














UNIVERSITY OF THE WEST

2026 | 2027 Academic Catalog

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2026 | 2027 Academic Catalog

Fall 2026, Spring 2027, Summer 2027

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University of the West has made every effort to ensure the information in this catalog and other published materials is accurate. The university reserves the right to change policies, tuition, fees, and other information in this catalog, with prior approval from the WASC Senior College and University Commission (WSCUC) where applicable. University of the West strives to inform students and stakeholders of changes in a timely fashion, but reserves the right to make changes without notice.

Statements in the catalog are informational and should not be considered as the basis of a contract between students and University of the West. Policies included in the catalog are subject to change at any time. Policies included in the current catalog are applicable to all students until amended regardless of start date, with the exception of degree requirements as explained below.

Degree requirements are specified in the catalog in effect during the first term of a student's program enrollment and remain applicable as long as the student maintains continuous enrollment in the program. However, academic programs are constantly evolving. While the university minimizes substantive changes for students with no break in enrollment, students should expect curriculum, policy, and tuition changes to occur during their studies.

If substantive changes are made to degree requirements in any program, students actively enrolled in that program generally have the option to remain under their original catalog as long as they maintain continuous enrollment with no break in enrollment. They also have the option to adopt the degree requirements in the later catalog by submitting a request in writing to the Registrar's Office. Once made, this change is irreversible. Information regarding any changes in degree programs, graduation requirements, or academic policies is provided by the Registrar's Office and the appropriate academic departments.

University of the West is a private, non-profit campus accredited by WASC Senior College and University Commission (WSCUC). The university was founded by and is affiliated with the Taiwan-based Humanistic Buddhist order of Fo Guang Shan. The University of the West name, abstract lotus logo, and calligraphic logo are copyrighted to the university. Additional information is available at our website, **www.uwest.edu**.

University of the West does not discriminate on the basis of sex, gender, age, race, color, religion, status as a veteran, physical disability, sexual orientation, gender identity, and/or national and ethnic origin in its educational programs, student activities, employment, or admission policies, in the administration of its scholarship and loan programs, or in any other school-administered program. This policy complies with requirements of the Internal Revenue Service Procedure 321-1, Title VI of the Civil Rights Act, and Title IX of the 1972 Educational Amendments as amended and enforced by the Department of Health and Human Services.

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President's Message



Welcome to University of the West! All of us at UWest are committed to providing you with an excellent, whole person education in a caring, supportive, peaceful, and multicultural environment. All members of this campus are part of your learning community and experiences.

UWest degrees not only provide students with a sound educational footing, but also offer them an array of career-focused courses in many fields including Accounting, Computer Information Systems, Data Analytics, Finance, Marketing, Buddhist Chaplaincy and Ministry, Marriage and Family Therapy, Multicultural Counseling, Law Enforcement, TESOL, and Mindfulness Facilitation.

UWest blends Buddhist wisdom with Western tradition and new technology to bring inclusive student services and high-quality instruction to our diverse communities. This catalog outlines the degrees, certificates, programs, and services available to our students and the community. At UWest, we value our students and our partnerships in the community. You are the reason we continue to strive for academic excellence, institutional effectiveness, campus improvement, and collaboration with our local and global communities. Our core values of Character, Compassion, and Community guide everything we do.

We pride ourselves on small class size and a student-centered focus. UWest faculty members are committed to providing you with an excellent and comprehensive academic curriculum.

Quick Facts about UWest:

- UWest is the only accredited university in the US to offer a Doctor of Buddhist Ministry.
- UWest's Religious Studies programs emphasize the study and practice of Humanistic Buddhism.
- UWest is proud to have a highly diverse administration, faculty, and staff.
- UWest awards more than a million dollars in scholarships annually to domestic and international students at the graduate and undergraduate level, including high school graduates and community college transfer students.
- Our professor to student class size ratio averages 1:10, providing individual attention and support to each UWest student.
- UWest's Library has one of the largest collections of rare and sought-after Buddhist religious texts.
- UWest graduates from all programs have found rewarding employment in organizations and companies nationwide and around the world.

We at UWest are here for our students and community. We are ready to help you "Awaken Your Purpose", to support you in pursuing your education and career goals.

I look forward to greeting you on campus. Wishing you all the best and a year of success.

Warmly!
Dr. Minh-Hoa Ta
President

Academic Calendar



Fall 2026 - Summer 2027

Fall Semester
August 17 – December 13, 2026

August 14	Residence Hall Opens for Fall
August 17	**Fall 2026 Semester Begins**
August 18	Final EPT & Assessment Testing
August 19–21	UDays Live: New Student Orientation
August 20	*Tuition Payment Deadline:* Last Day to Pay for Fall
August 21	$100 Late Payment Fee in Effect
August 24	**Fall Classes Begin**
September 4	Add/Drop Closes: Last Day to Change Fall Schedule Last Day to Apply for QE, Defense. Comps
September 7	Labor Day *Campus Closed*
October 26-30	*Degree Students:* Academic Advising Week
October 30	Last Day to Drop with "W"
November 1	Daylight Saving Time Ends at 2 am *Set Clocks Back One Hour*
Nov 2-30	*Degree Students:* Spring Registration Open
Nov 2–6	Diversity Week
Nov 16–20	Course Evaluations Distributed
Nov 26–29	Thanksgiving Holiday: *Campus Closed*
December 1	*Degree Students:* Early Registration closes
December 2	*Degree Students:* $50 Late Registration Fee in Effect
December 4	Last Day to Select Alternative Grading
December 7–11	*IEP Students:* Spring Registration Open
December 7–13	Finals Week
December 12	*IEP Students:* $50 Late Registration Fee in Effect
December 13	*IEP Instructors:* Final Grades Due
December 13	**Last Day of Fall 2026**
December 20	*Degree Instructors:* Final Grades Due
Dec 21–Jan 3	Winter Recess: *Campus Closed*
January 4, 2027	*Campus Reopens*

Spring Semester
January 11 - May 16, 2027

January 8	Residence Hall Opens for Spring
January 11	**Spring 2027 Semester Begins**
January 12	*Final EPT & Assessment Testing*
Jan 13–15	UDays Live: New Student Orientation
January 14	*Tuition Payment Deadline:* Last Day to Pay for Spring
January 15	$100 Late Payment Fee in Effect
January 18	Martin Luther King, Jr. Day: *Campus Closed*
January 19	**Spring Classes Begin**
January 29	Add/Drop Closes: Last Day to Change Spring Schedule Last Day to Apply for QE, Defense, Comps
February 5	Chinese/Lunar New Year's Eve Day (obs)
February 8	Chinese/Lunar New Year (obs): *Campus Closed*
February15	Presidents' Day: *Campus Closed*
March 14	Daylight Saving Time Begins at 2 am *Set Clocks Forward One Hour*
Mar 22–28	Spring Break: No Classes - campus open
Mar 29–Apr 2	*Degree Students:* Academic Advising Week
April 2	Last Day to Drop with "W"
April 5–May 2	*Degree Students:* Summer & Fall Registration
April 12–16	Common Ground Week
April 26–May 2	Course Evaluations Distributed
April 30	Last Day to Select Alternative Grading
May 2	*Degree Students:* Early Registration closes
May 3	*Degree Students:* $50 Late Registration Fee in Effect
May 10–16	Finals Week
May 10–14	*IEP Students:* Registration for Summer OR Fall
May 15	*IEP Students:* $50 Late Registration Fee in Effect
May 15	Commencement 2027
May 16	*IEP Instructors:* Final Grades Due
May 16	**Last Day of Spring 2027**
May 17	Buddha Day: *Campus Closed*
May 23	*Degree Instructors:* Final Grades Due
May 31	Memorial Day: *Campus Closed*

Summer Session 1 (SS1)
May 31 – August 8, 2027

Summer Session 2 (SS2)
June 21– August 8, 2027

May 28	Residence Hall Opens for Summer
June 1	**Summer 2027 Session 1 Begins**
June 2–4	UDays: New Student Orientation
June 3	*Tuition Payment Deadline:* Last Day to Pay for Session 1
June 4	$100 Late Payment Fee in Effect
June 7	**Summer Degree Classes Begin**
June 11	Last Day to Change Session 1 Schedule
June 16–8	IEP Student Orientation
June 18	Residence Hall Opens for Session 2
June 24	*IEP Tuition Payment Deadline:* Last Day to Pay for Session 2
June 18	Final EPT Testing
June 25	*IEP Students:* $100 Late Payment Fee in Effect
June 25	Last Day to Select Alternative Grading
June 28	**Summer IEP Classes Begin**
June 30	Session 2 Add/Drop Deadline
July 2	Last Day to Select Alternative Grading
July 5	Independence Day: *Campus Closed*
July 16	*Degree Students:* Last Day to Drop Classes with a "W"
Aug 2–8	Finals Week
Aug 8	*IEP Instructors:* Final Grades Due
August 8	**Last Day of Summer Sessions 1 & 2**
August 9	*IEP Summer Attendees:* $50 Late Registration Fee in Effect
August 15	*Degree Instructors:* Final Grades Due

English Language Institute

Block Calendar 2026-2027

The Intensive English & English Communication | Culture programs operate on a block calendar that is aligned to the standard academic semester. Classes are offered in four (4) consecutive four-week blocks each fall and spring semester.

Summer courses are offered are offered in one six-week block during Summer Session II.

Changes to student schedules may be made through the third day of each block.

Fall 2026 Semester

Block	Residential Hall Opens	Testing Date*	Class Start	Class End
A	August 14, 2026	August 18, 2026	August 24, 2026	September 18, 2026
B	September 11, 2026	September 15, 2026	September 21, 2026	October 16, 2026
C	October 9, 2026	October 14, 2026	October 19, 2026	November 13, 2026
D	November 6, 2026	November 10, 2026	November 16, 2026	December 11, 2026

Spring 2027 Semester

Block	Residential Hall Opens	Testing Date*	Class Start	Class End
A	January 8, 2027	January 12, 2027	January 19, 2027	February 12, 2027
B	February 5, 2027	February 9, 2027	February 17, 2027	March 12, 2027
C	March 5, 2027	March 9, 2027	March 15, 2027	April 16, 2027
D	April 9, 2027	April 13, 2027	April 19, 2027	May 14, 2027

Summer 2027 Session 2

Block	Residential Hall Opens	Testing Date	Class Start	Class End
A	June 18, 2027	June 22, 2027	June 28, 2027	August 8, 2027

*Mid-term testing open to new students only. Continuing students may retest only at the start of Fall and Spring semesters.

Getting to Know UWest



About UWest

University of the West was founded in 1990 by Venerable Master Hsing Yun, founder of the Fo Guang Shan Buddhist order. For more than 30 years, the university has been dedicated to preparing students to meet the challenges of an increasingly complex and globally interdependent world while inspiring them to awaken their purpose. Situated at the center of cultural, spiritual, and intellectual exchange, UWest integrates liberal arts traditions with global perspectives to provide a unique student-centered educational experience informed by humanistic Buddhist values.

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

While at UWest, students acquire knowledge and skills to prepare them to achieve successful and purposeful lives after college. The UWest experience challenges them to become responsible and ethical global citizens. Students also enjoy rich and diverse opportunities for spiritual growth.

Vision, Mission, and Values

Mision

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

Vision

UWest will model whole-person education through engaged and interdisciplinary learning in all programs; an exceptional, caring faculty and staff who fulfill our unique mission; and service projects seeking to improve local and global communities. UWest graduates will practice social responsibility, value diversity, and pursue lifelong learning and spiritual growth. UWest will be a widely recognized name.

Belonging

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

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

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

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

Character, Compassion, Community

In the profound tradition of our founder, Venerable Master Hsing Yun, University of the West is dedicated to the values of character, compassion, and community. The university is committed to graduating students with the knowledge and skills necessary to achieve their educational, professional, personal, and spiritual goals and to perpetuate the university's values as cornerstones in creating a better world.

Institutional Learning Outcomes

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

Know	Students integrate broad knowledge from across multiple academic disciplines, fields, and topics, demonstrate deep knowledge of their chosen profession or field of study, and apply their understanding of multicultural perspectives and practices.
Be	Students embody a love of learning and articulate a personal mission based on an explicit values system that integrates a community identity with an ongoing cultivation of personal development.
Do	Students demonstrate mastery of core academic competencies, the ability to apply creatively the methods and practices of their chosen profession or field of study, and exemplify personal, professional, and social ethics.

Student Success At UWest

UWest believes that student success occurs when students acquire the skills and knowledge they need to be successful in their personal and professional lives, ethically self-reflect on their choices, engage in service to broader society, and embody the values of character, community, and compassion.

Student success is achieved when our students

- engage in academics, recognize and utilize the university's resources, and participate in university life.
- gain knowledge, skills, practical experience, and capacity for self-reflection and cultural appreciation, empowered to improve lives and benefit others.
- self-reflect in order to discover who they are, take ownership of their learning, and pursue their passions.
- enter professional life prepared to make unique contributions to their field of study and their communities.

UWest supports student success through a whole-person education that creates

- space for spiritual and personal development, active self-reflection, and exploration of diverse cultures and faiths alongside creative and engaging academic study.
- an inclusive, affirming, and supportive learning environment, fostering personal growth, career readiness, and community.
- rich opportunities and experiences that increase self-awareness and resilience, build healthy relationships, explore personal beliefs, and develop ethical values and social responsibility.

Our Founder

Venerable Master Hsing Yun, 1927 - 2023

Venerable Master Hsing Yun was a widely respected advocate of Humanistic Buddhism whose influence reached around the world. The Venerable Master first found his vocation in his homeland, China. His vision took him to Taiwan where he established the Fo Guang Shan order of Humanistic Buddhism. Fo Guang Shan, which translates as Buddha's Light Mountain, now has over 200 branch temples and associated centers and is one of the largest Buddhist organizations in the world.

In 1978 Venerable Master Hsing Yun founded Hsi Lai Temple on 15 acres in Hacienda Heights, California. Hsi Lai Temple is designed in the tradition of Chinese palatial architecture and is the most expansive Buddhist temple and monastic center in the Western hemisphere. The extensive grounds feature a main shrine, as well as a library, auditorium, convention hall, exhibition hall, Buddhist art museum, memorial pagoda, and dining hall.

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

Buddha's Light International Association (BLIA), established in 1992, an independent organization not specifically associated with any one Buddhist order or sect, takes much of its direction from Fo Guang Shan and the wisdom of the Venerable Master. This laity-based educational and service organization now has over 130 chapters with several million members in over 60 countries, providing exceptional support within its communities.

Beginning with the Tsung Ling Buddhist College at Fo Guang Shan, Venerable Master Hsing Yun established sixteen Buddhist colleges for the education and development of monastics and the study of dharma. But the Venerable Master's dream expanded beyond monastic colleges. He envisioned universities serving the wider population, not just monastics, that would combine Buddhist theory and practices with formal academic studies. This goal was realized when he established the Fo Guang Shan Consortium of Universities. University of the West, opening its doors in spring of 1991, was the first member of the consortium, followed by Nanhua University and Fo Guang University in Taiwan, Nan Tien Institute of Higher Education in Australia, and Guang Ming College in the Philippine Islands.

The consortium universities combine Buddhist teaching and practice with academic disciplines and grant degrees from the bachelor's level through the PhD. All member institutions are connected to an extensive network of temple-sponsored research centers, where scholars from many countries engage in research projects.

Venerable Master Hsing Yun's vision created these connections and relationships that all contribute to the unique educational experience that is UWest.

History of the University

The twentieth century witnessed a rising interest in Buddhism in the West. The founding of UWest was a pioneering effort among Chinese and American Buddhists to establish a Buddhist-affiliated university dedicated to providing a quality education informed by Buddhist wisdom but based on American educational standards and traditions. The university was incorporated as Hsi Lai University in 1990 by Venerable Master Hsing Yun and opened its doors in spring 1991.

For the first five years, the university's courses met in the classrooms of Hsi Lai Temple. In the summer of 1996 the university moved to the City of Rosemead, where it has grown as an independent institution of higher learning based on the model of a US university. The university maintains its close ties with Hsi Lai Temple, and the temple provides students the opportunity to participate in Buddhist practice and to observe the discipline and values of monastic life. The entire UWest community enjoys access to the temple's regular schedule of ceremonies, chanting services, festivals, lectures, and meditation programs. Students are encouraged to experience Buddhist religious life by joining in temple celebrations and ceremonies.

The university's original name, Hsi (West) Lai (to come) University, incorporates a designation for the transmission of Buddhist teaching ("Buddhadharma") to the West. The current name, University of the West, was adopted in April 2004.

Venerable Master Hsing Yun served as the university's president from its inception to the end of 1997. Beginning in 1998, he supported the WASC-SCUC accreditation process, successfully completed on February 16, 2006. He was the founding member of the Board of Trustees and continued to serve as chair emeritus through the end of his life.

The university has remained committed to the Venerable Master's vision by providing advanced education in Buddhist thought and practice and preparing Buddhists and non-Buddhist's alike for leadership in the West. The Digital Sanskrit Buddhist Canon Project, the Center for the Study of Minority and Small Business, and the Institute for the Study of Humanistic Buddhism have also been established to further this mission.

Today, while continuing to fill this need in the Buddhist community, UWest serves students from all faiths, cultures, and backgrounds with its range of programs in Buddhist studies, comparative religions, chaplaincy, ministry, business, psychology, English, and liberal arts.

Governance

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. 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.

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

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

Accreditation

UWest was granted accreditation by WASC Senior College and University Commission (WSCUC) on February 16, 2006. WSCUC is an official institutional accrediting agency that assesses the academic quality and educational effectiveness of colleges and universities. Accreditation ensures the institution meets rigorous standards for educational programs, faculty qualifications, and student success.

Information about WSCUC is available at **www.wascsenior.org**.

Address and contact information:

WASC Senior College and University Commission (WSCUC)
1080 Marina Village Parkway, Suite 500
Alameda, CA 94501

(510) 748-9001

UWest is eligible to participate in US Federal Student Aid (Title IV) programs and is approved for Veterans Administration benefits.

Program-Specific Affiliations and Approvals

MA Psychology – Marriage & Family Therapy (MFT): The California Board of Behavioral Sciences has found UWest's MFT program to meet LMFT licensure requirements, pursuant to California Business and Professions Code (BPC) **§4980.36**, for students who began graduate studies on or after August 1, 2012.

Buddhist Chaplaincy and Buddhist Ministry: UWest holds Affiliate status with The Association of Theological Schools in the United States and Canada, but is not an accredited member of the Association. The Association of Theological Schools, the leading accreditor for Christian and Jewish theological schools, offers affiliate status to approved schools offering graduate theological degrees related to faiths other than Christianity or Judaism.

About the Campus

UWest's spacious and tranquil ten-acre campus is located in Rosemead, California. The campus is situated on a hill with panoramic views across the San Gabriel Valley to the San Gabriel Mountains. Nearby Whittier Narrows is a large regional park with recreation fields, walking and jogging trails, lakes, golf, and other activities. Southern California is well known for its many and varied cultural and entertainment opportunities, but the area also provides year-round outdoor adventures, including hiking, biking, camping, swimming, surfing, skiing, birding, and more.

The campus is located approximately 30 minutes from downtown Los Angeles and the resources of that great city. Beach cities, such as Santa Monica, Venice Beach, Newport Beach, and Huntington Beach, and ski areas, such as Snow Summit and Waterman are easy day trips from the campus. Cultural resources including concert halls, museums, libraries, and gardens abound throughout Southern California.

The community surrounding the campus offers a thriving economy with restaurants, shopping areas, and entertainment offered in a culturally diverse environment. On-campus housing is available, convenient, and safe, which students coming from out of state and other countries will find especially desirable. Students who prefer to live off campus will find a variety of options. More information regarding housing both on and off campus is available from the Office of Residential Life.

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

Prospective students and visitors are encouraged to visit the campus. The Office of Enrollment is happy to schedule personalized campus tours by appointment (contact **info@uwest.edu**). Parking is free in all lots on campus. Campus security includes security cameras and an all-night and all-weekend security guard who makes regular rounds and monitors cars coming on and off campus. UWest is proud to serve the community as a disaster relief site in the event of earthquake, fire, or other natural disaster.

State Authorization

The US Department of Education requires institutions offering online or distance learning programs to be authorized by each state and territory in which the institution enrolls students (if such authorization is required by the state).

UWest complies with regulations pursuant to state authorization, including applying for and maintaining approval or exemption status for our online offerings in a few specific states.

UWest would greatly prefer to offer online programs to all students across the country, however, some US states and territories have enacted regulations that make it prohibitive for us to do so.

California's Relationship to SARA

The State Authorization Reciprocity Agreements (SARA) were established in 2013 by higher education stakeholders including state regulators and education leaders, accreditors, the U.S. Department of Education, and institutions. SARA is intended to streamline regulations around distance education programs.

California remains the only state not a member of SARA. This means that California-based institutions, like UWest, are not eligible to participate in the reciprocity agreements and instead must comply with individual applicable state and territorial laws in which they would like to enroll students.

States in Which UWest Complies

Below is the list of states from which UWest may enroll online students:

- California
- Alaska
- Florida
- Hawai'i
- Idaho
- Illinois
- Louisiana
- Nevada
- New York
- Ohio
- Texas
- Utah
- Vermont
- Washington

UWest cannot enroll online or distance students in states or US territories that are not listed above. Similarly, UWest cannot offer federal financial aid for online/distance education programs to students who reside in unauthorized states and territories.

If you are from a state that is not currently authorized, please contact an enrollment advisor at **enrollment@uwest.edu** so we can provide information about whether we might pursue compliance with your state.

State exemption for the Buddhist Counseling Certificate (Graduate) and Master of Arts in Buddhist Spiritual Care (Graduate) programs only

- Wisconsin

Notice to Current Students Who Relocate

If, while enrolled in an online program with UWest, a student relocates to a state or territory in which UWest is not in compliance, the student may lose eligibility to remain enrolled in their course of study and lose eligibility for any federal Title IV (Financial Aid) funding.

Students are strongly urged to speak with their department chair and the Financial Aid office if they anticipate relocating while completing the online program.

Prospective students who have not yet enrolled should consider this regulation prior to applying, especially if there is a possibility of relocating to a restricted state or territory prior to program completion.

State of California Complaint Procedure

In the event a student or stakeholder believes UWest's administrative processes or educational programs are compromised and are not up to the required minimum standards, they may notify the State of California, Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE). Individuals may file a complaint by visiting: **https://www.bppe.ca.gov/enforcement/complaint.shtml** or contacting:

Bureau of Private Postsecondary Education

Mailing:
P.O. Box 980818
West Sacramento, CA 95798-0818

Physical:
1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Phone: (888) 370-7589

Fax: (916) 263-1897

Website: **https://www.bppe.ca.gov**

Additional State Complaint Procedures

Additional state complaint procedures are online here **https://www.uwest.edu/general-complaints-and-suggestions/** including links to state resources, where required.

Campus Safety

UWest takes the safety of the campus community very seriously. The university subscribes to the "community policing" model, which means that students, staff, and faculty all contribute to maintain campus safety and security.

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

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

Campus Security	626.825.4175 (direct line) Extension 3333 (on campus) **campus.safety@uwest.edu**
Residence Hall – RA On Call	626.673.0339
Rosemead Sheriff's Department (business number)	626.285.7171
General Services Department (facility issues)	626.571.8811 ext. 2128
Emergency (police, fire, EMT)	911

Security patrols the campus from 5 pm to 8 am each weekday and 24/7 on weekends.

The Campus Receptionist, located in the main lobby, is on duty Monday through Friday during business hours and can access all departments as needed.

Residential Life staff and Campus Security are available when other offices are closed.

Zen Emergency Alert System

UWest's Emergency Alert System is used to send emergency notifications to the campus community via text and email. Students may register for this essential service by emailing the following information to **eas@uwest.edu:**

1. Full legal name
2. Cell phone number and provider
3. UWest email address and/or personal email address

Lewis R. Lancaster Research Library

The Lewis R. Lancaster Research Library supports the mission and vision of the university by providing quality services and excellent resources to meet the learning, teaching, and research needs of its community.

The library is located on the 1st floor of the Education building, with a 100-seat capacity where students can study individually, in group study rooms, or at computer work stations. Graduate students have the option of reserving a seat and locker in the graduate study room each semester. The space is also equipped with printers, scanners, copiers, and smaller A/V items that can be borrowed.

The library supports all areas of study offered at UWest through its comprehensive collection, including religious studies, psychology, business, English literature and language, and general education. At the heart of the library's collection are its works focused on religious studies, with an emphasis on Buddhism. This collection serves as a valuable resource to Buddhist scholars worldwide, and includes numerous sets of sutras (Buddhist scriptures) in languages such as Chinese, English, Pali, and Sanskrit.

The library website connects students to local print and online resources via the library catalog and various academic databases. The library catalog is part of WorldCat, the largest bibliographic catalog in the world. It can provide access to local materials and search for items held by other libraries. This feature allows the library to actively participate in interlibrary borrowing and lending, providing interlibrary loan and document delivery services to UWest students while sharing UWest's specialized collection with other academic institutions. Students also have access to various academic databases, including collections from JSTOR and ProQuest. The website makes it easy to explore the library's services and resources, whether students are on or off campus. The university's experienced librarians are available to answer questions by chat, text, video, email, and phone.

More information about the library, including the collection, hours, and services offered, is available at **lib.uwest.edu**.

Technology Resources

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

Every new student is provided with a user name and password enabling wireless internet access campus-wide and an individual account to access the internet from the computer lab and library workstations. Access is set up during new student orientation, and renewed automatically each semester that the student is enrolled.

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

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

Student Email: @my.uwest.edu

Communication is a critical tool in education. To facilitate communication, every UWest student is assigned a university email address when they enroll. Once this email account has been issued, all communications to and from the university should be sent using the **@my.uwest.edu** account.

The UWest email account is used for all official email communication, and students are responsible for all notifications sent to this account. Students should be sure to check this account regularly as failing to do so may lead to missed deadlines or critical alerts.

Instructions to activate this account are sent along with each student's invitation to UDays New Student Orientation. The Information Technology Help Desk is available for students who need assistance with their accounts.

Religious Life & Practice

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

Students are encouraged to combine moral and religious practice with their academic studies as a foundation for intellectual and spiritual well-being. 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 students, faculty, and staff. Several student-led groups help shape religious life on campus, including the Chaplaincy Club and the Buddhist Society. These groups hold meditation events, interfaith, ecumenical and traditional Buddhist services, ceremonies, rituals, talks, academic lectures, exhibitions, and charity and service opportunities on a regular basis. Student groups also frequently visit local religious sites such as churches, synagogues, mosques, Buddhist retreat centers and monasteries, and Buddhist, Jain, and Hindu temples.

Hsi Lai Temple is a functioning monastery and part of the Fo Guang Shan Buddhist monastic community, with temples and centers worldwide. The temple is a magnet for religious leaders from around the world. Visits to the temple provide students with an opportunity to benefit from teachings that are otherwise inaccessible. Because the connection between university and temple includes the presence of monastics and exchange students from other parts of the world, students are provided with a rich opportunity for friendships and cross-cultural exchange as well as academic and religious instruction. The UWest campus welcomes monastics and clergy from different Buddhist traditions and other faiths. Opportunities are ample for students of the university to become immersed in Buddhist thought and practice through programs at the temple, including participation in short-term monastic retreats for lay persons, meditation classes, Humanistic Buddhism workshops, Buddhist chanting, community service, and similar activities.

UWest also partners with other religiously affiliated schools in the area to offer interfaith programming and events such as Buddhist-Christian dialog, interfaith musical celebrations, visiting lecturers, and shared holiday services.

Graduate Culture at UWest

UWest offers a vital intellectual and social culture to support graduate students with classroom work and research, as well as enhance professional and personal development. Graduate culture at UWest forms a community of the mind and heart that is knowledge based and relationship rich. This creative and intellectual culture is rooted in a dynamic network of exchanges among faculty, students, and invited scholars in the field. Faculty members serve as advisors, mentors, and sponsors who offer essential information and experiences, provide resources, model academic and professional behavior, and leverage connections within their academic fields in the forms of internships and field placements.

Students have the opportunity to provide meaningful service in many ways, allowing them real-world experience. Some examples of this include weekly meditation instruction for staff and patients and their families at the Children's Hospital of Los Angeles provided by Chaplaincy students. Business Administration students have regularly provided pro bono tax preparation service to the community through the IRS VITA program.

The Psychology Department relies upon a cohort model to foster trust, cohesion, and cooperation in which its students are acculturated to graduate studies, Western graduate practice and standards, and the profession of MFT; students then demonstrate their UWest character and therapeutic skills in supervised clinical practice at community agencies.

PhD students in Religious Studies may enroll in a teaching practicum that can lead to teaching undergraduate courses at UWest, preparing them for careers in higher education. Seminars dedicated to dissertation writing for doctoral students and informal workshops on PhD preparation for MA students in Religious Studies provide supportive structures for student well-being and success.

Students have the opportunity to participate in research conferences held at UWest, such as the International Conference on Pacific Rim Management, and to engage in research projects through the Digital Sanskrit Canon, the Institute for Humanistic Buddhism, and other research centers on campus. These are just a few examples highlighting the rich graduate culture that informs a UWest graduate education.

UWest graduate students generate innovative ideas, professional passion, and creative scholarship, resulting from ongoing engagements with the field and interdisciplinary issues. As a result of the numerous cultural opportunities that enrich students' academic knowledge and offer real-life experience in professional settings, graduate students at UWest are prepared to face a rapidly changing world in ways that result in personal satisfaction, professional advancement, and responsible global citizenship.

Student Activities

A range of activities that enhance learning as well as physical and mental well-being are available to students outside the classroom. These co-curricular activities include lectures, concerts, seminars, non-credit classes, religious celebrations, observances, and dharma 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, fitness center, and recreation center.

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

Student Clubs

Student clubs are an excellent way to explore academic, professional, social, cultural, recreational, spiritual, and community service interests. Recognized student clubs are facilitated through the Office of Student Life. Students who share a common goal or interest may form a club by submitting the necessary forms and agreeing to follow established guidelines for student clubs.

Through participation in clubs, students not only have a great time and make good friends, but also develop interpersonal, organizational, and leadership skills in a challenging and supportive environment. Information about active student clubs, forms, instructions on how to create a new student club, and information on club funding are availablefrom the Office of Student Life.

Admissions



Admissions Policy

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

The application process is fully online. Prospective students may contact the Enrollment Office for assistance throughout the process. Completed applications for admission should be submitted on or before the application deadlines published below. Deadline extensions may be requested from the Enrollment Office.

All material submitted as part of the application process becomes the property of the university, and cannot be returned to the applicant or forwarded to a third party for any reason. Applications and supporting documents from applicants who do not enroll are securely maintained for a period of two years, after which they are destroyed.

University of the West is authorized to accept international students. Application requirements for students who will attend on an F-1 visa are found in the International Students section of this catalog.

Instruction at University of the West is predominantly in English, with several, mostly online and hybrid, programs offered in a Mandarin language track as well (DEPM, MABSC, MAREL, ProMBA). Proficiency in English is essential for academic success in programs whose medium of instruction is English. Therefore, verification of English proficiency is required for applicants to such programs whose prior education was completed in a country where English is not the official language and common in daily use. This requirement is applicable to all programs except the Intensive English and the English Conversation and Culture programs and the Mandarin track programs listed above. English proficiency requirements, including minimum TOEFL and IELTS scores and guidelines for waivers, are found in the International Students section of this catalog.

Applications are submitted online at **www.uwest.edu**.

Applications received after the deadline may result in a delay in the admission decision for the intended term. More information is available from the Office of Admissions.

Application Deadlines

Type of Application	Fall Semester	Spring Semester	Summer Session
Degree Programs			
Undergraduate Programs			
All Departments	June 30	October 30	April 1
Graduate Programs			
Year-round Admission	June 30	October 30	April 1
MA Religious Studies MBA, Professional MBA, Post MBA			
Fall & Spring Admission	June 30	October 30	Not applicable
MA Buddhist Spiritual Care			
Fall Admission Only	June 30	Not Applicable	Not Applicable
MA Psychology MDiv Buddhist Chaplaincy DBMin Buddhist Ministry PhD Religious Studies Doctor of Eastern Philosophy and Management			
Non-Degree Programs			
Certificate Enrollments	July 15	November 1	May 1
Intensive English | ECC	One week prior to first day of block		
Open Enrollment	Prior to first day of each term		
Community Education	On-going		

International Applicant Deadline: International applicants must have a valid F-1 visa to attend UWest. Those who will not be transferring a current F-1 visa from another college will need to apply to UWest at least three months in advance of their intended start date to allow time for the visa approval process. Students applying for F-1 visas should check the International Student Services page on the UWest website, **www.uwest.edu**, for information on the visa application process.

Terms of Admission

Admission to the university is selective. While all qualified applicants will be reviewed for admission, the university does not guarantee admission even if all requirements are met. It is important that applicants provide accurate and complete information on the application. An incomplete or inaccurate application, including inaccuracies or omissions in disclosure and documentation of prior education, may delay the admission decision, and possibly result in denial of admission. Specific admission requirements for each degree level and program are provided in the following pages.

All offers of admission are conditional until the applicant has formally notified the university of their intention to attend and has submitted all required official documentation. Official documents, including final transcripts and diplomas, must be received by the Office of Admissions prior to the first day of class. Accreditation status of schools and colleges submitting official documents will be verified, and the documents will be reviewed for authenticity. Official documents will also be compared to unofficial documents submitted during the application process. If discrepancies are identified, admission may be revoked.

Once admitted, an applicant may defer admission one time only by notifying the Office of Admissions in writing at least four weeks before the semester indicated on the application begins. In this case, the original application and application fee will be applied to the subsequent period of enrollment. If a deferral is not requested or if the applicant chooses to defer admission again, a new application and application fee is required.

UWest values integrity and character. Applicants must understand that submission of fraudulent or altered documents or false information will result in denial or reversal of admission.

How to Contact Enrollment & Admissions

Enrollment staff is available to answer any questions about the application process as well as the status of submitted applications.

Telephone: 800.GO.UWEST (800.468.9378)

Email: **admissions@uwest.edu**

Fax: 626.574.1413

Website: **www.uwest.edu**

Mail all supporting documentation to:

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

Undergraduate Admission

Admission to the university's undergraduate degree and certificate programs is selective. While all qualified applicants will be reviewed for admission, admission is not guaranteed even if university requirements are met. To be considered for admission, applicants to Bachelor of Arts and undergraduate-level certificate programs must submit official proof of graduation from an accredited high school or comparable non-US institution, or successful completion of the equivalent (e.g., GED) with a cumulative grade point average of 2.5 or higher.

Applicants who have graduated from high school and who have completed fewer than 24 semester units of substantive college credit at an accredited college or university will have those units included in the calculation of the cumulative grade point average required for admission. Applicants who have graduated from high school and have completed 24 units or more of substantive college credit from an accredited college, university, or comparable non-US institution are considered transfer students and will be admitted based on their college GPA. They should review the admission requirements listed under Transfer Student Application Requirements which follows this section.

All applicants must submit an official transcript from every school, college, and university attended. A certified literal translation in the original format is required for all documents not issued in English. UWest recognizes translation of non-English transcripts by members of the National Association of Credential Evaluation Services (NACES). UWest does not endorse any one service provider.

UWest may allow an applicant to submit original certified copies of official academic records from non-US institutions in special situations.

International applicants planning to attend on an F-1 student visa are required to submit additional documentation and should follow the requirements listed in the International Students section of this catalog to avoid processing delays.

Instruction at University of the West is predominantly in English, with several, mostly online and hybrid, programs offered in a Mandarin language track as well (DEPM, MABSC, MAREL, ProMBA). Proficiency in English is essential for academic success in programs whose medium of instruction is English. Therefore, verification of English proficiency is required for applicants to such programs whose prior education was completed in a country where English is not the official language and common in daily use. English proficiency requirements, including minimum TOEFL and IELTS scores and guidelines for waivers, are found in the International Students section of this catalog.

The Enrollment Office is available to answer any questions about the application process as well as the status of submitted applications.

UWest highly values integrity and character. Applicants should be aware that plagiarism and/or submission of falsified documents will result in denial or reversal of admission.

Application Requirements: Undergraduate Degree Programs

1. *Online Application for Admission*
   Access application at **www.uwest.edu**. .

   When filling out the online application, students should be prepared to upload the following:

   A. High school transcript showing proof of graduation or the equivalent.

      I. A high school transcript (or equivalent, e.g. GED) is not required if 60 semester (90 quarter) units of substantive, degree-applicable credit has been earned at an accredited college with a cumulative GPA of 2.0 or higher (see Undergraduate Transfer Students below).

2. If AP courses and associated exams have been completed, submit an official AP Score Report for applicable credit.

   A. Transcripts from all colleges and universities previously attended

   B. Copies of the following documents, including front and back sides:

      I. Legal Photo ID. Accepted ID: driver license, state-issued ID, passport

      II. Social Security card (if any)

      III. Permanent Resident card (if applicable)

3. *Application Fee* $ 75 Domestic Application

   $100 International Application

4. *Official Documentation*
   Applicants may be conditionally admitted based upon unofficial documents. Official documents must be submitted directly to the university prior to the first day of classes. Digital transcripts are accepted through authorized channels.

   A. Official high school transcript showing proof of graduation or the equivalent;

      - High school transcript is not required for transfer students who have earned an associate's degree or have completed a minimum of 60 semester units of degree-applicable college coursework.

   B. Official transcripts from all colleges and universities previously attended (if any).

   C. Certified/official copies of degrees/diplomas earned, if awarded outside the US.

Application requirements are also available online at **www.uwest.edu.**

Undergraduate Transfer Students

Applicants who have earned a minimum of 24 semester (30 quarter) units of substantive coursework at an accredited university or college are considered transfer students. Transfer students who have earned a cumulative college GPA of 2.0 or higher will be considered for admission.

Undergraduates transferring from other colleges or universities should follow the Application Requirements provided above: Exception: Applicants who have earned at least 60 semester (90 quarter) units of substantive, degree-applicable college credit at an accredited college with a minimum cumulative GPA of 2.0 are not required to submit a high school transcript. Note: if an applicant is seeking AP credit, an official copy of the high school transcript is required.

Transfer students holding an active F-1 visa should see the international student office at their current institution to initiate the transfer of their I-20 to UWest.

Associate Degree for Transfer (ADT)

UWest is an official partner with the California Community Colleges in the Associate Degree for Transfer (ADT) program. Students who have earned an ADT are guaranteed admission to UWest. The ADT program not only ensures admission, but also maximizes applicability of coursework.

Students who complete their ADT in either of UWest's approved programs, Business Administration and Psychology, are positioned to complete their bachelor's degree in just two years of full-time study at UWest. Students who complete an ADT in a program not aligned with one of these majors may maximize the transferability of their units by majoring in Liberal Arts here at UWest. This elective-based program not only facilitates the transfer of credit, it also provides students the flexibility of creating personally developed concentrations that fit their future goals.

ADT applicants are eligible to transfer up to 70 semester units of credit towards the associated program at UWest, subject to minimum grade requirements. Credit varies by program, and is contingent upon submission of an official transcript showing the award of the approved ADT and final grades prior to the student's start date at UWest.

Transfer Credit

Applicants who have attended accredited colleges or universities in the US may be eligible for transfer credit. UWest also grants credit based on transcripts from government-recognized or accredited colleges and universities outside of the US. These applicants should submit a literal translation in the original format of the transcript and diploma issued by an appropriate agency, in addition to official transcripts and graduation documents.

Applicants should request an evaluation through their enrollment counselor prior to scheduling classes and may be asked to provide a catalog or course syllabi if needed to facilitate the evaluation process. While a preliminary evaluation may be based on unofficial transcripts, no credit will be granted until official documents are received by the Registrar's Office and the applicant has enrolled. Applicants are responsible for the submission of official transcripts from all colleges and universities previously attended prior to their first day in class.

Transfer credit is not granted for correspondence courses, life or work experience, intern- or externships, or thesis research and is not applicable to certificate programs.

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

All transcripts must be submitted to the Enrollment, Admissions, or Registrar's Office. Transcripts submitted to any other department, including department chairs, may not be accepted as official.

Undergraduate Transfer Credit Guidelines

Up to 90 semester units of applicable credit, including credit applied toward minor requirements, may be granted towards the 120-unit bachelor's degree. No more than 70 of the 90 units may be awarded for lower division coursework, including all courses completed at two-year institutions such as community colleges. This maximum includes any AP, CLEP, IB, proficiency, and military training credit granted.

To be considered for credit, coursework must be:

1. earned at an accredited college or university
2. degree applicable at the issuing institution
3. completed with a minimum grade of C (2.0)
4. equivalent in content and credit to a specific UWest course or applicable to a defined categorical requirement.

Coursework that meets 1 – 3, but does not meet 4 may be considered for general elective credit if the applicant enrolls in a program that includes this requirement. Courses completed five years or more prior to enrollment at UWest will be reviewed by the admitting program chair for relevance to current curriculum. No more than 3 units of physical activity coursework (e.g. PE) and 12 units in applied arts coursework may be accepted for credit.

Students who anticipate transferring to a UWest undergraduate degree program after attending another college or university may position themselves for maximum transferable credit by pursuing a liberal arts curriculum that parallels UWest's general education requirements. 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 or are marked as transferable to CSU/UC.

