergraduate transfer credit based upon military training. An official ACE Net transcript must be submitted for evaluation. See www.acenet.edu for details on ordering a transcript.

Generally, UWest will evaluate transcripts only for those applicants who have supplied all official documents and meet the admissions requirements of the University. However, an exception may be granted for an 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 has been accepted 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. If the evaluation is strictly for verification of previous degrees or diplomas earned, a summary that includes degree equivalence and cumulative grade point average is sufficient, while a detailed evaluation that also includes course titles and grades/credits earned will be needed for transfer credit evaluation. In either case, the evaluation should indicate if English was the primary language of instruction if 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. The purpose of the evaluation is to verify all previously earned degrees and 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.

Transfer Credit Limits

Residence requirements limit the number of credits toward graduation that can be fulfilled with transfer credit. The limits are as follows:

Degree Level	Maximum transfer credit allowed
Undergraduate	
BA	90 semester units (135 quarter units) total transfer credit. Of the 90 units, 70 semester units (105 quarter units) may be transferred from a community college.
Graduate	
EMBA, MA, MBA, MDiv	6 semester units (9 quarter units) transfer credit.
PhD	30 semester units (45 quarter units) transfer credit.

Credit by Examination

Currently enrolled students who submit evidence of an extensive background and/or experience in a subject area, and who believe that their knowledge of the area is equivalent to the course content of an approved course in 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 have completed a minimum of 12 units at the University prior to requesting credit-by-examination and a maximum of 15 units may be completed through credit-by-examination. A General Petition Form 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

The University grants credit for selected Advanced Placement courses/exams. To be eligible for credit, the applicant must have successfully completed both the course and corresponding 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 that the corresponding AP exam was passed with a minimum score of 3. If the high school transcript includes exam results, a separate College Board score report is not needed.



ACADEMIC POLICIES AND PROCEDURES

ACADEMIC INTEGRITY POLICY

University of the West informs its education through its values. Putting the values of UWest into action requires students, staff, and faculty to practice ethical, thoughtful and responsible application of principles of honesty and integrity. Further, the University believes that students should have the opportunity to actively pursue knowledge and learning in a positive and fulfilling environment. There is no room for academic dishonesty in such an environment. Academic dishonesty violates the most fundamental values of an intellectual community and undermines the achievements of the entire University. Therefore, all members of the UWest academic community are expected to demonstrate a commitment to the principles of academic integrity.

It is each student's responsibility to be aware of what constitutes academic dishonesty, and to uphold the standards of honest academic endeavor. It is the faculty's responsibility to communicate classroom standards clearly at the start of each semester. Ultimately, it is the responsibility of faculty and students together to safeguard the integrity of the classroom. The administration is responsible for the application of sanctions that go beyond the classroom.

Academic dishonesty includes, but may not be limited to, plagiarism, cheating, falsifying records, lying, obtaining and/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.

At a minimum students who violate this policy will receive zero credit on the assignment or examination in question. In addition, the faculty concerned must provide a written report of the lapse of integrity to the Dean of Academic Affairs who, in consultation with faculty and department chair, will consider whether further sanctions will be imposed. The severity of the sanction will be matched to the severity of the infraction and the offender's past record. Sanctions may include a failing grade for the course, dismissal for one term, up to the maximum penalty of expulsion from the University for students who have committed multiple acts of academic dishonesty.

ACADEMIC CATALOGUE

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

SATISFACTORY ACADEMIC PROGRESS

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

Student progress is reviewed at the end of each semester (fall, spring, and summer). Undergraduates are required to maintain a minimum semester grade point average (GPA) and cumulative grade point average of 2.0 throughout their enrollment; graduate students, 3.0 cumulative GPA throughout enrollment; continuing education students, 2.0 term and cumulative GPA throughout enrollment.

A student who has not met the minimum required for her or his degree level will be placed on academic warning for a period of one semester. This includes:

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

At the close of the academic warning period, a student who continues to fall below the minimum requirements above may be dismissed from the University.

A student who has been academically dismissed may appeal for reinstatement based upon academic progress. The student must successfully complete a minimum of 12 units of substantive academic coursework in a single term with a GPA of at least 2.4 at an accredited college or university. For any and all courses taken at another academic institution, at no time will a grade below a C (2.0) be considered acceptable by UWest. Upon completion of this coursework, the student must submit a general petition and request for reentry along with an official transcript showing completion of the required coursework to the Department Chair. The Chair will review the student's request. If approved, the student will be readmitted on probation for a period of one term or on Academic Plan for a specified period.

Alternatively, a student may petition for reinstatement directly after dismissal. The petition should be addressed to the Chair and Dean of Academic Affairs, and should 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 upon mitigating circumstances such as a major life change, significant work issue, death in the family, etc. Documentation may be required. If approved, the student will be reinstated on probation for a period of one term, or on Academic Plan for a specified period.

Students on academic warning or probation may enroll in no more than 14 units each semester. In addition, these students will be expected to consult with an academic advisor or the chair of their department or program for guidance and assistance regarding methods of improving their academic status. This consultation should occur no later than 2 weeks into the semester in which the student has been placed on warning or probation. Students on warning or probation are highly encouraged to make use of the tutoring and study skills services of the Student Success Center. If a student does not demonstrate sufficient improvement by the end of the probation or Academic Plan period, he/she may be dismissed from the University.

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

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 their commitment to their education and respect for their instructors by attending each class session, 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 maintain attendance of at least 80% of scheduled class sessions. Students who fall below 80% attendance [equivalent to 4 absences in courses that meet once per week for 16 weeks] may receive a reduction in grade. Students who fall below 70% attendance [6 absences] 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 the University. 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 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, the University is obligated to notify the Department of Homeland Security of the change in status.

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 will render a decision. If the request is denied, the student may petition the Dean of Academic 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 catalogue.

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 another college or university. The classification is as follows:

Class Level	Semester Units Earned
Freshmen	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 numbers indicate the level of complexity of the courses.

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, 1 st year	All undergraduate students
200-299	Lower Division Sophomore level, 2 nd year	Sophomore or above undergraduate students; freshmen admitted with advisor approval
300-399	Upper Division Junior level, 3 rd year	Junior or above undergraduate students; freshmen and sophomore admitted with advisor approval
400-499	Upper Division Senior level, 4 th year	Junior or above undergraduate students; sophomore admitted with advisor approval; freshmen not admitted
500-599	Graduate courses, introductory	Graduate students; advanced undergraduates admitted with approval
600-715	Graduate courses, intermediary	Graduate students only
800-899	Continuing education courses	All students, including non-degree seeking

GRADING STANDARDS

University of the West utilizes 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), 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 the University must be countersigned by the Department Chair.

A student who wishes to challenge a grade issued by a professor should refer to the Grade Grievance policy, available from the Office of the Dean of Academic Affairs.

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

Meaning	Grade	Quality Point
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/ programs may require grades above the C-level for passing. Such requirements will be noted in the academic catalogue 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. It is computed in the grade point average as an F.

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

Pass	P
No Pass	NP
In Progress	IP
Incomplete	I
Withdraw	W
Not Reported	NR
Reported Delayed	RD
Audit	AU

RD (Report Delayed): The lecturer is waiting for missing work from the student. An RD may be given for a maximum of three weeks past the grade deadline. Once these three weeks have passed, the lecturer must assign a grade or approve an Incomplete petition by the student.

I (Incomplete): The student has made acceptable progress in a course but has requested an extension for the submission of coursework for a specified, justifiable reason (i.e., health, serious personal problem, or other unforeseeable problem). In order to receive an incomplete a student must complete and submit an Incomplete Petition Form before the last scheduled class session. If approved, the instructor will provide specific terms for submission, including the deadline for submission of work. The instructor may set a deadline of up to one year beyond the first day of the semester in which the incomplete is granted. It is the student's responsibility to ensure that all course work is completed and submitted before the deadline. When the final course work is completed, the instructor will provide a revised grade to replace the notation "I". Failure to complete the course work will result in the assignment of the letter grade earned based upon work submitted previously. This grade is entered into the student's permanent transcript.

IP (In Progress): Courses currently in progress for a given semester.

P/NP (Pass/No Pass): 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 will be indicated in the catalogue course description. Undergraduates may take up to 12 units per year on a P/NP basis with the 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.

P (Pass): 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, but is disregarded in determining overall grade point average.

NP (No Pass): 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.

W (Withdraw): Indicates official 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 Petition. A student who stops attending without submitting a withdrawal form will receive the earned grade for the class (usually an F) or an FW. Please see the Academic Calendar for official 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.

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

AU (Audit): The instructor has not yet assigned a grade to the student.

AU (Audit): Course is not being taken for credit. Many classes at UWest can be audited. Course prerequisites are enforced in determination of registration eligibility for the course; fees are assessed as listed in the Financial section. It is strongly recommended that students confer with their advisor prior to officially auditing a course. Requirements such as homework, exams, and papers are not graded by the instructor for students who are auditing a class. Those auditing courses take no examinations, write no papers and receive no grade or units of credit.

Change of Grading Option

When registering, students may select to take a course for a letter grade, as pass/no pass, or as an audit as permitted within their major of study. After initial registration in a course, students retain the right to change the grading option. To do so, students submit a Change of Grading System form to the Office of the Registrar. 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 the GPA and credits earned toward graduation. Students seeking to repeat a course more than once will need the approval of their Department Chair. Please note that transfer credit for a course not passed at University of the West will not improve the GPA. Multiple repeats may affect financial aid eligibility.

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.

GENERAL PETITION

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

GRADUATION

UWest confers degrees three times during the academic year: spring, fall, and summer. All degree requirements, including but not limited to incompletes, internships, missing grades, etc., must be completed by the last day of the month in which the degree is to be conferred. Work completed at external institutions must be received on or before the conferral date in order to be considered in meeting the degree requirements. The Office of the Registrar will assess the candidate's eligibility for conferral.

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

Undergraduate Residence Requirement

UWest has a 25% undergraduate residence requirement, meaning that at least 25% (30 units) of course work awarded toward an undergraduate degree must be completed at the University. Of these 30 units, at least 24 must be upper-division. Transfer credit and units earned through credit by examination, unless otherwise specified, are not applicable to the residence requirement.

Earning a Second 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. A minimum of 18 unique units must be completed in each concentration. 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, the University will not issue a second diploma; rather, the additional concentration will be noted on the official academic transcript. Please note that the graduate may be better served by enrolling in a graduate degree or 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 by the Department Chair of the program of interest 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.

Commencement

Formal University commencement ceremonies are held in May. To participate in ceremonies students must indicate this on the Intent to Graduate form and pay the commencement fee. To be eligible for participation the student's advisor or Department Chair must verify that he or she is on course to satisfactorily complete all degree requirements (including comprehensive examination, thesis and/or project, dissertation defense) by the commencement date. Students receiving degrees at mid-year or at the end of the summer are entitled to participate in the following May commencement ceremonies.

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

1. Have met all degree requirements prior to the spring semester in which commencement is held and were conferred the previous summer or fall terms.
2. Have officially filed with the Registrar's Office, an Intent to Graduate form for the current spring term in which commencement is to be held and have completed or be pending completion of all degree requirements by the end of the current spring semester, as determined by the Registrar's Office.
 - A. Graduate students must complete any required comprehensive examinations on or before the deadline established for the spring semester.
 - B. PhD candidates must successfully defend their dissertation on or before the deadline established for the spring semester.
3. Have officially filed with the Registrar's Office an Intent to Graduate form, and by the end of the current spring semester have remaining only the following for completion of degree requirements, as determined by the Registrar's Office:
 - A. Bachelor's degree students – 9 units.
 - B. Master's degree students – 6 units; however, no graduate student is permitted to participate in commencement until he or she has completed and passed all required comprehensive examinations prior to the deadline established for the current spring semester.