Successful completion of an approved ADT or CSU or IGETC certification prior to enrollment will fulfill the general education requirement at UWest with the exception of 9 units of upper division coursework and any program specific coursework. Any remaining general education unit requirement may be fulfilled through elective credit.

Applicants who have completed a four-year bachelor's degree and choose to enroll in a second bachelor's degree at UWest rather than a master's degree, may be eligible for a waiver of UWest's 51-unit general education requirement if the prior degree was awarded by a nationally accredited institution and included at least 28 semester units of transferable coursework evenly distributed in general education. If so, the student may be allowed to fulfill any remaining general education unit requirement through the transfer or completion of elective credit.

Other Credit

UWest grants undergraduate credit for selected Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate (IB) Diploma Program courses, as appropriate to the intended program of study.

To qualify for AP credit, the applicant must have successfully completed the AP course with a minimum grade of C and the corresponding exam with a score of 3 or higher. Official copies of the high school transcript and College Board score report are required before courses may be approved for credit.

Applicants are eligible for IB credit based upon higher-level courses and exam results of 5 or higher. Credit will be granted upon receipt of official transcripts as applicable to the program of enrollment.

CLEP results will be reviewed for appropriate credit upon receipt of official College Board score reports.

Military Training Credit

US Veterans may be eligible for undergraduate transfer credit based on their military training. An official ACE Net transcript must be submitted for evaluation. Details on ordering a transcript are available at **www.acenet.edu.**

Application Requirements: Undergraduate Certificate Programs

1. *Online Application for Admission.*
   Access application at www.uwest.edu.

   When filling out the online application, students should be prepared to upload the following:

   A. ***Proof of education***. Either of the following are accepted.

      I. High school transcript showing proof of graduation or the equivalent, with a cumulative GPA of 2.5 or higher, or

      II. College transcript showing completion of at least 24 semester units of substantive college-level coursework with a cumulative GPA of 2.0 or higher.

   B. College or university transcripts confirming fulfillment of course prerequisites;

   C. Copies of the following documents, including front and back sides

      I. Legal Photo ID. Accepted ID: driver license, state-issued ID, passport

      II. Social Security card (if any)

      III. Permanent Resident card (if applicable)

2. ***Application Fee*** $ 75 Domestic Application
   $100 International Application

3. *Official Documentation*
   Applicants may be conditionally admitted based upon unofficial documents. Official documents must be submitted directly to the university prior to term start.
   Transfer credit and prior experience are not applicable to certificate enrollments.

Application requirements are also available online at **www.uwest.edu.**

Graduate Admission

Admission to graduate degree and certificate programs is selective and program-specific. All qualified applicants will be reviewed for admission. However, admission is not guaranteed even if all university and program-specific requirements are met. Admission requirements vary between programs and admission to one program does not guarantee admission to any other program.

Applicants to UWest's graduate degree and certificate programs must provide official proof of completion of a bachelor's degree from an accredited college or university or a comparable non-US institution with a minimum cumulative grade point average as indicated in the chart below. Some programs and certificates also require completion of a master's degree. Applicants should carefully review specific admission criteria for their program of interest.

Applicants must submit an official sealed transcript from every college and university attended, including all levels of post-secondary study. A certified literal translation in the original format is required for all transcripts and credentials awarded if not issued in English. UWest may allow an applicant to submit original certified copies of official academic records from non-US institutions in special situations.

Admission to University of the West's graduate degree programs is based on a holistic review of the applicant's file. Applicants who do not meet the minimum undergraduate GPA requirement but who are otherwise a good fit for the program of interest are encouraged to apply for an exception. All aspects of the application, such as prior undergraduate and graduate study, letters of recommendation, statement of purpose, work experience are factored into the admission decision. Some departments also require an interview.

Minimum Undergraduate GPA for Admission	
MBA, Professional MBA, Business Certificates	2.50
MA Buddhist Spiritual Care	3.00
MA Psychology	3.00
MA Religious Studies	3.00
MDiv Buddhist Chaplaincy	3.00
DBMin Buddhist Ministry	3.00
PhD Religious Studies	3.00
DEPM Doctor of Eastern Philosophy and Management	3.00

UWest highly values integrity and character. Applicants should be aware that plagiarism and/or submission of falsified documents will result in denial or reversal of admission.

International applicants planning to attend on an F-1 student visa are required to submit additional documentation and should follow the requirements listed in the International Students section of this catalog to avoid processing delays.

Instruction at University of the West is predominantly in English, with several, and mostly online and hybrid, programs offered in a Mandarin language track as well (DEPM, MABSC, MAREL, ProMBA). Proficiency in English is essential for academic success in programs whose medium of instruction is English. Therefore, verification of English proficiency is required for applicants to such programs whose prior education was completed in a country where English is not the official language and in common usage. English proficiency requirements, including minimum TOEFL and IELTS scores and guidelines for waivers, are found in the International Students section of this catalog.

The Enrollment Office is available to answer any questions about the application process as well as the status of submitted applications.

Application Requirements: Graduate Degree and Certificate Programs

1. *Online Application for Admission*.
   Access application at **www.uwest.edu**.

   When filling out the online application, students should be prepared to upload the following:

   A. 500- to 600-word original Statement of Purpose.
      - This statement must be the applicant's own work.
      - Content requirements vary by program. Check program-specific requirements before preparing the statement of purpose.
      - *Graduate Certificate Programs:* Statement of Purpose not required.

   B. Proof of degree earned required for admission. (e.g. - bachelor's degree for master's application, master's degree for doctorate application).

   C. Transcript from college/university where previous degree was earned.
      - Transcripts must be provided for applicants requesting to waive certain degree requirements (e.g. – undergraduate courses required for MBA/ProMBA programs) to document completion of those courses.
      - Official transcripts must be provided by applicants requesting transfer credit from all colleges/universities where they have earned credits to be evaluated.

   D. Recommendation letters from academic sources, community leaders, employers, clergy.
      - Recommendation requirements vary by program.
      - Personal recommendations from friends and family are not appropriate.
      - *Graduate Certificate Programs:* Letters of recommendation not required.

   E. Current résumé/curriculum vitae.
      - Recommended but optional, except as noted under program-specific requirements.

   F. Copies of the following documents, including front and back sides:
      - Legal Photo ID. Accepted ID: driver license, state-issued ID, passport
      - Social Security card (if any)
      - Permanent Resident card (if applicable)

   G. Program-specific requirements (list follows). In addition to items listed above, applicants submit all items specified for their intended program of study.

2. *Application fee* $ 75 Domestic Application
   $100 International Application

3. *Official Documentation*
   Applicants may be admitted based upon unofficial documents. Official documents must be submitted directly to the university prior to term start.

   A. Official transcript from college/university where previous degree was earned, plus any official transcripts for transfer or waived credits, if any.

   B. Copies of degrees/diplomas earned, if awarded outside the US.

Application requirements are also available online at **www.uwest.edu.**

Program-Specific Requirements

Buddhist Chaplaincy

Master of Buddhist Spiritual Care	**Prior degree requirement:** Graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply to the Master of Arts in Buddhist Spiritual Care. **Letters of Recommendation:** Two (2) letters are required, including: A. Academic references, such as a Dean or Program Chair B. A letter from a pastoral supervisor or master
Master of Divinity	**Prior degree requirement:** Graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply to the Master of Divinity in Buddhist Chaplaincy *Statement of Purpose:* The statement should describe how enrollment in UWest's MDiv program will further the applicant's personal goals and aspirations, achievements, and educational and career objectives. **Interview:** A telephone or in-person interview may be required. A campus visit is strongly recommended. **Letters of Recommendation:** Two (2) letters are required, including: A. Academic references, such as a Dean or Program Chair B. A letter from a pastoral supervisor or master
Doctor of Buddhist Ministry	**Statement of Purpose:** The statement should describe how enrollment in UWest's DBMin program will further the applicant's personal goals and aspirations, achievements, and educational and career objectives. **Prior degree requirement:** Applicants should hold a Master of Divinity degree or master's degree in a related field. However, applicants with a master's degree in an unrelated discipline may be considered if they have significant relevant experience. **Prior experience:** One year of CPE Residency is highly recommended. Applicants who lack residency experience must meet one of the following: A. 1 unit of Clinical Pastoral Care (CPE); provide evaluation letter from CPE supervisor assessing written communication and emotional and spiritual development B. three years ministerial/temple work following completion of master's degree **Letters of Recommendation:** Four letters are required, including A. two letters from academic sources such as advisor, dean, chair B. one letter from peer such as dharma brother or sister C. one letter from pastoral supervisor or master Letters must address communication skills, spiritual practice, precept practice, community service. **Interview:** An interview is required, either by telephone or in person. **Letters of Recommendation:** Two (2) letters are required, including: A. Academic references, such as a Dean or Program Chair B. A letter from a pastoral supervisor or master

Business Administration

Graduate Degree Programs	
MBA	**Additional Document:** Submit current résumé. **Letters of Recommendation:** Two (2) letters are required
ProMBA	**Additional Document:** Submit current résumé. **Prior experience:** Minimum three years managerial experience **Prior Degree:**BA required, however ProMBA applicants with five or more years of professional/ managerial experience who have not earned a bachelor's degree may be eligible for admission if they have completed three years college study from an accredited institution with a cumulative GPA of 2.5 or higher **Letters of Recommendation:** Two (2) letters are required
Doctor of Eastern Philosophy and Management	**Prior degree requirement:** Applicants must have at least three (3) years of business ownership or managerial/professional work experience. **Statement of Purpose:** Applicants address proposed area of research, their academic preparation to engage in such research, and how the program will be instrumental in pursuing their scholarly and professional goals. **Letters of Recommendation:** Three (3) letters of recommendation required.
Certificate Programs	
Graduate	**Prior degree requirement:** BA in Business Administration or related field **Letters of Recommendation:** Not required
Post-MBA	**Prior degree requirement:** MBA **Letters of Recommendation:** Not required

Psychology

Master of Arts	
Marriage and Family Therapy	**Statement of Purpose:** Two (2) written statements are required: 1. Autobiography (200-250 words) 2. Personal Statement addressing the question "Why Multicultural Counseling at UWEST?" (450-500 words) **Letters of Recommendation:** Three (3) letters of recommendation are required **Interview:** Admission may require an in-person or telephone interview at the discretion of the Department Chair. **Additional Document:** Curriculum vitae/resume is optional, but recommended.

Religious Studies

Master of Arts	**Prior degree requirement:** Graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply to the Master of Arts in Religious Studies. **Letters of Recommendation:** Two (2) letters are required
Doctor of Eastern Philosophy and Management	See Business Administration programs.
Doctor of Philosophy	**Prior degree requirement:** Applicants must have a master's degree in Religious Studies, Theology, Chaplaincy, Philosophy, or the equivalent. If this criterion is not met, the student cannot be admitted into the PhD program, but may be eligible to apply to the MA program. **Statement of Purpose:** The statement should address the applicant's proposed area of research, his or her academic preparation to engage in such research, and the ways in which the program will further the applicant's scholarly and professional goals. **Letters of Recommendation:** At least two of the letters of recommendation must be from qualified scholars at recognized educational institutions. **Thesis:** A copy of the student's MA thesis, if applicable.

Graduate Transfer Credit

Applicants who have attended accredited colleges or universities in the US may be eligible for transfer credit. UWest also grants credit based on transcripts from government-recognized or accredited colleges and universities outside of the US. In addition to official transcripts, these applicants should submit a literal translation in the original format of the transcript and diploma issued by an appropriate agency.

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. An evaluation of transfer credit will be prepared only after all official transcripts have been received. It is the applicant's responsibility to see that all transcripts are received by the Registrar's Office. Applicants may be required to provide course outlines or syllabi to facilitate evaluation.

Applicants must be in good standing at the transferring institution. To be considered for credit, coursework must be:

1. earned at an accredited college or university
2. graduate-level and degree applicable at the issuing institution
3. completed with a minimum grade of B (3.0)
4. equivalent in content and credit to a specific UWest course or applicable to a defined categorical requirement.

The maximum number of units that may be accepted is based upon the level of study:

Master's Degree 6 semester units

Doctoral Degree 30 semester units

Graduate Transfer Credit

Department	Degree Program	External Units	Earned UWest Units	Maximum Units Eligible for Transfer
Buddhist Chaplaincy	Master of Arts in Buddhist Spiritual Care	6	24	24
	Master of Divinity	6	24	24
	Doctor of Buddhist Ministry	30	36	36
Business Administration	Master of Business Administration	6	24	24
	Professional Master of Business Administration (ProMBA)	6	24	24
Psychology	Master of Arts in Psychology (MFT)	6	24	24
	Master of Arts in Psychology (MCC)	6	24	24
Religious Studies	Master of Arts in Religious Studies	6	24	24
	Doctor of Philosophy in Religious Studies	30	36	36

Readmission & Reentry: Degree and Certificate Programs

Degree and certificate students who are returning to complete their program after a break in enrollment fall into two categories–Readmission or Reentry. Graduates who wish to enroll in a subsequent degree or certificate after completion of a UWest program should follow the application process for new students.

Students who are granted reentry or readmission are subject to continuing student deadlines, such as registration and payment.

Readmission

Break in enrollment of two or more consecutive terms (excluding summer session)

Students apply for readmission through the Office of Enrollment.

Application for Readmission Requirements

1. Application for Readmission Fee:
   $75 Domestic Students
   $100 International Students
2. Completed and signed Application for Readmission, available from the Enrollment Office;
3. Statement explaining the reason for break in enrollment;
4. Official transcripts for any coursework completed at another institution while not in attendance at UWest;
5. If on an F-1 visa, approval from the International Student Office;
6. Other documents as requested by the Enrollment or Records Office.
   - Readmission after a break of four years may require full documentation.

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

Reentry

Break in enrollment of less than two terms (excluding summer session)

Students submit a Reentry form to the Registrar's Office, available on the UWest website. Students returning after a break of less than two terms are eligible to return under their prior catalog if the program is still offered.

Returning After Administrative or Academic Dismissal

Students seeking readmission or reentry after an administrative or academic dismissal must obtain approval from the Chief Student Services Officer in addition to the requirements above. These students should contact the Registrar's Office for assistance. More information is provided in the Academic Progress and Policy section of this catalog.

Intensive English Program (IEP) & English Conversation & Culture (ECC)

Applicants to the Intensive English Program (IEP) and English Conversation and Culture (ECC) Program must provide proof of graduation from a US high school or the equivalent. Applicants who have not graduated from high school must be 18 years of age or older and may be considered for admission on a case-by-case basis.

International applicants planning to attend the IEP program on an F-1 student visa must follow the admission requirements listed in the International Students section of this catalog to avoid processing delays.

Enrollment in the ECC program does not meet the requirement for F-1 visa holders, but is open to all other students, including travelers on visitor visas.

The Enrollment Office is available to answer any questions about the application process as well as the status of submitted applications.

UWest highly values integrity and character. Applicants should be aware that submission of falsified documents will result in denial or reversal of admission.

IEP/ECC Application Requirements

1. *Online Application for Admission.*
   Access application at **www.uwest.edu**.
   When filling out the online application, students should be prepared to upload the following:
   A. College transcript showing highest degree earned.
      - If no degree has been earned, submit most recent college transcript.
      - If no previous college experience, submit high school transcript.
      - A certified literal translation in the original format is required if documents are not issued in English.
      - *ECC Enrollment:* No transcripts are required

   B. Copies of the following documents, including front and back sides:
      I. Legal Photo ID. Accepted ID: driver license, state-issued ID, passport
      II. Social Security card (if any)
      III. Permanent Resident card (if applicable)
2. *Application fee* $75 Domestic Application
   $100 International Application
3. *Official Documentation*
   Applicants must have the following documents submitted directly to the university prior to term start.
   A. Official copy of transcript submitted under requirement 1.A. above.

Application requirements are also available online at **www.uwest.edu.**

Open Enrollment

Open Enrollment is offered to all learners. Applicants must be 18 years of age or provide official proof of high school graduation. Participation in Open Enrollment does not constitute admission to the university. Department approval is required for enrollment in graduate coursework or in undergraduate courses with prerequisite requirements.

Application Requirements

1. *Online Application for Admission*
   Access application at **www.uwest.edu.**
   When filling out the online application, students should be prepared to upload the following:
   A. Copy of Legal Photo ID, including front and back of ID.
   B. If under age 18, copy of high school diploma showing proof of graduation.
      - A certified literal translation in the original format is required if document is not issued in English.

Open Enrollment students may continue under the original application until there is a break in enrollment. To return after a break in enrollment, students submit a new Application for Enrollment.

Community Education

UWest is pleased to offer education for everyone through Community Education. A selection of workshops and lectures are offered each term to the wider community. Registration is easy, cost is low, and students have access to real-time class sessions and/or online video lectures.

Community Education workshops and lectures are provided on a no-credit basis. Participants interested in taking a class for college credit should register through **Open Enrollment**.

Participants under 18 years of age must present proof of high school graduation or provide parental/guardian approval.

How to Enroll in Community Ed Classes

- Access application at **https://www.uwest.edu/academics-community-education-courses/**
- Payment is due when the application is submitted.

International Students



The International Student Services Office (ISS) houses the International Student Advisor, who is recognized by the US government as the Designated School Official (DSO) for the campus. The DSO assists international applicants and students with all issues related to their status as F-1 visa holders in the United States.

The DSO provides and maintains I-20 records in the SEVIS system; helps students with Curricular Practical Training (CPT) and Optional Practical Training (OPT) applications; prepares documentation for travel purposes as well as for a variety of agencies such as Department of Homeland Security, Department of Motor Vehicles, and Social Security Administration; and advises students on maintaining legal status. The DSO also collaborates with colleagues campus-wide to enhance cross-cultural communication and appreciation among students, faculty, and staff.

Over the course of their studies at UWest, F-1 students can rely upon their DSO as a source of accurate information and kind support. International students should make it a habit to check in with the International Student Advisor/Designated School Official at least once per semester.

International Student Admission

UWest welcomes international students to all programs. International students comprise a significant population on campus and include those who hold temporary non-immigrant visas. Admission to UWest is selective. All qualified applicants will be reviewed for admission. However, admission to the university is not guaranteed.

International students must have a valid F-1 visa to attend UWest. F-1 students transferring to UWest should be in good standing at their current institution and should contact the international student office at their current institution to initiate the transfer of their I-20 to UWest as soon as they are admitted to UWest.

Those who will not be transferring a current F-1 visa from another college will need to apply to UWest at least three months in advance of their intended start date to allow time for the visa approval process. Students applying for F-1 visas should check the International Student Services page on the UWest website, **www.uwest.edu**, for information on the visa application process.

In addition to obtaining an F-1 visa, international students must meet some specific admission requirements along with those listed under Admissions in this catalog. Verification of English proficiency, guidelines provided later in this chapter, and adequate financial resources, explained below, are required.

International students must submit current proof of sufficient funds to cover the living and education expenses on a full-time basis for one academic year (nine months); IEP applicants must show sufficient funds for one semester (four months). Students who will be sponsored financially by a third party must submit a Financial Sponsor Agreement Form, signed by the sponsor, along with a bank verification provided by the sponsor. Required funding levels are available on the UWest Application for Admission and the IEP Fees and Financial Certification form. Both forms may be downloaded from the Admissions page at **www.uwest.edu** or may be requested from the Office of Admissions.

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

Deadlines for Applications

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

Type of Application	Fall Semester	Spring Semester	Summer Session
Degree Programs			
Undergraduate Programs			
All Departments	June 30	October 30	April 1
Graduate Programs			
Year-round Admission	June 30	October 30	April 1
MA Religious Studies MBA, Professional MBA, Post MBA			
Fall & Spring Admission	June 30	October 30	Not applicable
MA Buddhist Spiritual Care			
Doctor of Eastern Philosophy and Management			
Fall Admission Only	June 30	Not Applicable	Not Applicable
MA Psychology MDiv Buddhist Chaplaincy DBMin Buddhist Ministry PhD Religious Studies			
Non-Degree Programs			
Certificate Enrollments	July 15	November 1	May 1
Intensive English	One week prior to first day of block		

Intensive English Program (IEP) Admission

Applicants to the Intensive English Program (IEP) must provide proof of graduation that is equivalent to high school graduation in the US. 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 requirements are also available online at **www.uwest.edu**. The Enrollment Office is available to answer any questions about the application process as well as the status of submitted applications.

UWest highly values integrity and character. Applicants should be aware that submission of falsified documents will result in denial of admission.

Application Requirements

1. Online Application for Admission Access.
   application at **www.uwest.edu**

   When filling out the online application, students should be prepared to upload the following:

   A. College transcript showing highest degree earned.
      - If no degree has been earned, submit most recent college transcript.
      - If no previous college experience, submit high school transcript.
      - A certified literal translation in the original format is required if documents are not issued in English.

   B. Copy of highest degree earned or high school diploma.

   C. Copy of passport photo page.

   D. Copy of current visa, if applicable.

   E. Certification of Financial Support. Students must demonstrate sufficient funding for entire length of intended program of study.
      - Self-sponsored: submit Certification of Financial Resources form with official bank verification
      - Sponsored: submit Financial Sponsor Agreement with sponsor's official bank verification

Applicants transferring from other US colleges or universities must also submit the following:

   F. Copy of most recent form I-20.

   G. F-1 Status Verification form.

   H. Copy of Social Security card, if any.

2. Application fee $100 International Application

3. Official Documentation
   Applicants must have the following documents submitted directly to the university. These documents must be submitted prior to the first day of classes.

   A. Official copy of transcript submitted under requirement 1.A. above.

   B. Signed Transfer Release form. This form is submitted after applicant is accepted to UWest.

   C. Copy of F-1 visa.

Undergraduate Admission

Admission to the university's undergraduate degree and certificate programs is selective. While all qualified applicants will be reviewed for admission, admission is not guaranteed even if university requirements are met. To be considered for admission, applicants to Bachelor of Arts and undergraduate-level certificate programs must submit official proof of graduation from high school or successful completion of the equivalent (e.g., GED) with a cumulative grade point average of 2.5 or higher.

Applicants who have graduated from high school and who have completed fewer than 24 semester units of substantive college credit at an accredited college or university will have those units included in the calculation of the cumulative grade point average required for admission. Applicants who have completed 24 units or more of substantive college credit are considered transfer students and will be admitted based on their college GPA. They should review the admission requirements listed under Undergraduate Transfer Students below.

All applicants must submit an official transcript from every school, college, and university attended. A certified literal translation in the original format is required for all documents not issued in English. UWest may allow an applicant to submit original certified copies of official academic records from non-US institutions in special situations.

Instruction at University of the West is predominantly in English, with several, and mostly online and hybrid, programs offered in a Mandarin language track as well (DEPM, MABSC, MAREL, ProMBA). Proficiency in English is essential for academic success in programs whose medium of instruction is English. Therefore, verification of English proficiency is required for applicants to such programs whose prior education was completed in a country where English is not the official language and in common usage. English proficiency requirements, including minimum TOEFL and IELTS scores and guidelines for waivers, are found in the International Students section of this catalog.

The Enrollment Office is available to answer any questions about the application process as well as the status of submitted applications.

UWest highly values integrity and character. Applicants should be aware that plagiarism and/or submission of falsified documents will result in denial or reversal of admission.

Undergraduate Transfer Students

Applicants who have earned a minimum of 24 semester/30 quarter units of substantive coursework at an accredited university or college are considered transfer students. Transfer students who have earned a cumulative college GPA of 2.0 or higher will be considered for admission.

Undergraduates applying as transfer students should follow the Application Requirements provided above with this exception: Applicants who have earned at least 60 semester/90 quarter units of substantive, degree-applicable college credit at an accredited college with a minimum cumulative GPA of 2.0 are not required to submit a high school transcript.

Transcripts from all prior colleges attended must be submitted for evaluation. The transfer credit policy and process is explained in full in the Admissions section of this catalog.

Application Requirements

1. Online Application for Admission.
   application at **www.uwest.edu**.

   When filling out the online application, students should be prepared to upload the following:

   A. 400- to 500-word original personal essay as specified on the Application for Admission.
      - This essay must be the applicant's own work.

   B. High school transcript showing proof of graduation or the equivalent.
      - Transfer Students: high school transcript not required if 60 semester/90 quarter units of substantive, degree-applicable credit has been earned at an accredited college with a cumulative GPA of 2.0 or higher.

   C. Transcripts from all colleges and universities previously attended (if any).
      - A literal translation in the original format is required for all transcripts not issued in English.

   D. Copies of all degrees and diplomas earned.
      - A literal translation in the original format is required for all documents not issued in English.

   E. Copy of passport photo page.

   F. Copy of current visa, if applicable.

   G. Verification of English proficiency.
      - Details provided under English Proficiency Requirement in this section of the catalog.

   H. Certification of Financial Support. Students must demonstrate sufficient funding for entire length of their intended program of study.
      - Self-sponsored: submit Certification of Financial Resources form with official bank verification
      - Sponsored: submit Financial Sponsor Agreement with sponsor's official bank verification

Applicants transferring from other US colleges or universities must also submit the following:

   I. Copy of most recent form I-20.

   J. F-1 Status Verification form.

   K. Copy of Social Security card, if any.

2. Application fee $100 International Application

3. Official Documentation
   Applicants must have the following documents submitted directly to the university. These documents must be submitted prior to the first day of classes. Digital transcripts accepted through authorized channels.

   A. Official copy of transcripts.

   B. Copy of F-1 visa.

Graduate Admission Requirements

Admission to graduate degree and certificate programs is selective and program-specific. All qualified applicants will be reviewed for admission. However, admission is not guaranteed even if university and program-specific requirements are met. Admission requirements vary between programs and admission to one program does not guarantee admission to any other program.

Applicants to UWest's graduate degree and certificate programs must provide official proof of completion of a bachelor's degree from an accredited college or university or a comparable non-US institution with a minimum cumulative grade point average as indicated in the chart below. Some programs and certificates also require completion of a master's degree. Applicants should carefully review the included list showing specific criteria for admission by program.

Applicants must submit an official sealed transcript from every college and university attended, including all levels of study. A certified literal translation in the original format is required for all documents not issued in English. UWest may allow an applicant to submit original certified copies of official academic records from non-US institutions in special situations.

Admission to University of the West's graduate degree programs is based on a holistic review of the applicant's file. Applicants who do not meet the minimum undergraduate GPA requirement but who are otherwise a good fit for the program of interest are encouraged to apply for an exception. All aspects of the application, such as prior undergraduate and graduate study, letters of recommendation, statement of purpose, work experience are factored into the admission decision. Some departments also require an interview.

Minimum Undergraduate GPA for Admission	
MBA, Professional MBA, Business Certificates	2.50
MA Buddhist Spiritual Care	3.00
MA Psychology	3.00
MA Religious Studies	3.00
MDiv Buddhist Chaplaincy	3.00

Minimum Graduate GPA for Admission	
DBMin Buddhist Ministry	3.00
Doctor of Eastern Philosophy and Management	3.00
PhD Religious Studies	3.00

UWest highly values integrity and character. Applicants should be aware that plagiarism and/or submission of falsified documents will result in denial or reversal of admission.

Instruction at University of the West is predominantly in English, with several, and mostly online and hybrid, programs offered in a Mandarin language track as well (DEPM, MABSC, MAREL, ProMBA). Proficiency in English is essential for academic success in programs whose medium of instruction is English. Therefore, verification of English proficiency is required for applicants to such programs whose prior education was completed in a country where English is not the official language and in common usage. English proficiency requirements, including minimum TOEFL and IELTS scores and guidelines for waivers, are found in the International Students section of this catalog.

The Enrollment Office is available to answer any questions about the application process as well as the status of submitted applications.

Application Requirements

1. Online Application for Admission.
   application at **www.uwest.edu**.

   When filling out the online application, students should be prepared to upload the following:

   A. 500- to 600-word original Statement of Purpose.
      - This statement must be the applicant's own work.
      - Content requirements vary by program. Check program-specific requirements before preparing the statement of purpose.

   B. Transcripts from all colleges and universities previously attended.
      - A literal translation in the original format is required for all transcripts not issued in English.

   C. Copies of all degrees and diplomas earned.
      - A literal translation in the original format is required for all documents not issued in English.

   D. Letters of recommendation from academic sources, community leaders, employers, clergy.
      - Personal recommendations from friends and family are not appropriate.
      - Recommendation requirements vary by program.

   E. Current résumé/curriculum vitae.
      - Recommended but optional, except as noted under program-specific requirements.

   F. Program-specific requirements (list follows). In addition to items listed above, applicants submit all items specified for their intended program of study.

   G. Copy of passport photo page.

   H. Copy of current visa, if applicable.

   I. Verification of English proficiency.
      - Details provided under English Proficiency Requirement in this section of the catalog.

   J. Certification of Financial Support. Students must demonstrate sufficient funding for entire length of their intended program of study.
      - Self-sponsored: submit Certification of Financial Resources form with official bank verification
      - Sponsored: submit Financial Sponsor Agreement with sponsor's official bank verification

Applicants transferring from other US colleges or universities must also submit the following:

   K. Copy of most recent form I-20.

   L. Copy of Social Security card, if any.

2. Application fee, International $100

3. Official Documentation
   Applicants must have the following documents submitted directly to the university. These documents may be submitted prior to the first day of classes. Digital transcripts accepted through authorized channels.

   A. Official transcripts from all colleges and universities previously attended.

   B. Copy of F-1 visa.

Program-Specific Requirements

Buddhist Chaplaincy

Master of Buddhist Spiritual Care	**Prior degree requirement:** Graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply to the Master of Arts in Buddhist Spiritual Care.
Master of Divinity	**Prior degree requirement:** Graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply to the Master of Divinity in Buddhist Chaplaincy. **Statement of Purpose:** The statement should describe how enrollment in UWest's MDiv program will further the applicant's personal goals and aspirations, achievements, and educational and career objectives. **Interview:** A telephone or in-person interview may be required. A campus visit is strongly recommended.
Doctor of Buddhist Ministry	**Statement of Purpose:** The statement should describe how enrollment in UWest's DBMin program will further the applicant's personal goals and aspirations, achievements, and educational and career objectives. **Prior degree requirement:** Applicants should hold a Master of Divinity degree or master's degree in a related field. However, applicants with a master's degree in an unrelated discipline may be considered if they have significant relevant experience. **Prior experience:** One year of CPE Residency is highly recommended. Applicants who lack residency experience must meet one of the following: ▪ 1 unit of Clinical Pastoral Care (CPE); provide evaluation letter from CPE supervisor assessing written communication and emotional and spiritual development ▪ three years ministerial/temple work following completion of master's degree **Letters of Recommendation:** Four letters are required, including two letters from academic sources such as advisor, dean, chair one letter from peer such as dharma brother or sister one letter from pastoral supervisor or master. Letters must address communication skills, spiritual practice, precept practice, community service. **Interview:** An interview is required, either by telephone or in person.

Business Administration

Graduate Degree Programs	
MBA	**Additional Document:** Submit current résumé.
ProMBA	**Additional Document:** Submit current résumé. **Prior experience:** Minimum three years managerial experience **Prior Degree:** Bachelor's degree required, however ProMBA applicants with five or more years of managerial experience who have not earned a bachelor's degree may be eligible for admission if they have completed 3 years of college study from an accredited institution with a cumulative GPA of 2.5 or higher
Certificate Programs	
Graduate	**Prior degree requirement:** BA in Business Administration or related field **Letters of Recommendation:** Not required
Post MBA	**Prior degree requirement:** MBA **Letters of Recommendation:** Not required

Psychology

Master of Arts	**Statement of Purpose:** Two written statements are required: ▪ Autobiography (200-250 words) ▪ Personal Statement addressing the question "Why Marriage and Family Therapy at UWEST?" (450-500 words) **Interview:** Admission may require an in-person or telephone interview at the discretion of the department chair. **Additional Document:** Curriculum vitae is optional but recommended.

Religious Studies

Master of Arts	**Prior degree requirement:** Graduates with traditional bachelor's degrees and graduates of recognized Buddhist colleges are eligible to apply.
Doctor of Philosophy	**Prior degree requirement:** Applicants must have a master's degree in Religious Studies, Theology, Chaplaincy, Philosophy, or the equivalent. If this criterion is not met, the student cannot be admitted into the PhD, but may be eligibile to apply to the MA program. **Statement of Purpose:** The statement should address the applicant's proposed area of research, his or her academic preparation to engage in such research, and how the program will be instrumental in pursuing his or her scholarly and professional goals. **Letters of Recommendation:** At least two of the letters of recommendation must be from qualified scholars at recognized educational institutions. **Thesis:** A copy of the student's MA thesis, if applicable.

Graduate Transfer Credit Guidelines

Applicants who have attended accredited colleges or universities may be eligible for transfer credit. Applicants who have attended government-recognized or accredited colleges and universities outside of the US must submit a literal translation in the original format of the transcript and diploma issued by an appropriate agency in addition to official transcripts for all prior college experience.

Transfer credit is not granted for correspondence courses, life or work experience, intern- or extern-ships, or thesis research and is not applicable to certificate programs.

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. An evaluation of transfer credit will be prepared only after all official transcripts have been received. It is the applicant's responsibility to see that all transcripts are received by the Registrar's Office. Applicants may be required to provide course outlines or syllabi to facilitate evaluation.

Applicants must be in good standing at the transferring institution.

To be considered for credit, coursework must be:

1. earned at an accredited college or university
2. graduate-level and degree applicable at the issuing institution
3. completed with a minimum grade of B (3.0)
4. equivalent in content and credit to a specific UWest course or applicable to a defined categorical requirement.

The maximum number of units that may be accepted is based upon the level of study:

Master's Degree	6 semester units
Doctoral Degree	30 semester units
Certificate	none

English Proficiency Requirement

Instruction at University of the West is predominantly in English, with several, and mostly online and hybrid, programs offered in a Mandarin language track as well (DEPM, MABSC, MAREL, ProMBA). Proficiency in English is essential for academic success in programs whose medium of instruction is English. Individuals whose prior education was completed in a country where English is not the official language and/or primary medium of instruction (MOI) must provide evidence of English language proficiency when applying for admission to a degree or certificate program other than Intensive English Program (IEP) or English Conversation and Culture (ECC).

The following is a list of acceptable proof of English language proficiency. Official documentation must be submitted before the application for admission is reviewed and should be sent directly from the institution or testing agency to the Office of Admissions at University of the West.

Applicants to the IEP and ECC programs are not required to provide proof of English proficiency or test scores.

NOTE: An additional interview and/or UWest's English Placement Testing (EPT) may be required prior to admission in cases where an applicant is unable to provide sufficient evidence of proficiency.

Undergraduate Admissions

1. Previous education with English as the designated medium of instruction (MOI)
   A. Higher secondary diploma, equivalent to a US high school diploma, completed at an international institution with English as the MOI*, or
   B. At least three years (90 semester units) at or above the baccalaureate level at an accredited international institution with English as the MOI
2. Recent completion of three or more years of substantive academic coursework at or above the baccalaureate level at an accredited institution in the US, with a cumulative GPA at or above the minimum required for admission to UWest.

   Note: Applicants to the MA REL and REL PHD programs who completed their prior higher education degrees in a country where English is not the official language must provide evidence of English language proficiency (TOEFL, IELTS, or UWEST EPT).

3. Successful completion of UWest's Intensive English Program through Level 60.
   A. Bridge coursework may be required upon admission to a degree program.
   B. Participants may apply to a degree program while enrolled in Level 60
4. Standardized Testing (see table for minimum scores). UWest only accepts test scores within two (2) years from the date the test was administered
   A. International English Language Testing System (IELTS-Academic)
   B. Test of English as a Foreign Language (TOEFL)

   Students with an IELTS or TOEFL score below the minimum required in any test area may be required to complete the UWest EPT section associated with the test area, even if the overall score is at or above the minimum requirement for full admission.
5. Specific Coursework (see table for applicable courses)
   A. International Baccalaureate Diploma Program (IB)

** The countries include Anguilla, Antigua & Barbuda, Ascension, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, England, Eritrea, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Mauritius, Namibia, New Zealand, Nigeria, Papua New Guinea, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & The Grenadines, Scotland, Sierra Leone, Singapore, Solomon Islands, Swaziland, Tanzania, Tonga, Trinidad & Tobago, Tuvalu, Uganda, United States of America (U.S.), Wales, Zambia, and Zimbabwe. This list is not exhaustive.*

Graduate Admissions

1. Completion of a baccalaureate degree or higher from an accredited US institution or equivalent international institution where English is the country's native language* and/or is the designated medium of instruction (MOI)
2. Recent completion of three (3) or more years of substantive academic coursework at or above the baccalaureate level at an accredited institution in the US or equivalent international institution, with a cumulative GPA at or above the minimum required for admission to UWest where English is the native language and/or is the designated MOI
3. Standardized Testing (see table for minimum scores). UWest only accepts test scores within two (2) years from the date the test was administered
   A. International English Language Testing System (IELTS-Academic)
   B. Test of English as a Foreign Language (TOEFL)

   Students with an IELTS or TOEFL score below the minimum required in any test area may be required to complete the UWest EPT section associated with the test area, even if the overall score is at or above the minimum requirement for full admission.

** The countries include Anguilla, Antigua & Barbuda, Ascension, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, British Virgin Islands, Canada (except Quebec), Cayman Islands, Dominica, England, Eritrea, Fiji, Gambia, Ghana, Gibraltar, Grenada, Guyana, Ireland, Jamaica, Kenya, Kiribati, Lesotho, Liberia, Malawi, Mauritius, Namibia, New Zealand, Nigeria, Papua New Guinea, Saint Helena, Saint Kitts & Nevis, Saint Lucia, Saint Vincent & The Grenadines, Scotland, Sierra Leone, Singapore, Solomon Islands, Swaziland, Tanzania, Tonga, Trinidad & Tobago, Tuvalu, Uganda, United States of America (U.S.), Wales, Zambia, and Zimbabwe. This list is not exhaustive.*

English Proficiency Score Requirements

International Baccalaureate Diploma Program (IB)

Degree Level	Course Required	Score
Undergraduate & Graduate	English: Literature or Literature & Language, Standard	6
Undergraduate & Graduate	English: Literature or Literature & Language, Higher	5

Applicants with IB scores below the minimum may be eligible for conditional admission; if conditional admission is granted, the EPT is required.

IELTS - Academic

Degree Level	EPT	Total	Reading	Listening	Speaking	Writing
Undergraduate Admission						
All Programs	EPT required*	5.0	4.5	4.5	5.5	5.5
	EPT not required	5.5	5.0	5.0	6.0	6.0
Graduate Admission						
MBA, ProMBA, Post MBA	EPT required*	5.0	4.5	4.5	5.5	5.5
	EPT not required	5.5	5.0	5.0	6.0	6.0
All other programs	EPT required*	5.5	5.0	5.0	6.0	6.0
	EPT not required	6.0	5.5	5.5	6.5	6.5

*If the total IELTS score indicates that the EPT is required, admission (if granted) is conditional pending EPT results.

TOEFL Internet Based Test (IBT)

Effective January 21, 2026, for any TOEFL iBT ® tests taken on or after that date, UWest will use the new 1–6 score scale (in 0.5 increments, per TOEFL "to better align with global standards and simplify score interpretation." UWest is adjusting its requirements based on TOEFL's update.

For exams taken ***before*** January 21, 2026, refer to the original 2025-2026 Catalog language on page 58.

TOEFL Internet Based Test (IBT) Degree Level	EPT	Total TOEFL Score	Reading	Listening	Speaking	Writing
Undergraduate Admission						
All Programs	EPT required*	Below 3.5	3.5	3.5	3	3.5
	EPT not required	3.5 and above	3.5	3.5	3.5	4
Graduate Admission						
MBA, ProMBA, Post MBA	EPT required*	Below 3.5	3.5	3.5	3	3.5
	EPT not required	3.5 or above	3.5	3.5	3.5	4
All other programs	EPT required*	3.5 or below	3.5	3.5	3.5	4
	EPT not required	4 or above	4	4	4	4

*If the total TOEFL score indicates that the EPT is required, admission (if granted) is conditional pending EPT results.

Applicants with an IELTS or TOEFL score sufficient for full admission but one or more individual scores below the minimum required may be required to complete all or part of the EPT during orientation to ensure that they receive appropriate academic support.

Applicants whose total IELTS or TOEFL score does not meet the minimum for admission to a degree program are welcome to apply to UWest's Intensive English program.

Information regarding TOEFL and IELTS is available online at **www.TOEFL.org** and **www.IELTS.org.** When ordering a TOEFL report, use the school code 4347. The Office of Admissions is available to answer questions regarding computer (CBT) or paper-based (PBT) TOEFL scores.

Duolingo English Test (DET)

Undergraduate applicants who took the Duolingo English Test (DET) with a score of 95.0 or higher are encouraged to apply to UWest. The UWest English Placement Test (EPT) is required. DET is not accepted for graduate applicants.

English Placement Test (EPT) Requirement

If the IB, IELTS, or TOEFL score indicates that the EPT is required, applicants may be granted conditional admission to the university. These applicants complete UWest's English Placement Test (EPT) online as soon as possible after accepting admission to the university, prior to registering for classes. Their final admission status is based upon the results of the EPT. Testing details, including a table of placement scores, are provided in the English Language Institute section of this catalog.