Graduation with Honors

Responsibility and excellence are two of the values central to University of the West's vision and governance. Superior academic performance is a demonstration of these two values. The University recognizes undergraduate degree students graduating with a cumulative grade point average (GPA) of at least 3.7. 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

The University has expanded its recognition of academic success. Beginning with the Spring 2013 semester, full-time undergraduate degree students may earn a place on the Dean's or President's List by achieving a minimum term GPA. To be eligible, a student must successfully complete at least 12 units in the fall or spring semester. 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

FINANCIAL INFORMATION

FINANCIAL AID

UWest participates in the following aid programs: 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 work-study (federal and institutional). To apply for federal and state financial aid, students must fill out a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov and ensure UWest is selected as a school the student plans to attend. UWest's federal school code is 036963.

The Financial Aid office is located in room AD118 and can be contacted at (626) 571-8811 extensions 122 and 138 or financialaid@uwest.edu. Financial Aid information is also available on the UWest website at: www.uwest.edu/financialaid.

The Financial Aid Office counsels students and their families on federal, state, institutional and private financial aid programs available to assist students in meeting the cost of attending University of the West. The office staff is available to assist students and families with financial aid questions and the application process. The functions of the office include:

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

More information regarding any of these programs, as well as policies that govern financial aid awards, may be obtained in the UWest Financial Aid Handbook which is available in the Financial Aid Office. The Financial Aid Handbook includes information on:

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

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

Financial aid is awarded to students who demonstrate financial need as defined by federal, state and institutional policies. In so doing, the University evaluates family resources in a consistent and equitable manner. The general principle in determining eligibility for financial aid is that parents and students are the primary source of funds for post-secondary education and have an obligation to finance educational expenses. Financial need is defined as the difference between a program's Cost of Attendance (COA) as calculated by the school and the student's Expected Family Contribution (EFC) as calculated by the

Central Processing System (CPS) of the Department of Education (Financial Need = COA – EFC).

All returning students seeking need-based or non-need-based financial assistance are required to file financial aid application forms by financial aid deadlines published online at: www.uwest.edu/financialaid. All domestic students must complete the FAFSA and UWest Application for Financial Aid. International students must also complete the International Student Supplemental Application. Failure to meet the published deadlines could result in the loss of financial aid. All forms are available in the Financial Aid Office or online at: www.uwest.edu/financialaid.

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

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

Fellowships & Scholarships

A limited number of scholarships and fellowships are available. These are awarded based on academic excellence and/or financial need. Please contact the Financial Aid Office for more detailed information as scholarship availability changes from year to year. Scholarships and fellowships include:

University Fellowships and Scholarships: UWest 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 who wish to be considered for fellowships and scholarships are encouraged to submit all required financial aid documents when they apply for admission. Students need to reapply for the award annually.

Lotus Scholarships: Lotus Scholarships are available for eligible domestic and international students matriculating into the University's BA, MA and MDiv programs. The scholarships award up to a maximum of \$10,000 for an academic year. Scholarships are set aside specifically for entering freshman, 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: Golden Benefactor Awards are available to continuing students who have completed the equivalent of one full-time semester. The scholarships are awarded to continuing students 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 - 3.5 but requirements vary based on donor. For detailed information on eligibility and application process, see the Financial Aid Web page at www.uwest.edu/financialaid. Golden Benefactor Awards must be renewed each semester.

IBEF Scholarship/Fellowship: Each semester the International Buddhist Education Foundation (IBEF) awards scholarships and fellowships to new and continuing degree seeking students enrolled full-time in a master's or doctoral program within the Department of Religious Studies. The scholarships awarded range from \$3,000 to \$4,500 per semester. The fellowships awarded range from \$2,000 to \$3,000 per semester. This scholarship/fellowship requires a separate application and must be renewed each semester. For more information please contact the IBEF Scholarship Liaison, Ms. Grace Hsiao in the Office of Admissions, or visit online at www.uwest.edu/financialaid/ibef.

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 the Federal Student Aid programs.

Work-Study Program

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

Veterans Affairs

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

Standards for Satisfactory Academic Progress (SAP)

This policy applies to students receiving federal and state financial aid. UWest is required by law to establish for all federal and state financial aid recipients both qualitative and quantitative standards for "satisfactory academic progress" toward the completion of the degree objective. Aid programs covered by these standards are: Federal Pell Grant, 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)

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

Quatitative Standard (PACE)

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

The attempted credit hours include all earned, unearned, and transfer credits, i.e. all courses for which a student is registered at the end of the drop/add period. Earned credits, for the purposes of this policy, are grades of "A", "B", "C", "D", "P" and all plus or minus variations on these grades.

Maximum Time Frame

A student must complete his/her degree by attempting no more than 150 percent of the credits normally required for attainment of the degree. A student is no longer eligible to receive financial aid after this maximum is reached. Pace of progression is calculated by dividing cumulative credit hours the student earned by cumulative credit hours attempted. For example, undergraduate programs normally are completed with 120 credit hours, therefore a student's financial aid eligibility will be suspended once the student reaches 180 cumulative attempted credit hours, whether the student has attained the degree or not. The 150% maximum time frame applies to both undergraduate and graduate students.

Financial Aid Warning, Probation and Termination

Students who do not meet the standards of the Financial Aid SAP policy at the end of each payment period will be placed automatically on financial aid warning. Students who are on financial aid warning are eligible to receive Title IV financial aid during the warning period for one payment period. Students are placed on financial aid warning without an appeal or other action. At the end of the warning period, which is one payment period, if students are still unable to meet SAP after the subsequent payment period, students can appeal in writing to the Financial Aid Office (see SAP Appeals below). After a successful appeal, students are placed on financial aid probation for the next payment period. During the probationary period, students are required to meet with their academic advisors to develop a plan of action to get back on track. Students who fail to meet SAP standards at the end of the probation period will become ineligible to receive further financial aid.

A student's financial aid will be terminated for any of the following reasons:

- Cumulative GPA is lower than the required minimum standard for two consecutive semesters;
- Failure to complete 67% of cumulative credits attempted for two consecutive semesters;
- Accumulation of credits attempted equal to 150% of credits normally required for attainment of the degree (undergraduate or graduate).

Reestablishing Financial Aid Eligibility

Students whose financial aid is terminated due to lack of academic progress may reestablish their eligibility upon meeting the SAP standards again. To regain financial aid eligibility, a student must:

- **Raise GPA:** To increase the GPA, a student must enroll and complete coursework at UWest. Grades transferred from other institutions are not included in the calculation of UWest GPA.
- **Correct a Credit Deficiency:** Credit deficiency can be made up by taking and completing additional courses at UWest. Undergraduates may also take General Education courses at a college with whom UWest has a written transfer agreement. All transfer coursework must be applicable toward the student's degree objective and not exceed the number of credits that are transferable to UWest.

Students will not receive financial aid from UWest until they are determined to be making satisfactory academic progress, except in the case of a successful appeal (see SAP Appeals below). Such students must be prepared to pay for their education while making up the deficiency.

SAP Appeals

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

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

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

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

Withdrawals, Repetitions, Incompletes and Transfer Credits

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

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

Enrollment & Funding Status

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

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

Withdrawal & Leave of Absence (LOA)

After financial aid has been disbursed, if a student withdraws from UWest or earns zero credit, the student may be required to return all or part of the funds received, including funds credited to pay tuition and fees.

Since financial aid must be used solely for educationally related expenses during periods of enrollment, federal regulations require our office to calculate the amount of aid a student "earned" for the number of days the student attended. "Unearned" aid, that covering periods of the semester 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 a 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. The student may also be reported to the U.S. Department of Education or to a collection agency representing UWest for collection.

If a student must leave UWest for any reason, an official withdrawal must be submitted in writing, signed, dated and delivered to the Registrar's Office. The official date of leave or withdrawal is the date the form is received at 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 to return the unearned portion of their Title IV financial aid to the Department of Education. Additionally, institutions may be required to return a portion of unearned funds to the Department of Education, and some students may be entitled to a post withdrawal disbursement.

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

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

1. Direct Unsubsidized Stafford loans;
2. Direct Subsidized Stafford loans;
3. Direct PLUS loans;
4. Pell Grants;
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Cal Grants
7. Other Title IV Assistance
8. Other Assistance to the Students

The institution does not participate in the Perkins loans programs.

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

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

1. The student was residing in, employed in, or attending 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 have to 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.

If the student did not receive all of the funds earned, the student 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. If the student does not grant permission, he or she 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, if a first-time, first- year undergraduate student has not completed the first 30 days of a program before withdrawal, the student will not receive any Direct Loan funds that he or she would have received had he or she 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 didn't 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. Therefore, the 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 was required to return. For the institution's refund policy, please refer to the section on Refund Policies below. The institution can also provide the student with the requirements and procedures for officially withdrawing from school.

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)

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

COST OF ATTENDANCE

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

The following tables provide the estimated cost of attendance for full time undergraduate and graduate students each semester. These tables serve as examples only. Actual student expenses may be different.

Undergraduate Full-time (12 units) On-Campus — All Programs

	Single	Double	Triple
Tuition	\$4,368	\$4,368	\$4,368
Mandatory Fees	\$375	\$375	\$375
Room & Board	\$4,935	\$3,035	\$2,555
Books & Supplies	\$855	\$855	\$855
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$12,920	\$11,020	\$10,540
Annual COA	\$25,840	\$22,040	\$21,080

Buddhist Chaplaincy - Graduate Full-time (9 units*) On-Campus

	Single	Double	Triple
Tuition	\$3,573	\$3,573	\$3,573
Mandatory Fees	\$375	\$375	\$375
Room & Board	\$4,935	\$3,035	\$2,555
Books & Supplies	\$855	\$855	\$855
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$12,125	\$10,225	\$9,745
Annual COA	\$24,250	\$20,450	\$19,490

* "Full-time" enrollment at the graduate-level is determined by the Department of Education to be 9 units per semester or 3 courses. However, in order to graduate in the intended three-year timeframe, MDiv students may need to take up to 12 units each semester. Students should calculate costs accordingly.