Possible admission status based on EPT results:

1. Fully admitted to degree program; enrolled in degree courses
2. Admitted to degree program; academic bridge coursework required prior to or concurrent with enrollment in degree courses
3. Not admitted to degree program

Applicants who fall into category 3 may fulfill the English language proficiency requirement by enrolling in and successfully completing UWest's Intensive English program through IEP Level 60. These students are encouraged to re-apply to the degree program while enrolled in their final term in IEP. Admission will be based on current admissions criteria for that program.

While completion of UWest's Intensive English Program does not guarantee admission to a degree program, students receive priority consideration.

All applicants admitted to a bachelor's degree program are required to complete UWest's undergraduate placement tests in writing and math prior to scheduling classes. However, if both the EPT and Writing Placement Test (WPT) are required, the WPT is waived and the EPT used in its place.

Mandatory F-1 Student Health Insurance

Medical care in the United States is much more costly than in many other countries. To safeguard UWest's F-1 students and to make sure that they have adequate coverage in the event of illness or injury, UWest has sought out a health insurance plan that provides students with medical coverage for major medical expenses. Students are advised that, as is usual with US medical insurance, the plan offered through the university requires co-payment for office visits and does not cover all types of health issues. Comprehensive information about the plan is available from the Office of Student Life.

All F-1 students are required to participate in this plan and to maintain this coverage for the duration of their studies, including winter and summer break and other periods of non-attendance. This insurance is mandatory and will not be waived for any F-1 student residing in the US for any portion of the academic year. F-1 students receive instructions on how to enroll in the health insurance plan each semester. Students enroll and make insurance policy payments directly with the insurance provider. When enrolling, students are required to pay the entire period of coverage for the semester, including break periods. UWest monitors enrollment, and students who do not enroll for the mandatory F-1 health insurance will be un-enrolled from the university. Students interested in maintaining coverage while completing OPT after graduating should contact the insurer for more information.

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

Maintaining Status & Avoiding Termination

UWest's International Student Advisor/DSO helps F-1 students comply with federal regulations and related UWest policies to protect their F-1 visa status. To remain eligible to study in the US, students must maintain continuous full-time enrollment and good standing, and may not work without appropriate authorization.

	Full time	Good Standing
Undergraduate	12 units minimum enrollment	2.0 cumulative and term grade point average
Graduate	9 units minimum enrollment	3.0 cumulative grade point average
IEP	20 hours minimum enrollment	2.7 cumulative and term grade point average

Online/Remote course registration: Undergraduate and graduate F-1 students may take no more than one online or remote course, up to a maximum of 3 units, as part of the full-time requirement. There is no restriction on courses taken in excess of full time.

IEP students must complete all coursework on campus.

It is important that F-1 students meet with the DSO before taking any action that might affect their F-1 status. This includes:

- before dropping any classes
- before leaving the US, including travel to Mexico and Canada and any cruises.
- within 10 days of moving. NOTE: Both UWest and USCIS must have the current address on file. The international student advisor will assist students in submitting the Change of Address form AR-11 to USCIS. The student is responsible for forwarding a copy of the completed form AR-11 to the Registrar's office.
- when enrolling in final term
- before transferring to another school
- when accepting on-campus employment. Students may work a maximum of 20 hours per week with approval.

Failure to comply with F-1 regulations can have serious consequences, such as termination of a student's form I-20.

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

If an F-1 student does not take enough units in any term without prior authorization from the DSO, the form I-20 will be terminated. This authorization can only be provided by the DSO. No other department has the authority to approve part time enrollment. It is not enough to discuss this with another student or with a teacher, the academic chair, the registrar, or any other staff member.

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

Graduate Candidate Continuous Enrollment

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

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

Drop, Leave of Absence, & Withdrawal

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

Withdrawing from all courses during the term or from the program at the end of the term will result in termination of the form I-20.

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

F-1 students must meet with the DSO for advisement and approval before any Break in Enrollment request can be processed. Students considering a break in enrollment should also review the Break in Enrollment policy, found in the Academic Policies and Procedures chapter of this catalog.

Travel & F-1 Status

SEVIS regulations place travel restrictions on F-1 students. The university is required to terminate the form I-20 of any F-1 student who chooses to travel out of the US during the fall or spring semester without prior authorization, including students engaged in dissertation or thesis preparation. Students maintaining F-1 status may travel out of the US during the summer or official university breaks but should first consult with the international student advisor.

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

Financial Aid



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

Students have many options to consider when planning how to pay for college. UWest participates in federal and state financial aid programs, supports eligible students through VA education benefits, and offers institutional and private scholarship opportunities.

The Financial Aid Office counsels students and their families on financial aid opportunities and offers support throughout the application process. Financial aid officers are available to answer questions and assist with the application process. Students seeking financial assistance should review applicable policies, as well as their rights and responsibilities as financial aid recipients.

Financial aid information is also available at **https://www.uwest.edu/financial-aid** and in UWest Catalog.

Financial Aid Eligibility

Financial aid is offered to students who demonstrate financial need as defined by federal, state, and institutional policies. Parents and students are considered the primary source of funds for post-secondary education and have an obligation to finance educational expenses. Financial need is defined as the difference between a program's Cost of Attendance (COA) as calculated by the school and the student's Student Aid Index (SAI) as calculated by the FAFSA Processing System (FPS) of the Department of Education (Financial Need = COA -SAI).

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

A limited number of scholarships are available. Scholarships may be awarded based on academic excellence and/or financial need. Each scholarship has specific eligibility, awards, or GPA criteria and availability changes from year to year. Students should visit the Financial Aid Web page at **https://www.uwest.edu/financial-aid** or contact the Financial Aid Office for details.

All financial aid recipients must maintain Financial Aid Satisfactory Academic Progress (FA SAP) throughout the financial aid period. (See FA SAP Policy below for details.)

Financial Aid Enrollment Status

Please use the Class Level and Enrollment Status when completing the FAFSA.

Class Level

Classification of students is determined by the number of degree-applicable units completed, including those transferred to UWest from other colleges or universities. Class level affects the maximum amount of aid a student may receive in a given award year.

Class Level	Semester Units Earned
First Year	1-29
Second Year	30-59
Third year	60-89
Fourth Year	90-graduation
Graduate Student	Enrolled in Master's or Doctoral-Level Program

Enrollment Status

Students' enrollment status affects the level of aid available in a specific term. Students must be enrolled at least half-time to be eligible for aid. In addition, students receiving aid must earn a minimum number of credits each semester, applicable to their degree and consistent with their enrollment/funding status. Students must notify Financial Aid Office any change of enrollment status. Students' eligibility for aid will be reevaluated and a revised offer letter will be provided to them, if applicable.

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

* The definition of graduate full-time is based upon the student's degree level, stage in study, and program of enrollment, and is applicable to fall and spring semesters.

Continuous Enrollment

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

Stage of Study – Graduate	Full-Time	Corresponding Course(s)
Coursework	9 units or more	Degree Applicable Courses
Master's Thesis, all course work complete	3 units	PSYCH 699A, REL 700, Maximum: 2 terms
Doctoral Qualifying, all course work complete	3 units	DBIN 705, REL 705, Maximum: 2 terms
Candidacy, engaged in research requirement	3 units	DBIN 698A/B, 710, REL 698A/B/C, 710
Candidacy, research requirement fulfilled	1 unit	DBIN 698B, 715, REL 698B/C, 715
Continuing Practicum, all course work complete	1 unit	PSYCH 712, Maximum: 2 terms

Study Abroad

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

Am I Eligible for Federal Student Aid?

There are basic eligibility requirements of the Federal Student Aid programs. To receive federal student aid at UWest, students must

- demonstrate financial need for need-based federal student aid programs;
- be a U.S. citizen or an eligible noncitizen;
- have a valid Social Security number;
- be admitted and enrolled as a regular student in an eligible degree program;
- be enrolled at least half-time status per semester to be eligible for most aid; (See Financial Aid Enrollment Status above for details.)
- maintain Financial Aid Satisfactory Academic Progress (FA SAP) throughout the financial aid period. (See FA SAP Policy below for details.)
- provide consent and approval to have your federal tax information transferred directly into your Free Application for Federal Student Aid (FAFSA®) form using IRS Data Retrieval Tool when completing the FAFSA form;
- sign the certification statement on the FAFSA form stating that you're not in default on a federal student loan, you do not owe money on a federal student grant, and you'll only use federal student aid for educational purposes.

How Do I Apply For Financial Aid?

All students seeking financial aid must complete the applicable UWest Application for Financial Aid at **https://www.uwest.edu/financial-aid-forms**

Students seeking federal and state financial aid must complete the Free Application for Federal Student Aid (FAFSA) application for the current Award Year online at **https://studentaid.gov/** to be eligible for aid consideration for the current Award Year (or Academic Year). Each student is responsible for updating their information and making any corrections via FAFSA on the Web at **https://studentaid.gov/** or by phone 1-800-433-3243 (Federal Student Aid Information Center). Federal School Code for University of the West (UWest) is 036963.

Application forms must be submitted each academic year to be considered for financial aid.

If a previous federal student loan is in default, the student may not receive any financial aid until the defaulted loan is repaid or satisfactory repayment arrangements are made. The student should contact the servicer of their loan(s) immediately.

Federal Verification

The Department of Education randomly selects a student's FAFSA for a review process known as Federal Verification. UWest may also select a student for federal verification. The federal verification process requires UWest to verify items such as students and their family's household and financial information with the U.S. Department of Education.

Students randomly selected for federal verification will be notified with instructions for completing the verification process by the Financial Aid Office during the financial aid application process. Financial aid awards will not be finalized, and federal funds will not be disbursed until after the verification process is completed. The requested documentation should be submitted to the Financial Aid Office as soon as possible to avoid delays in the processing of financial aid application.

Once all the required documentation has been received, the Financial Aid Office will verify the documentation provided with the information on the student's FAFSA and prepare a financial aid offer. The process may take longer depending on the accuracy of the information provided, the student's expected entry term and seasonal variation in volume. If there are any differences found between the information reported on the FAFSA and the information provided on the verification documents, the Financial Aid Office will contact the students to make corrections on their FAFSA. The financial aid award will be based on the correct information. If conflicting information is identified at any time during an award year, a student's financial aid file will be reviewed, and additional verification may be required.

Failure to submit requested verification documentation within 45 days of the requested date may result in the loss of financial aid and institutional scholarships for the semester. Pell grant eligibility may be forfeited if requested verification documents are not received by September 30th of the year trailing the award year, or within 120 days of the last day of the enrollment, whichever comes first. California state grants may be forfeited if verification is not complete prior to the end of the semester of eligibility, or the last day of enrollment, whichever comes first.

Financial Aid Programs and Scholarships

UWest participates in federal and state financial aid programs, supports eligible students through VA education benefits, and offers institutional and private scholarship opportunities.

Federal Student Aid

Federal Student Aid include Federal Pell Grant, Federal Supplemental Education al Opportunity Grant (FSEOG), and Federal Direct Loan. Federal Direct Loan includes Subsidized Loan, Unsubsidized Loan, Parent PLUS Loan, and Grad PLUS Loan.

Federal Grants

Federal grant programs are open to eligible undergraduate students who are pursuing their first undergraduate degree. The grant programs currently available to UWest undergraduate students are Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG). Both Pell Grant and FSEOG, unlike a loan, are a form of financial aid that doesn't have to be repaid, except under certain circumstances. For example,

- You withdrew early from the program for which the grant was given to you.
- Your enrollment status changed in a way that reduced your eligibility for your grant (for instance, if you switch from full-time enrollment to part-time, your grant amount will be reduced).
- You received outside scholarships or grants that reduced your need for federal student aid.
- You received Federal Pell Grant funds from more than one school at a time.

Pell Grant and Federal Supplemental Educational Opportunity Grant (FSEOG)

Eligibility

- Federal Pell Grants are awarded only to undergraduate students who display exceptional financial need and have not earned a bachelor's, graduate, or professional degree. You can receive the Federal Pell Grant for no more than 12 full-time terms or the equivalent (roughly six years).
- A Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant for undergraduate students with exceptional financial need.

Application

Complete the *Free Application for Federal Student Aid* (FAFSA®) form. Schools use the information on the FAFSA® form to determine

- your eligibility for a Pell Grant, and if so, how much you're eligible to receive.
- how much financial need you have. The financial aid office will award FSEOGs to students that have the most financial need.

Award Amounts

- The maximum Federal Pell Grant award is $7,395 for the 2026–27 award year (July 1, 2026, to June 30, 2027). The amount you get, though, will depend on
  - your Student Aid Index (based on your FAFSA form),
  - the Cost of Attendance (determined by your school for your specific program),
  - your status of enrollment as a full-time or part-time student,
  - your plans to attend school for a full academic year or less, and
  - your remaining Pell eligibility under your Pell Lifetime Eligibility used (LEU) amount.
- For FSEOG, you can receive between $100 and $4,000 a year, depending on your financial need, when you apply, the amount of other aid you get, and the availability of funds at your school.

Direct Loan Programs

Federal student loans are a form of financial aid to finance higher education and are available to both undergraduate and graduate degree seeking students. Students must be enrolled at least half-time to be eligible for a loan. Loans are borrowed funds with origination fees and must be repaid with interest.

William D. Ford Federal Direct Loan Program (DL) includes Subsidized Loans and Unsubsidized Loans, as well as PLUS Loans. Students not eligible for a Subsidized Loan will be offered an Unsubsidized Loan. Loan funds are disbursed to students through UWest. Federal loans are subject to an origination fee, which is charged and deducted from the total borrowed loan amount by the U.S. Department of Education. Interest accrues and is compounded on a daily basis.

When you receive your Direct Loan, you will be assigned a loan servicer who will handle your repayment. Your loan servicer will contact you and provide regular updates on the status of your Direct Loan. Please monitor and review all communications from your loan servicer.

After you graduate, leave school, or drop below half-time enrollment, you will have a six-month grace period before you are required to begin repayment. During this period, you'll receive repayment information from your loan servicer, and you'll be notified of your first payment due date. Payments are usually due monthly. For more details on repayment, please contact your loan servicer.

The PLUS Loans are eliminated under the One Big Beautiful Bill Act effective on July 1, 2026. Borrowers qualified for Interim Exception can continue to borrow under current loan limits and/or from the Grad PLUS program for 3 academic years or the remainder of their expected time to credential, whichever is less.

Entrance & Exit Loan Counseling

Students who are first-time borrowers of Federal Direct Loans must complete the Entrance Counseling at **https://studentaid.gov/entrance-counseling/** before any Direct Loan funds can be disbursed to the borrower.

Federal Direct Loan borrowers whose enrollment drops below half time such as graduating, withdrawn, dismissed, on a leave of absence (LOA), or simply ceased enrollment at UWest must complete the Exit Counseling at **https://studentaid.gov/exit-counseling/** within thirty days of change of enrollment status.

Direct Subsidized Loan and Direct Unsubsidized Loan

Eligibility

- Direct Subsidized Loan are available to undergraduate students with financial need.
- Direct Unsubsidized Loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need.

Application

In addition to completing the Free Application for Federal Student Aid (FAFSA®) form for every award year, the student borrower must also complete the following at **https://studentaid.gov/**

- Annual Student Loan Acknowledgment (every award year)
- Loan Entrance Counseling (first time borrower)
- Master Promissory Note (MPN, good for 10 years)

Loan Interest Rates and Fees

The interest rates for Direct Subsidized Loans and Direct Unsubsidized Loans first disbursed on or after July 1, 2026, and before July 1, 2027, are shown in the chart below. The interest rates shown above are fixed rates for the life of the loan at origination.

Undergraduate Borrower	Graduate Borrowers
6.52%	8.07%
Direct Subsidized Loans and Direct Unsubsidized Loans	Direct Unsubsidized Loans

All Direct Subsidized Loans and Direct Unsubsidized Loans have a loan fee. The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The percentage for all Direct Subsidized and Unsubsidized loans first disbursed on or after 10/1/20 and before 10/1/27 is 1.057%. Loans first disbursed before that date had different loan fees.

For the most current interest rates and fees for Direct Loans, please visit **https://studentaid.gov/understand-aid/types/loans/interest-rates**

Direct PLUS Loan for Parent and Graduate Students

PLUS Loans are eliminated under the One Big Beautiful Bill Act effective on July 1, 2026. Borrowers qualified for Interim Exception can continue to borrow under current loan limits and/or from the Grad PLUS program for 3 academic years or the remainder of their expected time to credential, whichever is less.

Direct PLUS Loan for Parent

Eligibility

To receive a parent PLUS loan, you must

- be the biological or adoptive parent (or in some cases, the stepparent) of a dependent undergraduate student enrolled at least half-time at an eligible school;
- not have an adverse credit history (unless you meet certain additional requirements); and
- meet the general eligibility requirements for federal student aid

Note: Grandparents (unless they have legally adopted the dependent student) and legal guardians are not eligible to receive parent PLUS loans, even if they have had primary responsibility for raising the student.

Application

Apply for a PLUS Loan at **https://studentaid.gov/plus-app/**

Award Amounts

Parents eligible for the limited exception	The maximum PLUS loan amount you can borrow is the Cost of Attendance at the school your child will attend minus any other financial assistance your child receives.
Parents NOT eligible for the limited exception*	The maximum amount of all Direct PLUS Loans that you (and all other parents) may borrow on behalf of each dependent student may not exceed $20,000.

*Beginning July 1, 2026, undergraduate students enrolling in a new course of study and/or taking out a Direct Loan for the first time for a program in which they're enrolled, won't be eligible for the limited exception. Parents of these students will be subject to the new annual loan limit of $20,000 per student.

Direct PLUS Loan for Graduate Students

Eligibility

Starting July 1, 2026, Direct PLUS Loans are no longer available to graduate or professional students unless you qualify for the Interim Exception.

Application

Apply for a PLUS Loan at **https://studentaid.gov/plus-app/**

Award Amounts

- Graduate students who've never been professional students can borrow up to $20,500 per year with a $100,000 aggregate limit.
- Graduate students who've previously been professional students can borrow up to $20,500 per year with a $200,000 aggregate limit, less any amount borrowed as a professional student.
- A new lifetime maximum aggregate limit of $257,500 also applies.

Loan Interest Rates and Fees

For Direct PLUS Loans first disbursed on or after July 1, 2026, and before July 1, 2027, the interest rate is 9.07%. This is a fixed interest rate for the life of the loan.

The loan fee is a percentage of the loan amount and is proportionately deducted from each loan disbursement. The percentage for all Direct PLUS Loans first disbursed on or after 10/1/2020 and before 10/1/2027 4.228%.

For the most current interest rates and fees for Direct Loans, please visit
https://studentaid.gov/understand-aid/types/loans/interest-rates

Direct Loans Limits Under OBBBA

https://studentaid.gov/announcements-events/big-updates/definitions#loan-limits

On July 4, 2025, the *One Big Beautiful Bill Act* (OBBBA) was signed into law, resulting in changes to federal student aid programs. This section provides the definitions to important terms and concepts affecting recipients of federal student aid, including borrowers.

Loan Limit Interim Exception

If you meet certain requirements, you'll have a period of time after July 1, 2026, and before the new limits apply during which you might be eligible for a Direct Loan under the pre-OBBBA limits. This is called the "Interim Exception."

For students who are enrolled in a program of study at a school and have received a loan (or a parent borrowed a loan on the student's behalf) as of June 30, 2026 for the applicable program of study, you'll be exempt from certain loan limits and loan eligibility changes for the lesser of

- three academic years or
- the difference between the total length of the program the borrower is enrolled in and the period of the program the borrower has already completed.

Loan Limits

Direct Subsidized Loans and Direct Unsubsidized Loans have three different types of loan limits:

1. Annual Loan Limit — The maximum loan amount you can borrow each academic year
2. Aggregate Loan Limit — The maximum amount of unpaid principal balance minus any capitalized interest that you can have outstanding at any point in time on all of your subsidized and unsubsidized loans for undergraduate, graduate, or professional study
3. Lifetime Maximum Loan Limit — The maximum amount you can receive, regardless of any amount paid or discharged, in any combination of subsidized loans, unsubsidized loans, and PLUS loans for graduate or professional study

Annual Loan Limits

Dependent Undergraduate Students

Dependent undergraduate students (unless your parent is unable to obtain a Direct PLUS Loan due to adverse credit)

Year	Pre-OBBBA Limit	New Limit
First year Total	$3,500 (not more than $3,500 can be subsidized)	No change
Second Year Total	$6,500 (not more than $4,500 can be subsidized)	No change
Third year & Beyond (Total Each Year)	$7,500 (not more than $5,500 can be subsidized)	No change

Independent Undergraduate Students

Independent undergraduate students (and dependent students, if your parent is unable to obtain a Direct PLUS Loan due to adverse credit)

Year	Pre-OBBBA Limit	New Limit
First year Total	$9,500 (not more than $3,500 can be subsidized)	No change
Second Year Total	$10,500 (not more than $4,500 can be subsidized)	No change
Third year & Beyond (Total Each Year)	$12,500 (not more than $5,500 can be subsidized)	No change

Graduate Students

Year	Pre-OBBBA Limit	New Limit
Total Amount (Each Year) for Unsubsidized Loans	$20,500 (Unsubsidized only)	No change
Total Amount (Each Year) for PLUS Loans	COA minus other aid received (Direct PLUS Loans for graduate borrowers only)	No change
Third year & Beyond (Total Each Year)	$7,500 (not more than $5,500 can be subsidized)	Direct PLUS Loans for graduate borrowers are no longer available

PLUS Loans for Parent

Year	Pre-OBBBA Limit	New Limit (for those ineligible for the interim exceptions)
Total Amount (Each Year) for PLUS Loans	Cost of Attendance minus other aid received	No change
Total Amount (Each Year) for PLUS Loans	COA minus other aid received (Direct PLUS Loans for graduate borrowers only)	No change
Third year & Beyond (Total Each Year)	$7,500 (not more than $5,500 can be subsidized)	Direct PLUS Loans for graduate borrowers are no longer available

Aggregate Loan Limits

Dependent Undergraduate Students

Dependent undergraduate students (unless your parent is unable to obtain a Direct PLUS Loan due to adverse credit)

	Pre-OBBBA Limit	New Limit
Total Amount (includes all subsidized and unsubsidized loans received for undergraduate study	$31,000 (not more than $23,000 can be subsidized)	No change

Independent Undergraduate Students

Independent undergraduate students (and dependent students, if your parent is unable to obtain a Direct PLUS Loan due to adverse credit)

	Pre-OBBBA Limit	New Limit
Total Amount (includes all subsidized and unsubsidized loans received for undergraduate study	$57,500 (not more than $23,000 can be subsidized)	No change

Graduate students

	Pre-OBBBA Limit	New Limit
Total Amount (includes all subsidized and unsubsidized loans received for undergraduate study	$138,500*	$100,000 (for borrowers who are not and have never been professional students)

*Pre-OBBBA limit includes loans received for undergraduate study

Professional students*

	Pre-OBBBA Limit	New Limit
Total Amount (includes all subsidized and unsubsidized loans received for undergraduate study	$138,500**	$200,000 minus any amount that was received as a graduate student

*Students who are enrolled in health profession programs and who previously were eligible for higher annual and aggregate limits can continue to receive loans at those higher limits while they remain eligible for the interim exception. However, once the student takes an action that causes them to lose eligibility for the exception, they'll become subject to the new borrowing limits listed above.

**Pre-OBBBA limit includes loans received for undergraduate study

PLUS loans for parents

	Pre-OBBBA Limit	New Limit (for those ineligible for the interim exception)
Total Amount (Each Year)	No Limit	$65,000 on behalf of each student from all parents' combined borrowing*

*For example, if Parent A borrows $50,000 on behalf of their first child and Parent B borrowers $15,000 for that same child, the total is $65,000 borrowed between both parents on behalf of that child. Those parents can't take out any further loans on behalf of that child for that year, but they can take out up to $65,000 in loans on behalf of a second child (and so on for each of their children).

Lifetime Maximum Loan Limit For Student Borrowers

	Pre-OBBBA Limit	New Limit
Total Amount*	No Limit	$257,500*

*Includes the following Direct and FFEL loan types: subsidized loans, unsubsidized loans, and PLUS loans for graduate or professional students (regardless of any amounts paid or discharged).

Less Than Full-Time Enrollment

For Less Than Full-Time Enrollment, the school is required to recalculate the Schedule of Reductions (SOR) based on the student's actual enrollment, proportionate to full-time enrollment, and adjust disbursements as necessary to ensure that the total disbursed amount does not exceed the updated SOR amount for the loan period.

California Student Aid Programs

The California Student Aid Commission (CSAC, **https://csac.ca.gov/cal-grant**) is the principal state agency responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California.

Cal Grant

The Cal Grant Program is California's main financial aid program that does not need to be paid back. Students attending a Cal Grant eligible institution and who meet eligibility criteria can qualify for the Cal Grant award. Students will be considered for the appropriate Cal Grant award based on the responses on the Free Application for Federal Student Aid (FAFSA) or CA Dream Act Application (CADAA), a verified Cal Grant GPA or test score, the type of California colleges listed on the FAFSA/CADAA, and whether the student is a recent high school graduate.

Cal Grants are available for up to 4 years of full-time attendance at a participating college/university. Students must take 15 units per semester or 30 units per academic year in order to graduate within four years. The total amount of time students can receive Cal Grant is based on the student's Education Level (freshman, sophomore, junior, senior) when they get their first payment in college.

Eligibility & Requirements

To qualify for the Cal Grant, students must:

- Demonstrate sufficient financial need (determined by CSAC and verified by their institution)
  - Meet income and asset ceilings
  - Submit the FAFSA or CA Dream Act Application (CADAA) by the applicable deadline
    - Be a U.S. citizen, permanent resident, eligible non-citizen, or meet the non-resident tuition exception commonly known as AB540.
- Have a verified high school GPA, college GPA, or test score (SAT, ACT, GED, TASC, HiSet) on file with CSAC
- Be working towards their first undergraduate degree or certificate
  - Be a California resident attending a Cal Grant eligible institution
  - Not have a bachelor's or professional degree
  - Be enrolled at least half-time
  - Maintain Satisfactory Academic Progress (SAP) standards

Application

Apply online at **https://www.csac.ca.gov/apply**. The FAFSA or CADAA must be submitted by the March 2 priority deadline to maximize financial aid opportunities.

Award Amounts

The Cal Grant amount depends on the type of award (A, B, or C) and the type of school the student attends. Students do not apply for a specific one. Students will be considered for the appropriate Cal Grant award based on a completed Free Application for Federal Student Aid (FAFSA) or CA Dream Act Application (CADAA), matched GPA, financial need, and college of attendance.

- Cal Grant A Award: For low to middle income students and can be used for programs that are 2+ years long that lead to an associate or bachelor's degree.
- Cal Grant B Award: For low income students and can be used for programs that are 1+ years long that lead to an associate or bachelor's degree.
- Cal Grant C Award: For Occupational/Technical training programs that are at least 4 months long and lead to a certificate.

California Dream Act Application (CADAA)

The CADAA is California's state financial aid application operated by CSAC that allows undocumented and other eligible students to qualify for state and institutional financial aid.

Eligibility

The CADAA is for undocumented students in California who don't qualify for FAFSA and plan to attend a college in California. Here are the basic requirements:

- You are undocumented (Or have a U-Visa or Temporary Protected Status)
- You do not qualify for the FAFSA (Not a US citizen or eligible non-citizen)
- You attended 3+ years of school in California + graduated from a California high school (or equivalent) (AB 540)
- You will be registering or enrolling at a qualifying California college
- Students from Mixed-Status Families: U.S. citizens or eligible noncitizens whose parent(s) or spouse are undocumented

Application

Apply online at **https://www.csac.ca.gov/apply**

CA Military Department GI Bill Award Program

If you are an active member in the California National Guard, the State Military Reserve, or the Naval Militia you may be eligible for a state-funded program designed to provide an educational incentive to improve your skills, competencies, and abilities.

To learn more, visit the California Military Department GI Bill Award Program (CMD GI Bill) website at **https://nationalguard.csac.ca.gov/**.

Veterans Affairs Benefits

UWest has been approved for veterans' educational benefits under Title 38. Veterans who choose to attend UWest and enroll in one of the approved degree programs will be able to receive veteran benefits to help pay for their education. To obtain information on VA education benefits visit the Department of Veterans Affairs website at Education and Training Home (**https://va.gov**) or call Toll-Free at 1-888-GI-Bill-1 (1-888-442-4551) 24 hours a day / 7 days a week. Please submit a copy of Certificate of Eligibility to Financial Aid Office.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at **http://www.benefits.va.gov/gibill**.

Disbursement

UWest will first apply your funds to your school account to pay for tuition, fees, (if you live on campus) room and board, and then any other costs associated with attendance. If any additional funds remain, they will be returned to you.

After aid is disbursed, students with a credit balance remaining on their student account receive a refund by check or direct deposit (ACH). For more information on Direct Deposit, please visit **https://www.uwest.edu/direct-deposit/**. Students may also request to have credit balances held in their student accounts by providing written authorization to the Accounting Office.

If there is a credit balance on the student's account, a direct deposit will be made to an authorized bank account that the student has set up with UWest, within 14 days. Students who wish to have credit balances held in their student accounts must provide the Bursar's Office with written authorization requesting this be done.

Students whose financial aid does not cover their student account balance will be expected to pay the difference by the established due dates. Students are strongly advised to set aside sufficient funds at the beginning of each term to cover expenses such as books, room, meals, etc. while financial aid disbursements are processed.

Financial aid funds are disbursed by the Bursar's Office.

- Federal regulations require two (2) disbursements for all loans, including one semester loans. Students attending a single semester are expected to receive their second disbursement at the calendar midpoint of the term.
- For first-time Direct Loan borrowers, there is a waiting period of thirty calendar days for the first loan disbursement.
- Students who drop below half-time enrollment are no longer eligible for Direct Loans and/or Cal Grants.
- Attendance verification must be completed by instructors during the first two weeks of each semester or the Add/Drop period for all financial aid students. Grant and loan disbursements will not be released until the attendance verification is completed.

Student Employment Programs

Federal Work-Study

Federal Work-Study (FWS) program is a federally funded, need-based financial aid program that provides part-time on-campus and off-campus employment opportunities to students enrolled in undergraduate and graduate programs.

The FWS program is intended to assist students in meeting their financial obligations to the university and to encourage community-service involvement. A student's earnings from working in an FWS position should be used to offset the cost of the student's education.

The Financial Aid Office determines a student's eligibility for FWS based on the student's cost of attendance and FAFSA information. FWS is awarded on a first come first served basis as the FWS funds are limited by the federal funding budget as well as by UWest's departmental budget. The maximum award is $6,500 per academic year per student.

FWS jobs may be on or off campus. Off-campus jobs usually involve work in community service with federal, state, or local public agencies or private nonprofit organizations. Off-campus work must be performed in the public interest rather than for a particular interest or group. UWest requires all its off-campus FWS jobs to be part of the community service program.

To be eligible for FWS award, a student must:

- meet all general eligibility criteria;
- demonstrate sufficient unmet financial need;
- be enrolled at least half-time during regular academic semesters;
- maintain Satisfactory Academic Progress (SAP)

Institutional Student Worker

Institutional Student Worker is an institutionally funded financial aid program that provides part-time on-campus employment opportunities for undergraduate and graduate students who are not eligible for federal work-study. Because these funds are limited, priority is given to students who apply by the priority deadline and/or eligible international students only.

All students who are in the Institutional Student Worker program will be required to work a specified number of hours per week not exceeding more than 20 hours per week, or maximum of 30 hours per week, subject to the approval of the Human Resources Office.

Funds will be paid to the students bi-weekly.

University Scholarships

Institutional scholarships may be awarded to incoming and continuing students with financial need. The scholarships are awarded for one academic year beginning in Fall semester. Disbursement of the scholarship awards is made in two installments, the first in Fall semester and the second in Spring semester. Reviews for eligibility and Satisfactory Academic Progress (SAP) take place each semester. Recipients may be disqualified from the scholarships for the Spring semester if one or more of requirements are not met. A Financial Aid and Scholarship Committee appointed by the University determines the awards annually. The award is made in the form of tuition waiver directly to the students' account. No money will be paid to the student. Institutional scholarships are offered in the form of Lotus Scholarship, Metta Scholarship, and Dream Scholarship for incoming students and President's Scholarship, Dean's Scholarship, and UWest Scholarship for continuing students. For complete information, visit Institutional Scholarships at **https://www.uwest.edu/admissions-scholarships/**

Incoming Students

Applicants who wish to be considered for scholarships should submit all required financial aid documents with the Application for Admission. Due to high demand, applicants are encouraged to submit their applications by April 1.

Scholarship	Program	Award	Initial Requirements
Lotus	All Undergraduate Programs	$6,000	international students
	MBA	$7,000	
	MA-Psychology	$7,000	
Metta	All Undergraduate Programs	$6,000	Domestic transferring students
Dream	All Undergraduate Programs	$10,000	Undocumented students with exceptional financial need

Continuing Students

Application Deadline is April 1.

Scholarship	Program	Award	Initial Requirements
President's	Undergraduate Programs	Full Tuition up to 12 units	Full time with minimum GPA 3.50
	Graduate Program	Full Tuition up to 15 units	Full time with minimum GPA 3.75
Dean's	Undergraduate Programs	Half Tuition up to 12 units	Full time with minimum GPA 3.20
	Graduate Program	Half Tuition up to 15 units	Full time with minimum GPA 3.50
UWest	Undergraduate Programs	Maximum $1,000	Preferred minimum GPA 3.0
	Graduate Program	Maximum $1,000	Preferred minimum GPA 3.2

Institutional scholarships cannot be awarded in conjunction with other Institutional Scholarships, Buddha's Light Scholarship, IBEF Scholarship or IBEF Fellowship.

Private Scholarships

AJ Wang Foundation Scholarship Fund

The AJ Wang Foundation was established as a 501(c)(3) non-profit organization in November, 2008 to provide funding to various educational institutions to support students. The Foundation is led by a couple who immigrated to the U. S. to pursue the "American Dream." It is through hard work and their will to overcome financial obstacles that they have become successful entrepreneurs. As their life-long goal to "give back" to the communities that supported them to realize their dreams, they established the Foundation to support those with the greatest need.

The AJ Wang Foundation Scholarship is for 1) graduating high school seniors with a minimum high school GPA of 2.5 and 2) college transfer students entering UWest as junior students with a minimum GPA of 3.0 from their previous college(s). The scholarship awards $2,000 per year for up to four years to graduating high school seniors and $4,000 per year for up to years for college transferring students. Application package must be emailed to: Dr. Chiung-Sally Chou, Executive Director, at **info@ajwangfoundation.org** before deadline. For complete information, visit AJ Wang Foundation Scholarship Fund at **https://www.uwest.edu/admissions-scholarships/**.

IBEF Scholarship, Fellowship and Research Grant

Each semester the International Buddhist Education Foundation (IBEF) awards scholarships to new and continuing students enrolled full-time in an undergraduate, graduate or doctoral program within the Department of Religious Studies and Department of Buddhist Chaplaincy. The IBEF Scholarship awards $4,500 per semester and an additional Tuition Fellowship $2,500, if applicable. IBEF established an IBEF Fellowship to support Buddhist monastic graduate students. The Fellowship award ranges from $2,000 – $3,000 per semester. Additionally, beginning Fall 2020, IBEF embarked a new IBEF Research Grant to provide $5,000 – $6,000 per semester to PhD and DBMin candidates who are committed to the study of Humanistic Buddhism, and to complete the intended respective degrees while attending University of the West.

Application package must be emailed to Ms. Grace Hsiao, IBEF Liaison Officer, at **IBEF@uwest.edu** before deadline: May 1 for fall semester and November 15 for spring semester. The International Buddhist Education Foundation (IBEF) is administratively separate from the University of the West. Scholarship eligibility and award decisions are determined solely by IBEF. For complete information, visit IBEF Scholarship, Fellowship, Research Grant at **uwest.edu/admissions-scholarships/**.

Golden Benefactor Awards

The Golden Benefactor Awards (GBA) are awarded by individual donors to stand-out undergraduate and graduate students who demonstrate financial need, and require a separate application in order for a student to be considered. The Golden Benefactor Awards are available only to UWest continuing students who have been previously full-time enrolled for one semester in a degree-seeking program; available to UWest undergraduate and graduate full-time students, except students who are in their final semester.

The scholarships are available in fall or spring semester. Application package must be emailed to Office of Financial Aid at **financialaid@uwest.edu** before deadline: the following Monday of the end of the current semester (SP|FA) for the coming semester (FA|SP). For complete information, visit Golden Benefactor Awards at **https://www.uwest.edu/admissions-scholarships/**.

Private Loan (Not Federal Student Aid)

Private loans are credit-based educational loans borrowed directly from a lender. Interest rates and fee schedules vary depending on the borrower's creditworthiness. In some cases, private loans include processing fees and/or repayment fees. Thus, it is important to carefully evaluate the total cost, including repayment, before deciding to borrow a private loan.

Summer Session

UWest treats the summer session as a "trailer" (the end) of the current academic year. Please include budgets for summer session in your fall and spring semesters. The requested amount will be evenly disbursed in fall and spring semester.

Satisfactory Academic Progress

To create parity and equity amongst all students regardless of each student's funding source, the university's Financial Aid Satisfactory Academic Progress policy applies to all students.

By law, UWest is required to establish both qualitative and quantitative standards for Satisfactory Academic Progress (SAP) toward the completion of a degree.

These standards are applied to all UWest students, including federal and state financial aid recipients, regardless of program or enrollment status. Aid programs covered by these standards are Federal Pell and FSEOG grants, Federal Loan programs (Direct, Parent PLUS, Grad PLUS), Federal Work Study, as well as some state aid programs.

These academic standards apply for all periods of enrollment, including terms when no aid was received.

The Financial Aid Office, in consultation with the Registrar, reviews all aid recipients at the end of each payment period, i.e. fall, spring, and summer semester, for compliance with the following standards used to measure satisfactory academic progress: Qualitative Progress, Pace of Progression, and Maximum Time to Degree.

Students who do not meet one (1) or more of these standards will receive a written SAP Notification Letter from the university before the beginning of the subsequent semester.

Students consistently not meeting these standards after consecutive semesters will be dismissed from the University and all financial aid terminated.

Qualitative Progress Standard (Cumulative GPA)

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

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

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

Quantitative Standard (Pace of Progression)

Students must successfully complete a minimum of 67% of units attempted.

Pace of progression is calculated by dividing cumulative units earned by cumulative units attempted. Courses must be applicable and consistent with the students' enrollment and funding status.

For example, if an undergraduate student has enrolled in a total of 36-degree applicable units when reviewed at the close of the fall semester, the student must have earned a minimum of 24 units to have achieved a 67% pace of progression. If the student has earned fewer than 24 units, the student has failed to meet this standard and is not making satisfactory academic progress.

Units transferred to UWest are included in the calculation of Pace of Progression.

Maximum Timeframe Standard

A student may enroll in no more than 150 percent of the units required for award of the degree and is no longer eligible to receive financial aid after this maximum is reached.

Maximum units allowed are calculated by multiplying total units required to graduate by 150%. For example, a student must complete 120 units to earn a Bachelor of Arts in Psychology. The student's financial aid eligibility will be suspended as soon as he reaches 180 cumulative attempted units (150% times 120) including transfer credits, even when the student has not yet completed the degree. The 150% maximum timeframe applies to both undergraduate and graduate students.

Students may continue to complete their degree programs without the benefit of financial aid if a student's academic progress indicates completion of the program is imminent. The students should meet with Student Accounts to set up a tuition payment plan for the remainder of their degree program.

Criteria Used When Progress Is Reviewed

Payment Period

Each fall, spring, and summer semester is a payment period. Winter Inter-session is included in the spring payment period.

Attempted/Earned Units

Attempted units: All courses for which a student enrolls, including required pre-collegiate courses and transfer credit are included in units attempted. Grades of F, FW, I, NP, and W are included in attempted units.

Earned units: All courses for which a student receives credit, including required pre-collegiate courses and transfer credit are included in units earned. Grades of F, FW, I, NP, and W are not included in the units earned.

Course Withdrawals

Courses from which the student withdraws after the official add/drop deadline are included in cumulative units attempted but are not included in units earned.

This includes courses dropped when a student starts but does not complete a term, whether they have withdrawn or taken leave of absence.

Repeated Courses

Pace of Progression: All units attempted in repeated courses are included in cumulative units attempted. However, a repeated course only be applied to earned units if specified as "repeat for credit" in the catalog. Impact of Repeated Courses on Cumulative GPA:

- Undergraduate: Only the highest grade awarded is calculated in the cumulative GPA.
- Graduate: All grades earned, including repeated courses, are calculated in the cumulative GPA. Incomplete Courses

Pace of Progression: Courses that are assigned to an incomplete grade are included in the cumulative units attempted. Until a final grade is posted, incomplete units are counted as failed and are not included in units earned. They are added to earned units only upon posting of a passing grade on or before the approved incomplete deadline.

Transfer Credit

Pace of Progression/Maximum Timeframe: All transfer units accepted towards a student's UWest degree are included in the review of the pace of progression and maximum timeframe standards.

Cumulative GPA: Grades for courses completed at other institutions are not included in the calculation of the UWest GPA.

Financial Aid/Academic Warning, Academic Probation, and Dismissal

Progress is reviewed at the end of each fall, spring, and summer term.

Students who do not meet one or more of the standards of this SAP policy at the end of any payment period are automatically placed on financial aid warning/academic probation for the following payment period in attendance. Students placed on financial aid warning are eligible to receive Title IV financial aid during a warning period of one payment period without appeal or other action.

Students who meet the minimum required Cumulative GPA and Term GPA are in good standing.

Students who meet the minimum Cumulative GPA, but whose Term GPA falls below the minimum standard will be placed on Academic Warning for a period of one (1) term.

- Students placed on academic warning must meet with their academic or program advisor to develop a plan of action to improve their grades so that they may continue to maintain the cumulative GPA required for their level of study.

Students whose cumulative GPA falls below the minimum standard will be placed on financial aid warning/academic probation for a specified period, usually one (1) term.

- Students placed on financial aid warning are eligible to receive Title IV financial aid during a warning period of one payment period without appeal or other action.
- Students placed on probation must meet with their academic advisor to develop an academic plan designed to help them regain good standing.
    - This meeting must occur no later than the first Friday of the term in which the student has been placed on probation.
- Enrollment restriction for students during the probation period:
    - Graduate students: maximum 9 units per semester
    - Undergraduates: maximum 14 units per semester

Students placed on financial aid warning/probation are expected and required to make use of the services of the Student Success Center.

Students who have been placed on financial aid warning/probation will be reviewed again at the end of the warning/probation period.

- Students whose cumulative GPA has been raised to the minimum requirement are returned to good standing and removed from warning/probation.
- Students whose cumulative GPA remains below the minimum but with a term GPA exceeding the minimum may be granted one additional term to return to academic good standing. Students may no longer be eligible for federal financial aid.
    - At the close of the additional semester, the student's cumulative GPA remains below the minimum, the student may be dismissed from the university and all funding sources terminated.
- Students with cumulative and term GPAs below the minimum requirements may be dismissed from the university and all funding sources terminated.
- Students with a cumulative GPA at or above the minimum requirement but failing to meet the Pace of Progression may be dismissed and all funding sources terminated.

Students who are dismissed retain the right to petition for reinstatement, explained below.

Appeals for Reinstatement of Federal Financial Aid

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

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

Acceptable justification for appeal includes, but is not limited to, personal or family accident, illness or injury of the student, death of a close family member, or other extenuating and unavoidable circumstances beyond the student's control. Ongoing, chronic medical problems do not meet the definition of "extenuating circumstances." If the condition existed at the time aid was offered, it should have been taken into consideration when selecting classes and credit load.

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

Federal Financial Aid Probation and Termination

Students who successfully appeal are placed on financial aid probation for one payment period. Students who fail to meet SAP standards at the end of the probation period 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 percent of cumulative units attempted for two consecutive semesters;
- Cumulative units attempted at or above 150 percent of the units normally required for award of the degree.

Re-establishing Federal Financial Aid Eligibility

Students whose financial aid is terminated due to lack of academic progress may re-establish their eligibility by meeting SAP standards again. To re-establish financial aid eligibility:

Cumulative GPA: Raising GPA to Minimum Required

To raise their cumulative GPA students must complete courses at UWest. Coursework transferred from other institutions is not included in the calculation of UWest GPA. Undergraduates may hasten this process by repeating courses in which they earned a grade of C minus or below. Students must raise their cumulative GPA to the minimum required for their level of enrollment as specified in a formal Academic Plan.

Pace of Progression: Correcting a Credit Deficiency

Students correct credit deficiencies by completing additional degree applicable courses at UWest or through the transfer of degree applicable coursework from other accredited colleges. Transfer credit must be approved in advance.

Reinstatement from Academic Dismissal

A student who has been academically dismissed may appeal for reinstatement by submitting a Reinstatement form. There are two pathways to reinstatement.

These pathways may overlap with the pathways to reestablishing Federal Financial Aid eligibility.

UWest Pathway – Graduates & Undergraduates

A student who has been dismissed may petition for reinstatement to UWest directly after dismissal by submitting a Reinstatement form. This petition will be routed to the Chief Student Services Officer for review and approval.

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

Off Campus Pathway - Undergraduates only

Alternatively, an undergraduate student may choose to return after successfully completing at least 24 units of substantive academic coursework in a single year with a cumulative GPA of at least 2.4 at an accredited college or university. Courses completed with a grade less than 2.0 will not apply towards the 24-unit requirement.

In this case, the student submits a digital Reinstatement form and an official transcript showing completion of the required coursework to the Registrar's Office. The petition must indicate what led to the dismissal as well as what has changed in the student's situation that will allow the student to succeed if reinstated. Both documents will be given to the Chief Student Services Officer for review and approval.

It should be noted that, while the units earned elsewhere may be considered as justification for reinstatement, the courses completed may not be applicable as transfer credit. This determination is subject to the transfer credit policy in this catalog and is contingent upon applicability to the student's program of enrollment at UWest. Students opting for this pathway are advised to submit a General Petition for transfer credit preapproval when selecting courses.

Reinstatement on Probation

If the reinstatement petition is approved, the student will be reinstated on probation with a formal academic plan for a specified period, usually one (1) term.

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

Students should note that if they are reinstated and subsequently dismissed, they are not eligible for reinstatement a second time.

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

Academic reinstatement is not a guarantee of financial aid reinstatement.

Intensive English Program (IEP)

Students enrolled in the Intensive English Program must earn a term GPA of 2.7 to advance in the IEP and Bridge sequence of classes. Students who do not achieve this GPA may be required to repeat a level until the minimum GPA has been achieved and the student has demonstrated that he or she is prepared to advance.

This policy is explained in full in the English Language Institute section of this catalog.

Return To Title IV Funds (R2T4)

The Financial Aid Office is required by federal regulations to recalculate Title IV eligibility for students who withdraw, are dismissed, take a leave of absence, or stop attending before completing the semester. This policy applies to all students receiving federal grant and/or loan aid. Students who only receive Federal Work-Study funds are not subject to this policy.

Federal Title IV regulations require students who withdraw from all of their classes prior to the 60 percent point of the payment period (defined as fall or spring semester or summer term) to return the unearned portion of their Title IV financial aid to the Department of Education. Additionally, institutions may be required to return a portion of unearned funds to the Department of Education, and some students may be entitled to a post-withdrawal disbursement.

The university must return the amount of unearned Title IV funds for which it is responsible no later than 45 days after the date of determination that the student withdrew. If the student earned more aid than was disbursed, the university would owe the student a post-withdrawal disbursement which must credited to the student's account within 180 days of the date of withdrawal determination.

Funds to Include in a Return to Title IV Calculation

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

1. Direct Unsubsidized Loans;
2. Direct Subsidized Loans;
3. Direct PLUS Loans;
4. Pell Grants;
5. Federal Supplemental Educational Opportunity Grant (FSEOG)
6. Other Title IV Assistance

UWest does not participate in the Perkins loans programs.

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.

- If the amount disbursed to the student is/was greater than the amount earned, the unearned funds must be returned to the Department of Education.
- 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.
- Refund calculations are not applied to students who withdraw from classes prior to the first day of attendance.
- 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.

Determining Earned Aid

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.

Post-Withdrawal Disbursement

A student who did not receive all of the funds earned before withdrawing may be due a post-withdrawal disbursement. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. All post-withdrawal disbursements will be credited to student account first. If the return calculation results in a credit balance on the student's account, the credit balance will be disbursed as soon as possible and no later than 14 days after the return calculation.

The university will disburse any post-withdrawal grant funds within 45 days of the date the university determines the student withdrew. No confirmation from the student is required. If a post-withdrawal disbursement includes loan funds, the university must receive the student's permission before it can disburse them. The university will notify the student of their post-withdrawal loan disbursement and allow them 14 days to respond to the loan offer. A student may choose to decline some or all of the loan funds so that he or she does not incur additional debt. The university 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 university). The university needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. A student who chooses not to grant permission will be offered the funds. However, it may be in the student's best interest to allow the university to keep the funds to reduce debt.

When processing a post-withdrawal disbursement, the student must have met all of the conditions for a late disbursement prior to the date the student became ineligible (date of withdrawal). Some Title IV funds that the student was scheduled to receive may not be disbursed because of other eligibility requirements. For example, a first-time, first-year undergraduate who does not complete the first 30 days of a program before withdrawal will not receive any Direct Loan funds that would have been received if the student had remained enrolled past the 30th day.

Returning Unearned Aid

If the student receives (or the university or parent receives on the student's behalf) excess Title IV program funds that must be returned, the university 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 university must return this amount even if it did not keep this amount of the student's Title IV program funds. If the university 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 arrangement with the university 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 university may have. UWest's refund policy may be found in the catalog under the Tuition and Fees section. A student may still owe funds to the university to cover unpaid institutional charges. The university may also charge a student for any Title IV program funds that the school is required to return.

Withdrawal Date

The Registrar's Office is the designated office of record where students provide notification of withdrawal. The withdrawal date is determined by the Registrar's Office and 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.

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

Students must submit a copy of the military deployment to the Registrar's Office and the Financial Aid Office. If a Title IV eligible student withdraws because of being called to active duty, or has been otherwise impacted by military mobilization, the school must perform Return of Title IV calculations that are required by statute and regulations. If those calculations result in the school being required to return funds to one or more of the Title IV programs, it must do so. The student will be responsible for any amount returned on their behalf.

Student Responsibilities And Expectations

Student Responsibilities

- Students must be officially accepted into a degree-seeking program at UWest and make satisfactory academic progress toward that degree objective.
- Student must report any additional resources and/or changes. Such changes include, but are not limited to, additional financial resources such as Veteran's educational benefits; scholarships; stipends; graduate teaching assistantships; fee waivers; vocational rehabilitation payments; residence hall assistantships; or changes in enrollment, housing plans and/or residency.
- Students must be enrolled in and earn the minimum number of credits required by their enrollment/funding status each semester and must maintain "satisfactory academic progress" as defined for all applicants and recipients of aid.
- Students must meet all published deadlines.
- Students must activate their UWest e-mail address and use their official e-mail address to receive important financial aid notifications and information.
- Students should change their address via the Registrar's Office immediately anytime they have an address change.
- Students should notify the Financial Aid Office in writing if they will not be attending.
- Students should officially withdraw if they must leave UWest for any reason. Contact the Registrar's Office for additional information.
- Student loan borrowers who are graduating, leaving school or dropping below half time, must complete Student Loan Exit Counseling at **https://studentaid.gov/exit-counseling/**
- Students must read the UWest Financial Aid Handbook and all other financial aid and scholarship information that they may receive. Financial Aid Advisors are available to assist students with their questions regarding financial aid, scholarships and relevant requirements.

Student Expectations

- Students may request an appointment with a Financial Aid Advisor to discuss any questions or concerns they may have regarding their financial aid.
- Students who experience unusual circumstances that may impact their ability to contribute should contact the Financial Aid Office for further information. Unusual circumstances could include loss of a benefit or non-taxable income, separation/divorce, death of a parent/spouse, or economic hardship such as tuition for dependent child care, major medical/dental expenses not covered by insurance or natural disaster. Documentation is required.
- If an independent student or parent(s) of a dependent student has a substantial reduction in taxable income/ benefits, the student may contact the Financial Aid Office to reevaluate their FAFSA income.
- Students will be notified by email about their eligibility and if changes are made to their award letter during the year.
- Students may reduce the amount or decline any funds listed on their financial aid offer.
- Students should speak with a Financial Aid Advisor to review the options and consequences of dropping credits or withdrawing from UWest prior to making a final decision.
- Students can expect to be treated courteously and with civility; Financial Aid Advisors expect that in return.
- All financial aid information is held in confidence and is protected under the Family Education Right to Privacy Act (FERPA).
- Students can expect their phone calls to be returned within 24-48 hours (except during peak processing periods).

Students should come to campus with enough funds to pay for books/supplies, incidentals, and initial living expenses. Please be prepared.

Tuition & Fees



Cost of Attendance

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

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

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

Student financial aid offers include the cost of attendance used to determine award eligibility. Students with questions regarding how cost of attendance is calculated should consult with the Financial Aid Office.

Estimated Cost of Attendance (COA)

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

Direct costs: costs paid to UWest. These include tuition, fees, and on-campus housing.

Indirect Costs: costs not charged by UWest. They are additional expenses that students need to consider in their budgeting and financial planning. These include food and housing (living expenses), books, supplies, transportation, and miscellaneous expenses.

Housing: On Campus housing cost included in the Cost of Attendance is the average cost of available options.

All tuition and fees should be considered as estimates and are current at the time of publication. Tuition and fees are subject to change without prior notification.

Undergraduate Cost of Attendance

Bachelor of Arts - All Programs

Full Time (12 units)	Living on Campus	Living Off Campus	Living Off Campus With Parents/Relatives
Tuition ($623/unit)	$ 7,476	$ 7,476	$ 7,476
Mandatory Fees	$ 652	$ 652	$ 652
Housing - On Campus	$ 3,674	———	———
Direct Costs	**$ 11,802**	**$ 8,128**	**$ 8,128**
Food	$ 3,942	———	———
Food & Housing - Off Campus	———	$ 12,281	$ 6,269
Books & Supplies	$ 653	$ 653	$ 653
Transportation	$ 693	$ 828	$ 603
Student Loan Fees	$ 217	$ 217	$ 217
Miscellaneous	$ 1,985	$ 2,853	$ 2,282
Indirect Costs	**$ 7,490**	**$ 16,832**	**$ 10,024**
Semester Totals	**$ 19,292**	**$ 24,960**	**$ 18,152**
Annual COA	**$ 38,584**	**$ 49,920**	**$ 36,304**

While 12 units is considered full-time for purposes of financial aid eligibility, students who plan on completing their degrees in four years must complete at least 15 units per term. This will increase the projected per semester and annual COA but may decrease the total cost of the program.

Graduate Cost of Attendance by Department

Buddhist Chaplaincy

MA Buddhist Spiritual Care | MDiv Buddhist Chaplaincy

DBMin Buddhist Ministry

Full Time (9 units)	Living on Campus	Living Off Campus	Living Off Campus With Parents/Relatives
Tuition ($759/unit)	$ 6,831	$ 6,831	$ 6,831
Mandatory Fees*	$ 652	$ 652	$ 652
Housing - On Campus	$ 3,674	---	---
Direct Costs	**$ 11,157**	**$ 7,483**	**$ 7,483**
Food	$ 3,942	---	---
Food & Housing - Off Campus	---	$ 12,281	$ 6,269
Books & Supplies	$ 653	$ 653	$ 653
Transportation	$ 693	$ 828	$ 603
Student Loan Fees	$ 217	$ 217	$ 217
Miscellaneous	$ 1,985	$ 2,853	$ 2,282
Indirect Costs	**$ 7,490**	**$ 16,832**	**$ 10,024**
Semester Totals	**$ 18,647**	**$ 24,315**	**$ 17,507**
Annual COA	**$ 37,294**	**$ 48,630**	**$ 35,014**

*Mandatory Fees is $311 for MA-Buddhist Spiritual Care (Chinese Track Online)

This chart refers specifically to the minimum number of units considered full-time for purposes of determining financial aid eligibility. Students enrolled in MDiv Buddhist Chaplaincy are expected to register in 14 units per term to complete their program in sequence and on time. This will increase the projected per semester and annual COA but may decrease the total cost of the program.

Business Administration

MBA & Professional MBA

Full Time (9 units)	Living on Campus		Living Off Campus		Living Off Campus With Parents/Relatives	
Tuition ($788/unit)	$	7,092	$	7,092	$	7,092
Mandatory Fees	$	652	$	652	$	652
Housing - On Campus	$	3,674		---		---
Direct Costs	**$**	**11,418**	**$**	**7,744**	**$**	**7,744**
Food	$	3,942		---		---
Food & Housing - Off Campus		---	$	12,281	$	6,269
Books & Supplies	$	653	$	653	$	653
Transportation	$	693	$	828	$	603
Student Loan Fees	$	217	$	217	$	217
Miscellaneous	$	1,985	$	2,853	$	2,282
Indirect Costs	**$**	**7,490**	**$**	**16,832**	**$**	**10,024**
Semester Totals	**$**	**18,908**	**$**	**24,576**	**$**	**17,768**
Annual COA	**$**	**37,816**	**$**	**49,152**	**$**	**35,536**

While 9 units is considered full-time for purposes of financial aid eligibility, Professional MBA students are expected to enroll in 12 units fall and spring semester and 6 units in summer to complete the program in one year. This will increase the projected per semester and annual COA but may decrease the total cost of the program.

Psychology

Master of Arts in Psychology

Marriage & Family Therapy | Multicultural Counseling

Full Time (9 units)	Living on Campus	Living Off Campus	Living Off Campus With Parents/Relatives
Tuition ($788/unit)	$ 7,092	$ 7,092	$ 7,092
Mandatory Fees	$ 652	$ 652	$ 652
Housing - On Campus	$ 3,674	---	---
Direct Costs	**$ 11,418**	**$ 7,744**	**$ 7,744**
Food	$ 3,942	---	---
Food & Housing - Off Campus	---	$ 11,377	$ 5,918
Books & Supplies	$ 653	$ 653	$ 653
Transportation	$ 693	$ 828	$ 603
Student Loan Fees	$ 217	$ 217	$ 217
Miscellaneous	$ 1,985	$ 2,853	$ 2,282
Indirect Costs	**$ 7,490**	**$ 16,832**	**$ 10,024**
Semester Totals	**$ 18,908**	**$ 24,576**	**$ 17,768**
Annual COA	**$ 37,816**	**$ 49,152**	**$ 35,536**

While 9 units is considered full-time for purposes of financial aid eligibility, MFT students are expected to enroll in 12 units per term to complete the program following the cohort model. This will increase the projected per semester and annual COA but may decrease the total cost of the program.

Religious Studies

Master of Arts in Religious Studies

Doctor of Philosophy in Religious Studies

Full Time (9 units)	Living on Campus	Living Off Campus	Living Off Campus With Parents/Relatives
Tuition ($759/unit)	$ 6,831	$ 6,831	$ 6,831
Mandatory Fees	$ 652	$ 652	$ 652
Housing - On Campus	$ 3,674	---	---
Direct Costs	**$ 11,157**	**$ 7,483**	**$ 7,483**
Food	$ 3,942	---	---
Food & Housing - Off Campus	---	$ 12,281	$ 6,269
Books & Supplies	$ 653	$ 653	$ 653
Transportation	$ 693	$ 828	$ 603
Student Loan Fees	$ 217	$ 217	$ 217
Miscellaneous	$ 1,985	$ 2,853	$ 2,282
Indirect Costs	**$ 7,490**	**$ 16,832**	**$ 10,024**
Semester Totals	**$ 18,647**	**$ 24,315**	**$ 17,507**
Annual COA	**$ 37,294**	**$ 48,630**	**$ 35,014**

Eastern Philosophy and Management

Doctor of Eastern Philosophy and Management

Full Time (9 units)	Living on Campus	Living Off Campus	Living Off Campus With Parents/Relatives
Tuition ($3,300/unit)	$ 29,700	$ 29,700	$ 29,700
Mandatory Fees	$ 500	$ 500	$ 500
Housing - On Campus	$ 3,674	---	---
Direct Costs	**$ 33,874**	**$ 30,200**	**$ 30,200**
Food	$ 3,942	---	---
Food & Housing - Off Campus	---	$ 12,281	$ 6,269
Books & Supplies	$ 653	$ 653	$ 653
Transportation	$ 693	$ 828	$ 603
Student Loan Fees	$ 217	$ 217	$ 217
Miscellaneous	$ 1,985	$ 2,853	$ 2,282
Indirect Costs	**$ 7,490**	**$ 16,832**	**$ 10,024**
Semester Totals	**$ 41,364**	**$ 47,032**	**$ 40,244**
Annual COA	**$ 82,728**	**$ 94,064**	**$ 80,448**

IEP - 16-Week Session - Fall & Spring Semesters

Full Time (20 hours)	On Campus	
Tuition*	$	5,096
Mandatory Fees	$	652
Housing - On Campus	$	3,674
Direct Costs	**$**	**9,422**
Food	$	3,942
Books & Supplies	$	653
Transportation	$	693
Miscellaneous	$	1,985
Indirect Costs	**$**	**7,273**
Semester Totals	**$**	**16,695**
Annual COA	**$**	**33,390**

*COA for IEP is based upon enrollment in a full semester, i.e. four blocks.

Direct Costs are paid to UWest. These include tuition, fees, and on-campus housing.

Indirect Costs are not charged by UWest. They are additional expenses that students need to consider in their budgeting and financial planning. These include food and housing (living expenses), books, supplies, transportation, and miscellaneous expenses.

Average Housing - On Campus included in the Cost of Attendance is the average cost of available housing options.

All tuition and fees should be considered as estimates and are current at the time of publication. Tuition and fees are subject to change without prior notification.

Tuition

Degree & Academic Certificate Programs

Program	Undergraduate		Graduate	
Buddhist Chaplaincy		---	$	759 per unit
Business Administration	$	623 per unit	$	788 per unit
Doctor of Eastern Philosophy and Management		---	$	3,300 per unit
Liberal Arts	$	623 per unit		---
Psychology	$	623 per unit	$	788 per unit
Religious Studies		---	$	759 per unit
Buddhist Counseling Certificate		---		788 per unit
Business Administration Certificates	$	623 per unit	$	788 per unit
Undergraduate Certificates	$	623 per unit		---
Audit	$	464 per course	$	464 per course
Credit by Examination	$	118 per unit	$	118 per unit

English Language Institute

Program		Tuition	
Intensive English Program			
Fall and Spring Semester	4 blocks per term / 4 weeks per block / 20 hours per week		
	1 block	$	1,401*
	2 blocks	$	2,751*
	3 blocks	$	4,050*
	4 blocks	$	5,096*
	*Discounted tuition offered for continuous block enrollment. A break in enrollment will result in the higher charge.		
Intensive English Summer Program			
Summer Session 2	6 weeks / 20 hours per week	$	1,912
English Conversation & Culture Program			
Fall & Spring Semester	4 blocks per term / 4 weeks per block / 15 hours per week		
	1 block	$	1,051*
	2 blocks	$	2,063*
	3 blocks	$	3,038*
	4 blocks	$	3,822*
	*Discounted tuition offered for continuous block enrollment. A break in enrollment will result in the higher charge.		
Summer Session 2	6 weeks / 15 hours per week	$	1,433
TOEFL Preparation	16 weeks / 5 hours per week	$	1,274

Non-Refundable Fees

One-Time Fees

Application (Domestic)	$	75
Application (International)	$	100
Identification Card	$	25
Readmission Fee (Domestic)	$	75
Readmission Fee (International)	$	100

Mandatory Fees per Term

Comprehensive Fees			
DEPM	$	500	per term
Full-time	$	617	per term
Online Program	$	311	per term
Part-time	$	444	per term
UWest Student Government	$	35	per term

Penalty Fees (per occurrence)

Add/Drop after deadline	$	50	per request
Check Fee	$	35	per returned check, stop payment, replacement check request
Finance Charge for Past Due Balance		1% of outstanding balance per month	
Late Payment	$	100	
Late Registration	$	50	
Student Success Center No-Show	$	10	

Miscellaneous Fees (per request or occurrence)

Library Membership, Guest User	$	162	annually
English Placement Test, Off Schedule	$	100	per exam
Doctoral Student Candidacy	$	100	
Graduation	$	50	
Graduation, Re-Application	$	25	
Commencement (includes cap & gown, graduation photos)			
Bachelor's Degree	$	100	
Master's Degree	$	145	
Doctoral Degree	$	175	
Refund Service Charge, per refund	$	20	
Student ID Replacement	$	25	
Diploma Reorder	$	50	
Diploma Cover	$	10	
Transcript Requests			
Standard Processing	$	10	each
Next Day Processing	$	15	each
Same Day Processing	$	25	each
Faxed Unofficial	$	15	each

All Tuition and Fees are effective beginning Fall 2026 and are subject to change without advance notice. Information regarding the cost of student housing may be found in the Living on Campus section of this catalog.

F-1 Student Health Insurance

UWest requires a mandatory health insurance plan for our international students. Students must be insured each semester of enrollment as well as winter and summer break periods. Before the beginning of each semester, F-1 students receive instructions from the university on how to enroll in the health insurance plan. Students enroll and make insurance policy payments directly with the insurance provider. This coverage can only be offered to students on an F-1 visa and is not available for domestic students. Graduates who wish to maintain coverage while completing OPT should consult with the insurance provider directly for information.

Students are required to pay the full amount due for the coverage period, including breaks, when registering each semester. Details are available in the International Students section of this catalog.

Tuition Payments

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

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

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

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

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

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

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

A student must not have any delinquent financial obligations to the university at the time instruction begins each semester, or the student's registration may be revoked. Students are expected to pay the full cost of tuition, fees, and housing for the term prior to the first week of classes each term. Students who do not meet this payment requirement without having an approved funding or payment plan on file will have their registration for the term revoked, and will be unscheduled from all classes by Friday of the first week of classes. While students may petition for reinstatement if dismissed, reinstatement is not guaranteed. Approval is contingent upon payment as well as availability of classes. If registration is revoked, 100% of any tuition paid for that semester will first be applied to any outstanding debt. Any remaining credit will be refunded within 30 days from the date of revocation.

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

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

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

Methods of Payment

Payment must be made in full directly to the Accounting Office on or before the published tuition payment deadline each semester. Payment by cash, check, or money order may be made in person, while credit card payments may be made only through the university's online payment portal.

Students who can demonstrate financial hardship or eligibility for financial aid may be eligible for a short-term deferment. Applications are made in person at the Accounting Office, and must be approved and completed before the published tuition payment deadline. Details regarding short term deferments and the UWest Student Payment Plan Policy are available from the Accounting office.

Payment Options

Pay Online

Students may pay through the online payment portal, accessed through their UWest student portal account.

- electronic check (no additional fee)
- debit or credit card (non-refundable transaction fee charged)
- international payment via Convera

Pay in Person

Students may make payments in person during business hours.

Payment types accepted:

- cash
- personal check
- traveler's check
- cashier's check
- money order

Pay by Mail

Payments may be sent to the mailing address below.

- Payment types accepted:
- personal check
- money order

Make checks payable to ***University of the West***

Mailing Address:

University of the West
Attention: Accounting Office
1409 Walnut Grove Avenue
Rosemead, CA 91770

IMPORTANT: This specific address must be used for payments. Using any other address or failing to indicate Attention: Accounting Office may delay posting of the payment and result in a late payment fee.

Non-Sufficient Funds: A $35 fee is assessed for any personal check, whether submitted electronically or in person, if returned due to non-sufficient funds. Returned checks must be repaid by certified funds, including cash, money order, or cashier's check. A personal check will not be accepted as repayment for a returned check.

Refund Policies

Tuition Refunds

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

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

Tuition Refund Schedule for Fall & Spring Semesters

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

Tuition Refund Schedule for Summer Sessions

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

Tuition Refund Schedule for Classes That Do Not Fall in a Regular Term

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

Withdrawal

Withdrawal is defined as termination by the student of his or her enrollment in one or more courses at the university. Cancellation is limited to new students prior to or during their first two weeks of attendance. Refunds are calculated as of the date the petition to cancel enrollment or the withdrawal form is received by the Registrar's Office.

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

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

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

In addition to the institutional tuition refund policy, federal financial aid recipients who withdraw are subject to a pro-rated return of federal funds based on the relevant federal regulations. The return of federal funds calculation is run by the Office of Financial Aid. Students are responsible for returning the balance if funds must be returned to federal programs. Details are provided in the Financial Aid section of this catalog.

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

Academic Progress & Policy



Academic Affairs

Student learning is the core of the university's purpose. As a learning-centered institution, the university offers students a personalized whole-person educational experience that brings East and West together on campus and in the curricula. From a Humanistic Buddhist perspective, all humans benefit from education that encourages individual growth, discernment, creativity, and development. This perspective is reflected in the curriculum and in campus life.

The Academic Affairs department oversees all academic offerings. The Academic team, under the direction of the Chief Academic Officer (CAO), works with students from their initial registration through their graduation. The support for students continues on beyond graduation, with transcripts, references, continuing education, and more.

Academic Affairs is made up of two branches:

Academic Support

Academic support includes Academic and Program Advisors, the Registrar's Office, Institutional Research, and the Lewis R. Lancaster Research Library. These departments work closely with Student Services, Financial Aid, and Accounting to ensure that students receive the support they need throughout their UWest education.

Academic Programs, Curriculum, and Instruction

UWest's programs of study have been developed to provide students with the tools they need to recognize and achieve their purpose in life. From undergraduate and graduate degree programs to certificate programs, all have been designed with student success as the central core, providing values driven education from a humanistic point of view.

The following pages will explain the basics of how the academic side of UWest works. From how to register through how to apply to graduate – it is all in this chapter.

Academic Resources on the Web

It is easy to access most university resources through the university's website at **www.uwest.edu**. All academic forms described in this chapter are accessed on the website under the Current Students tab, as well as registration instructions and materials. In addition to academic resources, this is where students can find information about campus life, campus culture, and student support services. The Academics tab is home to program information as well as links to the Library, Academic Catalog, Academic Calendar, Faculty/Staff Directory, and the Schedule of Classes. Financial Aid forms and information are accessed through the Admissions & Aid tab. Quick Links are set up to access the Student Portal, email, Moodle, and the Marketplace. All students are encouraged to explore the website so they know where to find the tools they need throughout their studies here at UWest.

Academic Integrity

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

Therefore, all members of UWest's academic community are expected to demonstrate a commitment to the principles of academic integrity.

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

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

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

Academic Calendar

UWest operates on a semester calendar, offering two standard semesters, a winter intersession, and a summer session each academic year. The fall and spring semesters are sixteen weeks in length and are standard periods of enrollment. Degree students are expected to register for the fall and spring semester each year to maintain status in their enrollment. Enrollment in the winter intersession or summer session is optional. While these terms are reduced in length, the credits earned are equivalent to semester units due to the accelerated pace of classes.

The academic calendar is posted on UWest's website, in the catalog, and around campus. Students should pay careful attention to deadlines that pertain to their programs.

New Student Orientation & Registration

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

Once admitted students return their paperwork to reserve their space at UWest, they are sent a welcome email that includes some very important information.

- Student Identification number (SID)

  Every new student is issued a unique student ID number. This number should be included on all communications with the university.

- UWest Email Account

  Students should begin using their UWest email account as soon as they receive it. This email account is used for all official university business.

- UDays New Student Orientation Link & Log On Credentials

  New Student Orientation is offered online, supplemented with in person sessions that are held the week before classes begin. This orientation is an essential tool for new students, offering an overview of the campus and all offices, as well as detailed information on the services and resources available to students. All new students are expected to complete UDays New Student Orientation prior to the first day of classes. Students who skip over this step miss an excellent opportunity to learn their way around UWest.

- Placement Test Requirements, if any

  Based on their program of study and educational background, new students may be required to complete one or more of the placement tests listed here. Student should promptly schedule any required assessment.

  English Placement Test [EPT]

  Required for all students whose prior education was in a language other than English and whose TOEFL or IELTS scores fell into the conditional range for admission. Applicants with total and sectional test scores at or above the minimum for full admission are not required to take the EPT. Details, including score requirements and waiver guidelines, are provided in the International Students section of this catalog.

  Math/Writing Placement Tests [MPT and WPT]

  All incoming undergraduates complete writing and math placement tests to ensure they are placed at the optimal level for success in their first year at UWest. Students who are granted transfer credit for first year math and/or writing courses are not required to take the associated placement test. Students who are required to complete the writing section of the EPT are not required to complete the WPT.

- Advisor Contact Information

  All new students are assigned an advisor when admitted.

Undergraduate Students	Academic Advisor
Graduate Students	Program Advisor
Intensive English Program	ELI Coordinator
Exchange Students	Exchange Advisor

Students who do not require testing should contact their designated advisor upon receiving the welcome email to schedule a registration appointment to select classes. Students who require testing should contact their designated advisor as soon as they receive the results of their placement tests. Students fill out their initial registration form during this appointment, and the approved form is then forwarded to bring the Registrar's Office for processing.

The Registrar's Office will notify each student when the registration form has been processed. Students may then access their schedules on the Student Portal, which students set up as part of Online Orientation. After scheduling, students then make any necessary payment to the Accounting Office. The New Student Tuition Payment Deadline is 4:30 pm, Thursday prior to the first day of classes. Funding must be in place by this date to avoid a late payment fee. All payments, including housing, are due on or before this date.

Students are encouraged to contact the Financial Aid department to establish their funding as soon as possible after being admitted. The Financial Aid department can advise students on what expenses they should expect, the types of aid available to them, and important scholarship deadlines. The experienced staff is a valuable resource, happy to assist with questions and aid applications. More information is available in the Financial Aid section of this catalog.

Academic Advising

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

Undergraduate Advising

All undergraduates see UWest's Undergraduate Academic Advisor for registration advisement, program planning, course scheduling, clarification of policies and procedures, degree checks, and general support. The advisor also maintains regular contact with students on academic warning and probation to help them develop and follow success plans and to direct them to appropriate resources. Program Chairs serve as Program Advisors, and are happy to advise students in areas specific to their field of study, such as choosing the right concentration or discussing future career options.

Graduate Advising

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

Enrollment Status

The number of units being taken each term will affect eligibility for scholarships, aid, and status. Students should consult with the Office of Financial Aid to ensure they maintain an enrollment status appropriate for their aid eligibility and funding.

Enrollment Status	Undergraduate	Graduate	IEP
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

F-1 Students: Federal guidelines require that students on F-1 visas maintain continuous full-time enrollment each fall and spring semester as defined in this table. F-1 students who begin their studies during the summer term must enroll in at least 6 units to fulfill this requirement. Full details on maintaining status are provided in the International Student section of this catalog.

Undergraduates who wish to graduate in four years should complete 15 units per semester. Those who wish to attend part-time may enroll in as few as 6 units per semester, but must understand that this will delay their graduation. Undergraduates who wish to enroll in more than 18 units will need approval from the CAO.

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

Master's and doctoral students generally enroll in 9 units with three exceptions. Students enrolled in Professional MBA, Master of Arts in Psychology, and Master of Divinity are expected to enroll in 12 to 14 units per semester to complete the program in sequence and on time. Students requesting more than the maximum units will need approval from their program advisor.

Basic Steps to Creating a Good Schedule

- Meet with academic or program advisor to discuss progress and options.
- Schedule the optimal number of units. For example, a student who works full-time may find an extra class is not a good idea. On the other hand, a student who is trying to graduate as quickly as possible and who has the time to devote to school will find that an extra class each term hastens completion.
- Undergraduates: Schedule and complete all five general education core competencies during the first year.
- Submit the digital registration form. The registration form will be forwarded for final approval and processing and students are notified with their UWest email account once processed. Students also have the option to enter their advisor-approved schedule directly through the Student Portal.

Students are responsible for knowing registration and add/drop deadlines. These dates are found on the academic calendar posted each year. Students who register late will be subject to a late registration fee and cannot register on the Student Portal.

Continuing Student Registration

Continuing students are those students who register every fall and spring semester with no break in enrollment. Continuing students receive priority status during registration. Approximately 6 weeks prior to the close of a term the university posts the registration schedule, instructions, and schedule of classes for the following semester. Registration for the optional summer session is held concurrently with registration for the following fall semester, and winter intersession registration is completed when registering for the subsequent spring semester. Students meet with their advisors each term to ensure their progress through the program. Students who do not register on or before the tuition payment deadline will be considered to have voluntarily withdrawn from their program.

Students who have completed a degree at UWest and wish to continue their studies in an advanced degree program should apply for admission to that program by the deadlines posted in the Admissions section of this catalog. Students start by submitting the online application. The Enrollment team will provide all necessary assistance. These students are considered new students in regards to enrollment, but continuing students for the purposes of payment deadlines.

Undergraduate Enrollment in Graduate Courses

Undergraduate students, in exceptional circumstances, may be eligible to request enrollment in graduate courses.

Eligibility:	Third year status with minimum of 75 degree-applicable units earned, and Minimum 3.0 cumulative GPA; 3.5 cumulative GPA in major courses

Students should be aware that this is a holistic decision and all aspects of their enrollment and citizenship are considered. In addition to academic ability, petitioners should have a history of modeling exemplary behavior and maturity in the classroom and UWest community.

To register for a graduate course, students submit a General Petition with the Registration/Add Drop form. No more than two courses (6 units) at the graduate level may be applied to undergraduate graduation. These classes cannot later be applied to a graduate program.

Choosing & Changing Majors

Undergraduate

Undergraduates may declare a specific major on their application. They also have the opportunity to explore program options before declaring a major by selecting Undeclared. Once they have earned 45 units, they are required to declare a major. The undergraduate Academic Advisor will assist with this process.

Undergraduates who wish to change majors after their initial declaration may do so by submitting a Declaration of Major form. Students should meet with both the chair of their current program and the chair of their prospective program before submitting the declaration. The change of major will be effective the date the form is received by the Registrar's Office.

Applicable courses completed at UWest will be transferred to the new program. In addition, prior college credit earned at other institutions will be reevaluated for applicability to the new program.

Note: Students attending an undergraduate program on an F-1 visa may be restricted from changing their program of study/major. For more information, contact the International Student Services Office.

Graduate Students

Graduate students apply and are admitted to a specific program. Therefore, entering with an undeclared major is not an option. Students who then wish to change majors within their department at the same degree level (e.g. MDIV to MABSC, or MFT to MCC) may do so by first meeting with their department chair, then submitting a Declaration of Major form. The change of major will be effective the date the form is received by the Registrar's Office.

Note: Students attending a graduate program on an F-1 visa may be restricted from changing their program of study. For more information, contact the International Student Services Office.

Graduate students who wish to change to a major outside of their current department (e.g. MDiv to MA Religious Studies) or to change degree levels (e.g. MDIV to DBMin, MA to PhD) must first apply to and be admitted to the new program. Once admitted, students submit a Break in Enrollment to withdraw from the original program, if currently enrolled. It is recommended that students withdraw between terms, but they do have the option of withdrawing during the term, subject to posted withdrawal deadlines. They are then enrolled in the new program at the start of the subsequent term. Changes in degree level or department cannot be processed mid-semester. Students changing programs are subject to continuing student registration and payment deadlines.

With the chair's approval, all applicable units earned at UWest while enrolled in the original program may be applied to the new program. However, upon graduation these courses cannot later be reapplied to the original program except as approved under Multiple Degrees, described later in this section of the catalog.

Schedule Changes

After registration has been completed, students may change their schedule by submitting a digital Registration/Add & Drop form. Changes should be approved in advance by the academic or program advisor. The form will be forwarded for approval and processing, and students will receive an email from the Registrar's Office once processing is complete.

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

It is important that students meet with their advisor and consult with Financial Aid before changing their schedule or dropping classes, as this can have serious financial or progress implications. Students who are attending on an F-1 visa must also meet with the International Student Advisor if the drop will affect their full-time status.

Term	Add/Drop Period	Form Used
Fall & Spring Semesters	5 pm, Friday, Week 2	Registration Add/Drop
Summer Session	5 pm, Friday, Week 1	Registration Add/Drop
Winter Intersession	5 pm, Day 3	Registration Add/Drop

Term	Withdrawal Deadline	Form Used
Fall & Spring Semesters	5 pm, Friday, Week 10	Course Withdrawal
Summer Session	5 pm, Friday, Week 6	Course Withdrawal
Winter Intersession	Varies by course, see Registrar	Course Withdrawal

Courses dropped on or before the posted Add/Drop Deadline are removed from the student's schedule.

Courses dropped after the Add/Drop period closes but before the posted withdrawal deadline are awarded a W. Courses dropped after this deadline are awarded an FW. A grade of W does not affect a student's term or cumulative GPA, but will affect Financial Aid Progress requirements as well as time to degree. FW is a failing grade and will have a significant impact upon a student's term and cumulative GPA.

Students should note that failure to attend does not constitute withdrawal from a class, although it may lead to subsequent dismissal. Students who stop attending without submitting a course withdrawal form may receive the earned grade for the class, usually an F or an FW.

Refunds are explained in full in the Tuition and Fees section while Return of Title IV is explained under Financial Aid in this catalog.

Repeated Courses

Undergraduate Policy: The highest grade earned is used in the calculation of cumulative GPA. 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). Students seeking to repeat a course more than once will need the approval of their department chair. Each attempt will remain on the student's permanent transcript, but the credit earned will be applied to graduation one time only. Students should be aware that transferring in a course previously failed at UWest will not improve GPA even if applied to graduation. Multiple repeats may affect financial aid eligibility.

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

Graduate Candidacy & Continuous Enrollment

Graduate degree students are required to maintain continuous enrollment in every fall and spring semester from the beginning of the program of study until award of the degree. This policy is designed to eliminate the need for readmission to the university, provide opportunity for continuous use of facilities including the library, and assure the development of an integrated program that is adequately supervised and effectively completed within appropriate time limits.

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

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

The university considers continuous enrollment as full-time enrollment for purposes of maintaining student status, as well as financial aid deferrals and eligibility. Enrollment requirements for scholarships vary. Students with scholarships should speak with a Financial Aid officer regarding specific unit requirements.

Continuous enrollment is considered full-time for purposes of maintaining F-1 visa status at the university. F-1 students who have not yet attained candidacy status are required to submit a Request for Reduced Enrollment form each semester when registering for continuous enrollment. After formally advancing to candidacy, indicated by the status Candidacy, this form is no longer needed.