Business MBA/EMBA - Graduate Full-time (9 units) On-Campus

	Single	Double	Triple
Tuition	\$3,627	\$3,627	\$3,627
Mandatory Fees	\$375	\$375	\$375
Room & Board	\$4,935	\$3,035	\$2,555
Books & Supplies	\$855	\$855	\$855
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$12,179	\$10,279	\$9,799
Annual COA	\$24,358	\$20,558	\$19,598

Psychology - Graduate Full-time (9 units) On-Campus

	Single	Double	Triple
Tuition	\$3,672	\$3,672	\$3,672
Mandatory Fees	\$375	\$375	\$375
Room & Board	\$4,935	\$3,035	\$2,555
Books & Supplies	\$855	\$855	\$855
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$12,224	\$10,324	\$9,844
Annual COA	\$24,448	\$20,648	\$19,688

Religious Studies - Graduate Full-time (9 units) On-Campus

	Single	Double	Triple
Tuition	\$3,537	\$3,537	\$3,537
Mandatory Fees	\$375	\$375	\$375
Room & Board	\$4,935	\$3,035	\$2,555
Books & Supplies	\$855	\$855	\$855
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$12,089	\$10,189	\$9,709
Annual COA	\$24,178	\$20,378	\$19,418

Undergraduate Full-time (12 units) Off-Campus — All Programs

	Off Campus	Parents/Relatives
Tuition	\$4,368	\$4,368
Mandatory Fees	\$375	\$375
Room & Board	\$5,634	\$2,259
Books & Supplies	\$855	\$855
Transportation	\$1,062	\$1,062
Student Loan Fees	\$200	\$200
Miscellaneous	\$1,427	\$1,552
Semester Totals	\$13,921	\$10,671
Annual COA	\$27,842	\$21,342

Buddhist Chaplaincy - Graduate Full-time (9 units*) Off-Campus

	Off Campus	Parents/Relatives
Tuition	\$3,573	\$3,573
Mandatory Fees	\$375	\$375
Room & Board	\$5,634	\$2,259
Books & Supplies	\$855	\$855
Transportation	\$1,062	\$1,062
Student Loan Fees	\$200	\$200
Miscellaneous	\$1,427	\$1,552
Semester Totals	\$13,126	\$9,876
Annual COA	\$26,252	\$19,752

* "Full-time" enrollment at the graduate-level is determined by the Department of Education to be 9 units per semester or 3 courses. However, in order to graduate in the intended three-year timeframe, MDiv students may need to take up to 12 units each semester. Students should calculate costs accordingly.

Business MBA/EMBA - Graduate Full-time (9 units) Off-Campus

	Off Campus	Parents/Relatives
Tuition	\$3,627	\$3,627
Mandatory Fees	\$375	\$375
Room & Board	\$5,634	\$2,259
Books & Supplies	\$855	\$855
Transportation	\$1,062	\$1,062
Student Loan Fees	\$200	\$200
Miscellaneous	\$1,427	\$1,552
Semester Totals	\$13,180	\$9,930
Annual COA	\$26,360	\$19,860

Psychology - Graduate Full-time (9 units) Off-Campus

	Off Campus	Parents/Relatives
Tuition	\$3,672	\$3,672
Mandatory Fees	\$375	\$375
Room & Board	\$5,634	\$2,259
Books & Supplies	\$855	\$855
Transportation	\$1,062	\$1,062
Student Loan Fees	\$200	\$200
Miscellaneous	\$1,427	\$1,552
Semester Totals	\$13,225	\$9,975
Annual COA	\$26,450	\$19,950

Religious Studies - Graduate Full-time (9 units) Off-Campus

	Off Campus	Parents/Relatives
Tuition	\$3,537	\$3,537
Mandatory Fees	\$375	\$375
Room & Board	\$5,634	\$2,259
Books & Supplies	\$855	\$855
Transportation	\$1,062	\$1,062
Student Loan Fees	\$200	\$200
Miscellaneous	\$1,427	\$1,552
Semester Totals	\$13,090	\$9,840
Annual COA	\$26,180	\$19,680

ESL Spring or Fall – (16-week Session)

	Off Campus	Triple
Tuition	\$2,880	\$2,880
Mandatory Fees	\$375	\$375
Room & Board	\$3,035	\$2,555
Books & Supplies	\$855	\$855
Transportation	\$774	\$774
Miscellaneous	\$1,413	\$1,413
Semester Totals	\$9,332	\$8,852
Annual COA	\$18,664	\$17,704

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

Each student award letter includes the cost of attendance that was used to determine award eligibility. Students with questions regarding how cost of attendance is calculated should stop by the Financial Aid Office.

TUITION

Program	Undergraduate	Graduate
Buddhist Chaplaincy		\$397/unit
Business Administration	\$364/unit	\$403/unit
English	\$364/unit	
General Education	\$364/unit	
General Studies	\$364/unit	
Psychology	\$364/unit	\$408/unit
Religious Studies	\$364/unit	\$393/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
English as a Secone Language Fall/Spring Tuition (20 hrs/wk for 16 wks)	\$2,880	
English as a Second Language Summer Tuition (20hrs/wk for 6 wks)	\$1,080	
Test of English as a Foreign Language (TOEFL) Preparation(5 hrs/wk for 16 wks)	\$720	

NON-REFUNDABLE FEES

One-Time Fees

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

Per Semester

Mandatory Fees	\$350 (full-time) \$250 (part-time)
Late Payment	\$100
Late Registration	\$50
Student Council/Association Fee	\$25
Health Insurance (International Students)	\$198.5/per month*

* Rates subject to change.

Miscellaneous Fees

Add/Drop Fee after add class deadline	\$5
Graduation Fee	\$50
Graduation Ceremony Fee (Cap & Gown)	\$75
Re-Application for Graduation Fee	\$25
Transcript Fee - Standard	\$5/copy
Transcript Fee - Rush Processing (Same Day)	\$25/copy
Transcript Fee - Next Day Processing	\$15/copy
Transcript Fee - Faxed Unofficial (per fax)	\$15/copy
Diploma Re-order Fee	\$50
Refund Service Charge	\$20/refund
Student ID Replacement	\$25
Dishonored/Replacement Check/Stop Payment	\$30/payment
Doctoral Student Candidacy Fee	\$100
Finance Charge for Past Due Balance	1% of the outstanding balance/per month
Student Penalty Fee (Student Success Center)	\$5/per time

HOUSING & DINING

Single Occupancy with 50-meal plan*	\$4,035/semester
Double Occupancy with 50-meal plan*	\$2,135/semester
Triple Occupancy with 50-meal plan*	\$1,655/semester
Additional 50-meal plan*	\$225
Housing Application Fee	\$50
Security Deposit (per person)	\$150
Lost Key Fee	\$25
Mailbox Fee	\$10/semester

**Note: No meals served on weekends and holidays.*

Applications for on-campus housing (room and board) are accepted on an annual basis except for students who are enrolling for one semester only, including PhD students in all-but-dissertation status. Room and board will be prorated on a weekly basis for students arriving mid-semester.

Students will be required to complete a housing contract specific to the period of residence. All students must purchase the minimum 50-meal plan as part of the housing contract; no student will be exempted from this requirement. The housing costs specified above do not include break periods between terms, including winter and summer breaks. Students who wish to remain in the residence halls during break periods other than spring break must enter into a separate contract specific to those periods.

Refer to the Student Handbook, the Residential Life page at www.uwest.edu, or the Residential Life section of this catalogue for more information about student housing.

TUITION PAYMENTS

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

Students must have authorized anticipated aid (e.g., grants, loans, and scholarship awards) or a payment plan in order to properly defer payment. Anticipated aid awards are posted to student accounts only after the financial aid award process has been completed by the student, Financial Aid Office, and the appropriate agency (e.g., IBEF). Without authorized anticipated aid, students are expected to pay the charges and wait for reimbursement when the aid or scholarship funds are actually received.

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.

Obligation for Payment

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

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

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

Methods of Payment

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

Bad Check Policy

A \$30 fee is assessed for all checks made out to the University that are not paid upon presentation to the bank on which the check is drawn. Students who present checks to the University that cannot be negotiated will be required to pay their tuition by cash or cashier's check.

REFUND POLICIES

Tuition Refunds

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

Tuition refund schedule for fall and spring semester:

Withdrawal Form Submitted	Refund Received
Prior to the beginning of the semester	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 classes:

Withdrawal Form Submitted	Refund Received
Prior to the first class meeting	100%
Within the first week	80%
Within the second week	60%
Within the third week	40%
Within 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 complete termination by the student of his/her enrollment in one or more courses at the University. Withdrawal refunds are computed as of the date the petition to cancel enrollment or withdrawal form is received by the Registrar's Office. A student who withdraws on or prior to the first day of instruction will receive a full refund of all moneys paid, less the application fee not to exceed \$100.

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

Students may withdraw from one or more courses in any semester and remain enrolled in other courses. The refund schedule is based upon the cost per unit paid by the student.

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

In addition to the institutional refund policy, students who receive federal financial aid are subject to a prorated return of federal funds based on the relevant federal regulations. The return of federal funds calculation is run by the Office of Financial Aid. Students are responsible for returning the balance if funds need to be returned to Federal Programs.

International students should always consult the International Student Services Officer before dropping any class to make sure her or his F-1 status will not be adversely affected.

PROGRAMS OF STUDY

For detailed information on degree and certificate programs, please see the catalogue listing for the department specified.

DEGREE PROGRAMS

UWest currently awards Bachelor of Arts degrees in the following programs:

- Business Administration 120 units
Concentrations:
 - Accounting
 - Computer Information Systems
 - International Business
 - Marketing
- English 120 units
Concentrations:
 - Language
 - Literature
- General Studies 120 units
- Psychology 120 units

UWest currently awards the following graduate degrees:

- Master of Arts in Religious Studies 36 units
- Master of Arts in Psychology (Multicultural Counseling) 42 units
- Master of Arts in Psychology (Marriage and Family Therapy) 60 units
- Master of Divinity in Buddhist Chaplaincy 72 units
- Master of Business Administration 40 units
Concentrations:
 - Computer Information Systems
 - Finance
 - International Business
 - Non-profit Organization Management
- Executive Master of Business Administration 42 units
- Doctor of Philosophy in Religious Studies 63 units
Concentrations:
 - Buddhist Studies
 - Comparative Religious Studies

The University offers the following graduate and post-graduate certificate programs:

- Graduate-level Certificate in Business Administration 18 units
- Post-Master Certificate in Business Administration 18 units

NON-DEGREE ENROLLMENT

In addition to the degree programs offered by the University, UWest offers opportunities for education 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 the Continuing Education Department's Open Enrollment. While admission to a certificate program or open enrollment does not indicate acceptance to an undergraduate or graduate degree program, some courses taken as part of a certificate program or open enrollment may be applied to a degree if a student decides to enroll in a UWest degree program at a later date.

Certificates in Business Administration

The following list includes some of the certificate areas offered. However, students may work with the Chair of the Business Department to develop a certificate program specific to their unique needs.

- 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

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.

Language courses are open to undergraduate, graduate, and open enrollment students.

English Communication

UWest's student body includes many international and domestic students whose first language is not English. Through the General Education program courses in English composition and speech, and the English as a Second Language/Academic English Bridge course sequence, the University both expects and enables students to acquire a mastery of oral and written English that will meet the requirements of public and academic discourse.

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

Humanistic Buddhism and 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, non-Buddhists, beginners and advanced students in Buddhism 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. Please visit the University website at www.uwest.edu for more information.

EXTENDED STUDIES PROGRAM (ExS)

Coordinator: Glenn Dunki-Jacobs

An experimental pilot program from 2004 to 2007 and renewed in 2011, the Extended Studies Program develops and implements blended and hybrid courses covering all undergraduate majors. Extended Studies develops and manages online certification programs for the Institute of Chinese Buddhist Studies (ICBS). Individual students may set their own schedules for viewing the lectures within the directed overall scheduling of assignments. Classes delivered live on campus are “streamed” online to selected groups and individuals at several sites around the world.

Students outside California and attached to educational institutions may earn credits according to the rules of such institutions. Students may also register as continuing education students under open enrollment.

Periodic announcements will be made of the courses available and schedules as they are developed and implemented. Interested students are requested to refer to the University of the West web site for updated information. Financial Aid may be available to qualifying students.