Program Withdrawal, Leave of Absence, & Reentry

Taking a break in enrollment 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 other than summer break should also meet with a financial aid advisor to determine the financial impact on existing aid, including loans, grants, and scholarships. Summer is considered a standard period of non-attendance; students do not need to submit a Break in Enrollment to take summer off.

A student may submit Break in Enrollment request at any time. Students who choose to do so have the following options.

Leave of Absence (LOA)

This option is open to students in good standing who plan to return to UWest in less than one year and allows students to return under their initial catalog.

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

Withdrawal

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

F-1 Students

The international student advisor must review all F-1 break in enrollment requests before processing. Students attending on an F-1 visa should be aware that the university is required to report the change of status promptly, and that taking a break in enrollment may result in the termination of their I-20. Federal regulations strictly limit leave for students attending on F-1 visas. International students must meet with the international student advisor before withdrawing or requesting leave to discuss the impact upon their F-1 status.

Process

A student who chooses to withdraw or take leave must submit a Break in Enrollment form. The form will be routed through the following departments for approval. After approval, the request will be processed.

All students require the following approvals:

- Department Chair or Program/Academic Advisor
- Accounting Office
- Library

Additional approvals as required:

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

Effective Date

If submitted between terms and the student has not registered for the subsequent term, the break will be effective the last day of the most recent term completed. If the student has already registered for the subsequent term, and if the form is submitted prior to the first day of the term, registration will be reversed and the student will be due a full refund of any tuition or fees already paid for the term.

If submitted on or after the first day of the term, including those students who are dropped due to not attending, the student may receive a pro rata refund of tuition and fees already paid as described in this catalog under Tuition and Fees. Depending on when the form is submitted, the student may be unscheduled or may receive W or FW in each class, effective the date the form is received by the Registrar's Office. If a student indicates they wish to complete the term in progress, the form will be processed once grades are posted for the term, and the effective date will be the last day of the term.

Impact on Grades

If the effective date is on or before the close of the add/drop period, the student will be unscheduled from all classes.

If the effective date is 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 the effective date is after the withdrawal deadline and the student is not completing their current courses, the student will receive FW's in all current classes. FW is calculated as an F in the grade point average.

If the effective date is the last day of the term, grades will be issued in all current courses.

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

Reentry or Readmission

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

Students who have been out of school for one year or more must apply for readmission to the university, and are subject to the admission and program requirements in effect at the time of their return. Questions regarding readmission should be addressed to the Enrollment Office. Students who have been out of school for four years or more may be required to submit full documentation with the application for readmission.

Students granted reentry or readmission are subject to continuing student payment deadlines.

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

The Chief Student Services Officer must approve a reentry or readmission request for any student not in good standing.

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

Satisfactory Academic Progress

Refer to the **Satisfactory Academic Progress Policy** section under Financial Aid for more information

Attendance

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

Instructors set specific attendance standards for their courses and these standards are published in the course syllabus. Standards include how excused and unexcused absences affect the course grade, the make-up policy for work missed while absent, and, in the case of courses offered on campus and remotely, whether students will have the opportunity to complete assignments, including quizzes and exams, missed due to unexcused tardiness or leaving class early. Instructors are authorized to include a requirement that students be dismissed for lack of participation and/or attendance. Criteria for dismissal will be fully explained in the syllabus.

Modes of Delivery and Attendance

UWest offers classes in multiple modalities. Modes of delivery have been defined below.

On-campus instruction is defined as classes meeting at a set time (i.e., synchronous class sessions) in a designated location and offering face-to-face instruction. Students are expected to attend all class sessions, to arrive promptly for each session, and to remain for the duration of each session. Most of UWest's courses are offered on campus and in person.

Remote instruction is defined as classes meeting at a set time and offering synchronous instruction using various technologies. Classes do not meet on campus and instruction is live but not in-person. Students are expected to participate in all class sessions, to log in promptly for each session, and to remain for the duration of each session.

Online instruction is defined as asynchronous learning; instruction is not offered at a set time. Instead, students complete modules at their own pace within a weekly timeline and instructors facilitate student learning. Instruction is offered in modules, and modules are grouped in weekly increments aligned to the semester calendar. Students are expected to complete the tasks for all modules assigned for a specific week by Sunday of that week, except when instructions otherwise indicate.

Hybrid instruction is defined as a combination of synchronous and asynchronous learning. Instruction combines on-campus or remote sessions meeting at set times with online instruction offered through weekly modules. The structure and schedule of each hybrid course will be fully defined in the course syllabus. Students are expected to participate fully in all class sessions, as appropriate to the modality of each session.

Attendance Dismissals

Census Drops

Add/Drop Period (see Academic Calendar for Dates)	
Fall & Spring Semester	Ends 5 pm, Friday, Week 2
Summer Session I	Ends 5 pm, Friday, Week 1
Summer Session II	Ends 5 pm, Wednesday, Week 1
Winter Intersession	Ends 5 pm, Wednesday, Week 1

UWest runs a census of active students after add/drop closes each term. Students who do not attend a scheduled class before the census without prior approval from the instructor may have the class removed from their schedule. This reduction in units may result in a change of enrollment status, which in turn may affect aid eligibility and F-1 visa status. Students who attend none of their scheduled classes before the census may be considered to have voluntarily withdrawn from UWest. Students will be removed from all classes and dropped from their program.

Students who add a class after the first class session has met must be sure to attend the next scheduled session to avoid being dropped.

Census drops are effective Sunday, Week 2 (fall and spring), Sunday, Week 1 (summer), and Day 3 (winter intersession). Any refund calculation will be based upon this date. This means that students may be responsible for fees and prorated tuition. Refund details are found in the Financial Aid and Tuition and Fees sections of this catalog.

Students should note that they cannot drop a class from their schedule just by not attending that class. If the instructor does not report the absence, the student will not be removed from the roster and will remain responsible for full tuition for the class. Students may reduce unnecessary charges by submitting an Add/Drop form on or before the close of the Add/Drop period.

Students who are dropped from a class or classes may petition for reinstatement, but approval is not guaranteed.

During Term

Instructors have the authority to set attendance standards for each of their courses, regardless of modality. Failure to meet these standards may result in a lower grade or even dismissal from the class. If dismissal occurs prior to the posted withdrawal deadline, the student will receive a grade of W. If dismissal occurs after the withdrawal deadline, the student will receive a grade of FW.

Students who are dismissed during the term retain the right to petition for reinstatement as explained below. However, reinstatement is not guaranteed.

Attendance drops are effective on the last confirmed date of participation or, if this is not available, on the date the Registrar's Office is instructed to dismiss the student. Any refund calculation will be based upon this date. Fees and prorated tuition will still be due to the university and students may be liable for returning disbursed aid. Refund details are found in the Financial Aid and Tuition and Fees sections of this catalog.

Students should be aware that dismissal from a course during the term will impact their satisfactory academic progress (FA SAP). While a W does not affect GPA, it does affect completion rate. FW is equivalent to a grade of F and affects both GPA and completion rate. More information about SAP is included in this section of the catalog under Satisfactory Academic Progress, and in the Financial Aid section of this catalog.

Petition for Reinstatement from Attendance Dismissal

Students who are dismissed retain the right to petition for reinstatement. However, approval is not guaranteed.

A student who has been dismissed from a course should submit a Reinstatement form. The form will be routed for the following approvals:

1. Instructor
2. Department Chair
3. International Student Advisor, if on F-1 visa
4. Financial Aid Advisor, if receiving aid or scholarship
5. Accounting

If approved, the Registrar's Office will process the request. Reinstatement is not allowed if a student is dismissed a second time from the same class.

Intensive English Program Attendance Policy

The Intensive English attendance policy is unique to that program and is explained in full in the English Language Institute section of this catalog.

Undergraduate Residency Requirement

UWest has a 25% undergraduate residency requirement, meaning that at least 25% (30 units) of coursework awarded toward an undergraduate degree must be completed at UWest. Of these 30 units, at least 24 units must be upper division. Transfer credit, advanced placement credit, and units earned through credit by examination are not applicable to the residency requirement.

Maximum Transfer Credit by Degree Level

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

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

Transfer of Credit after Initial Enrollment

Each applicant's prior education is evaluated for transfer credit at the time of admission. The transfer credit policy and process is explained in full in the Admissions section of this catalog. After beginning their studies, undergraduates may complete general education coursework at another accredited institution concurrently with their UWest enrollment.

While not encouraged, students may also request approval to complete core requirements at another institution. Approval will be contingent upon demonstrated cause. Any request regarding core requirements must be approved by the department chair prior to enrollment.

Students should consult with the registrar and Financial Aid prior to enrolling at another college while attending UWest. Students are encouraged to submit a General Petition to request preapproval prior to enrolling in courses they want to transfer to UWest. Preapproval will ensure that the coursework being completed is degree applicable.

Upon completion of a preapproved course, students have an official transcript from the issuing institution sent directly to UWest's Registrar's Office. Preapproved credit is granted upon receipt of the official transcript showing the course was successfully completed with the minimum grade required for the level of study: undergraduate minimum grade is C (2.0); graduate minimum is B (3.0).

Course Type/Degree Level	Pre-approval Needed
General Education	Registrar
Core Requirements	Department Chair

Students may not fulfill final graduation requirements through the submission of credit for courses completed after their last date of attendance at UWest. Official transcripts for preapproved transfer credit must be received by the Registrar's Office no later than the last day of the term in which the student is graduating. Students who seek to apply transfer credit towards graduation after a break in enrollment will be required to complete at least 6 units of degree-applicable coursework in residence before a degree may be awarded.

Credit by Examination (Proficiency Credit)

Currently enrolled students who submit evidence of an extensive experience in a subject area, and who believe that their knowledge of the area is equivalent to the content of a course required in UWest's curriculum may apply for credit by examination. Credit by examination is graded on a Pass/No Pass basis and does not affect GPA.

Undergraduates must complete a minimum of 12 units at the university prior to requesting credit by examination and a maximum of 15 units may be completed through credit by examination. A General Petition Form should be submitted to the Registrar's Office to request credit by examination, and the credit by examination fee must be paid prior to examination. Credit by examination units do not apply toward the residency requirement. The department chair must approve all requests for credit by examination.

Credit Hour Policy

In accordance with established academic standards, UWest defines one credit hour (usually referred to as one semester unit, or just unit) as equivalent to 1 hour of lecture plus 2 hours of preparation (undergraduate) or 1 hour of lecture plus 3 hours of preparation (graduate) per week for a total of 45 hours (undergraduate) or 60 hours (graduate) per semester or the equivalent, as appropriate to intended learning outcomes and as measured by student achievement. Every hour of instruction includes 50 minutes of instruction and a 10-minute break.

Courses that fall outside of the traditional description above must require 45 hours (undergraduate) or 60 hours (graduate) of student work to result in the award of one credit hour. Such courses may include, but are not limited to, service learning, online, laboratory, and physical activity courses, internships, directed research, and independent study.

Courses offered in less than 16 weeks must fulfill the 45/60-hour requirement as explained above to ensure the same level of student achievement of intended learning outcomes as provided in a 16-week semester.

Example: In a traditional 3-unit undergraduate lecture course this requirement is fulfilled through 15 weekly class sessions held over the period of a 16-week semester and including 3 hours of direct faculty instruction each week with an additional weekly requirement of at least 6 hours of reading, assignments, or other appropriate work completed outside the classroom, for a total of 135 hours over the length of the term.

Grading

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

With the exception of incompletes (I and IC), all grades are final when posted by the instructor. No grade will be revised by reexamination or completion of extra work except when an incomplete grade petition has been submitted and approved. 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. The registrar is authorized to change a final grade only if a clerical or procedural error must be corrected.

Any grade correction requested more than one year after the original filing must be validated by the department chair. Any grade change made by an instructor who has left UWest must be approved by the department chair and CAO.

A student who wishes to challenge a grade issued by a professor must do so no later than the term immediately following that in which the course was completed. More information is included in the Grade Grievance policy later in this section.

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

Meaning	Grade	Quality- Points	Pass/No Pass
Superior	A	4.0	
	A-	3.7	
Good	B+	3.3	
	B	3.0	
	B-	2.7	
Satisfactory*	C+	2.3	
	C	2.0	Pass (P)
	C-	1.7	*Provisional Pass (PP)
Unsatisfactory	D+	1.3	
	D	1.0	
Failing	D-	0.7	Not Pass (NP)
	F	0.0	
Failing to Withdraw	FW	0.0	

* * While a grade of D may be considered passing for some undergraduate courses, many courses and programs require a minimum grade of C (2.0) for passing. Such requirements are noted in this catalog under the program and course description.

FW (Failing to Withdraw)

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

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

Audit	AU
In Progress	IP
Not Reported	NR
Pass/*Provisional Pass/No Pass	P/PP/NP
Reported Delayed	RD
Thesis in Progress	TIP
Withdraw	W

Audit (AU): Not being taken for credit. Many classes at UWest can be audited with advisor approval. Course prerequisites are enforced in determination of registration eligibility for the course, and fees are assessed as listed in the Tuition and Fees section of this catalog. Units are not applicable to F-1 or financial aid eligibility. Those auditing courses take no examinations, write no papers, and receive no grade or credit. Audited courses cannot later be converted to graded courses.

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

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

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

- The student has attended at least 60% of the term:
  - Fall & Spring semesters: through week 10
  - Summer session: through week 6;
- The student is currently passing the course;
- The student has submitted at least of 80% of work due to date;
- Legitimate cause prevents completion of required work by the due date;
- Required work may reasonably be completed in an agreed-upon time frame;
- The student initiates the request for an incomplete grade before the end of the academic term.

Incomplete grades are commonly awarded at the close of the semester. If issued during the term, students are not expected to attend any further class sessions. Any exception must be approved by the instructor and indicated on the Incomplete Petition.

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

An incomplete grade is not an appropriate solution if based solely on a student's failure to submit work satisfactorily during the term or as a means of raising a grade through the submission of additional work after the term ends. An incomplete grade is not considered passing for purposes of determining academic standing or federal financial aid and scholarship eligibility.

The deadline for final submission is set by the instructor, but may not extend beyond one year following the first day of the term in which the incomplete is granted. However, it is recommended that the time allowed for completion not exceed one month.

Not Reported (NR): The instructor has not assigned a grade.

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

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

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

*Provisional Pass (PP) - SPRING 2020 COVID-19 Emergency Grading Protocol: Offered Spring 2020 in response to emergency mid-semester move to remote teaching. Applicable to undergraduate grading only. PP is equivalent to at least 1.0 and is applicable toward satisfaction of degree requirements but is disregarded in determining overall grade point average. This grading option is not applicable to classes with a minimum grade requirement of C or higher.

Report Delayed (RD): The grade has not yet been received from the instructor.

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

Withdraw (W): Indicates withdrawal from a class after the close of the add/drop period but before the posted withdrawal deadline.

Change of Grading Option

When registering, students may elect to take a course for a letter grade or as a Pass/No Pass option as allowed within their major.

After initial registration in a course, students retain the right to change the grading option upon approval. To do so, students submit a Grade Change/Alternative Grading form. This form must be submitted by the deadline listed on the Academic Calendar. Once a course is graded, no change in grading option is allowed.

Grade Grievance

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

If, after this discussion, students wish to challenge a final grade, they must follow the grade grievance process outlined on the Grade Grievance form.

General Petition

The General Petition is used for many purposes. Most commonly, any time a student is requesting an exception to policy or university regulation (e.g. changes in academic requirements, late withdrawal) they submit the General Petition. This form is also used to request credit by examination and transfer credit preapproval, as well as other special situations. An approved petition represents an agreement between the student and the university. Instructions and details for most uses are provided on the General Petition.

Undergraduate Honors

Graduation Honors

Responsibility and excellence are two values central to UWest's vision and governance. Superior academic performance is a demonstration of these two values. The university recognizes undergraduate degree students who achieve a final cumulative grade point average (GPA) of 3.70 or higher. The appropriate honor is printed on the final transcript and diploma. To be eligible, a student must earn a minimum of 48 units in graded classes completed at UWest.

Cumulative GPA

3.7 – 3.799	cum laude	with praise
3.8 – 3.899	magna cum laude	with great praise
3.9 – 4.0	summa cum laude	with highest praise

Term Honors

In addition to graduation honors, UWest recognizes undergraduate success each fall and spring semester. Full-time undergraduate degree students may earn a place on the Dean's or President's List. To be eligible, a student must successfully complete at least 12 units of graded degree-applicable coursework in the fall or spring semester with a term GPA as specified below.

Term GPA

3.50 – 3.99	Dean's List
4.0	President's List

Graduation

Degrees are awarded at the close of each semester, and are dated the last day of the term in which all degree requirements are fulfilled.

All requirements, including but not limited to incompletes, internships, and missing grades, must be completed by the last day of the month in which the degree is to be awarded. Work completed at other institutions must be received on or before the degree award date to be applied toward degree requirements.

Students are required to complete their final semester of coursework with a minimum of 6 units in residence and cannot transfer courses to meet final degree requirements if such work is completed after the last date of attendance at UWest.

Although a student may have completed all degree program requirements, graduation is not automatic. Students who believe they are ready to graduate must submit a Graduation Petition. This petition is due when the student registers for their final term. Submission of the petition triggers a preliminary degree check by the Registrar's Office. If the office confirms that the student has enrolled in all remaining courses and will fulfill all other degree requirements by the close of the term, the Accounting Office will be notified to charge the graduation fee to the student's account.

If the student does not graduate as planned, the petition may be carried over for one term only. After this, a new petition will be required.

Commencement

UWest's formal commencement ceremony is held each year in May. Students interested in participating in the annual ceremony submit a Commencement Confirmation and pay the commencement fee. Preliminary information, including the deadline to submit the Commencement Confirmation, is emailed to all active students in January.

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

1. Earned degree in summer or fall semester immediately preceding the spring semester in which commencement is held

   Or

   Filed a Graduation Petition and is scheduled to complete all degree requirements by the end of the spring semester.
   - Master's students must pass any required comprehensive examination, thesis, or capstone on or before the deadline posted for the spring semester.
   - Doctoral candidates must successfully defend their dissertation on or before the deadline posted for the spring semester.
2. Submitted the Commencement Confirmation by the posted deadline
3. Paid the appropriate Commencement fee

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

1. Filed a Graduation Petition and Commencement Confirmation by the posted deadline.
2. Paid the appropriate Commencement fee
3. At the time of the ceremony will have no more than the following requirements remaining:
   - Bachelor's degree students: 9 units.
   - Master's degree students: 6 units.
     - No graduate student is permitted to participate unless he or she has completed and passed any required defense, comprehensive examination, thesis, or capstone on or before the deadline established for the spring semester.
4. Have scheduled all remaining courses in the summer or fall term immediately following the ceremony.

Valedictorians

Valedictorians are selected from those graduates planning to attend the annual Commencement ceremony in May.

UWEST Valedictorians are two (2) individuals meeting the following criteria:

- One (1) Undergraduate student, and
- One (1) Master's degree students, who
- Have the highest GPA (up to 4.00) for their respective degree level, and
- While enrolled, contributed to the culture and spirit of UWEST by demonstrating the values of Character, Compassion, Community.

The Commencement Planning Committee, with input from the Academic Leadership and Faculty Senate, reviews the students and their actions during their programs to select awardees.

Valedictorians are presented with a medal (or other appropriate adornment) to wear during Commencement indicating their designation and are invited to give a short speech during the ceremony.

Alumnus of the Year

Alumnus of the Year is a recognition granted to a graduate of UWEST who has taken their UWEST education into the world and excelled at their field of choice.

Transcripts, Diplomas, & Enrollment Verification

Transcript and Verification of Enrollment requests are processed by the Registrar's Office. This office also distributes diplomas and certificates upon program completion. In compliance with the Family Educational Rights and Privacy Act (FERPA), UWest does not release educational records, including transcripts, diplomas, certificates, and enrollment verifications to third parties without the written and signed consent of the student.

Diplomas will be available approximately eight to ten weeks following the date of degree conferral. Diplomas cannot be released prior to conferral. Replacement diplomas may be ordered as needed. Students should allow 4 to 6 weeks for processing.

Diplomas will not be released to students who have any unfulfilled obligation to the university, such as an unpaid balance, outstanding library materials or fines, or required Financial Aid exit interviews.

Instructions and current pricing for transcripts and diplomas are provided on the associated form, accessed on UWest's website, **www.uwest.edu**.

Verifications of Enrollment are issued free of charge, and the form is also accessed on the website.

Address & Name Changes

All students should notify the university promptly of any change in their name, address, or phone number. Such changes may be made by submitting a Change of Address/Name form. 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 issued under the new name

In addition to notifying the university, F-1 students have a legal requirement to submit Change of Address form AR-11 to USCIS within 10 days of moving, and to inform the International Student Advisor (**iss@uwest.edu**) so that their I-20 record may be appropriately updated. A copy of the AR-11 may be submitted to the Registrar's Office in lieu of a Change of Address form.

UWest students enrolled in an online program who relocate to a state in which UWest is not approved to operate, may lose eligibility to remain enrolled in their course of study.

Online students are advised to speak with the program chair if they anticipate relocating while completing their degree.

Maintenance & Confidentiality of Student Records

The California Administrative Code Section 18804(a) requires colleges and universities to maintain some student records for at least five years after final enrollment, in addition to the student's permanent grade record.

The Family Educational Rights and Privacy Act (FERPA) applies to all schools that participate in Title IV programs such as financial aid. The following is a summary of the university's full FERPA policy. This policy is distributed in full each fall semester to all enrolled students.

FERPA gives students certain rights with respect to their education records:

1. Students have the right to inspect and review their own education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
2. Students have the right to request that a school correct records they believe to be inaccurate or misleading. If the school decides the record should not be amended, 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 release student records. Students who would like to allow specific individuals or parties access to their education records must provide a signed Authorization to Release Records to the Registrar's Office. Without this signed release, student records will not be released to a third party, including parents and legal guardians.

Multiple Degrees/Concentrations

Students often are interested in fulfilling their educational goals by pursuing multiple degrees while at UWest. If a student wishes to advance through a standard progression of degrees, an application for admission may be submitted during the final term of the lower level enrollment. The application fee is due for each application submitted to the university. Acceptance is contingent upon graduation from the lower level degree.

Students should be aware that enrolling in multiple programs or repeating degree levels may have financial aid or F-1 visa implications. Therefore, all students interested in pursuing multiple degrees or concentrations or in repeating a degree level in a different program must meet with Financial Aid prior to entering into multiple enrollments, whether concurrent or consecutive. Students on F-1 visas must also have approval from the International Student Services Office. If enrolled on an F-1 visa, students should be aware that an updated I-20 showing enrollment in the advanced degree cannot be issued prior to graduation from the original program.

Students are considered new students in the new enrollment, but are considered continuing students for the purposes of payment deadlines.

Undergraduate Programs

Two Concentrations in the Same Program

Concurrent Enrollment: A student who seeks to concurrently complete two concentrations in the same program must complete all requirements for both concentrations. Concentration units may not be applied to more than one concentration, i.e. all concentration units must be unique.

One diploma showing both concentrations will be awarded at the time of graduation. Enrollment in a second concentration must be approved in advance by the department chair. Students should explore minor options to determine if earning a minor would better meet their needs.

Subsequent Enrollment: A graduate who wishes to re-enroll to complete the requirements of a second concentration after the award of a bachelor's 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 all program requirements in effect at the time of readmission.

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

Second Bachelor's Degree After Graduation

A UWest graduate who wishes to earn a second UWest undergraduate degree in a different 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 for both degrees of 60 semester credits in residence and a minimum total of 150 semester credits. Additional units may be required to fulfill degree requirements. A diploma will be issued for the second degree. The student should request a degree evaluation before beginning the program to determine course requirements.

The university does not encourage such enrollment as most students will be better served by earning a graduate degree. Students must explain their rationale in applying for a second bachelor's degree in the personal essay submitted with the application for admission. This will be considered during the review for admission to the second degree program.

Graduate Programs

Master's Program Subsequent to UWest Bachelor's Degree

Interested students are encouraged to apply to a UWest master's degree during their final term in the bachelor's degree program. Admission is contingent upon successful completion of the bachelor's degree and fulfillment of all admissions requirements. Students are not eligible to begin the master's program until the term following the award of the bachelor's degree. No credits earned during the bachelor's enrollment may be applied to a UWest graduate degree and no coursework applied to the bachelor's degree may be repeated.

Multiple Master's Degrees

Students interested in completing multiple master's degrees at UWest must apply and be admitted to each program. This applies to completing a second degree, as well as transferring to a program offered by a department other than that to which the student was admitted.

Credits applied to a previously awarded UWest master's degree cannot be applied toward the requirements of a second master's degree except as specified. Students are required to meet all course, exam, research, practicum, internship, candidacy, and other graduation requirements for each program. No work submitted for the first degree, such as a thesis or portfolio project, may be submitted for the second degree.

A diploma will be issued for each master's degree awarded unless dual enrollment is required. Students must submit a Graduation Petition when registering for their final term in each program and a diploma will be issued for each degree awarded. If dual enrollment is required, students petition to graduate when registering for their final term in attendance and one diploma will be issued showing both degrees and majors.

Concurrent Enrollment

Students must meet all degree requirements for both degrees. No more than 6 units may be shared by both degrees and shared courses must be approved in advance by the chairs of both departments. Students are required to meet all course, exam, research, practicum, internship, candidacy, and other graduation requirements for each program. Work submitted, such as a thesis or portfolio project, must be unique to each degree unless explicitly approved by both department chairs at the time of admission.

Subsequent Enrollment

Students who have earned a master's degree at UWest or elsewhere may complete a second master's degree at UWest if offered by a different department. No more than 6 units earned towards the first master's degree may be applied to the second master's degree. No work submitted for the first degree, such as a thesis or portfolio project, may be applied to the second degree.

UWest Master's Degree After Completion of UWest Doctoral Degree

Students awarded a Doctor of Philosophy or Doctor of Buddhist Ministry may not subsequently enroll in a master's degree program offered by the same department. However, they do have the option to apply to a master's degree offered by a different department. No more than 6 units applied to previous graduate degrees may be applied to the master's degree with one exception.

Students accepted to the Master of Divinity in Buddhist Chaplaincy program after the award of a UWest Doctor of Philosophy in Religious Studies may be allowed to apply up to 24 units earned while enrolled in the PhD program with the approval of the Chaplaincy department chair. The 24-unit allowance may include up to 6 units transferred from another institution.

Doctoral Degrees

Students interested in enrolling in a doctoral degree program after completing a UWest master's degree must apply to that program by the applicable deadline for the intended start date. In some situations, a student may be granted concurrent enrollment in both programs for a period not to exceed one term. Concurrent enrollment is allowed if:

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

Students who have completed a UWest master's degree and then enter a UWest doctoral degree program may have up to 36 units applied from the master's degree upon approval from the department chair. Transfer credit from other institutions is included in the 36-unit maximum allowed.

Living on Campus



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

UWest's two residence halls provide housing for up to 150 students and are open to full-time students as well as those enrolled in intensive short-term courses. Residence halls are located within walking distance of classes, services, and recreational facilities.

Most rooms are double or triple occupancy, but a limited number of single rooms are available.

UWest's residence halls offer:

- Live-in residential advisors
- Furnished accommodations with private bathrooms
- Lounge and study spaces
- Computer lab
- Wireless network
- Coin-operated laundry
- Student kitchen
- Recreation center
- Exercise facilities
- Pool and spa

Housing Contracts

Applications for on-campus housing are accepted every semester, and rooms are assigned on a first-come first-served basis. Room charges are prorated on a daily basis for students who are approved to move in after the start of the semester. As part of their admission packet, all new students receive housing information.

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

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

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

More information about student housing is available on the Housing page at **uwest.edu**. Residence hall policies are included in the UWest Student Conduct code, also available on the UWest website. Questions regarding housing availability and pricing should be emailed to **housing@uwest.edu**.

Room Cost

Most students choose a double room with one roommate or a triple room with two roommates. A limited number of single rooms are available. The most current cost of housing is also included in the Housing Application sent to students and available on the website. The university does not provide meals.

Period	Dates	Triple Room	Double Room	Single Room
Fall 2026	August 17 – December 13, 2026	$ 2,432	$ 2,987	$ 5,150
Winter Break 2026	December 14, 2026 – January 10, 2027	$ 572	$ 700	$ 1,204
Spring 2027	January 11 – May 16, 2027	$ 2,575	$ 3,090	$ 5,355
Summer 2027	May 17 – August 15, 2027	$ 1,860	$ 2,275	$ 3,913

Other Fees

In addition to room charges, students are subject to the following fees.

Housing Application	$	50	per uninterrupted residency period, excluding breaks
Housing Deposit	$	200	applied to first-semester housing charges
Mail Processing Fee	$	20	per semester
Cleaning Fee	$	50	per move-in
Lost Key	$	25	per key
Student Kitchen Use	$	100	per semester, optional

Clergy

The Office of Residential Life will guarantee that celibate clergy of the same gender in recognized religious orders will not be roomed together with non-celibate residents. However is is possible, for example, that a Buddhist monk and a Catholic priest or a Bikkhuni and Sramanerika wold 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 noncelibate residents.

Food Services

The university currently does not offer meal services. Students living on campus may apply to use the Student Kitchen to prepare their own meals for a per-semester fee. The Student Kitchen is located in the Recreation Center, directly across from the residence hall. Questions about the Student Kitchen should be addressed to a Residential Advisor (RA) or **housing@uwest.edu**.

Food Insecurity

Anyone experiencing food insecurity is strongly encouraged to contact the Chief Student Services Officer at **vanessak@uwest.edu**. The CSSO will help locate resources while protecting student privacy and confidentiality.

Student Services



Student Affairs

Mission

Student Affairs embraces the UWest mission by providing programs and services that embody the values of character, compassion, and community in support of the whole-person development of our students. Working together with students, faculty, and staff, Student Affairs helps to sustain a vibrant and inclusive community within and beyond the campus. Student Affairs provides a co-curriculum that enhances UWest's academic programs, supports student success, and empowers all members of the UWest community to achieve their highest educational and personal potential.

Student Affairs Learning Outcomes (SALOs)

As a result of participating in Student Affairs programming, activities, and trainings, and receiving services through the various Student Affairs departments, students will be able to

- listen and communicate effectively and compassionately;
- think about, plan for, and work towards personal and professional well-being and success;
- value learning about different ways of being and experience diverse relationships as enriching and valuable;
- think and act both ethically and critically;
- advocate for themselves and others in multiple settings and contexts;
- value and engage with the responsibilities and benefits of a service orientation;
- consciously and conscientiously reflect upon and manage their responses and reactions;
- use their awareness of self and identity to inform relationships and decisions.

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

- Disabilities Services
- International Student Services
- Residential Life [details provided in the section Living on Campus of this catalog]
- Student Life
- Student Success Center

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

Working on Campus

UWest offers a limited number of student worker positions. On-campus employment is an excellent way for students to gain real work experience while reducing their need for student loans. Student worker experience provides students the opportunity over their college career to explore careers and build networking opportunities by working in multiple offices.

There are two categories of positions available, Federal Work-Study and Institutional Student Workers.

Federal Work-Study

Federal Work-Study (FWS) is a form of federal financial aid. Information regarding FWS eligibility is available from the Office of Financial Aid.

Institutional Student Workers

Institutional Student Worker positions are open to all students actively enrolled in degree or eligible certificate program. Exchange students are not eligible for employment.

Eligibility for employment:

1. Meet and maintain a minimum GPA of:
   Undergraduate and IEP 2.25 minimum GPA
   Graduate 3.25 minimum GPA
2. Meet and maintain good conduct standing
3. Valid social security number prior to first day of work

SWP Basics

- Student worker positions are advertised on campus.
- Each job listing contains a detailed job description as well as the hiring supervisor's name and contact information.
- Once students have found a position of interest, they may begin the application process with the HR office.
- Students must contact the hiring department to ask questions about the position and to secure employment.
- Students should be prepared to interview with the hiring department.
- The Student Success Center Coordinator offers assistance with interviewing preparation.
- F-1 Students are eligible to work on campus and must have a social security card to begin working. The International Student Advisor/DSO assists with this process. Exchange students are not typically eligible for student worker positions.

Disabilities Services

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

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

Any request for accommodation must be initiated by the student. To initiate an accommodation request, the student must submit a Request for Accommodation and proof of the disability to the Student Success Center Coordinator. Full details regarding this process, including forms, are available in the Student Success Center.

Students seeking accommodations based on a disability must self-identify themselves to the SDS Officer. Students are required to provide current documentation (preferably within the last three [3] years) supporting their disability. Documentation should be submitted to the SDS Officer along with an accommodation request application. The SDS Officer will meet with the student to discuss accommodations.

The accommodation request and all documentation can be submitted at any time, however, the documents should be submitted as early as possible following acceptance to UWest. All requests are confidential. It is important to begin this process as early as possible as requests must be approved by the SDS Officer prior to implementation. Students will be notified, via written correspondence, of the outcome of their request. Please note that instructors are not allowed to provide any accommodation that has not been formally approved in advance by the SDS Officer.

Details regarding the accommodations request process, including forms, are available from the SDS Officer in the Student

Success Center and can also be found on the Disability Services page of the UWest website.

Student disability complaints (including denial or failure to implement accommodations, academic adjustments, and auxiliary aids) should be addressed to the Student Success Center Coordinator, the Chief Student Services Officer, or the US Department of Education at **http://www2.ed.gov/about/offices/list/ocr/index.html** or by mail at:

Office for Civil Rights San Francisco Office
U.S. Department of Education
50 Beale Street, Suite 7200
San Francisco, CA 94105-1813

International Student Services (ISS)

The International Student Services Office is one of the most important resources on campus for students studying on an F-1 visa. ISS helps students make a smooth transition, both personally and academically, to attending university in the United States. Its goal is to make sure that international students have the information and resources they need to maintain their F-1 status and make the most out of their opportunities while studying in the US. ISS also provides updates on US government regulations and requirements for international students and their dependents. Details are provided under Maintaining Status and Avoiding Termination in the International Student section of this catalog.

ISS Services include:

- Answering questions about F-1 visa status
- Creating and updating each student's I-20
- Guiding through adversity
- Advising on travel and providing travel signatures
- Providing information about F-1 student employment options
- Answering questions about how to obtain a driver license
- Supporting F-1 visa renewal and re-entry to the U.S.

Email: **iss@uwest.edu**

For emergency assisstance, contact the PDSO at **vanessak@uwest.edu** or 626.656.2130.

Student Life

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

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

Student Success Center

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

- Academic tutoring: assists students in understanding course-specific concepts and materials and provides study skills, learning tools, and research strategies designed to foster academic success at the university level.
- Language: helps non-native English speakers and English as a Second Language (ESL) students develop their understanding and application of the English language.
- Dissertation support: assists graduate students in writing theses and dissertations with feedback on structure, grammar, diction, and style and provides some research tips. Note: the SSC is not an editing service; students requiring more than limited feedback on their drafts should consult with their thesis/dissertation advisor for allowable levels of professional editing support.
- Multi-literacy: supports members of the university working on academic and/or professional writing, speaking, or multimedia projects or presentations throughout the creative process.
- Math: supports students with basic math, algebra, and statistics.
- Career services: coaches students on resume writing and interviewing; provides job search resources; assists with locating internships and OPT employment.

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

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

Student Rights & Responsibilities

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

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

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

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

Student Conduct

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

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

This section of the catalog contains general information about conduct expectations and student rights. Conduct policies and procedures are comprehensively detailed in the UWest Student Conduct Handbook. The handbook is available online at **www.uwest.edu** or from the Office of Student Life.

Conduct Expectations

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

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

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

UWest reserves the right to enforce its own rules regardless of any criminal or civil proceedings.

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

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

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

UWest reserves the right to dismiss any student, without refund, if the student fails to abide by university regulations or when dismissal is deemed to be in the best interest of either the student or the university. Students may appeal a dismissal for cause by submitting a General Petition form to the Chief Student Services Officer.

Copyright Infringement

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. More information is available at **www.copyright.gov**.

Student Grievance

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

Students who believe that they have been deprived of any of the rights set forth under Student Rights and Responsibilities or any state, federal, or local codes have the right to initiate the student grievance process. UWest provides for three types of grievance:

1. General Discrimination Grievance
2. Disability Discrimination Grievance
3. Sexual Misconduct/Title IX Complaint

Details of each of these processes can be found on the university's website, **www.uwest.edu**, under Campus Culture, and are also in the Office of Student Life. Students are also encouraged to contact the Chief Student Services Officer for questions and guidance on these policies. Retaliation against any individual who has filed a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of UWest policy.

1. General Discrimination Grievance

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

Any student with a complaint shall make a reasonable effort to resolve the matter on an informal basis before initiating a grievance. An administrative staff member will assist the student in seeking resolution by informal means. If the informal process does not lead to a resolution that is satisfactory to the grievant, the student may request a formal grievance hearing.

2. Disability Discrimination Grievance

University of the West prohibits discrimination against any individual on the basis of physical or mental disability. This disability discrimination grievance policy extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, and educational and other programs. The university provides reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question.

The purpose of this policy is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by the university. UWest will conduct a fundamentally fair and impartial investigation of all allegations of discrimination, with due regard for the rights of all parties. The complete policy is contained in the UWest Student Conduct Handbook. Questions about the Disability Discrimination Grievance Policy should be addressed to the Disability Services Officer/ Student Success Center Coordinator.

3. Sexual Misconduct/Title IX Complaint

UWest does not tolerate sexual misconduct and is committed to educating the community in ways to prevent its occurrence. Sexual misconduct constituting sexual violence is a form of sex discrimination and is prohibited by Title IX of the Education Code and other federal and state laws. All forms of sexual violence are considered to be serious offenses. This policy includes sexual assault, non-consensual sexual contact, sexual exploitation, sexual harassment, stalking, relationship abuse, dating violence, domestic violence, and intimidation.

In addition to any criminal prosecution, students charged with sexual discrimination, harassment, or violence will be subject to the university conduct process and will be subject to appropriate university sanctions. During any investigation, UWest may implement interim measures to maintain a safe and non-discriminatory educational environment. Such measures may include immediate interim suspension from the university, required move from residence halls or other university-owned housing, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident (No Contact Order).

In all such proceedings, the university is committed to maintaining confidentiality, providing a trauma-informed response, and pursuing a fundamentally fair process for all parties involved.

Comprehensive information on the Sexual Misconduct/Title IX policy and procedures is provided at **www.uwest.edu** and is also available from the Office of Student Life, the Office of Residential Life, and the Chief Student Services Officer who serves as the university's Title IX coordinator.

Keeping the Campus Safe

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

Campus Security (24 hours a day, 7 days a week)	626.777.2345 (direct line) or Extension 3333 (on campus)	**campus.safety@uwest.edu**
Residence Hall--RA On Call	626.673.0339	
Rosemead Sheriff's Department (business number)	626.285.7171	
General Services Department (facility issues)	626.571.8811 ext. 2128	
Emergency (police, fire, EMT)	911	

The Campus Receptionist, located in the main lobby, is on duty Monday through Friday during business hours and can access all departments as needed. Residential Life staff and Campus Security are available after hours when other offices are closed. Campus Security are active on campus Monday through Friday. 5 pm – 7 am, and Saturday/Sunday 24 hours. The phones are staffed around the clock. If there is a serious threat to any individual's personal safety and staff or security cannot be located the student should dial 911.

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

Endangerment of Self or Others

All members of the UWest community are expected to refrain from behavior that intentionally or accidentally endangers or threatens to endanger their own health or safety as well as the health and safety of other community members or visitors both on campus and at off-campus UWest-sponsored or related events. This includes threats of suicide or violence against others made in jest or otherwise. UWest students who are perceived by responsible school staff as potentially presenting an endangerment to self or others will be counseled on available support and options, including leave of absence. In acute situations, the university may place a student on leave of absence according to the stipulations of the Involuntary Leave of Absence Policy. Contact the Chief Student Services Officer for more information about related policy and procedures.

Drugs & Alcohol

Out of concern for the health and well-being of all community members as well as respect for the Buddhist values on which the university is founded, UWest is a dry and drug-free campus. The use, possession, or sale of narcotics, alcohol, illegal drugs, legal drugs, or controlled drugs without a prescription on campus or at any university function is prohibited.

Weapons, Explosives, & Hazardous Materials

Possession or use of weapons, explosives, and other hazardous materials is expressly prohibited on campus or at UWest-sponsored events. This policy will be strictly enforced. Details of prohibited objects and materials are found in the UWest Student Conduct Handbook, online at **www.uwest.edu** or from the Office of Student Life.

Violence & Abusive Behavior

Violence, abusive behavior, and threats of violence are prohibited. This policy will be strictly enforced. A student alleged to have engaged in any violent, abusive, or threatening behaviors—including threats made in jest—may be suspended while an investigation is underway. This prohibition includes stalking, verbal abuse, abusive behavior via third parties and social media, and violent destruction of property. The Student Conduct Handbook contains a comprehensive list of such prohibited behaviors.

Nondiscrimination & Harassment Policies

University of the West fosters a diverse and inclusive learning environment where all individuals are valued and supported. In accordance with UWest's mission and values, the university is committed to providing equal opportunities to students of all genders in all campus programs.

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

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

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

www.ed.gov/ocr

Sexual Discrimination, Harassment, & Violence

Title IX of the Education Amendments of 1972 protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence. Sexual misconduct involving a student both on and off campus is prohibited; such misconduct includes any sexual or romantic behavior, attempted or completed, that goes beyond the boundaries of consent.

Sexual Misconduct

"Sexual misconduct" describes a variety of behaviors ranging from the most severe (violent assault) to harassment, and including exploitation. Sexual misconduct includes attempted or completed surreptitious visual observation or recordation, indecent exposure, knowingly transmitting sexual infection, inducing incapacitation for sexual purposes, sexual assault, sexual harassment, relationship abuse and violence (domestic violence and dating violence), stalking, and rape. Sexual misconduct can involve two people of the same or different genders, strangers, non-strangers, and/or more than two people. The university recognizes both men and women as potential perpetrators or victims of sexual misconduct. Intoxication of the perpetrator does not diminish his or her responsibility for an act of sexual misconduct.

More information regarding UWest's Gender-Based/Sexual Misconduct/Title IX policy is available under Student Resources at **www.uwest.edu**.

Finding More Information

For definitions of prohibited behaviors, reporting and adjudication processes, confidential resources, and the like, students should access the university website or the UWest Student Conduct Handbook.

Defining Consent

Consent is an agreement between equal partners that includes clear, informed, and voluntary communication of intent.

The State of California Education Code has established an affirmative consent standard in the determination of whether consent was given by both parties to sexual activity: "'Affirmative consent' means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he or she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent." (SB 967)

Consequences of Sexual Misconduct

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

In addition to any criminal prosecution, students charged with sexual discrimination, harassment, or violence will be subject to the university conduct process and will be subject to appropriate university sanctions. In addition, during any investigation, UWest may implement s measures to maintain a safe and non-discriminatory educational environment. Such measures may include new campus housing room assignments, adjustment to course schedule, or prohibition from contact with parties involved in the alleged incident. In all such proceedings, the university is committed to maintaining confidentiality, providing a trauma-informed response, and pursuing a fundamentally fair process for all parties involved. As in all conduct proceedings, determinations of responsibility for any alleged act are based on a preponderance of evidence.

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

Students may also contact the US Department of Education, Office for Civil Rights at 800.421.3481 or **ocr@ed.gov**. Complaint forms can be submitted online to the Office for Civil Rights at **www2.ed.gov/about/offices/list/ocr/complaintintro.html**.

Campus Title IX Coordinator

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

Vanessa Karam, CSSO & Title IX Coordinator

- Office: AD 221
- Email: **vanessak@uwest.edu**
- Phone: 626.656.2130

Additional Resources

US Department of Education

Regional Office

Office for Civil Rights

50 Beale Street, Suite 7200
San Francisco, CA 94105
415.486.5555 | TDD 877. 521.2172

National Office

Office for Civil Rights
800.872.5327
San Francisco, CA 94105

Know Your Rights About Title IX

www2.ed.gov/about/offices/list/ocr/docs/title-ix-rights-201104.html

California Coalition Against Sexual Assault

calcasa.org/

1215 K. Street, Suite 1850
Sacramento, CA 95814
916.446.2520

Domestic and Family Violence Office of Justice Programs

United States Department of Justice

ovc.ncjrs.gov/topic.aspx?topicid=27

Office of Justice Programs

United States Department of Justice

nij.gov/topics/crime/intimate-partner-violence/

National Domestic Violence Hotline

800.799.SAFE (7233)

Office of Violence against Women

United States Department of Justice

www.ovw.usdoj.gov

Centers for Disease Control and Prevention: Intimate Partner Violence

cdc.gov/ViolencePrevention/intimatepartnerviolence/

Defending Childhood, United States Department of Justice

justice.gov/defendingchildhood/

Rape, Abuse & Incest National Network (RAINN)

National Sexual Assault Hotline

800.656.4673

www.rainn.org

Los Angeles District Attorney's Victim-Witness Assistance Program, Los Angeles

LADA provides a victim services representative to assist victims of crime. Program services are free of charge, and there is no legal residency or citizenship requirement.
800.380.3811

Suggestions & Complaints

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

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

Email: **Suggestions@UWest.edu**

Mail: Office of the President
Re: Suggestion/Complaint
1409 Walnut Grove Ave.
Rosemead, California 91770

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

WASC Senior College & University Commission

Complaints & Third Party Comments Policy

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

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

State of California Bureau for Private Postsecondary Education

An individual may contact the Bureau for Private Postsecondary Education for review of a complaint

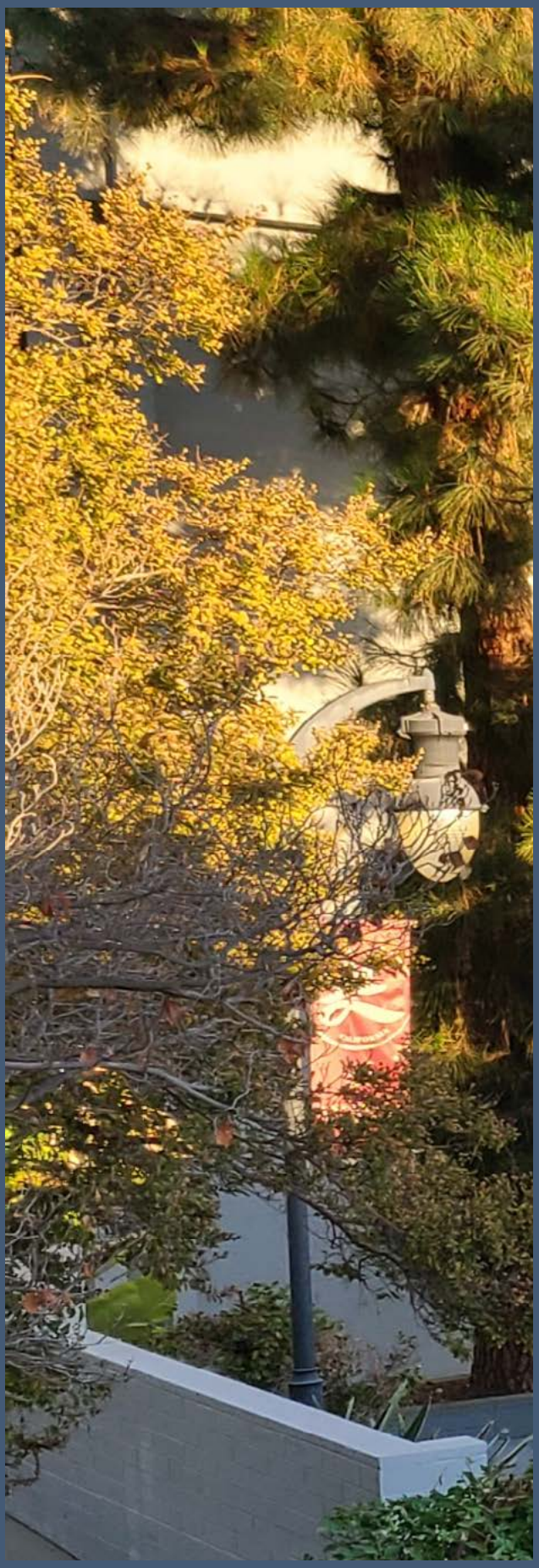
Address: 2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

Telephone: 916.431.6924

FAX: 916.263.1897

Website: **www.bppe.ca.gov**

Academic Programs & Research



Programs Of Study

Degree Programs

Admission and application requirements are provided in the Admissions section of this catalog.

Program descriptions and requirements are provided in the following sections of this catalog.

Undergraduate Degrees

Department	Degree	
Business Administration	Bachelor of Arts in Business Administration	120 units
	Concentrations Offered (required) Accounting Big Data and AI Application Computer Information Systems International Business Marketing	
Liberal Arts	Bachelor of Arts in Liberal Arts	120 units
	Optional Concentrations: *Students have the opportunity to create personally relevant concentrations*	
Psychology	Bachelor of Arts in Psychology	120 units

Undergraduate Minors

Department	Minor		
Business Administration	Business Administration	*non-business majors only*	21 units
	Finance	*business majors only*	15 units
	Management	*business majors only*	15 units
Liberal Arts	Contemplative Studies	*open to all majors*	21 units
	English	*open to all majors*	18 units
	TESOL	*open to all majors*	21 units

Graduate Degrees

Department	Degree	
Buddhist Chaplaincy	Master of Arts in Buddhist Spiritual Care	36 units
	Master of Divinity in Buddhist Chaplaincy	72 units
	Doctor of Buddhist Ministry	63 units
Business Administration	Master of Business Administration	40 units
	Optional Concentrations Computer Information Systems Data Analytics Finance International Business Nonprofit Organization Management	
	Professional MBA	33 units
	Post-MBA Certificate	21 units
Psychology	Master of Arts in Psychology - Marriage & Family Therapy	63 units
	Master of Arts in Psychology - Multicultural Counseling	42 units
Religious Studies	Master of Arts in Religious Studies	36 units
	Optional Concentrations Buddhist Texts & Translation Comparative Religion Humanistic Buddhism Mindfulness, Meditation, & Mind	
	Doctor of Philosophy in Religious Studies	63 units
Interdepartmental Programs	Buddhist Counseling Certificate	18 units
	Doctor of Eastern Philosophy and Management	54 units

Certificate Programs

Admission and application requirements are provided in the Admissions section of this catalog.

Program descriptions and requirements are provided under Certificate Programs in this catalog.

Business Administration

Undergraduate Certificate in Business Administration	
Self-designed Concentrations	21 units
Computer Information Systems Concentration	21 units
Graduate Certificate in Business Administration	
Self-designed Concentrations	21 units
Computer Information Systems Concentration	21 units
Data Analysis Concentration	21 units
Accounting Certificate	21 units

Mindfulness Facilitation Certificate

Mindfulness Facilitation Certificate (undergraduate)	21 units

The Mindfulness Facilitation Certificate draws from diverse worldviews to provide students with a solid grounding in current contemplative practice. Students learn to apply both practical and theoretical skills to facilitate mindfulness practice. Active undergraduate students enroll in the Contemplative Practice minor to earn this certificate. This certificate is also open to individuals not enrolled in a degree program.

Teaching English to Speakers of Other Languages (TESOL)

TESOL Certificate (undergraduate)	21 units

The TESOL certificate program is aligned to recognized TESOL guidelines to meet the needs of individuals interested in teaching ESL, ESP, and EFL at home and abroad. This certificate is offered as a stand-alone program but is also an excellent way to add depth and practical skills to an undergraduate or graduate degree enrollment. Undergraduates may earn this certificate while earning their bachelor's degrees by enrolling in the TESOL minor. Active graduate students may discuss concurrent enrollment options with their department chair.

Buddhist Counseling Certificate

Buddhist Counseling Certificate (Graduate) 18 units

The Buddhist Counseling Certificate is an advanced graduate certificate in psychology, tailored to help professionals in the field of behavioral health and those interested to learn more about the intersection of Buddhism and applied psychology.

The program emphasizes the need for multicultural competency and provides specific training in Buddhist spiritual care in the realm of counseling. Students take a core curriculum in Buddhist Psychology, along with electives in Religious Studies and Buddhist Chaplaincy, that integrates Eastern and Western perspectives of spiritual care with the fundamentals of mindfulness and meditation.

Students develop and enhance their therapeutic skills through rigorous coursework. They also benefit from activities such as visiting Hsi Lai Temple, the university's founding and sustaining order, in Hacienda Heights, California, immersing in sound bowl/bath lessons during meditative practices in class, and attending guest lectures from renowned researchers in mindfulness.

The program is offered online (synchronous and asynchronous)—with opportunities for students to engage in limited on-site workshops. Students can complete the program in as little as one year, but also can take courses at their own pace (e.g., one course per term). The certificate is stackable, and units from the certificate program are transferable if a student chooses to enroll in a UWest graduate degree program.

NOTE: The Buddhist Counseling Certificate does not meet the requirements to sit for licensure in Marriage and Family Therapy (MFT) or Licensed Professional Clinical Counselor (LPCC) in any state.

Eligibility

Applicants must have earned at least a bachelor's degree or higher in psychology, human services, or an allied discipline.

Certificate Requirements: 18 units

Students complete six courses with a minimum cumulative GPA of 3.0.

Core Curriculum: 9 units required

PSYCH 503 should be taken in the first semester of the program.

Courses	Prerequisite(s)	Units
PSYCH 503 Fundamentals of Buddhist Psychology	NONE	3
PSYCH 505 Multicultural/Buddhist Community Mental Health	NONE	3
PSYCH 617 Application of Mindfulness in Western Psychotherapy	NONE	3

Elective Curriculum: 9 units required

Students select three (3) elective courses.

Courses	Prerequisite(s)	Units
CONT 510 Death and Dying	NONE	3
CONT 520 Topics in Contemplative Practice	NONE	3
MDIV 645 Spiritual Care & Counseling	NONE	3
MDIV 670 Spiritual Leadership	NONE	3
PSYCH 614 Religion & Psychology Seminar	NONE	3
PSYCH 551 Theories II: Buddhist-Inspired Evidence-Based Practice	NONE	3
PSYCH 651 Buddhist Psychology & Addiction	NONE	3
REL 521 Buddhist Meditation Practicum	NONE	3
REL 530 Topics in Buddhist Meditation	NONE	3
REL 511 Theravada Abhidhamma	NONE	3

Other Enrollments

Application requirements are provided in the Admissions section of this catalog.

Intensive English Program

Offered by the English Language Institute

English language learners enrolled in the Intensive English Program (IEP) develop effective and meaningful communication skills for personal and academic purposes. Curriculum is designed for English communication in various settings and situations.

More information is provided in the English Language Institute section of this catalog.

English Conversation & Culture

Offered by the English Language Institute

The part-time English Conversation and Culture (ECC) program is open to local students as well as visitors from other countries. The program combines the development of conversation skills with an understanding of US culture. Students build spoken fluency with confidence by learning common English situations, language functions, and tasks and put these skills into practice through activities, trips, and excursions at popular destinations in Los Angeles and the Southern California region. More information is provided in the English Language Institute section of this catalog.

The program is offered online (synchronous and asynchronous)—with opportunities for students to engage in limited on-site workshops. Students can complete the program in as little as one year, but also can take courses at their own pace (e.g., one course per term). The certificate is stackable, and units from the certificate program are transferable if a student chooses to enroll in a UWest graduate degree program.

NOTE: The Buddhist Counseling Certificate does not meet the requirements to sit for licensure in Marriage and Family Therapy (MFT) or Licensed Professional Clinical Counselor (LPCC) in any state. Eligibility

Applicants must have earned at least a bachelor's degree or higher in psychology, human services, or an allied discipline.

Certificate Requirements: 18 units

Students complete six courses with a minimum cumulative GPA of 3.0.

Open Enrollment

Individuals interested in taking college classes without enrolling in a degree or certificate program may take advantage of UWest's Open Enrollment. Undergraduate or graduate, scholarly or practical, UWest's courses are open to the community, offering students the opportunity to expand their knowledge with experts in the field.

UWest is WASC-SCUC accredited and courses completed under open enrollment may fulfill continuing education requirements if taken for credit. Some courses taken under open enrollment may be applied to a UWest degree if a student later decides to enroll in a UWest degree program.

Participants are not admitted to the university and need approval from the department chair if seeking enrollment in advanced and graduate-level courses. Students may choose to audit courses or to earn college credit.

Asian Languages

Offered through Open Enrollment

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.

Community Education

Education for everyone. UWest is proud to offer a selection of workshops and lectures each term to the wider community. Registration is easy, cost is low, and students have access to real-time class sessions and/or online video lectures. Community Education workshops and lectures are provided on a no-credit basis. Students interested in taking a class for college credit should register through Open Enrollment.

Centers For Research

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

Digital Sanskrit Buddhist Canon Project (DSBCP)

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

University of the West is engaged in a ground-breaking project to gather, digitize and distribute the original Sanskrit scriptures of the Buddhist faith. Although Buddhism disappeared from its Indian homeland about eight centuries ago, many of its sacred texts are still preserved in Nepal. Since 2003, with the collaboration of Kathmandu's Nagarjuna Institute, these texts are again being brought to the world. The Digital Sanskrit Buddhist Canon (DSBC) is an ambitious project to preserve the original intellectual and spiritual heritage of Buddhism through digitization and organization of these texts into a complete and comprehensive Sanskrit Buddhist Canon that may be freely accessed online.

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

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

The DSBC project has already digitized over 642 texts (about 50,000 pages) and these texts are being widely used around the world. An additional 20 texts are scheduled for digitization this year. Currently over 420 scriptures are freely offered on the DSBC project's website at **http://www.dsbcproject.org/**.

The collection will continue grow as the digitized texts are reviewed and uploaded to the Canon.

Institute for the Study of Humanistic Buddhism (ISHB)

Director: Dr. Shou-Jen Kuo

The Institute for the Study of Humanistic Buddhism (ISHB) at University of the West is devoted to the multi-faceted study of Buddhism and its ongoing application within the human realm. Inspired by Master Hsing Yun's vision of Humanistic Buddhism and its emphasis on education, ethics, art, and culture, the Institute will serve as the home for a wide-range of research projects and scholarly work that enhance our understanding of Buddhism historically and in the contemporary moment.

The Institute aims to encourage new directions in the academic study of Buddhism, facilitate networks and conversations between scholars, religious organizations, and practitioners, and develop Buddhist resources that are applicable to everyday life. More information is available on the Institute's website at **https://www.ishb-uwest.org/**.

Rare Sanskrit Buddhist Manuscript Preservation (RSBMP)

Director: Miroj Shakya, Chair of Religious Studies

The mission of the Rare Sanskrit Buddhist Manuscript Preservation project is to preserve rare Sanskrit Buddhist manuscripts from private collections in Nepal and elsewhere, and to make the manuscripts accessible free of charge to the world.

Manuscripts are carefully scanned, then cataloged. The RSBMP Project has already preserved over 300 manuscripts, which are now available to scholars worldwide. More information is available on the RSBMP website at **http://www.rsbmpproject.org/**.

Academic Partnerships

Academic Cooperation with Other Universities

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

Fo Guang Shan Universities Consortium Agreement

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

▪ University of the West	Rosemead, California
▪ Fo Guang University	Ilan, Taiwan
▪ Guang Ming College	Manila, Philippines
▪ Nanhua University	Jiayi, Taiwan
▪ Nan Tien Institute	New South Wales, Australia
▪ Fo Guang Shan Tsung Lin University	Kaohsiung,Taiwan
▪ Centre for the Study of Humanistic Buddhism, The Chinese University	Hong Kong

Collaborative Cross-Registration

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

Members:

▪ Claremont School of Theology	Los Angeles, California
▪ The Academy for Jewish Religion California	Los Angeles, California
▪ Indic Foundation	Claremont, California & Chicago, Illinois

Cooperation Agreements & Other Relationships

China

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

Japan

- Toin University of Yokohama
- Ibaraki University, Ibaraki Prefecture

Korea

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

Nepal

- College of Applied Business
- Lumbini Buddhist University

Taiwan

- Asia University
- De Lin Institute of Technology
- Fooyin University
- I-Shou University
- National Kaohsiung First University of Science and Technology
- National Pingtung Institute of Commerce
- National Pingtung University
- National Pingtung University of Science and Technology
- National Taitung University
- National Taiwan Ocean University
- National Taiwan Sport University
- Ta Hwa Institute of Technology
- Taipei Municipal Educational University
- Transworld University of Science and Technology
- Wenzao Ursuline University of Languages

United States

- Pacific International College

UWest maintains cooperation agreements with the following public schools:

China

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

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

China

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

India

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

Korea

- Gyeongsang University
- Kyonggi University
- Kyungsung University
- Silla University

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Buddhist Chaplaincy

Chair

Rev. Jitsujo Gauthier, PhD

Assistant Professor

Rev. Jihyang Padma, PhD

Adjunct Faculty

Rev. Victor Gabriel, PhD

Rev. Monica Sanford, PhD

Rev. Nathan Jishin Michon, PhD

Bryan Ferry, MDiv

Ven Aloka (Xiao Wen Zhang), DBMIN

Lixin Zheng, PhD

Ven. Phramaha Loedej Wongsricha, DBMIN



Department of Buddhist Chaplaincy

University of the West offers one of only four accredited Master of Divinity programs specifically for Buddhists in the United States. The department offers three degrees, the Master of Arts in Buddhist Spiritual Care (MABSC), the Master of Divinity in Buddhist Chaplaincy (MDiv), and the Doctor of Buddhist Ministry (DBMin). The faculty, all of whom are engaged in the practice of Buddhist chaplaincy, specialize in preparing Buddhist practitioners for hands-on work in chaplaincy in interfaith settings, such as hospitals, hospices, police departments, prisons, and the military. The department collaborates closely with the Business Administration, Psychology, and Religious Studies departments. Religious Studies courses make up approximately half the coursework for chaplaincy students.

Philosophy & Objectives

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

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

Buddhist Chaplaincy Honor Code

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

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

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

Master of Arts in Buddhist Spiritual Care

The Master of Arts in Buddhist Spiritual Care (MABSC) provides students an opportunity to learn and contribute to the new field of professional Buddhist spiritual care. This program provides students and Dharma practitioners with a deeper understanding of how Buddhist philosophy, history, and teaching intersect with social and community engagement and are applicable to the contemporary world. The MABSC Is offered in an English-language track and a Mandarin-language track. These two tracks are differentiated by the medium of instruction only, with equal entrance and graduation requirements, academic curricula, and learning outcomes.

Earning the MA in Buddhist Spiritual Care can help further the clinical practices of social workers, psychotherapists, spiritual directors, Dharma teachers, temple leaders, and Buddhist scholar-practitioners. This degree also benefits those looking to complete the academic credit hours for APC Board Certification.

As a low-residency program, UWest's MA Buddhist Spiritual Care is designed to meet the needs of working professionals. Two-thirds of the curriculum is offered through synchronous remote coursework, with the remaining one-third offered through on-campus, intensive courses. Students should be prepared to attend on campus for the duration of their second term, beginning with the winter intersession and running for ten weeks of the subsequent spring semester. The other three terms are offered through remote sessions, so students have the convenience of participating from any location that has reliable internet.

The MABSC program is designed to be completed in two years. Although this program can be completed on a part-time basis with approval from the department, courses are designed to be taken in a prescribed sequence, provided in the program outline below. Students who do not complete the full complement of courses each term will extend their time to graduation.

All MABSC students are strongly encouraged to complete one unit of CPE before graduation. Those who complete the program with the optional one unit of CPE are eligible to apply to the Doctor of Buddhist Ministry program.

Students who seek to complete the MABSC as partial fulfillment towards chaplaincy certification or as a pathway towards the Master of Divinity in Buddhist Chaplaincy or doctoral work are required to meet with the academic adviser in order to plan out their course of study.

This degree is approved and offered in-person and via distance education.

Program Learning Outcomes

Students who graduate with an MA in Buddhist Spiritual Care will be able to

- demonstrate in writing an understanding of theory and praxis of Buddhist spiritual formation.
- analyze how different expressions of Buddhist tenets and texts interact with theories and practices of Buddhist Spiritual Care and Counseling skills.
- apply history as well as the teachings and tenets of Humanistic/Engaged Buddhism to reflection on contemporary life.
- demonstrate skills necessary to integrate Buddhist sacred texts, frameworks, and ethics into a Humanistic/Engaged Buddhist work.

Program Requirements

Area		Required Units
Core Courses		24
Spiritual Foundation	12	
Buddhist Spiritual Care	12	
Electives		12
Total		*36*

Program Outline

Students are advised to complete coursework to cover APC areas of Pastoral Care & Counseling, Sacred Literature, Ritual/Liturgy, Religious Education, Religious History/Culture, Comparative Religions, Theology/Philosophy, Spiritual Formation, Contemplative Practica.

Below is a sample schedule; students' schedules will vary based on their specific needs.

Semester	Courses	Area	APC Area	Units
Term 1	MDIV 640 Seminar in Buddhist Ministry	Core: Spiritual Formation	Sacred Literature	3
Fall (9 units)	MDIV 650 Pastoral Theology	Core: Buddhist Spiritual Care	Theology/Philosophy	3
	MDIV 655 Spiritual Formation	Core: Buddhist Spiritual Care	Spiritual Formation	3
Winter Intersession*	BMIN 620 Engaged Compassion	Core: Buddhist Spiritual Care		3
(3 units)				
Term 2**	MDIV 645 Spiritual Care & Counseling	Core: Spiritual Formation	Pastoral Care & Counseling	3
Spring (9 units)	CORE ELECTIVE 1	Elective: Spiritual Formation		3
	CORE ELECTIVE 2	Elective: Spiritual Formation		3
Term 3	ELECTIVE 1	History, Teachings, Tenets		3
Fall (9 units)	ELECTIVE 2	History, Teachings, Tenets		3
	ELECTIVE 3	History, Teachings, Tenets		3
Term 4	BMIN 610 Ethics in Buddhist Ministry	Core: Buddhist Spiritual Care		3
Spring (6 units)	ELECTIVE 4	History, Teachings, Tenets		3

* 10-day Intensive Course

** On-campus, 10-week semester + 1 weekend intensive

Note: Each student completes their final Engaged Buddhist Project during the 2nd year within the supportive structure of two classes, BMIN 610 and BMIN 620.

Core Courses: 24 units required

Students complete 8 classes as indicated below.

Spiritual Formation Core: 12 units required

Students complete the following courses (6 units)

Courses	Units
MDIV 645 Spiritual Care & Counseling	3
MDIV 655 Spiritual Formation for Buddhist Chaplains	3

Students select two of the following courses (6 units)

Courses	Units
MDIV510 Communication Skills for Chaplaincy	3
MDIV 515 Power, Privilege, & Difference	3
MDIV 530 Interfaith Ritual	3
MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	3
MDIV 565 Buddhist Homiletics	3
MDIV 670 Spiritual Leadership	3

Buddhist Spiritual Care Core: 12 units required

Students complete the following courses.

Courses	Units
BMIN 610 Ethics in Buddhist Ministry	3
BMIN 620 Engaged Compassion	3
MDIV 640 Seminar in Buddhist Ministry	3
MDIV 650 Pastoral Theology	3

Electives: 12 units required

Students select 4 courses (12 units) from the course and categorical options listed below, offered in the areas of History, Teachings and Tenets of Humanistic/Engaged Buddhism, and Ministry. Students may also fulfill elective requirements by taking applicable classes with partner institutions such as the Claremont School of Theology (CST) under a recognized cross-registration agreement.

Substitutions and classes from partner institutions must be preapproved by the student's advisor and department chair.

Course Options

Courses	Units
BMIN 600 Buddhist Issues & Frameworks	3
REL 505 Women in Buddhism	3
REL 506 Buddhism & Gender	3
REL 636 Seminar: Buddhists Texts in Translation	3
REL 641 Topics in Buddhist Studies	3
REL 645 Regional Buddhist Traditions	3

Categorical Options: Approved Courses

Buddhist Meditation: 3 units allowed

Buddhist approaches to & paradigms of meditation & the training of the mind

Courses	Units
REL 521 Buddhist Meditation Practicum	3
REL 530 Topics in Buddhist Meditation	3

Canonical Language: 3 - 6 units allowed; up to 2 courses

Introduction to the script as well as the phonology, morphology, and syntax of the Pali/Sanskrit language with the goal of developing a reading knowledge of Pali/Sanskrit

Courses	Units
PALI 500 A/B First Year Pali	3/3
SNSK 500 A/B First Year Sanskrit	3/3

Comparative Religious Studies: 3 units allowed

Comparative study of the complex religious developments within India or China

Courses	Units
REL 515 Religions of China	3
REL 520 Religions of India	3

Contemplative Practice: 3 - 6 units allowed; up to 2 courses

Select up to two courses from topical seminars in specific area of interest in the study of contemplative practice or investigations of Buddhist contemplative methods, views, and practices as they are articulated within the Tibetan, Chinese, and Pali canon.

Courses	Units
CONT 510 Topics in Comparative Contemplative Practice	3
CONT 520 Topics in Contemplative Practice	3
CONT 540 Contemplation: Pali Canon	3
CONT 550 Contemplation: Chinese Canon	3
CONT 560 Contemplation: Tibetan Canon	3

Service Learning: 3 units

Approved courses:

Courses	Units
MDIV590 Service Practicum	3
MDIV SL 501-506 Service Learning	1

Psychology: 3 units

With program advisor's approval, students may select one 500- or 600-level Psychology course relevant to their area of interest.

Courses	Units
500- or 600-level Psychology course	3

Research Methods: 3 units

Develop essential skills for engaging in research at the doctoral level.

Courses	Units
BMIN 607 Research Methods	3
REL 607 Research Methods	3

Other programs: 3 units

With program advisor's approval, students may select one 470 or higher English course or one 500-level MBA course relevant to their area of interest:

Courses	Units
470 or higher English course or one 500-level MBA course	3

Graduate Project: Buddhist Spiritual Care students complete a graduate project, submitted at the end of their final term. This project can be an engaged Buddhist activity, ritual, workshop, or Dharmology, submitted as a 20-30 page final paper. This final paper is to be creative, documenting the engaged Buddhist project, ritual, or activity, integrating photos, flyers, videos, Buddhist sutras, verses, scriptures, images, prayers, etc. Further details regarding this requirement can be provided by the program advisor.

Contemplative Hours: MABSC students are required to complete 108 contemplative hours per semester. The program advisor provides details regarding the parameters of contemplative hours and reporting requirements each term.

Clinical Pastoral Education (CPE) (optional): While not required, all students are encouraged to complete one unit of CPE during their enrollment in the MABSC program. One unit of CPE is required for admission to the Doctor of Buddhist Ministry program, so students who may wish to apply to the DBMin after earning their MA in Buddhist Spiritual Care should plan accordingly. CPE units are not applicable to graduation. The program advisor has information regarding CPE opportunities.

Graduation Requirements

Students must complete course and program requirements as listed for a total of 36 units with a minimum cumulative GPA of 3.0. A minimum grade of B is required for all courses applied to graduation. Students who do not earn a passing grade may repeat that course one time only to achieve a passing grade.

Degrees are awarded at the close of the semester in which all degree requirements have been completed, the graduate project has been accepted by the department, the Petition to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.

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

Transfer Credit: Up to 6 units may be fulfilled through the transfer of credit from another academic institution. Graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

Time to Degree: Students may choose full- or part-time enrollment and are expected to complete graduation requirements in a timely manner appropriate to the enrollment selected. Students must maintain good standing.

Master of Divinity in Buddhist Chaplaincy

The Master of Divinity (MDIV) in Buddhist Chaplaincy is a comprehensive degree geared toward the spiritual formation and development of Buddhist leaders. Four program concentrations provide students with the knowledge and skills necessary to excel as Buddhist practitioners working in fields of Buddhist Chaplaincy, Buddhist Mental Wellness, Buddhist Community Leadership, and as a Buddhist Scholar-Practitioner. The program includes academic credit for a clinical training internship(s) in CPE (Clinical Pastoral Education).

This program is designed to serve local students who wish to engage in spiritual care and counseling work, become properly trained, and certified professionals. It incorporates requirements of the Association of Professional Chaplains (APC) by offering 72 semester hours covering four categories specified by APC: 1) World Religions, 2) Spiritual Practices & Practical Ministry, 3) History of Religion & Philosophy Tradition, and 4) Sacred Foundational Texts. These categories ensure spiritual caregivers are rooted in their tradition, understand group dynamics, organizational behavior, spiritual authority, ritual, reflexivity, integration of theory and practice.

The program requires regular attendance on campus for classes, group processes, and events. Applicants should prepare for long hours spent on campus and intense interaction with fellow students. Living near or on campus is highly recommended. It can be completed in two and one-half years, and while is not a low-residency or online program, it is possible to complete the final 1-2 semesters remotely.

The program can be also completed on a part-time basis with approval from the department, although full-time attendance is strongly recommended to facilitate the student's required spiritual formation. Courses are designed to be taken in a prescribed sequence, provided in the program outline below. Students who do not complete the full complement of courses each term can expect to extend their time to graduation.

Program Learning Outcomes

Students who graduate with a MDiv in Buddhist Chaplaincy will be able to:

- demonstrate the intellectual and affective capacities to provide pastoral leadership in diverse settings.
- analyze how the different expressions of Buddhism interact with and affect historical, social, and cultural elements within their respective communities.
- apply their understanding of the interplay between Buddhism and other religions and cultures to their pastoral care-giving.
- describe how their ministry addresses social inequities and inequalities.

Program Requirements

Area		Required Units
Core Courses		51
Electives		21
Comparative Religions	6	
Religious Education	3	
Religious History	3	
Sacred Literature	3	
Theology/Philosophy	6	
Total		*72*

Curriculum

Core Courses: 51 units required

A minimum grade of B is required for each core course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Substitutions may be accepted with the approval of the student's advisor and department chair.

Comparative Religion: 6 units required

Courses	Prerequisite(s)	Units
MDIV ICC 501A Interfaith Clinical Care	MDIV645	3
MDIV ICC 501B Interfaith Clinical Care	MDIV645	3

Institutional Organization: 3 units required

Course	Prerequisite(s)	Units
MDIV SL 504 Service Learning in Buddhist Chaplaincy + NPO	None	1
MDIV SL 505 Service Learning in Buddhist Chaplaincy + NPO	SL 504	1
MDIV SL 506 Service Learning in Buddhist Chaplaincy	SL 505	1

Pastoral Care & Counseling: 15 units required

Courses	Prerequisite(s)	Units
MDIV 645 Spiritual Care & Counseling	MDIV 510	3
MDIV 675 Advanced Topics in Professional Chaplaincy	MDIV 645	3
MDIV GP 502 Group Process 2	MDIV GP 501	1
MDIV GP 503 Group Process 3	MDIV GP 502	1
MDIV GP 501 Group Process 1	None	1
MDIV SCS 502A Spiritual Care Studies	MDIV645	3
MDIV SCS 502B Spiritual Care Studies	MDIV645	3

Religious Education: 3 units required

Course	Prerequisite	Units
MDIV 670 Spiritual Leadership	MDIV 515	3

Religious History: 3 units required

Course	Prerequisite	Units
MDIV 515 Privilege, Power, & Difference	MDIV 655	3

Ritual & Liturgy: 6 units required

Courses	Prerequisite	Units
MDIV 530 Interfaith Ritual	MDIV 645	3
MDIV 565 Buddhist Homiletics	MDIV 655	3

Sacred Literature: 6 units required

Courses	Prerequisite	Units
MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	MDIV 510	3
MDIV 640 Seminar in Buddhist Ministry	MDIV 515	3

Spiritual Formation: 6 units required

Courses	Prerequisite	Units
MDIV 525 Chaplaincy Roles & Competencies	None	3
MDIV 655 Spiritual Formation for Buddhist Chaplains	MDIV 645	3

Theology/Philosophy: 3 units required

Courses	Prerequisite	Units
MDIV 650 Pastoral Theology	MDIV 655	3

Elective Courses: 21 units required

Students must complete at least the designated number of credits from each elective area for a total of 21 elective units.

A minimum grade of C is required for each elective course applied to graduation. Students who do not earn a C or higher in an elective course may repeat that course one time only to achieve a passing grade.

Applicable courses are listed below. Students may also fulfill elective requirements by taking applicable classes with partner institutions such as the Claremont School of Theology (CST) under a cross-registration agreement. Substitutions and classes from partner institutions must be preapproved by the student's advisor and department chair.

Comparative Religion Electives: 6 units required

Courses	Prerequisite	Units
CONT 510 Topics in Comparative Contemplative Practice*	None	3
PSYCH 651 Buddhist Psychology & Addiction	Waived	3
REL 515 Religions of China	Waived	3
REL 520 Religions of India	Waived	3
REL 590 Comparative Study of Religion	Waived	3
REL 640 Topics in Comparative Religion*	Waived	3
REL 660 Seminar: Buddhist-Christian Dialogue	Waived	3
MDIV ICC 503A Interfaith Clinical Care	MDIVICC 501A/B	3
MDIV ICC 503B Interfaith Clinical Care	MDIVICC 501A/B	3
PSYCH 530 Fundamentals in Buddhist Psychology		

Religious Education Electives: 3 units required

Courses	Prerequisite	Units
CONT 540 Contemplation: Pali Canon	None	3
CONT 550 Contemplation: Chinese Canon	None	3
CONT 560 Contemplation: Tibetan Canon	None	3
REL 521 Buddhist Meditation Practicum	Waived	3
REL 530 Topics in Buddhist Meditation	Waived	3

Religious History Electives: 3 units required

Courses	Prerequisite	Units
REL 505 Women in Buddhism	Waived	3
REL 645 Seminar: Regional Buddhist Traditions	Waived	3
REL 670 Spread of Buddhism to Central Asia/China	Waived	3

Sacred Literature Electives: 3 units required

Courses	Prerequisite(s)	Units
PALI 500/501 Pali Language	Previous level PALI	3/3
REL 630 Seminar: Buddhists Texts in Canonical Languages*	Proficiency in given language	3
REL 636 Seminar: Buddhist Texts in Translation*	Waived	3
SNSK 500/501 Sanskrit Language	Previous level SNSK	3/3

Theology/Philosophy Electives: 6 units required

Courses	Prerequisite(s)	Units
CONT 520 Topics in Contemplative Practice*	None	3
REL 506 Buddhism & Gender	Waived	3
REL 540 Buddhist Hermeneutics	Waived	3
MDIV SIMM 504A Spiritual Interventions & Meaning-Making	MDIV SCS 502A/B	3
MDIV SIMM 504B Spiritual Interventions & Meaning-Making	MDIV SCS 502A/B	3
PSYCH 505 Multicultural/Buddhist Community Mental Health	None	3
PSYCH 617 Application of Mindfulness in Western Psychotherapy	None	3

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

Master of Divinity Program Concentrations

(72 units = 51 Core + 21 Elective)

Buddhist Chaplain Concentration

(*Includes 4-units of CPE)

Course	Prerequisite(s)	Units
MDIV ICC 501A/B Interfaith Clinical Care	MDIV 645	3
MDIV SCS 502A/B Spiritual Care Studies	MDIV645	3
MDIV ICC 503A/B Interfaith Clinical Care	MDIVICC 501A/B	3
MDIV SIMM 504A/B Spiritual Interventions & Meaning-Making	MDIV SCS 502A/B	3

Buddhist Mental Wellness Concentration

(*includes 3-units of CPE+ Buddhist Counseling Certificate)

Course	Prerequisite(s)	Units
PSYCH 503 Fundamentals of Buddhist Psychology	None	3
PSYCH 505 Multicultural/Buddhist Community Mental Health	None	3
PSYCH 617 Application of Mindfulness in Western Psychotherapy	None	3
REL 521/530 Topics in Buddhist Meditation	None	3

Buddhist Leader Concentration

(*includes 2-units of CPE)

Course	Prerequisite(s)	Units
CONT 510/520 Topics in Contemplative Practices	Graduate Standing	3
PSYCH 505 Multicultural/Buddhist Community Mental Health	None	3
REL 521/530 Topics in Buddhist Meditation	None	3
REL 659 Buddhism in the US	Graduate Standing	3

Buddhist Scholar—Practitioner Concentration

(*includes 1-unit of CPE)

Course	Prerequisite(s)	Units
REL 515/520 Religions of China/India	REL500 or 600; Waived for BC	3
REL 622 Developments in Buddhist Philosophy	REL500 or 600	3
RE L636 Seminar: Buddhist Texts in Translation	REL500 or 600; Waived for BC	3
REL 645 Seminar: Regional Buddhist Traditions	REL500 or 600; Waived for BC	3

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

1. MDIV 565 Buddhist Homiletics dharma talk paper
2. MDIV 645 Spiritual Care & Counseling verbatim
3. MDIV 650 Pastoral Theology ministry paper
4. MDIV 655 Spiritual Formation autobiography paper
5. MDIV 675 Advanced Topics in Professional Chaplaincy project, paper, or power point. These items should be submitted to the department when a student is registering for the final term.

Internship/Clinical Education Requirement: Students are required to participate in a clinical internship during their studies. This requirement is typically met by completing one unit of Clinical Pastoral Education (CPE). However, another kind of internship may be appropriate depending on the clinical setting in which the student would like to specialize. Military chaplain candidates, for example, have their own unique training. The internship is done under the supervision of the institution the student serves.

That institution may report back to UWest on the student's progress. Students are solely responsible for locating, applying to, and completing their internship but may receive advice and guidance from their advisor. This requirement is in addition to the 72-unit graduation requirement.

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

Other Considerations: While ordination, endorsement, or certification is not required to graduate, it is helpful for students to seek Dharma relationships in order to fulfill these credentials prior to completing the program. Some employers require these credentials. Students are encouraged to have a plan in place for meeting the requirements for ordination, endorsement, or professional certification with whatever chaplaincy organization serves and supports spiritual care work in their chosen work setting. By the time of graduation, for example, students are encouraged to form a relationship with a Sangha who will provide ordination or endorsement from their respective senior Dharma teachers, community, or lineage. UWest does not provide ordination or endorsement as part of the chaplaincy program.

Program Outline

All students are strongly encouraged to complete their coursework as outlined here.