DEPARTMENT OF BUDDHIST CHAPLAINCY

Chair

Rev. Danny Fisher, MDiv, DBS

Specializations: Socially Engaged Buddhism, Professional Chaplaincy in North America, Buddhism in America, Peace and Justice Studies, Interfaith Studies

Office: Education Building, 3rd Floor

Phone: (626) 571-8811 ext. 345

Email: dannyf@uwest.edu

Full-Time Faculty

Rev. Victor Gabriel, MA Buddhist Studies, MA Psychology, PhD Religious Studies (in progress)

Assistant Professor

Specialization: Vajrayana Buddhism, Ritual Studies, Buddhism and Psychology, Gender and Sexuality Studies

Adjunct Faculty

Chaplain Bryan Ferry, MDiv

Associate Supervisor with the Association of Clinical Pastoral Education, Inc. (United Buddhist Churches; Children's Hospital – Los Angeles)

Tina Jitsujo Gauthier, PhD (Sweetwater Zen Center)

Tom Moritz, MA (Buddhist Recovery Network)

Introduction

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 in Buddhist Chaplaincy, which was accredited in 2008. The department specializes in preparing Buddhist practitioners for practical, hands-on work in chaplaincy in interfaith settings, such as hospitals, hospices, police departments, prisons, and the military. Since its launch in the fall semester of 2009, the program has grown from 4 students to 32 students during the 2012/13 school year. It offers one of only four accredited MDiv programs specifically for Buddhists in the United States. The department currently employs two full-time faculty members and numerous adjuncts engaged in the practice of Buddhist chaplaincy. The department collaborates closely with the Religious Studies department, from which chaplaincy students take approximately half of their courses.

Philosophy & Objectives

The department strives to be ecumenical, welcoming Buddhists from every branch of Buddhism, as well as religious others. (Not all of our students identify as Buddhist or only Buddhist.) Students are encouraged to engage in spiritual reflection and formation from within their own faith tradition and share those reflections with their classmates. In addition, students will learn about other faiths, such as Judaism, Christianity, Islam, Hinduism, Jainism, Sikhism, and others, in order 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 appropriate clinical practicum experiences depending on their particular work setting. These

professional standards and trainings ensure that our students gain hands-on experience in spiritual care and are ready to enter the world as professional Buddhist chaplains upon graduation.

MASTER OF DIVINITY (MDiv) IN BUDDHIST CHAPLAINCY

Introduction

The Buddhist Chaplaincy program provides students with the necessary knowledge and skills 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 become properly trained and certified professionals. The program incorporates the requirements of the Association of Professional Chaplains (APC) by offering 72 semester hours that cover 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 was 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 nearby or on campus is highly recommended. Although this program can be completed on a part-time basis, full-time attendance is strongly recommended in order to facilitate the required spiritual formation of the student. 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 in order 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.

Admissions Requirements

- Students must meet all UWest admissions requirements for graduate students, including English language proficiency. All coursework is in the English language. See page 26.
- The applicant's Statement of Purpose (400-500 words) should describe how enrollment in the UWest MDiv program will further his or her personal goals and aspirations, achievements, educational and career objectives.
- The applicant should be prepared for a telephone or face-to-face interview, which will be required at the discretion of the Department Chair. A campus visit is strongly recommended.

Program Learning Outcomes

Institutional Learning Outcomes	Area	Program Learning Outcomes
Wisdom & Skillful Means Students are thoroughly prepared for academic and professional success.	Knowledge	Students will be able to summarize and explain Buddhist thoughts, texts practices, rituals, and history.
		Students will be able to summarize and explain the ideas, texts, practices, rituals, and history of non-Buddhist religions.
		Students will be able to summarize and explain the classical normative literature and spiritual care and counseling theories that have shaped the roles and responsibilities of professional chaplaincy in clinical settings.
	Praxis	Students will demonstrate an ability to practice Buddhism/their religion.
	Ethics	Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.
		Students will identify ethical issues raised by Buddhism and explore how they relate to modern humans and the world.
		Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.
		Students will maintain their academic integrity.
	Critical Thinking	Students will demonstrate an understanding of interfaith chaplaincy and psychological principles crucial to spiritual care and counseling work.
		Students will identify and question underlying assumptions and ideologies that shape chaplaincy work using the tools of the academic study of religion.
	Communication	Students will clearly articulate their study and practice of Buddhism in speech.
		Students will clearly articulate their study and practice of Buddhism in 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.	Balance	Students will be able to practice meditation and express something about its importance and applications in their work as caregivers.
	Character	Students will articulate the deepening of their learning and personal growth as they study in the nine areas of learning in the MDiv program.
	Expression	Students will demonstrate an understanding of normative writing and Dharma talks, and be able to produce examples of these kinds of writing/expression.
	Relationship	Students will participate in group process with their MDiv cohort, in which they have opportunity 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.	Pluralism	Students will exhibit an understanding of a range of religious texts and how to use them in the context of interfaith chaplaincy.
		Students will demonstrate an ability to facilitate and construct opportunities for inter-religious collaboration.
	Liberation from suffering	Students will demonstrate an understanding of various models of spiritual leadership.
		Students will demonstrate knowledge and application of Buddhist values.
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.	Service	Students will complete one unit of Clinical Chaplaincy Education (CPE) or another appropriate clinical training.
		Students will organize and offer spiritual life activities on campus.
		Students will apply and articulate 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.
	Culture	Students will work a broad appreciation of human endeavors into their individual learning goals developed in conjunction with their advisor and professors.

	Interconnected-ness	Students will demonstrate active listening and the ability to assess needs in the context of spiritual counseling/caregiving.
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Course Requirements

Area	Required Units
Core Courses	39
Electives	33
Comparative Religions	9
Religious History	9
Sacred Literature	9
Theology/Philosophy	6
Total	72

Core Courses: All students must complete the below core courses. Substitutions or transfer units may be accepted with the permission of the student's advisor and department chair and must be noted in the student's degree progression chart. *NOTE: Students may only undertake 6 units (two courses) of Directed Research & Reading and only 6 units (two courses) of independent study during their time as a student in the MDiv program.*

Course	APC Area	Prerequisites	Units
MDIV 510 Communication Skills for Chaplaincy	Pastoral Care & Counseling		3
MDIV 515 Groups, Systems, & Chaplaincy	Pastoral Care & Counseling		3
MDIV 525 Chaplaincy Roles & Competencies	Spiritual Formation		3
MDIV 530 Interfaith Chaplaincy	Ritual and Liturgy		3
MDIV 540 The Use of Sacred Texts in Spiritual Care & Counseling	Sacred Literature		3
MDIV 565 Buddhist Homeletics: Writing & Giving Dharma Talks	Ritual and Liturgy		3
MDIV 645 Spiritual Care & Counseling	Pastoral Care & Counseling		3
MDIV 650 Pastoral Theology	Religious Education		3
MDIV 655 Spiritual Formation for Buddhist Chaplains	Spiritual Formation		3
MDIV 661 Organizational and Legal Issues in Ministry and Spiritual Care	Institutional Organization & Administration		3
MDIV 670 Spiritual Leadership	Pastoral Care & Counseling		3
REL 530 Topics in Buddhist Studies: Buddhist Meditation	Religious Education	Waived	3

MDIV 661 Organizational and Legal Issues in Ministry & Spiritual Care	Institutional Organization & Administration		3
Total			39

Electives: Students must complete at least the designated number of units from each elective area for a total of 33 elective units. The prerequisites REL 600 and 601 (for most REL courses) are waived for MDiv students. Students may also fulfill elective requirements by taking classes with Claremont Lincoln University (CLU) due to the consortium agreement. Students must check with their advisor before enrolling in any CLU course to ensure it falls under the elective area needed; *not all CLU courses are eligible.*

Comparative Religions (9 units needed)		
Course	Prerequisites	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 550 Mysticism East & West	Waived	3
REL 560 Religion & the Meaning of Existence	Permission	3
REL 590 Comparative Study of Religion	Waived	3
REL 592 Myth & Mythology	Waived	3
REL 603 Philosophy of Religion Seminar	Waived	3
REL 610 Religion & Ethics Seminar	Permission	3
REL 615 Religion & Psychology Seminar	Permission	3
REL 640 Topics in Comparative Religion	Waived	3
REL 660 Seminar on Buddhist-Christian Dialogue	Waived	3

Religious History (9 units needed)		
Course	Prerequisites	Units
REL 505 Women in Buddhism	Waived	3
REL 625 Cultural and Social Aspects of Buddhism	Waived	3
REL 644 Seminar on Regional Buddhist Traditions: Indian Buddhism	Waived	3
REL 648 Seminar on Regional Buddhist Traditions: Southeast Asian Buddhism	Waived	3
REL 649 Seminar on Regional Buddhist Traditions: East Asian Buddhism	Waived	3
REL 656 Seminar on Regional Buddhist Traditions: Central Asian Buddhism	Waived	3
REL 670 Spread of Buddhism to Central Asia/China	Waived	3
REL 672 Spread of BUddhism to Northeast Asia	Waived	3

Sacred Literature (9 units needed)

Course	Prerequisites	Units
REL 540 Buddhist Hermeneutics	Waived	3
REL 631 Seminar on Pali Buddhist Texts	Pali proficiency	3
REL 632 Seminar on Chinese Buddhist Texts	Classical Chinese proficiency	3
REL 634 Seminar on Sanskrit Buddhist Texts	Sanskrit proficiency	3
REL 636 Seminar on Buddhist Texts in Translation	Waived	3

Theology/Philosophy (6 units needed)

Course	Prerequisites	Units
REL 540 Buddhist Hermeneutics	Waived	3
REL 622 Topics in Buddhist Studies: Buddhist Thought & Philosophy	Permission	3
REL 642 Topics in Buddhist Studies: Developments in Buddhist Psychology		3
REL 653 Topics in Buddhist Studies: Vajrayana Buddhism	Waived	3

Suggested Course Progression (for full-time students)

1st Year

Fall	12 Units
MDIV 510 Communication Skills or Chaplaincy	3
MDIV 525 Chaplaincy Roles & Competencies	3
REL 530 Topics in Buddhist Studies: Buddhist Meditation	3
Elective	3
Spring	12 Units
MDIV 515 Groups, Systems, & Chaplaincy	3
MDIV 540 The Use of Sacred Texts in Spiritual Care & Counseling	3
Elective	3
Elective	3

2nd Year

Fall	12 Units
MDIV 530 Interfaith Chaplaincy	3
MDIV 565 Buddhist Homiletics: Writing & Giving Dharma Talks	3
Elective	3
Elective	3
Spring	12 Units
MDIV 645 Spiritual Care & Counseling	3
MDIV 650 Pastoral Theology	3
Elective	3
Elective	3

3rd Year

Fall	12 Units
MDIV 655 Spiritual Formation for Buddhist Chaplains	3
MDIV 661 Organizational and Legal Issues in Ministry and Spiritual Care	3
Elective	3
Elective	3
Spring	12 Units
MDIV 670 Spiritual Leadership	3
MDIV 675 Seminar: Advanced Topics in Professional Chaplaincy	3
Elective	3
Elective	3

Graduation Requirements

Course Requirements: Students are required to complete the above listed course requirements for a total of 72 units, including 39 units of core courses and 33 units of electives under the four elective areas, with a minimum cumulative GPA of 3.0. No courses receiving a grade of D+ or below will be counted towards graduation.

Thesis: A thesis is NOT required for the MDiv degree, however, before graduation, students are required to submit a dossier with (1) their theology of ministry assignment for MDIV 670; (2) their final paper for MDIV 675; (3) a copy of their final dharma talk for MDIV 565; and (4) another creative assignment of the student's choosing that they feel represents some of their best work.

Internship/Clinical Education: 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 will be 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, and completing their internship, but may receive advice and guidance from their advisor.