Semester		Courses	Prerequisites	APC Area	Units
Term 1	Core	MDIV 525 Chaplain Roles and Competencies	None	Practical Ministry	3
Fall (13 units)	Core	MDIV 655 Spiritual Formation for Buddhist Chaplains	None	Spiritual Practices	3
	Core	GP501 Group Process + Campus Service Learning	None	Group Dynamics	1
	Elec	RELXXX or PSYCHXXX Comparative Elective One	Varies		3
Term 2	Core	MDIV 645 Spiritual Care and Counseling (also MABSC)	MDIV 525	Spiritual Practices	3
Spring (13 units)	Core	MDIV 530 Interfaith Ritual	MDIV 525	Ritual and Liturgy	3
	Core	MDIV 540 Sacred Abrahamic Texts in Sp. Care & Counseling	None	Sacred Texts	3
	Core	GP502 Group Process + Campus Service Learning	GP 501	Group Dynamics	1
	Elec	RELXXX History Elective Three	Varies	Varies	6
Summer (6 units)	Elec	MDIVICC501A/B Interfaith Clinical Care	None	World Religions	3/3
Term 3	Core	MDIV 515 Power Privilege and Difference	MDIV 655	Group Dynamics	3
Fall (11 units)	Core	MDIV 675 Advanced Topics	MDIV 645	Sp. Care Provider	3
	Core	GP503 Group Process + (2-Day) Retreat Service Learning	GP 502	Philosophy Tradition	1
	Core	SL504 Service Learning + NPO	None	Religious History	1
	Elec	Sacred Text + RELXXX Education Elective Four and Five	Varies	Varies	3
Term 4	Core	MDIV 565 Buddhist Homiletics	MDIV 655	Ritual and Liturgy	3
Spring (11 units)	Core	MDIV 670 Spiritual Leadership	MDIV 655	Prof. Authority	3
	Core	SL505 Service Learning + NPO	SL504	Religious History	1
	Core	SL506 Service Learning: (2-Day) Retreat	SL505	Philosophy Tradition	1
	Elec	RELXXX Theo/Phil + CONTXXX Comparative Electives Five and Six	Varies	Varies	3
Summer (6 units)	Elec	MDIV ICC 503A/B Interfaith Clinical Care	None	World Religions	3/3
Term 5	Core	MDIV 640 Seminar in Buddhist Ministry (also MABSC)	MDIV 655	Sacred Texts	3
Fall (12 units)	Core	MDIV 650 Pastoral Theology (also MABSC)	MDIV 655	Philosophy Tradition	3
	Elec	RELXXX or PSYCHXXX Theo/Phil Elective Seven	Varies	Varies	3

Total Units	**72**
Total Core	**51**
Total Elective	**21**

Graduation Requirements

Students must complete course and program requirements as listed for a total of 72 units with a minimum cumulative GPA of 3.0. A minimum grade of B is required for core courses and a minimum grade of C or P for all other courses applied to graduation. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade.

Degrees are awarded at the close of the semester in which all degree requirements have been completed, the dossier has been accepted by the department, the Petition to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.

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

Substitutions: With the approval of the chair, up to 6 units of 400-level undergraduate coursework may be applied to graduation.

Transfer Credit: Up to 6 units may be fulfilled through the transfer of graduate credit from another institution. Graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

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

External Requirements

Association for Professional Chaplains (APC)

Master of Divinity (MDiv) degrees must be 24 courses with at least one (1) course in 3 of the 4 categories below and the degree program must be based on 3 of the 4 below subject areas:

1. World Religions
2. Spiritual Practices + Practical Ministry
3. History of Religion/Philosophy Tradition
4. Sacred Foundational Texts

https://www.apchaplains.org/bcci-site/becoming-certified/qualifications-for-board-certified-associate-certified-chaplains/

Competencies for Chaplain Board Certification (BCCI)

- rooted in faith/tradition with integrated theory + practice
- group dynamics + organizational behavior
- professional authority + spiritual care provider
- public worship/ritual + spiritual practices
- spiritual reflection

ACPE Outcomes and Indicators:

- Category A: Spiritual Formation and Integration
- Category B: Awareness of Self and Others
- Category C: Relational Dynamics
- Category D: Spiritual Care Interventions
- Category E: Professional Development

See **https://ptc.chp.vcu.edu/programs/ms/curriculum/** - Concentrations in Chaplain and CPE Educator Certifications (Virginia Commonwealth University)

See **https://jneb.net/japan/rinbutsuken/chaplainlecture/** - The Rinsho Buddhism Chaplaincy Training Program (Japan)

Doctor of Buddhist Ministry

The Doctor of Buddhist Ministry is an advanced professional degree culminating in a doctoral project. This selective program enhances the practice of ministry for religious leaders who already hold a Master of Divinity or equivalent degree by cultivating their understanding and application of:

A. the nature and purpose of ministry in relation to the world,

B. competencies in self-reflexive and ministerial skills,

C. competency in research methods appropriate to engaged Humanistic Buddhist work,

D. spiritual and self-defined ethical perspective,

E. professional ethics through humanistic engagement with diverse cultural, religious, and linguistic contexts.

The program applies a Buddhist perspective to ministerial issues facing practitioners in the contemporary world. Students gain a deeper understanding and commitment to the dharma (Buddhist teaching), while refining their ministerial application. Students develop research, writing, and communication skills to the level necessary to participate in professional academic discourse and practice-oriented domains of religion and service.

A Doctor of Buddhist Ministry degree is awarded on the basis of evidence that the candidate possesses knowledge of a broad field of applied learning and mastery of a particular area of concentration within it.

Honor Code

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

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

Admission Requirements

In addition to UWest graduate admission requirements, the following are required for admission to the Doctor of Buddhist Ministry program:

1. Statement of Purpose: Statement should describe how enrollment in UWest's DBMin program will further the applicant's personal goals and aspirations, achievements, and education and career objectives.
2. Completion of MDiv or MA in a related field with GPA of 3.0
3. One unit of Clinical Pastoral Care (CPE) with evaluation letter from CPE supervisor or three years of ministerial/temple work is acceptable for admissions.
    A. CPE Evaluation letter must assess written communication, emotional and spiritual development
    B. One year of CPE Residency is highly recommended
    C. all DBMIN students need to complete one-unit of CPE before advancing to candidacy status.
4. Three letters of recommendation, including
    A. one letter from academic sources such as advisor, dean, chair
    B. one letter from peer such as dharma brother or sister
    C. one letter from pastoral supervisor or master
    D. Letters must address communication skills, spiritual practice, precept practice, community service
5. Interview, either in person or via ZOOM

Program Learning Outcomes

Students who graduate with a Doctor of Buddhist Ministry will be able to:

- recognize and express the nature and purpose of their ministry in relation to the world.
- engage in and demonstrate self-reflexive skills.
- identify and demonstrate competency in research methodologies appropriate to engaged Humanistic Buddhist work.
- skillfully articulate a self-defined ethical perspective.
- demonstrate professional ethics through humanistic engagement with diverse cultural, religious, and linguistic contexts.

Program Requirements

Area	Required Units
Core Courses	12
Practica	3
Electives	36
Candidacy Portfolio	0
Research Training	12
Total	*63*

Curriculum

Core Courses: 12 units required

Students complete the following foundational courses.

Courses	Prerequisite(s)	Units
BMIN 600 Seminar: Buddhist Issues & Frameworks	MDIV 650	3
BMIN 607 Research Methods I	Graduate Standing	3
BMIN 608 Research Methods II	BMIN 607	3
BMIN 610 Ethics in Buddhist Ministry	MDIV 670	3

Practica: 3 units required

In consultation with their advisors, students choose one course from the following list.

Courses	Prerequisite(s)	Units
BMIN 620 Engaged Compassion	MDIV 655	3
CONT 510 Topics in Comparative Contemplative Practice*	Graduate Standing	3
CONT 520 Topics in Contemplative Practice*	Graduate Standing	3
REL 521 Buddhist Meditation Practicum	Graduate Standing	3
MDIV 590 Service Practicum	Graduate Standing	3

Electives: 36 units required

In consultation with their advisors, students select 12 units of elective courses from each of these three areas.

A. Ministerial & Applied Approaches (12 units)

Courses	Prerequisite(s)	Units
MDIV 510 Communication Skills for Chaplaincy	Graduate Standing	3
MDIV 515 Privilege, Power, & Difference	MDIV 655	3
MDIV 530 Interfaith Rituals for Chaplaincy	MDIV 645	3
MDIV 565 Buddhist Homiletics: Writing & Giving Dharma Talks	MDIV 655	3
MDIV 645 Spiritual Care & Counseling	MDIV 510v	3
MDIV 650 Pastoral Theology	MDIV 655	3
MDIV 655 Spiritual Formation for Buddhist Chaplains	MDIV 645	3
MDIV 670 Spiritual Leadership	MDIV 515	3
PSYCH 505 Buddhist & Multicultural Community Mental Health	Graduate Standing	3
PSYCH 600 Group Psychotherapy	Waived for DBMin	3
PSYCH 614 Religion & Psychology Seminar	Waived for DBMin	3
PSYCH 617 Application of Mindfulness in Western Therapy	Waived for DBMin	3
PSYCH 551 Theories II: Buddhist-Inspired Evidence-Based Practice	Waived for DBMin	3

B. Buddhist Studies (12 units)

Courses	Prerequisite(s)	Units
CONT 520 Topics in Contemplative Practice	Graduate standing	3
CONT 550 Contemplation: Chinese Canon	Graduate standing	3
MDIV 640 Seminar in Buddhist Ministry	MDIV 515	3
REL 505 Women in Buddhism	Waived for DBMin	3
REL 506 Buddhism & Gender	Waived for DBMin	3
REL 521 Buddhist Meditation Practicum	Waived for DBMin	3
REL 530 Topics in Buddhist Meditation	Waived for DBMin	3
REL 540 Buddhist Hermeneutics	Waived for DBMin	3
REL 627 Buddhism & Ritual	Waived for DBMin	3
REL 630 Seminar: Buddhist Texts in Canonical Languages	Waived for DBMin	3
REL 636 Seminar: Buddhist Texts in Translation	Waived for DBMin	3
REL 639 Topics in the Study of Religion	Waived for DBMin	3
REL 640 Topics in Buddhist Studies	Waived for DBMin	3
REL 645 Seminar: Regional Buddhist Traditions	Waived for DBMin	3
REL 653 Vajrayana Buddhism	Waived for DBMin	3
REL 655 Perspectives in the Study of Chan/Zen Buddhism	Waived for DBMin	3
REL 657 Humanistic Buddhism & Current Issues	Waived for DBMin	3
REL 659 Buddhism in the US	Waived for DBMin	3
REL 670 Spread of Buddhism to Central Asia/ China	Waived for DBMin	3

C. Interdisciplinary & Interfaith Studies (12 units)

Courses	Prerequisite(s)	Units
MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	MDIV 510	3
MDIV 675 Advanced Topics in Professional Chaplaincy	MDIV 645	3
MBA 560 Managing Nonprofit Organizations	Graduate standing	3
REL 515 Religions of China	Waived for DBMin	3
REL 520 Religions of India	Waived for DBMin	3
REL 545 Sacred Time & Sacred Space in the History of Religions	Waived for DBMin	3
REL 590 Comparative Study of Religion	Waived for DBMin	3
REL 603 Seminar: Philosophy of Religion	Waived for DBMin	3
REL 610 Seminar: Religion & Ethics	Waived for DBMin	3
REL 640 Topics in Comparative Religion	Waived for DBMin	3
REL 660 Seminar: Buddhist-Christian Dialogue	Waived for DBMin	3

Languages: optional

Students may apply up to 12 units of graduate language study in Pali, Sanskrit, Classical Chinese, Tibetan, or Japanese.. A maximum of 6 units each may be applied to B. Buddhist Studies and C. Interdisciplinary and Interfaith Studies. Language study is recommended during the first year of coursework or as soon as the relevant courses are offered.

Candidacy Portfolio

Upon completion of the 51-unit course requirement, students must petition to submit the candidacy portfolio. Students may enroll in BMIN 705 for one term while preparing and passing portfolio. With the chair's approval, BMIN 705 may be repeated one time only. Credit is not applicable to graduation.

Course	Units
BMIN 705 Candidacy Portfolio	3

Research Training: 12 units

Upon being granted candidacy status, the candidate enters the doctoral project phase. Students should be able to engage in advanced graduate level research, writing, and communication while developing an applied doctoral project (ADP). Candidates register for BMIN 698A, 698B, 710, or a combination of these courses for a total of 12 units.

Course	Units
BMIN 698A Proposal Writing	3
BMIN 698B Dissertation Writing	3
BMIN 710 Research Training	3

Continuous Enrollment

After completing the 12-unit research requirement, candidates must maintain enrollment through successful submission of the doctoral project by enrolling in BMIN 715 each fall and spring semester. Enrollment in summer semester is not required. Credit is not applicable to graduation requirements.

Course	Units
BMIN 715 Continuous Enrollment	1
BMIN698B Dissertation Writing Seminar	1
BMIN698C Research Tools Seminar	1

Candidacy Portfolio: After students have completed a minimum of 51 units of doctoral coursework, they must petition to submit their candidacy portfolio. The candidacy portfolio includes a series of short papers illustrating the student's ministerial development as well as their proposed project's development, including a literature review. Refer to the DBMin Handbook for more information.

Students are also expected to consult with their doctoral course professors and the DBMin Program Advisor to determine the focus, direction, reading, and research for each of the Candidacy Portfolio papers.

Notes:

- The Candidacy Portfolio must be compiled, revised, and submitted by May 30th of the spring semester the student completes 51 credit hours (including the 12 credits of required DBMin Core Courses and 3 credits of Pactica).
- Check with the DBMin Program Advisor for submission date if you reach 51 credits during the fall or summer).
- If the portfolio is not submitted by the May 30th deadline (or the fall/summer deadline as described above), students must register for DBMin 705 during the following semester to complete the portfolio. These credits do not count towards the degree plan.

The candidacy portfolio is graded on a passed/not passed basis. If the candidacy portfolio is deemed not passing, the committee decides if and when it may be resubmitted. Additional course work may be required before the student is eligible to resubmit the portfolio.

A student advances to candidacy status upon successful completion of the candidacy portfolio requirement and payment of the candidacy fee. Candidacy status lapses automatically if the student loses graduate standing by academic disqualification or fails to comply with university policy on continuous registration. A readmitted student who was a candidate must again advance to candidacy and thereafter enroll as a candidate for at least one academic semester before the degree may be conferred. Readmission after a break in enrollment is not guaranteed.

Research Training (Applied Doctoral Project): Upon advancing to candidacy, the candidate enters the doctoral project phase and is eligible to undertake advanced graduate-level research, writing, and communication. While developing an Applied Doctoral Project (ADP) candidates are required to register for BMIN 698A, 698B, 710, or a combination of these courses for a total of 12 units.

Candidates are expected to begin work immediately on the dissertation proposal, outlining their intended applied doctoral project (ADP). This project is expected to be original, related to Buddhist Ministry, include significant research that focuses on applying theoretical knowledge to address practical problems, and make a relevant, ethical, ongoing contribution to a particular community agreed upon by the student and dissertation committee. Candidates are encouraged to propose alternative and creative forms of presentation for this dissertation. The dissertation must contain a relevant academic literature review, a substantial amount of written analysis and reflection, and an ADP equivalent in research rigor to a traditional dissertation in terms of critical apparatus and engagement with scholarly sources. The mode of presentation must be clearly outlined in the ADP proposal and approved by the dissertation committee.

The completed proposal is reviewed by the dissertation committee, after which candidates are asked to present their proposal and respond to questions from the committee at the proposal defense. During the defense, the committee decides whether the proposal is accepted, accepted with revisions, or rejected. Candidates are expected to submit the doctoral project proposal during the semester following their advancement to candidacy.

The dissertation committee supervises the student's program, approves the ADP, and conducts the oral dissertation defense. Ordinarily, students defends just prior to completion. Students should be in residence when defending. Students who want to defend virtually, need to have this approved by their dissertation Chair. The defense should be scheduled during fall or spring semester and is open to all members of the academic community. Following the defense, the dissertation committee awards the ADP project a pass, pass with distinction, or not pass.

After the dissertation is passed by the committee, the student makes all necessary revisions and submits the final version to the library in accordance with the library's formatting guidelines. The revised dissertation must be accepted by the library no later than one semester after the defense. During this term, students are required to maintain continuous enrollment by enrolling in BMIN715.

In addition to these requirements, students must submit a portfolio of their work to the department for assessment and review. (Portfolio guidelines are found in the Buddhist Ministry Graduate Student Handbook.)

Important guidelines and procedures regarding the composition of the dissertation committee, dissertation proposal, dissertation defense, and final submission of the ADP can be found in the Buddhist Ministry Graduate Student Handbook.

Graduation Requirements

Students must successfully fulfill all of the following requirements to graduate.

- 51 units in graduate courses as specified for each candidate by the dissertation committee appointed by the department chair or graduate advisor;
- 12 units in research;
- minimum cumulative grade point average (GPA) of 3.0;
- candidacy portfolio requirement;
- applied doctoral project

Degrees are awarded at the close of the semester in which all requirements have been fulfilled, dissertation has been accepted by the library, the Petition to Graduate form has been filed with the Registrar's office, and the graduation fee has been paid.

Minimum Grade Requirement: Students must earn a minimum grade of B in all core courses and a minimum grade of C or P in elective courses. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade.

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

Transfer of Credit from Other Institutions: Students may be granted a maximum of 30 units of transfer credit for applicable graduate-level coursework towards the 51-unit course requirement. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

Application of Credit from Prior UWest Enrollments: Students may apply up to 36 units of applicable coursework completed at UWest in a master's program or under open enrollment toward the 51-unit course requirement, including transfer credit granted from other institutions. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor. Only graduate level coursework will be considered; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

Continuous Enrollment: After finishing all coursework, but before submitting the ADP, students must maintain continuous enrollment until the project is successfully defended, submitted, and accepted by the library. Failure to register and pay the associated tuition and fees may interfere with residence requirements and lead to lapse of candidacy status.

Residence Requirement: The Doctor of Buddhist Ministry requires a minimum of three years of full-time graduate study or the equivalent in part-time study in addition to time to prepare the doctoral project.

Time to Degree: Students are expected to advance to candidacy within four years from their original start date, and to complete all degree requirements, including submission of the doctoral project, within seven years from their original start date. The maximum time to degree allowed after all approved extensions is ten years from the original start date. The time allowed for coursework is reduced by one term for each 9 units of transfer credit received. The maximum time to degree Details are provided in the Graduate Handbook.

Business Administration

Chair

Bill Y. Chen, PhD

Faculty

Chi Sheh, PhD

Adjunct Faculty

Michael Arnold, JD
Peng Chan, PhD
Wen Cheng, PhD
Roger Frank, MBA
Fredrick Ho, MBA, CPA
Murray Johanssen, MBA
Wuu-Long Lin, PhD
Alex Liu, PhD
Jinghui (Jack) Liu, PhD
Stephen O'Sullivan, MBA
Suren Sahakyan, MS
Rafael Wu, MBA



Department of Business Administration

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

Degree Programs

Bachelor of Arts (BA) in Business Administration

Concentrations:

- Accounting
- Big Data and AI Applications
- Computer Information Systems
- International Business
- Marketing

Master of Business Administration (MBA)

Concentrations (optional):

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

Professional Master of Business Administration (ProMBA)

Certificate Programs

Undergraduate Certificate in Business Administration

Graduate Certificate in Business and Management

Post-Master of Business Administration Certificate (Post MBA)

Philosophy & Objectives

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

The objectives of the programs are two-fold:

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

Homeland Security STEM Compliant Concentrations

UWest offers four Business Administration concentrations conforming to Department of Homeland Security (DHS) requirements as STEM (Science, Technology, Engineering, Math) degree programs. International students graduating from these concentrations may be eligible for a 24-month extension on their Optional Practical Training (OPT) if their employment also meets eligibility requirements. Details may be found at **https://www.uscis.gov/working-united-states/students-and-exchange-visitors/students-and-employment/stem-opt**.

The list of the DHS-approved programs is available at **https://www.ice.gov/sevis/schools#dhs-stem-designated-degree-program-list-and-cip-code-nomination-process**.

University of the West's compliant concentrations are classifiable as follows:

BA Business Administration	Big Data and AI Applications	CIP Code 11.0102 Artificial Intelligence
	Computer Information Systems	CIP code 11.0401 Information Science
MBA	Computer Information Systems	CIP code 11.0401 Information Science
	Data Analytics	CIP code 52.1302 Business Statistics
	Finance	CIP code 27.0305 Financial Mathematics

Bachelor of Arts in Business Administration

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

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

Business Administration majors meet with a program advisor during or before their first semester to discuss their personal goals and aspirations. Based on this self-exploration, students select the concentration that will best prepare them to fulfill their personal and professional life mission. Students who attend full-time may earn their bachelor's degree in four years. Students attending part-time may expect a longer time to graduate.

Program Learning Outcomes

Students who graduate with a BA in Business Administration will be able to:

- Define and use foundational concepts and theories related to business practices.
- Apply foundational business skills in order to identify, analyze, and solve business problems.
- Describe how awareness and knowledge of individual and cultural diversity can impact and inform business practices.
- Describe the role and impact of globalization and global perspectives within business practices.
- Describe the importance of social, professional, and ethical responsibility within business practices.
- Describe fundamental concepts, theories, and practices related to their chosen concentration.
- Apply the fundamental concepts, theories, and practices of their chosen concentration to business practices.

Program Requirements

Area	Required Units
General Education	48
Lower-division Core	12
Upper-division Core	36
Concentration	15
Business Elective	6
Capstone	3
Total	**120**
Optional	
Minor	15

General Education Requirement: 51 units required

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

Lower-Division Core Courses 12 units

All students complete four lower-division core courses. These courses provide foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking and theoretical application.

Courses	Prerequisite(s)	Units
BUS 200 Business Law	None	3
BUS 201 Principles of Microeconomics	MATH 102	3
BUS 202 Principles of Macroeconomics	MATH 102	3
BUS 210 Introduction to Financial Accounting	MATH 102	3
Total		**12**

Upper-Division Core Courses 36 units required

Building on the foundation of knowledge and skills provided in the lower-division core curriculum, all students complete 12 upper-division core courses to broaden the foundation with additional fields of study while deepening knowledge and skills in subjects previously studied.

Course	Prerequisite(s)	Units
BUS 301 Managerial Economics	BUS 201, BUS 303	3
BUS 303 Business Statistics	MATH 107 or MATH 112	3
BUS 304 Management Science	BUS 303	3
BUS 306 Business Communications	None	3
BUS 307 Managerial Accounting	BUS 210	3
BUS 308 Principles of Management	None	3
BUS 320 Organization & Management	BUS 308	3
BUS 330 Principles of Marketing	None	3
BUS 340 Management Information Systems	None	3
BUS 351 International Business	None	3
BUS 415 Financial Management	BUS 303 & BUS 307	3
BUS 470 Business Philosophy & Ethics	75 credits or approval	3
Total		**36**

Concentration: 15 units required

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

Accounting

Course	Units
BUS 310 Intermediate Accounting	3
BUS 311 Intermediate Accounting II	3
BUS 312 Auditing	3
BUS 313 Cost Accounting	3
BUS 410 Advanced Accounting	3
BUS 413 Cost Analysis & Budgeting	3
BUS 416 Investment Management	3
BUS 417 Federal Tax Law	3
BUS 418 Nonprofit Accounting	3
BUS 419 Financial Statement Analysis	3
BUS 440 Accounting Information Systems	3

Big Data and AI Applications

Course	Units
BUS 341 Business Programming I	3
BUS 424 Blockchain Technology and its Applications	3
BUS 428 Cybersecurity	3
BUS 443 Data Structure & Database Management	3
BUS 445 Data Communications & Networking	3
BUS 446 Computer Security, Controls & Ethics	3
BUS 449 Data Analytics	3
BUS 450 Data Science	3
BUS 451 AI and its Applications	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 302 Entrepreneurship	3
BUS 433 International Marketing	3
BUS 452 Exporting & Importing	3
BUS 453 International Finance	3
BUS 454 International Business Law	3
BUS 455 Seminar on Doing Business in the US	3
BUS 456 Seminar on Doing Business in Asia	3

Marketing

Course	Units
BUS 331 Consumer Behavior	3
BUS 420 Marketing Management	3
BUS 430 Digital Marketing	3
BUS 432 Social Media Marketing	3
BUS 433 International Marketing	3
BUS 434 Marketing Research	3
BUS 435 Case Studies in Marketing	3
BUS 436 Advertising	3
BUS 439 Small Business & Entrepreneurial Marketing	3

Business Elective: 6 units required

Students select one business course (6 units) from any concentration.

Business Capstone: 3 units required

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

Graduation Requirements

Students must complete 120 units (including 51 GE units) as designated above with a cumulative GPA of 2.0 or higher. To satisfy the university's residency requirement, undergraduates must complete at least 30 units, including 24 upper division units, at UWest. Students are required to complete their final 6 units in attendance at UWest and any approved transfer work must be completed prior to the last day of the student's last term in attendance at UWest.

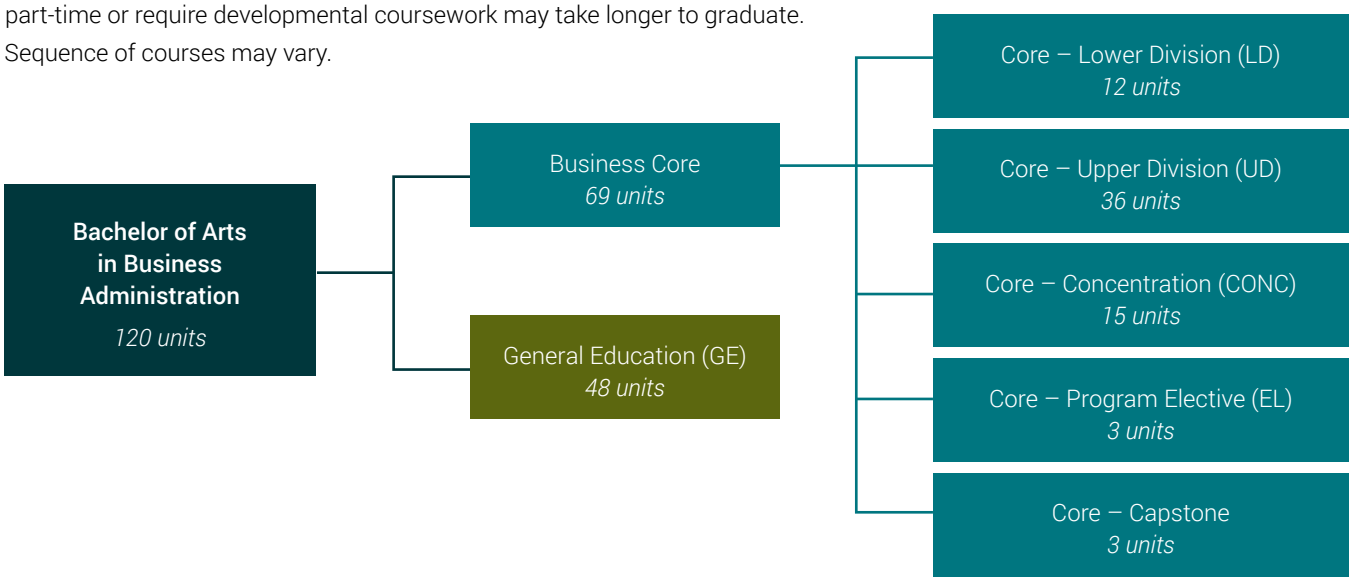
Transfer Credit: Students' prior education is evaluated for transfer credit at the time of admission. Once enrolled, students are expected to complete all remaining business curriculum at UWest. Any exception to this policy must be approved in advance by the department chair, and students must demonstrate cause. A minimum grade of C (2.0) is required for the transfer of credit.

Sample Road Map for the Bachelor of Arts in Business Administration

Concentrations: Accounting, Computer Information Systems, International Business, and Marketing

The following is a sample course progression that allows students to graduate in 4 years / 8 semesters. Students who attend part-time or require developmental coursework may take longer to graduate.

Sequence of courses may vary.



	Fall Semester	Spring Semester
First Year *30 units*	GE CAT 1: CS 101 Information Literacy & Academic Study Skills GE CAT 1: ENGL 101 English Composition GE CAT 1: MATH 102 Quantitative Reasoning I GE CAT 2A: HIST 200 Big History I GE CAT 4A: L&C 120 Life & Culture 1: World Religion GE CAT 7: Wellness 1	GE CAT 1: CS 102 Whole Person Wellness for College GE CAT 1: ENGL 102 Advanced Composition GE CAT 1: SPCH 100 Speech Communications GE CAT 2B: HIST 205 Big History II GE CAT 3A: MATH 107 or 112 GE CAT 4B: L&C 121 Life & Culture 2: World Philosophy
Second Year *30 units*	CORE LD: BUS 308 Principles of Management GE CAT 1: CS 103 Introduction to Major & Career Development GE CAT 3B: Science with Lab GE CAT 5: Social/Behavioral Sciences 1, Sect A, B, C, or E GE CAT 6: Humanities 1 GE CAT 7: Wellness 2	CORE LD: BUS 201 Principles of Microeconomics CORE LD: BUS 210 Introduction to Financial Accounting CORE UD: BUS 351 International Business GE CAT 5: Social/Behavioral Sciences, Sect. A, B, C, or E GE CAT 6: Humanities 2 GE CAT 8: SRVLG 100 Service Learning
Third Year *30 units*	CORE LD: BUS 202 Principles of Macroeconomics CORE UD: BUS 303 Business Statistics CORE UD: BUS 330 Principles of Marketing CORE UD: BUS 340 Management Information Systems GE CAT 9: CAP 401 General Education Capstone	CORE UD: BUS 301 Managerial Economics CORE UD: BUS 306 Business Communications CORE UD: BUS 307 Managerial Accounting CONC: Course 1 in Declared Concentration CONC: Course 2 in Declared Concentration
Fourth Year *30 units*	CORE UD: BUS 304 Management Science CORE UD: BUS 470 Business Philosophy & Ethics CORE UD: BUS 415 Financial Management CONC: Course 3 in Declared Concentration CONC: Course 4 in Declared Concentration	CORE LD: BUS 200 Business Law CORE UD: BUS 320 Organization & Management CONC: Course 5 in Declared Concentration CORE EL: Program Elective CORE CAPSTONE: BUS 480 Strategic Management

Master of Business Administration

The MBA program provides in-depth technical education in specialized fields and addresses issues of management in different cultural contexts and ethical aspects of decision making. This program prepares graduates for leadership positions in for-profit and nonprofit organizations.

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

The curriculum emphasizes

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

MBA students meet with a program advisor during their first semester to discuss their personal goals and aspirations. Based on this self-exploration, students have the option of declaring a concentration in one of five areas: Computer Information Systems, Data Analytics, Finance, International Business, and Nonprofit Organization Management. A concentration is not required.

The MBA program is designed for completion in two years of full-time study. Students who study during summer sessions may graduate sooner. Students who attend part-time can expect to take more than two years to graduate.

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

Program Learning Outcomes

Students who graduate with a MBA in Business Administration will be able to:

- Define and use advanced concepts and theories related to business practices and management decision making.
- Apply advanced business skills in order to identify, analyze, and solve complex business and management problems.
- Analyze and explain how awareness and knowledge of individual and cultural diversity can impact and inform business practices and management decision making.
- Evaluate the role and impact of globalization and global perspectives within business practices and management decision making.
- Advocate for the synthesis of social, professional, and ethical responsibility within business practices and management decision making.
- Evaluate the effectiveness of real-world applications of advanced concepts, theories, and practices related to their chosen concentration.

Program Requirements

Course Requirements	Required Units
Business Core	21
Elective/Concentration	15
Capstone	3
Internship	1
Total	**40**
As Required	
Program Prerequisites	0 to 15

Program Prerequisites: 0 to 15 units

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

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

Business Core: 21 units required

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

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

Concentration/Elective Requirements: 15 units required

No Concentration Declared: Students work with their program advisor to create a course of study relevant to their professional and life goals by selecting five MBA courses (15 units) across all concentrations.

Concentration Declared: Students have the option of declaring a concentration in one of the five areas listed below. Students who declare a concentration complete the following requirements:

Concentration (12 units): Students complete at least four courses (12 units) from their declared concentration, including one concentration core and three concentration selections.

Elective (3 units): Students select one MBA course (3 units) from the concentration, other concentrations, or other courses not applied to another requirement.

Dual Concentration: With the department chair's approval, students may declare a concurrent concentration in a second area of study. An additional 12 units, including the concentration core and three concentration electives not applied to any other requirement, must be completed.

Computer Information Systems

Concentration Core (3 units): Course Required

Course	Units
MBA 572 Data Structure & Database Management	3

Concentration Selections (9 units): Select three courses

Course	Units
MBA 502 Business Programing	3
MBA 571 Systems Design, Analysis, & Implementation	3
MBA 573 Decision Support Systems	3
MBA 574 Cyber Security	3
MBA 575 Data Communications & Networking	3
MBA 578 Computer Security, Controls, & Ethics	3
MBA 581 E-Business	3

Data Analytics Concentration

Concentration Core (3 units): Course Required

Course	Units
Concentration Core (3 units): Course Required	
MBA 521 Business Analytics	3

Concentration Selections (9 units): Select three courses

Course	Units
MBA 502 Business Programing	3
MBA 510 Predictive Analytics	3
MBA 523 Advanced Analytics	3
MBA 524 Data Science	3
MBA 572 Data Structure & Database Management	3
MBA 573 Decision Support Systems	3
MBA 574 Cyber Security	3

Finance Concentration

Concentration Core (3 units): Course Required

Course	Units
MBA 517 Investment & Portfolio Management	3

Concentration Selections (9 units): Select three courses

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

International Business Concentration

Concentration Core (3 units): Course Required

Course	Units
MBA 550 International Business	3

Concentration Selections (9 units): Select three courses

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

Nonprofit Organization Management Concentration

Concentration Core (3 units): Course Required

Course	Units
MBA 560 Managing Nonprofit Organizations	3

Concentration Selections (9 units): Select three courses

Course	Units
MBA 527 Human Resources Management	3
MBA 528 Seminar on Organizational Change	3
MBA 529 Seminar on Leadership	3
MBA 557 Social Entrepreneurship	3
MBA 559 Seminar on Doing Business in the US	3
MBA 561 Comparative Studies of Nonprofit Organizations	3
MBA 562 Financial Development for Nonprofit Organizations	3

Internship: 1 unit required

All students complete a one-unit internship. Internships must be approved by the chair before the internship begins.

Course	Prerequisite(s)	Units
MBA 590 Internship	All core courses & department chair approval	1

Capstone: 3 units required

The MBA program culminates in the capstone course, commonly completed in a student's final term.

Course	Prerequisite(s)	Units
MBA 580 Capstone: Strategic Management	All core courses & department chair approval	1

Graduation Requirements

Students must complete 40 units as designated above with a cumulative GPA of 3.0 or higher, including 39 units of coursework and a 1-unit internship. Students are required to complete their final 6 units in attendance at UWest, and any approved transfer work must be completed prior to the last day of the student's last term in attendance at UWest.

Courses applied to a previous UWest degree or certificate are not applicable. Credits earned for program prerequisites and WEXP 599 Advanced Work Experience are not applicable to graduation.

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

Transfer Credit: No more than 6 units may be fulfilled through the transfer of graduate credit for courses completed prior to enrolling at UWest. Once enrolled, students are expected to complete all remaining coursework at UWest. Exceptions allowing a transfer of prerequisite or graduate credit after beginning the program must be approved in advance by the department chair, and students must demonstrate cause.

A minimum grade of B (3.0) is required for the transfer of graduate credit and a minimum grade of C (2.0) for undergraduate courses transferred to satisfy prerequisite requirements.

Professional Master of Business Administration

The Professional Master of Business Administration (ProMBA) degree program at UWest is designed for business professionals, executives, and owners with three or more years of managerial or professional experience. Students expand their knowledge and skills and enhance their problem-solving and strategic thinking abilities to advance their professional careers, successfully start their own businesses, or maximize the success of existing business ventures. The ProMBA Is offered in an English-language track and a Mandarin-language track. These two tracks are differentiated by the medium of instruction only, with equal entrance and graduation requirements, academic curricula, and learning outcomes.

The Professional MBA is flexible and fast. Flexible schedules provide the convenience that working professionals need to take the next step to a more fulfilling future. Students can complete the program in as little as one year by attending consecutive fall, spring, and summer semesters.

Students choose either distance or traditional enrollment when they apply. Students who select traditional enrollment complete the majority of their coursework on campus in combination with online and remote offerings. Students who select distance enrollment complete all courses through a blend of online and remote coursework.

International students who plan to live in the US while completing their ProMBA should be sure to select traditional enrollment, as distance enrollment does not meet F-1 visa status requirements.

Program Learning Outcomes

Students who graduate with a ProMBA in Business Administration will be able to:

- Integrate advanced concepts, theories, and skills to identify, analyze, and solve complex business problems.
- Apply understanding of leadership roles and strategies to real-world business and management scenarios.
- Analyze and explain how awareness and knowledge of individual and cultural diversity can impact and inform business practices and management decision making.
- Evaluate the role and impact of globalization and global perspectives within business practices and management decision making.
- Advocate for the synthesis of social, professional, and ethical responsibility within business practices and management decision making.

Program Requirements

Course Requirements		Required Units
Business Core	7 courses	21
Professional Core	2 courses	6
Elective	1 course	3
Capstone	1 course	3
Total	**11 coures**	**33**

As Required

Course Requirements	Required Units
Foundation Courses	0 to 9

Foundation Courses: 0 to 9 units, as needed

These courses provide a foundation for graduate level study. Students who did not complete equivalent coursework during their undergraduate studies may be assigned up to three foundational courses. Courses should be completed in the first term of study. Foundation units are not applicable to graduation.

Course	Units
BUS 201 Microeconomics or BUS202 Macroeconomics	3
BUS 210 Introduction to Financial Accounting	3
BUS 303 Business Statistics	3

Business Core: 21 units required

Students complete seven core courses (21 units) to develop analytical and problem-solving skills needed for all business professionals.

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

Professional Core: 6 units required

Students complete two courses to hone leadership skills and deepen understanding of global issues and challenges common in today's business world.

Course	Units
MBA 529 Seminar on Leadership	3
MBA 550 International Business	3

Capstone: 3 units required

Students generally complete the capstone requirement during their final term.

Course	Units
MBA 580 Strategic Management	3

Elective Requirement: 3 units required

Students select one additional MBA course relevant to their specific goals and interests.

Graduation Requirements

Students complete 33 units as specified with a cumulative GPA of 3.0 or higher. Units earned in foundation courses and courses applied to previous UWest degrees or certificates may not be applied to ProMBA graduation requirements.

Students are required to complete their final 6 units in attendance at UWest and any approved transfer work must be completed prior the last day of the student's last term in attendance at UWest.

Minimum Grade Requirement: Each course must be passed with a minimum grade of C (2.0). Students who do not earn a C or higher may repeat the course one time only to achieve a passing grade.

Substitutions: With departmental approval, students may be allowed to complete up to 6 units of 400-level undergraduate coursework at UWest for equivalent MBA courses.

Transfer Credit: Up to 6 units may be fulfilled through the transfer of credit for graduate courses completed with a minimum grade of B (3.0) at accredited institutions prior to enrolling at UWest.

Once enrolled, students are expected to complete all remaining coursework at UWest, including foundation courses. Exceptions allowing the transfer of foundation courses after beginning the program must be approved in advance by the department chair, and students must demonstrate cause. A minimum grade of C (2.0) is required for undergraduate courses transferred to fulfill foundation requirements.

Doctor of Eastern Philosophy and Management

Refer to the **Doctor of Eastern Philosophy and Management section inside the Department of Religious Studies Chapter** for degree information.

English Language Institute

Affiliated with the Department of Liberal Arts

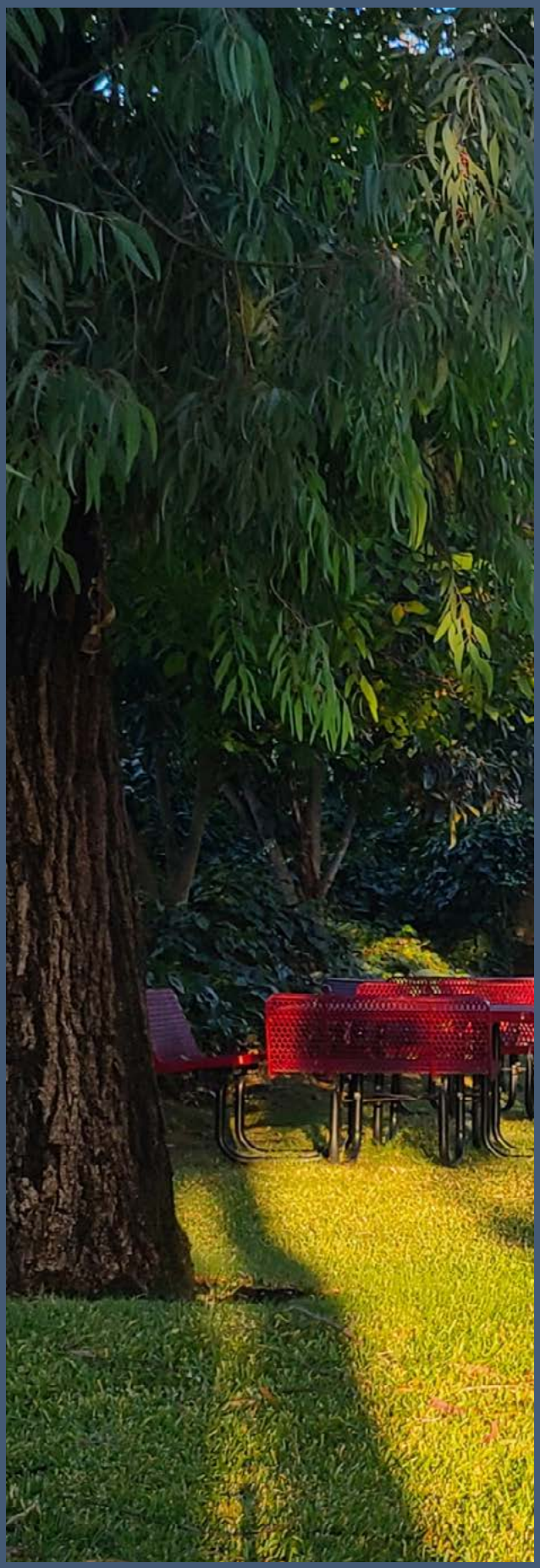
ELI & PACE Academic Coordinator & Lead TESOL Instructor

Jonathan Berk, MSc, TEFL

Adjunct Faculty

William Kennedy, MA

Shäna Wright, MA, TESOL



English Language Institute

UWest's English Language Institute (ELI) provides English language learners with direct language instruction and support necessary to improve English proficiency for personal, professional, and academic purposes.