Practice Requirements: 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 credit hours that semester. (For example, 12 credit hours = 12 hours of practice per week.) Students should check in with their advisor on a regular basis (i.e. every semester) to ensure their spiritual practice supports their spiritual formation as chaplains.

Other Requirements: Ordination, endorsement, or certification are NOT required to graduate, but it is helpful for students seeking work to obtain these credentials prior to completing the program as 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 the setting they choose to work. By the time the students graduate, for example, they should probably have 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 MDiv program.

BUDDHIST CHAPLAINCY COURSE DESCRIPTIONS

MDIV 510 Communication Skills for Chaplaincy, 3 units

Prerequisites: Admission into M. Div. Program

This course equips students with the fundamental skills necessary for relating with others in the context of professional chaplaincy. Students explore such topics as basic attendance, active listening, body language, nonviolent communication, teamwork, giving and receiving feedback, conflict resolution, and group process.

MDIV 515 Groups, Systems, and Chaplaincy, 3 units

Prerequisite: Admission into M. Div. Program

This course expands knowledge and skills gained in MDIV 510, teaching students how to effectively relate with groups and systems. Students explore such topics as mediation, diversity, responsibilities and task accomplishment, roles and relationships, and communication patterns. Certain topics introduced in MDIV 510 will also be explored in greater depth here, including group process and conflict resolution.

MDIV 525 Chaplaincy Roles and Competencies, 3 units**Prerequisite: Admission into M. Div. Program**

This course introduces students to the field of professional chaplaincy, and the values, standards, competencies, and responsibilities involved in working in various clinical settings. Students will study the history of as well as the prerequisites for work in various chaplaincies. Special attention will be given to familiarizing students with current trends and issues across the field.

MDIV 530 Interfaith Chaplaincy, 3 units**Prerequisite: Admission into M. Div. Program**

This course provides students with the necessary spiritual/cultural competency to be effective chaplains in the diverse religious landscape of twenty-first century North America. Through practicum, lectures and discussions, students are provided with the necessary awareness and tools to work within the multi-cultural and multi-religious environment of today's hospitals, prisons, universities, etc. Students will also explore how to relate the professional imperatives of chaplaincy with the imperatives of a Buddhist faith.

MDIV 540 The Use of Sacred Texts in Spiritual Care and Counseling, 3 units**Prerequisites: Admission in M. Div. Program**

This course is designed to serve the Buddhist practitioner working in professional chaplaincy. It provides Buddhists with a macroscopic view of sacred texts and their contents, as well as resources for further exploration. Special attention is given to helping students develop some degree of comfort working with religious texts in the context of Buddhist chaplaincy.

MDIV 565 Buddhist Homiletics: Writing and Giving Dharma Talks, 3 units**Prerequisite: Admission into M. Div. Program**

The course introduces students to the art of writing and giving Dharma talks. Various styles and kinds of Dharma talks will be studied and considered. Working closely with the professor and their colleagues, students will find particular styles and methods to help them in their own homiletic work.

MDIV 601 Buddhist Ministry and the Prison-Industrial Complex, 3 units**Prerequisite: Admission into M. Div. Program**

The course examines the historic participation of Buddhists in ministry activities within the prison-industrial complex. Most of the focus will be on the United States, but India, Great Britain, and other countries will receive some attention as well. Through their in-depth look at a ministry setting in which Buddhist Americans have been particularly active, students will gain a robust knowledge of both operating within specialized care settings. *(NOTE: This is a unique, infrequently offered course. Students who take this course will take it in place of MDIV 675; they may not take both courses except in special circumstances and with the permission of their advisor and the department chair.)*

MDIV 645 Spiritual Care and Counseling, 3 units**Prerequisite: Admission into M. Div. Program**

The course will introduce students to theories and practices for clinical spiritual care and counseling work. Special attention will be 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: Admission into M. Div. Program**

The course will introduce students to pastoral theology—its history, its key texts, and its practice. Students will obtain the background and the methods necessary to make their own contributions to this area of writing. Under the supervision of the professor, students will also explore important texts for the particular chaplaincies in which they work.

MDIV 655 Spiritual Formation for Buddhist Chaplains, 3 units**Prerequisites: Admission in M. Div. Program**

This course looks at the ways influential thinkers have understood stages of transformation in spiritual development. In particular, the works of the Buddhists Caroline Brazier, Thich Nhat Hanh, Jack Kornfield and Chögyan Trungpa are explored. James Fowler's analysis of spiritual transformation in the Judeo-Christian tradition is also examined. Students explore the ways in which this material may deepen their own personal practice as well as their approach to chaplaincy.

MDIV 661 Organizational and Legal Issues in Ministry and Spiritual Care, 3 units**Prerequisite: Admission into M. Div. Program**

The course will introduce students to institutional administration and organization in ministry and spiritual care, and consider best practices, roles and responsibilities, and resources for spiritual leaders. Special attention will be given to non-profit administration, legal issues, and management. Students will also consider these matters specifically in the context of professional chaplaincy.

MDIV 670 Spiritual Leadership, 3 units**Prerequisite: Admission into M. Div. Program**

The course will introduce students to spiritual leadership, and consider values, responsibilities, functions, and resources for spiritual leaders. Special attention will be given to looking at examples and archetypes of spiritual leadership in the Buddhist traditions. Students will also look at spiritual leadership in the context of professional chaplaincy practice.

MDIV 675 Seminar: Advanced Topics in Professional Chaplaincy, 3 units**Prerequisite: Admission into M. Div. Program**

The seminar provides students with the opportunity to explore unique and particular issues in professional chaplaincy work. Special attention will be paid to pastoral diagnosis, working with a care team, and current concerns in the various fields of chaplaincy.

DEPARTMENT OF BUSINESS ADMINISTRATION

Co-Chairs

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Full-Time Faculty

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Professor and Chief Financial Officer

Specialization: Finance

Chi Sheh, PhD

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Specialization: Finance

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Adjunct Faculty

Michael Arnold, JD, Attorney-at-Law

Specialization: Business Law

Peng Chan, PhD

Specialization: Strategic Management

Jim Chen, MBA, CPA

Specialization: Accounting and Auditing

Gary Guan, PhD

Specialization: Information Technology

Frederick Ho, MBA, CPA

Specialization: Accounting & Budgeting

Murray Johanssen, MBA

Specialization: Management & Entrepreneurship

Joaquin Lim, MA

Specialization: Economics & Government

Wuu-Long Lin, PhD

Specialization: Economic Development

Stephen O'Sullivan, MBA

Specialization: Organizational Behavior

John Robbins, MBA

Specialization: Marketing

Farhana Siddiqi, PhD

Specialization: Government & Business Administration

Stephen Wu, MS

Specialization: Computer Science

Introduction

The programs in business administration educate students to be 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 of the West Mission, Institutional Learning Outcomes, and four principles: excellence, self-cultivation, social responsibility, and skill development.

With these educational principles, the Department of Business Administration offers the following programs:

1. Bachelor of Arts (BA) in Business Administration with four concentrations: Accounting, Computer Information Systems, International Business, and Marketing ;
2. Master of Business Administration (MBA) with four concentrations: Computer Information Systems, Finance, International Business, and Nonprofit Organization Management;
3. Executive Master of Business Administration (EMBA);
4. Graduate-level Certificate in Business and Management.
5. Post-Master of Business Administration Certificate (Post-MBA);
6. Undergraduate-level Certificate in Business Administration

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 Business programs are two-fold: to provide students with both knowledge and practical skills in the field of business administration, thereby enabling them to transform theory into practice; and to shape students into global citizens who exercise excellent knowledge, responsible action and compassionate service.

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

Introduction

The undergraduate program in Business Administration offers a Bachelor of Arts 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.

Specifically, the program is designed to ensure that participants 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 4 years. Students attending part-time may expect a longer time to graduation.

Admissions Requirements

Refer to the Admission Section for Bachelor Degrees.

Program Learning Outcomes

Institutional Learning Outcomes	Area	Program Learning Outcomes
Wisdom & Skillful Means Students are thoroughly prepared for academic and professional success.	Knowledge	Students will be able to summarize and explain business operations and management.
		Students will be able to summarize and explain business related legal issues.
		Students will demonstrate skills in quantitative analysis.
	Praxis	Students will be able to apply information technology skills to the academic study of business administration.
		Students will be able to use the technical skills required in their field, such as accounting, marketing, computer information systems, or international business.
	Ethics	Students will be able to integrate ethical values, social responsibilities, and personal beliefs to form effective business and management styles.

		Students will maintain their academic integrity.
	Critical Thinking	Students will be able to utilize business theories and practices to identify, analyze, and solve problems.
		Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of business administration.
	Communication	Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of business administration.
		Students will be able to clearly articulate their study of business administration in 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.	Character	Students will be able to relate issues of effective business administration to their own self-exploration and character development.
		Students will be able to demonstrate effective leadership skills.
	Expression	Students will be able to use their knowledge of business administration and management to explore and express ideas about themselves.
	Relationship	Students will 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.	Pluralism	Students will be able to explain the impact modern pluralism is having on business practices.
		Students will be able to explain the global context in which business and management practices take place.
	Environmental Justice	Students will be able to describe environmental issues and relate them to effective and sustainable business and management practices.

	Liberation from Suffering	Students will be able to 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.	Service	Recognizing the importance of the service-oriented approach to people, business, and society; willing to serve others.
	Interconnectedness	Students will demonstrate compassionate sensitivity toward themselves and others.

Course Requirements

Area	Required Units
General Education	51
Lower-division Core	15
Upper-division Core	36
Concentration	15
Capstone	3
Total	120
Optional	
Practicum	3
Optional Minor	15

General Education Courses: 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 catalogue. 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: The 15-unit lower-division core curriculum provides foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking and theoretical application to familiarize students with the breadth of different fields in economics, accounting, management, information technologies, and business law. These courses prepare students for more advanced concepts in the upper-division courses in business and management as well as specialized upper-division coursework in the professional fields of accounting, marketing, computer information systems and international business.

Course	Prerequisites	Units
BUS 200 Legal Environment of Business	None	3
BUS 201 Principles of Microeconomics	None	3
BUS 202 Principles of Macroeconomics	None	3
BUS 210 Introduction to Financial Accounting	None	3
BUS 240 Computer & Information Technology	None	3
Total		15

Upper-Division Core Courses: Building on the foundation of knowledge and skills provided in the lower-division core curriculum, the 36-unit upper-division core curriculum broadens the foundation with additional fields of study in statistics, communication, marketing and finance, while deepening the knowledge and skills in subjects previously studied.

Course	Prerequisites	Units
BUS 301 Managerial Economics	BUS 201, BUS 303	3
BUS 302 Entrepreneurship	None	3
BUS 303 Quantitative Analysis: Probability & Statistics	None	3
BUS 304 Quantitative Analysis: Management Science	BUS 303 or approval	3
BUS 306 Business Communications	None	3
BUS 307 Managerial Accounting	BUS 210 or approval	3
BUS 308 Principles of Management	None	3
BUS 320 Organization & Management	BUS 307 or approval	3
BUS 330 Marketing	None	3
BUS 340 Management Information Systems	BUS 240 or approval	3
BUS 415 Financial Management	BUS 210, BUS 307, or approval	3
BUS 470 Business Philosophy & Ethics	75 credits or approval	3
Total		36

Concentrations: Students complete five upper-division courses (15 units) in their selected concentration.

Accounting	
Course	Units
BUS 310 Intermediate Accounting I	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 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 Marketing in New Business	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 429 International Management	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 U.S.	3
BUS 456 Seminar on Doing Business in Asia	3

Capstone: All students complete the 3-unit capstone course BUS 480 Strategic Management.

Practicum: Students who lack recent practical business experience may be required to take BUS 497 Business Practicum (1-3 credits). Students will 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 chairperson. Students may complete two semesters in practicum for a maximum total of 3 units.

Optional Minors: A student with a major in Business Administration at UWest may earn a minor in Finance or Management by completing an additional 5 courses (15 units) in the selected subject.

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

Suggested Course Progression (for full-time students)

1st Year

Fall	12 Units
GE Classes	12
Spring	12 Units
GE Classes	12

2nd Year

Fall	12 Units
GE Classes	12
Spring	15 Units
GE Classes	12
Lower Division Classes	3

3rd Year

Fall	18 Units
GE Classes	3
Lower Division Classes	12
Upper Division Classes	6
Spring	18 Units
Upper Division Classes	18

4th Year

Fall	18 Units
Upper Division Classes	12
Concentration Courses	6
Spring	15 Units
Concentration Courses	9
Capstone Course	3

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. Once enrolled, students are expected to complete all remaining business curriculum at UWest. Exceptions for cause must be approved in advance by the Department Chair.

Completion of a minor is not required for graduation, but it is recommended to enhance career opportunities.

MASTER OF BUSINESS ADMINISTRATION (MBA) & EXECUTIVE MASTER OF BUSINESS ADMINISTRATION (EMBA)

Introduction

The MBA and EMBA programs were designed to provide in-depth technical education in specialized fields, and to address the issues of management in different cultural contexts and ethical aspects in decision-making. These programs prepare men and women 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. In order to carry out this mission, students are educated in a friendly and caring learning community with small, interactive classes. Students learn, acquire knowledge, skills, responsibility, and form 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.

The curriculum emphasizes

- Differences in cultures as reflecting ways of management or solving problems.
- Practical hands-on experience correlated to theoretical knowledge.
- Business ethics including cause-effect analysis and responsibility toward self and society.

Concentrations are offered in Computer Information Systems, Finance, International Business, and Nonprofit Organization Management. Each student must complete an internship or field study in his/her concentration.

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

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

MBA Admissions Requirements

Applicants for admission to the MBA program must submit evidence of completion of a bachelor's degree from a regionally accredited or state approved college or a comparable foreign institution of higher learning, with a cumulative grade point average of 2.5 or higher on a 4.0-point scale. See the Graduate Admissions section in this catalogue for details on submitting an application.

Students with an undergraduate degree in a field other than business may be required to complete program prerequisite coursework to ensure that they have the appropriate academic foundation for success in the MBA program.

EMBA Admissions Requirements

Application to the EMBA program is open to individuals with at least three years of managerial experience. Applicants for admission to the EMBA program must submit evidence of completion of a bachelor's degree from a regionally accredited or state approved college or a comparable foreign institution of higher learning, with a cumulative grade point average of 2.5 or higher on a 4.0-point scale.

Applicants who do not have a BA degree but have completed four years of college or more and who have three or more years of managerial experience may be admitted at the discretion of the Department Chair.

Students with an undergraduate degree in a field other than business may be required to complete 9 units of program prerequisite coursework to ensure that they have the appropriate academic foundation for success in the EMBA program. Those admitted without a BA as outlined above may be required to complete a total of 15 units of program prerequisites. See the Graduate Admissions section in this catalogue for details on submitting an application.

Institutional Learning Outcomes	Area	Program Learning Outcomes
Wisdom & Skillful Means Students are thoroughly prepared for academic and professional success.	Knowledge	Students will able to summarize and explain business functions.
		Students will be able to summarize and explain business practices.
		Students will be able to explain business and management theories and compare and contrast them to Buddhist wisdom and values.
		Students will demonstrate skills in quantitative analysis.

	Praxis	Students will be able to use the technical skills required in their field, such as finance, computer information systems, international business or nonprofit management.
		Students will be able to apply Information technology skills to the academic study of Business Administration.
	Ethics	Students will be able to integrate ethical values, social responsibilities and personal beliefs to form effective business and management styles.
		Students will maintain their academic integrity.
	Critical Thinking	Students will be able to utilize business theories and practices to locate, analyze and solve problems.
		Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of business administration.
	Communication	Students will be able to clearly articulate their study of business administration in speech.
		Students will be able to clearly articulate their study of business administration in 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.	Character	Students will be able to relate issues of effective business administration to their own self-exploration and character development.
		Students will be able to demonstrate effective leadership skills.
	Expression	Students will be able to use their knowledge of business administration and management to explore and express ideas about themselves.
	Relationship	Students will 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.	Pluralism	Students will be able to explain the impact modern pluralism is having on business practices.
		Students will be able to explain the global context in which business and management practices take place.
	Environmental Justice	Students will be able to describe environmental issues and relate them to effective and sustainable business and management practices.
	Liberation from Suffering	Students will be able to 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.	Service	Students will recognize the importance of service-oriented approaches to people, business and society; and willing to serve others.
	Interconnectedness	Students will demonstrate compassionate sensitivity toward themselves and others.

Course Requirements	Required Units
Core Courses	21
Concentration	9
Electives	6
Capstone	3
Internship or Field Study	1
Total	40
As Assigned	
Prerequisites	15
Practicum	1-3

Prerequisites: Students with an undergraduate degree in a field other than business may be required to complete up to 15 units of prerequisite coursework. Program prerequisites create a foundation of business study in the areas of business law, economic principles, management decision-making methodologies, managerial communication and financial accounting. Program prerequisites are not applicable to graduation.

Course	Units
BUS 200 Legal Environment of Business	3
BUS 210 Introduction to Financial Accounting	3
BUS 303 Quantitative Analysis: Probability & Statistics	3
BUS 306 Business Communications	3
MBA 503 Principles of Economics or BUS 201 Microeconomics or BUS 202 Macroeconomics	3

Core Courses: These 21 units of business core courses develop and analytical and problem-solving skills for application in areas closely related to business, i.e. economics, organization and management, finance, accounting, and information technologies, project management, and creating opportunities to deal with business realities and ethical issues.

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 and Ethics	3
MBA 504 Principles of Management or MBA 520 Organization and Management	3

Concentration and Courses: Students will select one of the four concentrations offered in the MBA program: Computer Information Systems, Finance, International Business, and Nonprofit Organization Management. The carefully crafted concentrations educate students from a cross-functional and cross-cultural perspective with an ethical emphasis. Core courses are designed to provide a highly specialized education with an emphasis on knowledge and skills in policy setting, and strategy planning, and problem solving; elective courses will broaden the students' knowledge and skills in related areas. Students must complete at least 3 courses in their selected concentration (9 units).

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

Finance Concentration	
Course	Units
MBA 516 International Finance	3
MBA 517 Investment and Portfolio Management	3
MBA 518 Cost Analysis and Budgeting	3
MBA 547 Technical and Fundamental Analysis of Financial Securities	3
MBA 548 Financial Security Trade and Analysis	3
MBA 583 Financial Institutions and Markets	3
MBA 584 Financial Derivatives	3

International Business Concentration	
Course	Units
MBA 516 International Finance	3
MBA 529 Seminar on Leadership	3
MBA 533 International Marketing	3
MBA 542 Project Management	3
MBA 550 International Business	3
MBA 551 Importing and 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 U. S.	3
MBA 589 Seminar on Entrepreneurship	3

Nonprofit Organization Management Concentration	
Course	Units
MBA 511 Nonprofit Accounting	3
MBA 529 Seminar on Leadership	3
MBA 531 Services Marketing	3
MBA 542 Project Management	3
MBA 557 Social Entrepreneurship	3
MBA 560 Managing Nonprofit Organizations	3
MBA 562 Financial Development for Non-Profit Organizations	3
MBA 563 Management of Memberships and Volunteers	3
MBA/REL 582 Humanistic Buddhism and Management	3

Electives: Students must complete two elective courses (6 units) and may select from core courses, elective courses listed within their concentration, from another concentration, or from Religious Studies.

Computer Information Systems Electives	
Course	Units
MBA 502 Business Programming	3
MBA/REL 582 Humanistic Buddhism and Management	3

Finance Electives	
Course	Units
MBA 509 Business Forecasts	3
MBA 514 Advanced Managerial Accounting	3
MBA 519 Management Science	3
MBA 526 Risk Management and Insurance	3
MBA/REL 582 Humanistic Buddhism and Management	3

International Business Electives	
Course	Units
MBA 558 Seminar on Doing Business in Asia	3
MBA/REL 582 Humanistic Buddhism and Management	3

Nonprofit Organization Management Electives	
Course	Units
MBA 525 Chinese Management Philosophy	3
MBA 528 Seminar on Organizational Change	3
MBA 561 Comparative Studies of Nonprofit Organizations	3

Internship or Field Studies: Students must complete an internship or field study in their area of concentration. 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 Department Chair before the internship or field study begins.

Courses	Prerequisites	Units
MBA 590 Internship	All core courses or approval	1-3
MBA 593 Field Studies	All core courses or approval	1-3

Practicum: Students who lack updated or practical business or management experience may be asked to complete MBA 597 Management Practicum (1-3 units). Students will register for this class when they are 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.

Capstone: All students will complete the 3-unit capstone course MBA 580 Strategic Management.

Course Progression

1st Year

Fall	9-12 Units
Prerequisites	0-12
Core Courses	9-0
Spring	9-12 Units
Prerequisites	0-3
Core Courses	6-6
Concentration Course	6-0

2nd Year

Fall	12 Units
Concentration Courses	9-9
Elective Courses	3-3
Spring	6-12 Units
Concentration Courses	0-6
Capstone Courses	3-3
Elective Courses	3-3

Graduation Requirements

Students must complete 40 units as designated above with a cumulative GPA of 3.0 or higher.

Residency: No more than 6 units may be fulfilled through the transfer of credit from another institution. With the chair's approval, students may be allowed to substitute up to 6 units of upper division (400 levels) undergraduate coursework taken at UWest for equivalent MBA courses.

Program prerequisites are not applicable to graduation.

EMBA Course Requirements

Area	Required Units
Core Courses/Field Study	22
Concentration Courses	6
Elective Course	3
Capstone Course	3
Total	34
Prerequisites As Needed	
4 Years in College but NO BA	15
Students with a BA	9

Prerequisites: Applicants to the EMBA program who do not have a BA degree but have completed four years or more at a baccalaureate level overseas, and who have three or more years of managerial experience, may be admitted to the EMBA program at the discretion of the Department Chair. These students may be required to take all five prerequisites listed below. Students with a BA are required to take 9 units of prerequisites.

Program prerequisites create a foundation of business study in the areas of business law, economic principles, management decision-making methodologies, managerial communication and financial accounting. Program prerequisites are not applicable to graduation.

Course		Units
BUS 200 Legal Environment of Business	None	3
BUS 210 Financial Accounting	None	3
MBA 503 Principles of Economics	None	3
or BUS 201 Microeconomics		3
or BUS 202 Macroeconomics		3
BUS 303 Quantitative Analysis: Probability and Statistics	None	3
BUS 306 Business Communications	None	3

Core Courses: Students select 22 units of courses from the following list.

Course	Units
MBA 504 Principles of Management	3
MBA 507 Managerial Economics	3
MBA 513 Managerial Accounting	3
MBA 515 Corporate Finance	3
MBA 520 Organization and Management	3
MBA 530 Marketing	3
MBA 540 Management Information Systems	3
MBA 588 Business Philosophy and Ethics	3
MBA 593 Field Studies	1

Concentration: Students select 2 concentration courses (6 units) from a selected MBA concentration. See MBA course requirements in the preceding section.

Electives: Students select one course (3 units) from a selected MBA concentration elective list or from Religious Studies.

Capstone: All students will complete the 3-unit capstone course MBA 580 Strategic Management.

Graduation Requirements

Course Requirements: Students must complete 34 units as designated above with a cumulative GPA of 3.0 or higher.

Residency: No more than 6 units may be fulfilled through the transfer of credit from another institution.

Program prerequisites are not applicable to graduation.

GRADUATE-LEVEL CERTIFICATE PROGRAMS IN BUSINESS ADMINISTRATION

Introduction

Graduate-level certificate programs are designed to help participants further their education and advance their careers. The programs enable those who have already earned a bachelor's degree in business administration or another major (but not an MBA or other similar graduate degree) to earn a certificate in one of UWest's professional tracks by completing a set of six targeted courses (18 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 Department will design concentrations to fit specific student needs. The basic outline of all concentrations will follow the Accounting model.

Admissions Requirements

- Bachelor's degree in Business Administration.
- Refer to Admissions section in this catalogue for details.

Course Requirements

Area	Required Units
Program Prerequisites (if needed)	6
Concentration Courses	18

Prerequisites: Students may be required to complete 2 courses (6 units) of program prerequisite courses if they did not take similar courses as part of their undergraduate education.

Course	Units
BUS 210 Introduction to Financial Accounting	3
BUS 211 Introduction to Managerial Accounting	3
BUS 310 Intermediate Accounting I	3
BUS 311 Intermediate Accounting II	3
BUS 440 Accounting Information Systems	3

Accounting Concentration: The Accounting Concentration is designed for students preparing for a career in accounting or a related field, and is specifically designed to help students meet the education requirement for CPA exam eligibility. Students must complete six courses (18 units) in the Accounting Concentration. Up to 6 units of upper-division undergraduate courses may be substituted upon approval of the department chairperson. Program prerequisite courses may not be applied to this requirement.

Accounting Concentration (complete 18 units)		
Course	Prerequisites	Units
MBA 511 Non-profit Accounting	MBA 512 or MBA 513	3
MBA 514 Advanced Managerial Accounting	MBA 513	3
MBA 518 Cost Analysis and 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 and 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 310, BUS 311, or approval	3
MBA 569 Controllershship	BUS 310, BUS 311, or approval	3

POST-MASTER OF BUSINESS ADMINISTRATION CERTIFICATE PROGRAMS

Introduction

Post-MBA certificate programs, offered jointly by the Department of Business Administration and Department of Continuing Education, are designed to help participants further their education and advance their careers. The programs enable 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 set of six targeted courses (18 units). Participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of study.

Eleven Post-MBA certificate programs 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

Admissions Requirements

Individuals who have earned a Master of Business Administration or similar advanced degree are eligible to enroll. See the Admissions section of this catalogue for details.

Completion Requirements

Course Requirements: Students must complete at least 18 units in a series of courses approved by the Department Chair. Students may not apply courses taken during previous enrollments.

With approval from the Chair of the Department, Post-MBA students may be allowed to substitute up to 6 units of upper-division business courses for MBA courses.

COURSE DESCRIPTIONS

Business Administration Courses (Undergraduate Level)

BUS 200 Legal Environment of Business, 3 units

Prerequisite: 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: None.

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

BUS 202 Principles of Macroeconomics, 3 units

Prerequisite: None.

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

BUS 203/MATH 201 Mathematics for Business, 3 units

Prerequisite: None.

A brief introduction to algebra, followed by college-level calculus.

BUS 207 Principles of Management, 3 units**Prerequisite:** None.

Introduces management principles and the manager's basic responsibilities including planning, organizing, staffing, coordinating, reporting, and budgeting.

BUS 210 Introduction to Financial Accounting, 3 units**Prerequisite:** 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, and international accounting issues.

BUS 211 Introduction to Managerial Accounting, 3 units**Prerequisite:** BUS 210 or approval of the instructor.

Introduction to managerial accounting: product cost, budgetary control, and responsibility of accounting, analysis, and techniques for aiding management planning and control decisions, and basic income tax concepts for planning business transactions.

BUS 240 Computer and Information Technologies, 3 units**Prerequisite:** None.

Computer hardware and software commonly used in business and applications of software and packages. Laboratory component provides hands-on experience.

BUS 241 Web Design and Development for Small Business, 3 units**Prerequisite:** BUS 240 or approval of the instructor.

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**Prerequisites:** BUS 201 and BUS 303 are recommended.

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:** None.

Considers the forces that motivate, guide and constrain entrepreneurship activity. Explores the range of issues and challenges faced by start-up organizations and their leaders.

BUS 303 Quantitative Analysis- Probability and Statistics, 3 units**Prerequisite:** None.

Theory and applications of probability models including univariate and multivariate distributions; expectations and transformations of random variables. Theory and applications of sampling, statistical estimation, and hypothesis testing. Linear regression models and analysis.

BUS 304 Quantitative Analysis--Management Science, 3 units**Prerequisite:** BUS 303 or approval of the instructor.

Topics in management science (operations research), including linear programming, simulation, and nonlinear optimization.

BUS 305 Qualitative Research Methodologies, 3 units**Prerequisite:** Upon approval.

Introduces basic methods of qualitative research with an emphasis on how to apply them in different fields of study, such as economics, history, education, business, management, and religion.

BUS 306 Business Communications, 3 units**Prerequisite:** None.

Focuses on communication skills in the business setting. Students will learn about message strategy, effective business writing, presentation skills, verbal and non-verbal components of communication, and small group communication. Appropriate computer skills will be incorporated into the course.

BUS 307 Managerial Accounting, 3 units**Prerequisite:** BUS 210 or approval of the instructor.

Introduction to managerial accounting: product cost, budgetary control and responsibility of accounting; analysis and techniques for aiding management planning and control decisions; basic income tax concepts for planning business transactions.

BUS 308 Principles of Management, 3 units**Prerequisite:** None.

Introduces management principles and the manager's basic responsibilities including planning, organizing, staffing, coordinating, reporting and budgeting.

BUS 310 Intermediate Accounting I, 3 units**Prerequisite:** BUS 307 or approval of the instructor.

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:** 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:** BUS 310 or approval of the instructor.

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:** BUS 307 or approval of the instructor.

Analysis of cost data and other accounting information necessary for internal decision-making and evaluation of financial performance.

BUS 320 Organization and Management, 3 units**Prerequisite:** BUS 308 or approval of the instructor.

A survey of managerial and organization process, including decision making, motivation, leadership, quality, work teams, and organization design. Emphasizes both theory and practice. Includes ethical, environmental, and international considerations.

BUS 330 Marketing, 3 units**Prerequisite:** None.

An introduction to the understanding of basic marketing concepts. The nature of marketing activities in contemporary society and the firm. A study of 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, and from modern systems theory.

BUS 331 Consumer Behavior, 3 units**Prerequisite:** BUS 330 or approval of the instructor.

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:** BUS 240 or approval of the instructor.

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:** BUS 240 or approval of the instructor.

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:** BUS 341 or approval of the instructor.

Develops programming skills to the intermediate level. Students will learn the concepts of encapsulation, inheritance and polymorphism.

BUS 345 Internet Marketing, 3 units**Prerequisite:** BUS 330 or approval of the instructor.

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:** None.

Studies the basic features of international business compared to domestic business; the current trend toward globalization in business; and basic requirements for a successful international business. Also explores different management approaches already applied in the global setting, especially in coping with cultural differences.

BUS 405 Business Forecasts, 3 units**Prerequisite:** BUS 303 or approval of the instructor.

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:** 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:** 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 and Budgeting, 3 units**Prerequisite:** BUS 313 or approval of the instructor.

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:** 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:** BUS 210 and BUS 307 or approval of the instructor.

An integrated approach to financial management, including intermediate-level studies of financial theory and its application to financial decision-making.

BUS 416 Investment Management, 3 units**Prerequisite:** BUS 415 or approval of the instructor.

Problems of investment and portfolio management; concepts of risk evaluation and investment criteria; analysis of interest rate movements; investment valuation and timing; regulation and administrative problems of the industry.

BUS 417 Federal Tax Law, 3 units**Prerequisite:** BUS 307 or approval of the instructor.

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:** BUS 307.

Concepts, principles, and problems of fund accounting for government, non-profit organizations, and community organizations. Emphasis is on the role of accounting in decision-making in government and non-profit organizations.

BUS 420 Marketing Management, 3 units**Prerequisite:** BUS 330 or approval of the instructor.

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:** 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 and Insurance, 3 units**Prerequisite:** BUS 320 or approval of the instructor.

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:** BUS 320 or approval of the instructor.

Contemporary concepts and procedures in compensation and staffing. Current topics and controversial issues in human resource management are covered.

BUS 429 International Management, 3 units**Prerequisite:** BUS 320 or approval of the instructor.

Discusses similarities and differences of various countries in terms of cultures and sub-cultures, legal, political, and social systems, as well as economic order. The effect of environmental factors on multinational business operations is explored. Special attention is given to the opportunities and problems which different environments afford management of international business.

BUS 431 Service Marketing, 3 units**Prerequisite:** BUS 330 or approval of the instructor.

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:** BUS 330 or approval of the instructor.

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:** BUS 330 and BUS 303 are strongly recommended.

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:** BUS 330 or approval of the instructor.

A case approach involving the decision-making process to demand analysis and developing product, distribution, promotion, and pricing strategies.

BUS 436 Advertising, 3 units**Prerequisite:** BUS 330 or approval of the instructor.

Studies principles and practices of advertising and their social and economic implications. Examines significance of advertising strategies, media planning and creative executions, and their relationship with elements of the marketing mix.

BUS 439 Marketing in New Business, 3 units**Prerequisite:** BUS 330 or approval of the instructor.

How one markets small business products and services is different from how a big business goes about it. Since money is scarce, one must use a number of low-cost sales and marketing techniques to reach customers. This course presents a number of practical, down to earth techniques for marketing and selling to generate new business.

BUS 440 Accounting Information Systems, 3 units**Prerequisite:** BUS 240 and BUS 307.

The design and operation of electronic data processing systems in accounting and the use of the auditor.

BUS 442 Technical and Fundamental Analysis of Financial Securities, 3 units**Prerequisite:** BUS 415 or approval of the instructor.

Some technical analysis of securities using graphs and equations; fundamental analysis of securities based on corporation accounting data and business prospects.

BUS 443 Data Structure and Database Management, 3 units**Prerequisite:** BUS 240 or approval of the instructor.

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 and Implementation, 3 units**Prerequisite:** BUS 340 or approval of the instructor.

Provides 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 and Networking, 3 units**Prerequisite:** BUS 240 or approval of the instructor.

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 and Ethics, 3 units**Prerequisite:** BUS 240 or approval of the instructor.

A survey of 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:** BUS 240 or approval of the instructor.

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:** BUS 340 or approval of the instructor.

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 and Importing, 3 units**Prerequisite:** BUS 351 or approval of the instructor.

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:** BUS 415 or approval of the instructor.

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:** BUS 200 or approval of the instructor.

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. Case studies will be used.

BUS 455 Seminar on Doing Business in the U. S., 3 units**Prerequisite:** None.

Discusses how to prepare for and start a new business in the US. Examines business practices and customs of corporate America. Focuses on case studies of business failure and success.

BUS 456 Seminar on Doing Business in Asia, 3 units**Prerequisite:** 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 and Analysis, 3 units**Prerequisites:** BUS 415 or approval of the instructor

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 will manage UWest's special endowment.

BUS 464 Financial Institutions and Markets, 3 units**Prerequisites:** BUS 415 or approval of the instructor

Introduction to financial institutions, including commercial and investment banks and insurance companies; discusses financial markets and its functions and regulations, including stock and bond markets, currency trading, and financial derivative markets.

BUS 465 Financial Derivatives, 3 units**Prerequisites:** BUS 415 or approval of the instructor

Introduction to financial derivatives and their markets. Focuses on forwards, futures and options, and their pricing.

BUS 470 Business Philosophy and Ethics, 3 units**Prerequisites:** complete at least 75 units or approval of the Dept. Chair

Discusses ethical problems in modern organizations and its 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 Strategic Management, 3 units**Prerequisite:** BUS 320 and BUS 330 (Usually students must be in their last year of the program).**A capstone course.**

Develops an approach to the analysis of strategic decisions facing an organization. The central integrating idea is the concept of strategically balancing the objectives, characteristics, and resources of the organization with the opportunities.

BUS 496 Special Topics, 3 units

Prerequisite: Completion of all required courses or upon approval. Explores areas of interest not covered by other courses.

BUS 497 Business Practicum (1-3)

Prerequisite: Senior students only with the relevant professor's recommendation and Department Chair's approval. Graded Pass/No Pass.

This is a special course for students who lack real business knowledge/experience. Students will register for this class when they are working to gain the required knowledge/experience in the relevant subjects such as marketing, management, accounting, international business, finance, and computer information systems. Students may repeat this class for up to 3 semesters.

BUS 499 Independent Studies, 3 units**Prerequisite:** Completion of all required courses, or upon 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.

Masters of Business Administration Courses (Graduate Level)**MBA 501 Legal Environment of Business, 3 units****Prerequisite:** None.

Examines laws and regulations affecting the 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 prospective.

MBA 502 Business Programming, 3 units**Prerequisite:** None.

Students will learn not only how to develop the latest and relevant business programming skills, but also how to apply those skills to improving the efficiency of their organizations.

MBA 503 Principles of Economics, 3 units**Prerequisite:** None.

Briefly reviews demand, supply and equilibrium. Focuses on macroeconomic analysis and policy; unemployment and inflation; financial institutions; international trade; economic growth; comparative economic systems.

MBA 504 Principles of Management, 3 units**Prerequisite:** 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.

MBA 505 Analytic Methods for Managerial Decisions, 3 units**Prerequisite:** 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:** 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:** MBA 505 recommended.

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.

MBA 508 Qualitative Research Methodologies, 3 units**Prerequisite:** 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:** MBA 505 or approval of the instructor.

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:** 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: 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: MBA 512 or approval of the instructor.**

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.

MBA 514 Advanced Managerial Accounting, 3 units**Prerequisite: 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: MBA 512 or MBA 513.**

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.

MBA 516 International Finance, 3 units**Prerequisite: MBA 515 or approval of the instructor.**

Advanced study of the environment and tools of international financial management, covering financial, tax, economic, political, potential legal issues, foreign exchange rates, risk assessment, balance of payment, and financial alternatives and tradeoffs.

MBA 517 Investment and Portfolio Management, 3 units**Prerequisite: MBA 515 or approval of the instructor.**

Advanced study of modern portfolio and investment management theories with emphasis on how to evaluate and diversify different types of risk, followed by cases as illustration.

MBA 518 Cost Analysis and Budgeting, 3 units**Prerequisite: MBA 512 or 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: MBA 505 or approval of the instructor.**

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 and Management, 3 units**Prerequisite: 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.

MBA 522 Comparative Management, 3 units**Prerequisite:** MBA 520 or approval of the instructor.

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:** 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 and Insurance, 3 units**Prerequisite:** MBA 505 or approval of the instructor.

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:** MBA 520 or approval of the instructor.

Advanced study of 1) basic elements of HRM such as compensation, motivation, performance appraisal, staffing, grievance handling and discipline, 2) HRM policy setting and, 3) HRM planning in today's labor market.

MBA 528 Seminar on Organizational Change, 3 units**Prerequisite:** MBA 520 or approval of the instructor.

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:** MBA 520 or approval of the instructor.

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:** 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.

MBA 531 Services Marketing, 3 units**Prerequisite:** MBA 530 or approval of the instructor.

Discusses characteristics of service organizations and explores how they differ in many important aspects from manufacturing. Special attention given to the formulation, development, and execution of marketing strategies.

MBA 533 International Marketing, 3 units**Prerequisite:** MBA 530 or approval of the instructor.

Focuses on application and further development of concepts learned in marketing 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:** MBA 530 or approval of the instructor.

Focuses on and explains the relevant concepts upon which the discipline of consumer behavior is based. The student examines “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 Marketing, 3 units**Prerequisite:** MBA 530 or approval of the instructor.

Focuses on application and further development of concepts learned in marketing to small businesses. Concentrates on market segmentation and product differentiations. Internet and other marketing methods will also be specifically discussed.

MBA 537 Marketing Management, 3 units**Prerequisite:** MBA 530 or approval of the instructor.

Focuses on developing marketing strategies, programs, and plans; and discusses how to better execute and manage these strategies, programs and plans.

MBA 540 Management Information Systems, 3 units**Prerequisite:** 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 the hardware/ software but also managerial concerns with the design, implementation and management of information systems and how to compete with information technology in the Internet-based business environment.

MBA 542 Project Management, 3 units**Prerequisite:** None.

Topics include definition of project objectives, identification of project activities, cost and time estimates, and control and performance measurement issues.

MBA 547 Technical and Fundamental Analysis of Financial Securities, 3 units**Prerequisite:** MBA 515 or approval of the instructor.

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 and Analysis, 3 units**Prerequisite:** MBA 515 or approval of the instructor

An applied investment analysis and practical course; 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 in this class will manage UWest’s special endowment.

MBA 550 International Business, 3 units**Prerequisite:** None.

Examines the global business environment and the trends in doing business internationally. Discusses management functions and external influential factors that shape a global business operation such as investment decision, monetary exchange, competition strategy and structure.

MBA 551 Importing and Exporting, 3 units**Prerequisite:** MBA 550 or approval of the instructor.

Discusses issues related to imports and exports such as government and private trade services, pricing and quotations, documentation requirements, financing, and customs and government regulations. Also focuses on controversial trading issues such as dumping.

MBA 552 International Business Law, 3 units**Prerequisite:** MBA 501 or approval of the instructor.

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:** MBA 503 or approval of the instructor.

Discusses issues related to global economy and inter-country comparison. Focuses on macroeconomic management in development planning in the areas of market mechanisms, financial and enterprise management, transfer and development of technology and corresponding policies and strategies.

MBA 557 Social Entrepreneurship, 3 units Prerequisite: None.

Focuses on how to produce positive social change by having a business. Discusses skills, beliefs, and character as a social entrepreneur, and how to grow into a great founder. Covers how to build a team 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:** None.

Advanced study of opportunities and barriers in doing business in Asia. Discussion on successful and failed cases in doing business in Asia from linguistic, cultural, social, economic, and political perspectives.

MBA 559 Seminar on Doing Business in the U. S., 3 units**Prerequisite:** None.

Studies the business environment in the U.S. Examines business practices and customs of corporate America. Specific issues on corporate culture, business laws, labor organizations, and markets are discussed.

MBA 560 Managing Nonprofit Organizations, 3 units**Prerequisite:** MBA 520 or approval of the instructor.

Compares and contrasts for-profit and non-profit 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:** 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 the organizations.

MBA 562 Financial Development for Non-Profit Organizations, 3 units**Prerequisite: 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 non-profit organizations such as donations, fund-raising, grant applications, and bequests; the principles, values and ethics of these techniques; and builds up practical skills using these techniques.

MBA 563 Management of Memberships and Volunteers, 3 units**Prerequisite: 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: BUS 310 and BUS 311 or approval of the instructor.**

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: BUS 310 and BUS 311 or approval of the instructor.**

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 and Disclosure, 3 units**Prerequisite: BUS 310 and BUS 311 or approval of the instructor.**

An in-depth study of financial accounting, reporting, and disclosure. Professional accounting and reporting standards will be examined.

MBA 567 Special Topic on Federal Taxation, 3 units**Prerequisite: BUS 310 and BUS 311 or approval of the instructor.**

A study of the federal tax law applicable to C corporations, S corporations, partnerships, estates and trusts. In addition to income tax law, the course also addresses the major issues relating to the transfer of property through gifts and the estate. Methods and procedures of tax research also are stressed in the course.

MBA 568 Special Topic on International Accounting, 3 units**Prerequisite: BUS 310 and BUS 311 or approval of the instructor.**

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: BUS 310 and BUS 311 or approval of the instructor.**

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, and Implementation, 3 units**Prerequisite:** MBA 540 or approval of the instructor.

Studies strategies and techniques for structured analysis and design in the development of information systems. Examines general systems theory and the life cycle of information system development. Uses structured tools/techniques to describe process, data flows and data structures.

MBA 572 Data Structure and Database Management, 3 units**Prerequisite:** MBA 540 or approval of the instructor.

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:** MBA 540 or approval of the instructor.

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 and Networking, 3 units**Prerequisite:** MBA 540 or approval of the instructor.

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 and Ethics, 3 units**Prerequisite:** 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 Strategic Management, 3 units**Prerequisite:** MBA 520 or upon approval (this course is usually taken in the last semester before graduation).

Provides a current and detailed analysis of the strategic management process and examines some of the factors that influence the quality of strategic decisions generated by that process. The role played by strategic leaders in the strategic decision-making process is discussed and the characteristics of strong leaders are identified. Focuses on the concept of strategically balancing the objectives, characteristics and resources of the organization via sound strategic planning and decision-making.

MBA 581 Electronic-Business, 3 units**Prerequisite:** 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 582 Humanistic Buddhism and Management, 3 units**Prerequisite: 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 and Markets, 3 units**Prerequisite: 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: MBA 515 or approval of the instructor.**

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: 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 and Ethics, 3 units**Prerequisite: Approval of the instructor.**

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.

MBA 589 Seminar on Entrepreneurship, 3 units**Prerequisite: 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 590/591/592 Internship, 1-3 units**Prerequisite: Completion of the core courses or approval of the Chair.**

Each student is assigned to a relevant organization and works part-time to gain first-hand experience. The student is required to finish an assigned project that addresses and solves one or more of the organization's problems. Graded Pass/No Pass.

MBA 593 Field Studies, 1-3 units

Prerequisite: Completion of the core courses or approval of the Chair.

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. Graded Pass/No Pass.

MBA 596 Special Topics, 3 units

Prerequisite: Approval of the instructor.

Explores areas of interest not covered by other courses.

MBA 597 Management Practicum, 1-3 units

Prerequisite: Only with the relevant professor's recommendation and Department Chair's approval.

This is a special course for students who lack practical business management experience. Students will register for this class when they are working to gain the required experience in the relevant subjects such as marketing, management, nonprofit organizations, accounting, international business, finance, and computer information systems. This class may be taken twice. Graded Pass/No Pass

MBA 599 Independent Studies, 3 units

Prerequisite: Approval of the instructor.

Student selects an approved area of study and works closely with a faculty member.

MBA 715 Continuous Enrollment Research, 1 unit

Prerequisite: Required for graduate-level students who no longer need courses, but must remain in continuous enrollment each semester until completion of exam, dissertation, etc. Course does not count toward minimum requirements for graduation.

Graded Pass/No Pass.