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

The Institute houses an array of programs tailored to meet the diverse needs of its students, including Intensive English, English Conversation and Culture, English for Specific Purposes, Program of American Cultural Exchange, and Academic English Bridge.

Mission & Programs

The mission of the English Language Institute is to provide English language learners an education that fosters meaningful communication, cross-cultural awareness, and lifelong learning in order to achieve personal, academic, and professional success.

Intensive English Program (IEP)

Students in the full-time Intensive English program develop effective and meaningful English communication skills for use in personal and academic settings. Integrated skills courses are offered by level across skill areas to develop fluency through

a comprehensive curriculum grounded in the language domains of speaking, listening, grammar, reading, conversation, pronunciation, and writing. Emphasis is placed on skills that combine writing, reading, grammar, vocabulary, listening comprehension, and spoken fluency development in order to communicate in the US and other English speaking environments.

Courses are offered in four convenient four-week blocks each fall and spring semester. Each block includes 20 hours of instruction per week for four weeks. Students may initiate their enrollment at the start of any block during the fall or spring semester. Once enrolled, they maintain their enrollment by completing all remaining blocks in the initial term then enrolling in four blocks each fall and spring semester through program conclusion. Certificates are awarded upon the completion of each level of study (four blocks/320 hours) with a minimum cumulative GPA of 2.7 or through comprehensive level examination. IEP courses are not degree-applicable.

Intensive English Summer Program (IESP)

Students enrolling in IESP experience an immersive English program focused on developing general English skills for everyday communication. Over the six-week summer session, IESP employs an integrated skills approach set within a language immersion context.

English Conversation & Culture (ECC)

English Conversation and Culture is a part-time program open to local students as well as visitors from other countries. ECC offers learners the opportunity to develop conversation skills and a US cultural awareness for successful communication.

Students enroll in intensive English courses to gain clear and effective speaking skills, building spoken fluency with confidence by learning common English situations, language functions, and tasks. The curriculum integrates listening, pronunciation, reading, writing, and grammar with US culture, norms, and customs. Learners put their English into practice during activities, trips, and excursions at popular destinations throughout Southern California.

Courses are offered in four convenient four-week blocks each fall and spring semester. Each block includes 15 hours of instruction per week for four weeks. ECC students have the option of completing one or more blocks in fall and spring semesters.

Students who choose to enroll in multiple blocks may advance between levels by achieving a minimum cumulative GPA of 2.7 or by comprehensive level examination. Students receive a certificate of attendance upon completion of their enrollment with a minimum cumulative GPA of 2.0. ECC courses are not degree-applicable.

English for Specific Purposes (ESP)

ESP curriculum focuses on helping students improve their English proficiency for personal, professional, and academic purposes. The program was created to serve working professionals and others in the community with language instruction and support in targeted areas such as everyday business, personal interaction, corporate success, and more. Courses are offered in six-week modules and meet evenings and weekends to suit busy schedules.

Program of American Cultural Exchange (PACE)

PACE offers customized group programs tailored to a variety of age and educational levels, professions, and interests. Participants live on campus and when not attending class are exploring the many and varied attractions and cultural sites located in and around Los Angeles. In addition to small interactive classes, students enjoy excursions and fieldtrips to enhance English learning and experience American culture.

Customized English Programs (CEP)

CEPs offer groups the opportunity to work with the Institute's faculty to design short-term language programs lasting 2 to 4 weeks. These immersive educational programs can be customized to meet language needs in areas such as academic English, general English, English for specific purposes, test preparation, and enrichment. CEP is designed for groups of 6 or more students aged 18 and up.

Academic English Bridge

Academic English Bridge (Bridge) curriculum prepares students who have gained a solid foundation in English to transition to collegiate-level studies. Students master the writing, reading, and oral communication skills required for success in the college classroom while honing their critical and analytical thinking and basic research skills.

English Proficiency Requirement

All instruction at UWest is in English, and proficiency in English is essential for academic success. Individuals whose prior education was completed in a country where English is not the official language must provide evidence of English language proficiency when applying for admission to a degree or certificate program other than Intensive English.

The following is a list of acceptable proof of English language proficiency. Official documentation must be submitted before the application for admission is reviewed, and should be sent directly from the institution or testing agency to the Office of Admissions at University of the West. Exception: Applicants coming to UWest to learn English are not required to provide proof of English proficiency or test scores.

1. Previous education with English as the designated medium of instruction
   NOTE: Interview and/or English Placement Testing may be required prior to admission
   A. Higher secondary diploma, equivalent to a US high school diploma, completed at an international institution with English as the medium of instruction
   B. At least three years (90 semester units) at or above the baccalaureate level at an accredited international institution with English as the medium of instruction
2. Recent completion of three or more years of substantive academic coursework at or above the baccalaureate level at an accredited institution in the US, with a cumulative GPA at or above the minimum required for admission to UWest.
3. Successful completion of UWest's Intensive English program through Level 100.
   A. Bridge coursework may be required upon admission to a degree program
   B. IEP students may apply to a degree program while enrolled in Level 90
4. Standardized Testing
   A. Tests Accepted
      - International English Language Testing System (IELTS-Academic)
      - Test of English as a Foreign Language (TOEFL)
   B. Test scores are valid for two years from the date the test was administered.
   C. Students with an IELTS or TOEFL score below the minimum required in any test area may be required to complete the full EPT at the discretion of the ELI department, even if the overall score is at or above the minimum requirement for full admission.
   D. Scores required for admission are provided in the International Admissions section of this catalog.
5. Specific Coursework
   A. International Baccalaureate Diploma Program (IB)
      - Courses and scores required for admission are provided in the International Admissions section of this catalog.

English Placement Testing

Applicants entering directly into the English language programs and those admitted conditionally to a degree program due to IB, TOEFL, or IELTS scores below the minimum required for full admission complete UWest's English Placement Test (EPT) to determine placement and status.

Once admitted students return their paperwork to reserve their space at UWest, they are sent a welcome email that includes instructions on how to schedule an EPT appointment.

The EPT is also offered to all new students one week prior to the start of each language block. Students who request testing at any other time must pay a $100 EPT testing fee. Testing between blocks is not available for continuing students.

English Language Applicants: the EPT score determines placement at the appropriate level of IEP instruction.

Conditional Admits: If the IB, IELTS, or TOEFL score indicates that the EPT is required, applicants may be admitted conditionally. Their final admission status is based upon their EPT score.

Possible admission status, based upon EPT outcome:

1. Fully admitted to degree program; enrolled in degree courses.
2. Admitted to degree program; academic bridge coursework required prior to or concurrent with enrollment in degree courses.
3. Not admitted to degree program. EPT score indicates placement in IEP level 10 to 60.

Applicants who fall into category 3 may fulfill the English language proficiency requirement by enrolling in and successfully completing UWest's Intensive English program through IEP Level 60. These students are encouraged to re-apply to the degree program when they enter their final term in IEP. Admission will be based on current admissions criteria for that program. Students who complete UWest's Intensive English program receive priority consideration for admission to degree programs.

All applicants admitted to a bachelor's degree program are required to complete UWest's undergraduate placement tests in writing and math prior to scheduling classes. If both the EPT and Writing Placement Test (WPT) are required, the WPT is waived and the EPT used in its place.

About the Exam

Section	Time	Description
Writing	45 minutes	Students write a short essay answering a question or prompt. A typical short essay will include an introduction, thesis statement, body that supports the thesis, and a conclusion.
Paper Test	45 minutes	80 multiple choice questions in the following areas
Listening Comprehension	20 minutes	Assesses understanding of spoken English. Students listen to and answer 20 multiple choice questions.
Grammar	20 minutes	Assesses grammar knowledge. Students read short conversations and answer 30 multiple choice questions
Vocabulary	20 minutes	Assesses vocabulary knowledge. Students read sentences and answer 30 multiple choice questions.
Reading Comprehension	20 minutes	Assesses reading skills. Students read short passages and answer 20 multiple choice questions.
Oral Interview	5-10 minutes	Students are interviewed individually and asked three questions about a specific topic. Students have one minute to answer each question.

EPT Scores & Placement

The following scores are used to determine placement. Initially, the EPT score is the sole placement determinant. In subsequent terms, while the EPT score remains a factor in a student's progression, it is not the only factor. EPT scores must be supported by improved language proficiency as demonstrated by strong academic performance. Students must maintain a minimum GPA of 2.7 (B-) all IE coursework to advance through the program.

EPT Score	1-12	13-26	27-40	41-54	55-68	69-74	75-79	Undergraduate 80 or higher Graduate 80 – 85	Graduate 86 or higher
Placement	IEP 020 Beginning	IEP 030 Intermediate	IEP 040 High Intermediate	IEP 050 Advanced	IEP 060 Upper Advanced	Undergraduate: Bridge 090	Undergraduate: Bridge 100 Concurrent with Degree Courses	Undergraduate: Degree Courses	
						Graduate: Bridge 090	Graduate: Bridge 100 Concurrent with Degree Courses	Graduate: Bridge 400 Concurrent with Degree Courses	Graduate: Degree courses

Intensive English Program Advancement

To advance through each level in the Intensive English program students must earn a term grade point average of 2.7 (B-) and pass all courses in the sequence. With the ELI Director's approval students may also retake the English Placement Test (EPT) at the start of fall or spring term during regularly scheduled testing. Upon review of the results and performance in class the director may advance a student one or more levels. However, it should be noted that students may be moved to a lower level based on the results of the retest.

Continuing students may not repeat the EPT mid-semester. However, they do have a pathway to advance by testing. Upon recommendation of their instructors they may take a comprehensive level examination to seek advancement at the close of any block.

Degree Track

Students planning to apply to a UWest degree program upon completion of the Intensive English program may submit their application while enrolled in ENGL090A. In addition to program requirements indicated in the Admissions chapter of this catalog, the review committee will consider the applicant's performance in IEP courses; further testing may be required. While admission to a degree program is not guaranteed based solely on the completion of the Intensive English program at UWest, students who have successfully completed the program receive priority consideration for admission.

Students who are admitted to a degree program upon completion of ENGL090A complete additional academic bridge coursework in their first year of study. Students are placed in one or more appropriate degree-level courses each term to maintain full time enrollment.

Non-Degree Track

Students who wish to extend their enrollment in the Intensive English Program beyond IEP Level 060 may do so for two terms while completing Academic Bridge courses. International students enroll in one or more undergraduate degree courses in addition to bridge courses to maintain full time enrollment of 12 units.

Intensive English Program Certificate of Completion

Full-time students enrolled in the Intensive English program will receive a certificate for each level of Intensive English completed with an average grade of B- (2.7) or better or through level examination. A grade of F in any class will not allow a student to progress or to receive a certificate. IEP courses are neither degree-applicable nor do they count as academic credit.

Attendance: Intensive English & English Conversation and Culture Programs

Class attendance is a critical factor for student success. Students have the responsibility to demonstrate commitment to their education, respect for their instructors and classmates, and, if applicable, compliance with F-1 visa requirements by attending each class session in its entirety, arriving punctually, reporting to class fully prepared, and participating in class discussions.

Ninety percent (90 %) attendance is required to earn a passing grade in any course. Students who miss 10 hours of any one course without the instructor's advance approval are dismissed from that class, and students who miss all classes for two consecutive weeks without permission may be withdrawn from the university. Note: UWest is required to terminate the Form I-20 of any F-1 student dropping below full-time enrollment due to an attendance dismissal. Students enrolled in IEP may be placed on academic warning or probation if they do not meet this attendance policy.

Academic Warning, Probation & Dismissal

IEP students are required to achieve a term GPA of 2.7 or higher each term in order to advance to the next IEP level and to continue their progression through the IEP. Academic progress is reviewed at the close of each semester.

Students who do not meet the minimum required term GPA of 2.7 for one semester will be placed on Academic Warning and must repeat the same level during the next term.

At the close of the semester, students on warning are reviewed.

- Those who have earned a term GPA of 2.7 or higher are returned to good standing and are eligible to advance to the next level of IEP.
- Those who have not earned a term GPA of 2.7 are placed on Academic Probation.

Students placed on Academic Probation meet with their advisor to develop an Academic Plan to develop a plan to help them improve their grades so that they may qualify to advance to the next IEP level.

At the close of the semester, students on probation are reviewed.

- Those who have met the requirements of their Academic Plan and earned a minimum term GPA of 2.7 are returned to good standing and are eligible to advance to the next IEP level.
- Those who have not earned a term GPA of 2.7 are not eligible to advance to the next IEP level and may be dismissed from the Intensive English program.

Course Descriptions

Intensive English Core: Levels 010 – 060

All core courses: 60 hours (4 weeks, 15 hours per week). B- minimum passing grade.

Level 010 Introductory English

Entry Level IEP. No Prerequisites.

IEP 010 A
Vocabulary Words and Phrases

Introduction to vocabulary in a reading context for daily comprehension and communication.

IEP 010 B
Vocabulary for Reading Comprehension

Introduction to clearly pronouncing everyday words and phrases for simple everyday use.

IEP 010 C
Clear Pronunciation

Introduction to clearly pronouncing vowels and consonants in common daily words and phrases for basic communication.

IEP 010 D
Pronunciation & Communication

Introduction to clearly pronouncing everyday words and phrases for simple everyday use.

Level 020 Beginning English

Prerequisite: Level 010 with minimum grade of B- or qualifying score on EPT

IEP 020 A
Reading for Daily Life

Reading skill development for practical and daily life situations and functions.

IEP 020 B
Reading for the Real World

Reading text to help students navigate successfully in real world.

IEP 020 C
Writing Clear Sentences

Sentence writing development for clear communication for daily life tasks and functions.

IEP 020 D
Speaking & Listening Each Day

Speaking and listening skill development vital to communication in daily life situations.

Level 030 Intermediate English

Prerequisite: Level 020 with minimum grade of B- or qualifying score on EPT

IEP 030 A
Reading & Writing for Specific Situations

Reading & writing skill enhancement for contextualized situations encountered in daily life situations.

IEP 030 B
Reading & Writing for Experience

Read and write to convey experiences and events when communicating with others.

IEP 030 C
Communicating in Your Community

Communication development for interaction in community settings, events, and circumstances.

IEP 030 D
Communicating Your Message

Communicating your messages effectively and to be understood clearly in personal or work relations.

Level 040 High-Intermediate English

Prerequisite: Level 030 with minimum grade of B- or qualifying score on EPT

IEP 040 A
Writing & Speaking for Meaningful Communication

Focus on writing elements to enhance personal meaningful communication.

IEP 040 B
Writing & Speaking with Structure

Focus on written form and structure to increase formal speaking skills.

IEP 040 C
Skills for Daily Communication

Communication skill development for effective and practical daily circumstances.

IEP 040 D
Listening & Speaking to Build Fluency

Develop spoken fluency skills to speak more confidently with interlocutors.

Level 050 Advanced English

Prerequisite: Level 040 with minimum grade of B- or qualifying score on EPT

IEP 050 A
Meaningful Reading & Skill Building

Reading skills for meaningful and purposeful application personal or work related life.

IEP 050 B
Writing for Real World Purposes

Writing development for pragmatic, real world situations, tasks, and functions.

IEP 050 C
Interactive & Group Listening & Speaking

Practice communication interactively and in group settings to develop interpersonal, academic and professional skills.

IEP 050 D
Public Speaking

Build public speaking skills confidently and accurately with a systematic approach in academic or professional settings.

Level 060 Upper Advanced English

Prerequisite: Level 050 with minimum grade of B- or qualifying score on EPT

IEP 060 A
English for Academics

Integrate English skills development for application in western style classrooms and curriculum.

IEP 060 B
Academic Strategies

Useful and practical academic strategy development for application in academic success.

IEP 060 C
Reading Academic Text

Read academic text for research writing purposes while preparing for college study.

IEP 060 D
Writing for Academic Success

Write academic text for classroom assignments and tasks for matriculation into college level coursework.

Intensive English Electives

All elective courses: 20 hours (4 weeks, 5 hours per week). B- minimum passing grade.

Introductory Level

IEP 015 A
Spelling and Speaking Clearly

Development of basic words and phrases for spelling and speaking purposes.

IEP 015 B
Speaking and Writing Everyday

Build speaking and writing awareness to increase everyday communication informally.

IEP 015 C
Reading & Writing Everyday

Learn to read and write basic text proficiently for everyday language.

IEP 015 D
Speaking & Listening for Daily Communication

Learn to listen to and speak basic forms of English for everyday language communication.

Beginning Level

IEP 025 A
U.S. English Pronunciation

Students improve their awareness of English pronunciation and learn how to monitor themselves and discern sounds, stress, intonation, and rhythm.

IEP 025 B
Listening Enhancement

Enhancement of basic listening skills for receptive communication and awareness.

IEP 025 C
English for Practical Use

Practice useful English terms in the classroom to use successfully outside the classroom.

IEP 025 D
Basic Communication Skills

A beginning multi-skills course designed to improve the English language fluency across language needs, with emphasis on oral and written communication skills.

Intermediate Level

IEP 035 A
American Cultural Awareness

Fundamental reading, vocabulary, listening, and speaking skills in an interactive environment with cultural activities that incorporate film presentations and field trips to better understand American language and culture.

IEP 035 B
English for Free Time

Develop English language abilities in an informal and enjoyable class setting for use during free and leisure time.

IEP 035 C
Useful Idioms and Slang

Idioms, expressions, slang and word combinations in order to communicate more fluently and naturally in many everyday situations.

IEP 035 D
English Interaction

Interaction in the classroom that prepares students for common interaction outside the classroom.

High Intermediate Level

IEP 045 A
Knowing California Through English

Explore popular locations, activities and culture for practical use while experiencing California.

IEP 045 B
The Culture of Los Angeles

A multi-skills level course that blends language learning with Los Angeles history and cultural heritage.

IEP 045 C
English Through Film

Build cultural and language awareness for application purposes by watching and analyzing popular films in English.

IEP 045 D
English for Creative Media

Use English creatively to design media in popular social media, online and software applications.

Advanced Level

IEP 055 A
Engaging Conversation

Improve conversation skills with meaningful topics and issues designed to motivate and engage learners.

IEP 055 B
The Art of Storytelling

Develop the ability to creatively tell a story by understanding narrative elements and structure.

IEP 055 C
English for Drama & Theatre

Use drama and theatre to explore English in a creative manner and to create short movies and plays.

IEP 055 D
English Poetic & Musical Expression

Analyze poetic elements in poetry and music to enhance artistic and creative self in English.

Upper Advanced Level

IEP 065 A
English for Work Communication

Understand workplace English language and skills for clear communication in emails, meeting, reports, and other work-related duties.

IEP 065 B
English Use for Business

Develop an understanding of how English is used in business situations in order to communicate efficiently and effectively.

IEP 065 C
Success in College

A multi-skills level course that develops language and academic skills necessary for a successful transition into American university.

IEP 065 D
Project Based English

Design a final project that incorporates language, project management, research and creative skills for a portfolio based assessment.

Academic English Bridge Course Descriptions

Degree Track

Students who are enrolled in a degree program complete these courses in their first year of study. Students will be placed in one or more appropriate degree-level courses to maintain full time enrollment.

Non-Degree Track

Students who wish to extend their enrollment in the Intensive English Program may do so for two terms while completing Academic Bridge courses. International students enroll in one or more undergraduate degree courses to maintain full time enrollment of 12 units.

Term One

ENGL 090A
Academic Writing

Units: *3*
Prerequisite(s): *IEP Level 60 or placement test*

Prepares students for college-level composition. Focus includes writing from paragraph to essay, developing and organizing ideas, building unified and coherent compositions, and incorporating MLA citations and references.

Co-curricular grammar lab included.

ENGL 100B
College Speech

Units: *3*
Prerequisite(s): *IEP Level 60 or placement test*

Speaking and listening requirements to prepare students for the American college classroom. Emphasizes public communication and presentation skills in a variety of academic settings.

ENGL 100D
College Reading

Units: *3*
Prerequisite(s): *IEP Level 60 or placement test*
Preparation for college-level reading.

Focuses on developing critical and analytical reading skills for vocabulary development, comprehension, and information literacy.

Term Two

ENGL 100A
College Writing

Units: *3*
Prerequisite(s): *ENGL090A w/B- or higher or placement test*

Essay writing for academic purposes. Students apply the writing process to organize and develop thesis-driven essays. Students practice effective expository writing incorporating outside sources and learn to develop arguments through multiple drafts.

Co-curricular grammar lab included.

May be applied to undergraduate elective requirement when applicable to program.

ENGL 400E
Academic Skill Building for Graduate Students

Units: *3*
Prerequisite(s): *ENGL090A w/B- or higher or placement test*

Preparation for graduate-level study in the US. Focuses on graduate-level reading, writing, research, information literacy, and citation skills placement test.

Open to graduate students only.

Intensive English Summer Program (IESP)

Students enrolling in UWest's Intensive English Summer Program experience an immersive English program focused on developing general English skills for everyday communication. Over the six-week summer session, IESP employs an integrated skills approach set within a language immersion context. Students enroll in the integrated language skills course and one topical elective course selected to support IESP content. Students attend class for 20 hours each week for six weeks.

IEP 030
Integrated Language Skills

Prerequisite(s): *none*

Multilevel integrated skills approach fosters natural English language acquisition. Facilitates use of English in context through themes such as American culture. Promotes discussion and conversation to build fluency for daily communication.

General Education

Chair

Kanae Omura, PhD

Faculty

Jennifer Avila, MA
Jonathan Berk, MSc
Bobby Ojose, EdD

Adjunct Faculty

Akhanaton Cacao, MA
Ryan Gilmore, MFA
Fredrick Ho, MBA, CPA
Christopher Johnson, MDiv
Thomas Keeney, BS
William Kennedy, MA, TESOL
Tom Moritz, MLS
Shawn Ragan, MA
Shäna Wright, MA, TESOL



Department of General Education

General Education (GE) is an integral part of each UWest undergraduate program. All students complete 51 units of GE as part of their bachelor's degree requirements. GE course selections reflect UWest's conviction that the higher education of the whole person requires a breadth of knowledge beyond the specialized study and training covered in the majors.

University of the West's General Education courses empower students to design their own lives, their personal philosophies, their unique ways of being in this world. As they move through their GE coursework, our students explore their inner selves and learn how to face challenges, to make decisions, and to adapt in a rapidly changing world. Along the way, each UWest undergraduate develops and refines the vital skills of writing, critical thinking, and speaking. UWest graduates possess the knowledge, awareness, and skills to be self-reliant, ethical, responsible global citizens who value service to others and respect for the environment.

Program Learning Outcomes

Goal 1: Communication

Students effectively communicate in professional, academic, and personal domains.

LO1: Oral Communication - Students will be able to engage in public discourse through careful listening to others' perspectives, respectful questioning, articulating original ideas, and speaking thoughtfully in formal and informal settings. (Be/Know/Do)

LO2: Written Communication - Students will be able to produce grammatically-correct and well-organized academic writing (e.g,, analytical, persuasive, expository, argumentative) in a variety of formats, including essays, research papers, reflective writing, and critical reviews of secondary sources. (Know/Do)

Goal 2: Information Literacy & Critical Thinking

Students gather, assess, and interpret relevant information and apply intellectual standards to support logical and skillful thinking and conclusions.

LO3: Information Literacy - Students will be able to identify, evaluate, and use information from multiple sources in a manner reflective of ethical academic standards. (Be/Know/Do)

LO4: Critical Thinking Processes - Students will be able to apply intellectual standards (e.g., clarity, logic, relevance, significance, fairness) to ensure the quality of reasoning and conclusions (e.g., ideas, questions, perspectives, assumptions) generated by themselves as well as others. (Know/Do)

Goal 3: Quantitative Reasoning

Students develop quantitative reasoning skills to support decision-making, critical thinking, and navigation of real-world situations.

LO5: Practical Mathematical Literacy - Students will be able to describe how mathematical facts and concepts apply to real-world situations. (Know/Do)

LO6: Practical Mathematical Skills - Students will be able to demonstrate understanding of quantitative reasoning using tables, graphs, mathematical equations, and their applications in real-world settings. (Know/Do)

Goal 4: Diversity And Identity

Students recognize, respect, and value the differences of others, supported by examination of their own individual/cultural identities.

LO7: Individual and Cultural Diversity and Identity – Students will be able to discuss and critically reflect upon the roles of individual and cultural diversity and identity (e.g., national origin, race, ethnicity, age, gender and gender expression, sexual identity, ability/disability, socioeconomic class, language, religion, social values, customs, traditions) within modern, historical, cultural, and personal contexts. (Be/Know/Do)

Goal 5: Service

Students recognize the importance of service-orientated approaches to people, society, and the environment, and they find ways to serve others.

LO8: Value of Service - Students will be able to justify the value of service to others. (Be/Know)

LO9: Acts of Service - Students will be able to engage in acts of service to benefit their communities. (Be/Do)

General Education Requirements

Area		Required Units
0.	Transitional Skills Building	As needed
1.	Core Competencies	15
2.	Historical Foundations	6
3.	Mathematics & Natural Sciences	6
4.	Religion & Philosophy	6
5.	Social & Behavioral Sciences	6
6.	Humanities	6
7.	Wellness	2
8.	Service Learning	1
9.	Capstone in General Education	3
Total		**51**

Transitional Skill Building: 0 - 9 units, as needed

Based on an evaluation of entrance assessments, some or all of the following transitional skill-building courses may be required. If required, these courses must be completed before the respective Core Competency. ENGL 100A may be counted towards general elective requirements if applicable to major. The remainder of the courses are not degree applicable.

Courses	Prerequisite For	Units
ENGL 90A Academic Writing*	ENGL 100A	3
ENGL 100A College Writing*	ENGL 101	3
MATH 030 Developmental Mathematics	MATH 102	3

*Minimum passing grade = B minus

Category 1 – Core Competencies: 15 units required

Students learn to communicate information and ideas clearly, both orally and in writing; to access, examine, and evaluate information using critical thinking and information literacy skills; and to perform quantitative functions.

Students are required to complete core competencies over their first three semesters of study as indicated below. Exceptions may be approved with a formal academic plan.

First Semester

Course	Prerequisite(s)	Units
CS 101 Information Literacy & Academic Study Skills	None	1
ENGL 101 English Composition*	ENGL 100A w/B- or higher (if required)	3
MATH 102 Quantitative Reasoning I*	MATH 030 (if required)	3

*Minimum passing grade = C

Second Semester

Course	Prerequisite(s)	Units
CS 102 Whole Person Wellness for College	None	1
ENGL 102 Composition II: Critical Thinking*	ENGL 101 w/C or higher	3
SPCH 101 Oral Communication*	None	3

*Minimum passing grade = C

Third Semester

Course	Prerequisite(s)	Units
CS 103 Introduction to Major & Career Development	None	1

Category 2 - Historical Foundations: 6 units required

Provides students with an understanding of the cultural contexts and implications of historical developments.

Students complete the following courses.

Course	Prerequisite(s)	Units
HIST 200 Big History I	None	3
HIST 205 Big History II	None	3

Category 3 - Mathematics & Natural Sciences: 6 units required

Mathematics and natural sciences for daily living and an enhanced understanding of the natural world and what it means for human existence.

Students complete one course from each section. Minimum passing grade of C in MATH 107 or MATH 112 is required. NOTE: Psychology majors must select MATH 112 under Section A.

Section A Mathematics: Select 1 course

Course	Prerequisite(s)	Units
MATH 107 Mathematics for Liberal Arts*	MATH 102 w/C or higher	3
MATH 112 Quantitative Reasoning II*	MATH 102 w/C or higher	3

Section B Natural Sciences: Select 1 course

Course	Prerequisite(s)	Units
BIO 100 Introduction to Biology	None	4
BIO 110 Ecology & Biodiversity	None	4
BIO 200 Conservation Biology	None	3
PSC 100 Introduction to the Physical Sciences	None	3

Category 4 - Religion & Philosophy: 6 units required

Explores how humans have expressed their ideas of self and meaning and discusses them, where appropriate, from a Buddhist perspective.

Students complete the following courses.

Section A Religion

Course	Prerequisite(s)	Units
L&C 120 Life & Culture: World Religion	None	3

Section B Philosophy

Course	Prerequisite(s)	Units
L&C 121 Life & Culture: World Philosophy	None	3

Category 5 - Social & Behavioral Sciences: 6 units required

Examines the interrelationships, organization, and determinants of human behavior. Students complete a total of 6 units with selections from two different sections.

Business majors may not select options under Business as they will be completing these courses as part of their major courses. Psychology majors complete PSYCH 100 plus one class from Sections A, C, D, or E.

Section A: Anthropology

Course	Prerequisite(s)	Units
ANTHR 101 Anthropology	ENGL 101 w/C or higher	3
ANTHR 301 Special Topics in Anthropology: Ethnicity & National Identity	ENGL 101 w/C or higher & ANTHR 101 or SOC 100	3
IDS 220 Immigration & American Society	ENGL 101 w/C or higher	3
IDS 310 Art & Anthropology	ENGL 102 w/C or higher	3

Section B: Psychology (required for Psychology Majors)

Course	Prerequisite(s)	Units
PSYCH 100 Introduction to Western Psychology	None	3

Section C: Sociology

Course	Prerequisite(s)	Units
IDS 220 Immigration & American Society	ENGL 101 w/C or higher	3
SOC 100 Introduction to Sociology	ENGL 101 w/C or higher	3

Section D: Economics

Course	Prerequisite(s)	Units
BUS 201 Principles of Microeconomics	MATH 102 w/C or higher	3
BUS 202 Principles of Macroeconomics	MATH 102 w/C or higher	3

Section E: Political Science

Course	Prerequisite(s)	Units
IDS 220 Immigration & American Society	ENGL 101 w/C or higher	3
IDS 330 Environmental Leadership	ENGL 102 w/C or higher	3
POL 101 Political Science	ENGL 101 w/C or higher	3
POL 301 US Government	ENGL 101 w/C or higher	3

Category 6 – Humanities: 6 units required

Explores how humans have expressed their cultural and social identity through language and the arts, i.e. painting, sculpture, architecture, literature, drama, and music.

Students complete a total of 6 units with selections from two different sections.

Section A: Fine Arts

Course	Prerequisite(s)	Units
ART 101 Art Appreciation	None	3
ART 201 Art Appreciation Museum Tour	ART 101	3
ART 310 Expressive Arts	None	3
FILM 101 Film Appreciation	ENGL 101 w/C or higher	3
FILM 301 Focused Studies in Film History**	ENGL 101 w/C or higher	3
IDS 210 The Great War: Art, Film, & Literature	ENGL 102 w/C or higher	3
IDS 310 Art & Anthropology	ENGL 102 w/C or higher	3
PA 210 Theater for One from Page to Stage	ENGL 101 w/C or higher, SPCH 101	3

** Topical course: a maximum of three topics may be applied to graduation

Section B: Languages

Course	Prerequisite(s)	Units
CHN 101 Beginning Mandarin I	None	4
CHN 102 Beginning Mandarin II	CHN 101	4
CHN 301 Intermediate Mandarin	CHN 102	3
JPN 101 Beginning Japanese I	None	4
JPN 102 Beginning Japanese II	JPN 101	4
JPN 301 Intermediate Japanese I	JPN 102	4
JPN 302 Intermediate Japanese II	JPN 301	3

Section C: Literature

Course	Prerequisite(s)	Units
IDS 210 The Great War: Art, Film, & Literature	ENGL 102 w/C or higher	3
LIT 101 Introduction to Literature	None	3
LIT 102 Introduction to Asian Literature	ENGL 101 w/C or higher	3
LIT 301 Writing about Literature	ENGL 101 w/C or higher	3
LIT 302 Creative Writing	ENGL 101 w/C or higher, LIT 101 recommended	3

Category 7 – Wellness: 2 units required

Teaches and puts into practice skills conducive to integrating and balancing body, mind, and spirit. Students select two courses.

Course	Prerequisite(s)	Units
WELL 100 Yoga for Body & Mind	None	1
WELL 103 Expressive Arts & Movement	None	1
WELL 105 Kung Fu for Body & Mind	None	1
WELL 110 Tai Chi for Body & Mind	None	1
WELL 120 Strength Training & Fitness	None	1
WELL 130 Willpower	None	1
WELL 151 African Drumming	None	1

Category 8 - Service Learning: 1 unit required

This requirement reflects the mission and values of UWest by embracing the education of the whole person through a commitment to serve with compassion, work for justice, and prepare ethical, moral, and dedicated leaders.

Course	Prerequisite(s)	Units
SRVLG 100 Service Learning	None	1

Category 9 - Capstone: 3 units required

To ensure that students have met the goals of UWest's GE program, the program concludes with one capstone course. This course provides an experience in comparative study at the 400 level, where the skills and knowledge developed in core and breadth are integrated. Students apply knowledge acquired in individual areas to an interdisciplinary field of study.

Course	Prerequisite(s)	Units
CAP 401 Capstone: Religion, Science, & Society	42 units GE, including all Cat. 1: Core Competencies	3

Completion Requirements

All undergraduate students are required to complete 51 GE units in the nine subject categories above in addition to their core degree requirements. A minimum of 9 GE units must be in upper-division courses (numbered 300 or higher).

Liberal Arts

Chair

Kanae Omura, PhD



Bachelor of Arts in Liberal Arts

University of the West's Liberal Arts degree program offers each undergraduate a self-designed cross- and interdisciplinary learning path. Liberal Arts majors follow their intellectual curiosity to pursue specific interests and a wide-ranging understanding of the history and sweep of human endeavor. Liberal Arts concentrations allow each student to create across disciplines a cluster of courses focused on whatever sparks her or his intellect. Liberal Arts majors graduate from University of the West with a strong sense of self and an understanding of how to live well and with purpose in the world.

The Bachelor of Arts degree in Liberal Arts is designed for completion in four years of full-time study.

Program Learning Outcomes

Goal 1: Communication

Students effectively communicate in professional, academic, and personal domains.

LO1: Oral Communication - Students will be able to engage in public discourse through careful listening to others' perspectives, respectful questioning, articulating original ideas, and speaking thoughtfully in formal and informal settings. (Be/Know/Do)

LO2: Written Communication - Students will be able to produce grammatically-correct and well-organized academic writing (e.g,, analytical, persuasive, expository, argumentative) in a variety of formats, including essays, research papers, reflective writing, and critical reviews of secondary sources. (Know/Do)

Goal 2: Information Literacy & Critical Thinking

Students gather, assess, and interpret relevant information and apply intellectual standards to support logical and skillful thinking and conclusions.

LO3: Information Literacy - Students will be able to identify, evaluate, and use information from multiple sources in a manner reflective of ethical academic standards. (Be/Know/Do)

LO4: Critical Thinking Processes - Students will be able to apply intellectual standards (e.g., clarity, logic, relevance, significance, fairness) to ensure the quality of reasoning and conclusions (e.g., ideas, questions, perspectives, assumptions) generated by themselves as well as others. (Know/Do)

Goal 3: Quantitative Reasoning

Students develop quantitative reasoning skills to support decision-making, critical thinking, and navigation of real-world situations.

LO5: Practical Mathematical Literacy - Students will be able to describe how mathematical facts and concepts apply to real-world situations. (Know/Do)

LO6: Practical Mathematical Skills - Students will be able to demonstrate understanding of quantitative reasoning using tables, graphs, mathematical equations, and their applications in real-world settings. (Know/Do)

Goal 4: Diversity And Identity

Students recognize, respect, and value the differences of others, supported by examination of their own individual/cultural identities.

LO7: Individual and Cultural Diversity and Identity – Students will be able to discuss and critically reflect upon the roles of individual and cultural diversity and identity (e.g., national origin, race, ethnicity, age, gender and gender expression,

sexual identity, ability/disability, socioeconomic class, language, religion, social values, customs, traditions) within modern, historical, cultural, and personal contexts. (Be/Know/Do)

Goal 5: Service

Students recognize the importance of service-orientated approaches to people, society, and the environment, and they find ways to serve others.

LO8: Value of Service - Students will be able to justify the value of service to others. (Be/Know)

LO9: Acts of Service - Students will be able to engage in acts of service to benefit their communities. (Be/Do)

Course Requirements

Area	Required Units
General Education	51, 9 of which must be upper-division
General Electives	27
Upper Division Electives	42
Total	120

General Education: 51 units required

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

General Electives: 27 units required

Students complete 27 units of elective coursework. Students may select any undergraduate courses that have not been applied to General Education or Upper Division Elective requirements.

Upper Division Electives: 42 units required

Students complete 42 units of upper division elective coursework. Students may select any upper division undergraduate courses (numbered 300-499) that have not been applied to General Education or General Elective requirements.

Student-Developed Concentrations (Optional): 18 units required

Liberal Arts majors have the opportunity of creating concentrations to provide an in-depth focus to their program. While a concentration is not required, it is an excellent opportunity for students to establish a foundation for future career paths or graduate studies.

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.

Students are required to complete their final 6 units in attendance at UWest. Any pre-approved transfer work must be completed with a minimum grade of C (2.0) prior to the last day of the student's last term in attendance at UWest.

Student-Developed Concentrations

Student-developed concentrations allow students to integrate courses from multiple disciplines to create a concentration relevant to their own interests and aspirations. Working directly with the chair of the Liberal Arts department, students select a series of courses that includes a minimum of 18 units. Courses must be predominantly upper division and may include up to 6 units of transfer credit.

While students usually declare one concentration or one minor, Liberal Arts majors are allowed to declare two concentrations or minors, or one concentration and one minor. However, completing multiple concentrations and minors may delay time to degree and completion of units over the minimum 120 units required to graduate.

Courses completed to fulfill a concentration are also applied to elective requirements. However, courses cannot be applied to multiple concentrations nor may courses applied toward a concentration be used to fulfill general education or minor requirements.

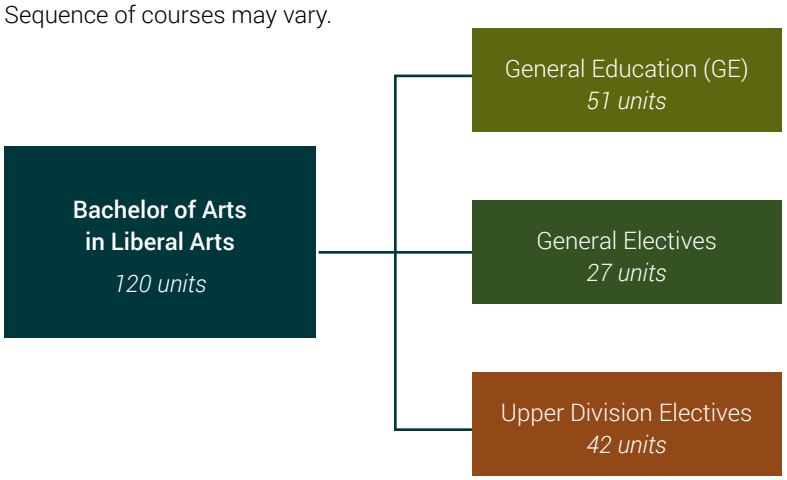
Examples of Concentrations

- Global Studies: Integrate business, history, political science, religion, foreign language, culture, and related fields
- Diversity and Multiculturalism: Integrate anthropology, sociology, psychology, religion, language, and related fields
- Buddhist Psychology
- Business: Focus on areas such as management, finance, marketing, entrepreneurship, and international business
- Social Justice and Human Rights
- Contemporary and Historical Relations between East and West
- Interdisciplinary Perspectives and Practices
- Mind and Mindfulness
- Buddha and the Information Age
- Religion and Psychology

Bachelor of Arts in Liberal Arts Sample Road Map

The following is a sample course progression that allows students to graduate in 4 years / 8 semesters. Students who attend part-time or require developmental coursework may take longer to graduate.

Sequence of courses may vary.



	Fall Semester	Spring Semester
First Year *30 units*	GE CAT 1: CS 101 Information Literacy & Academic Study Skills GE CAT 1: ENGL 101 English Composition GE CAT 1: MATH 102 Quantitative Reasoning I GE CAT 2A: HIST 200 Big History I GE CAT 4A: L&C 120 Life & Culture 1: World Religion GE CAT 7: Wellness 1	GE CAT 1: CS 102 Whole Person Wellness for College GE CAT 1: ENGL 102 Advanced Composition GE CAT 1: SPCH 100 Speech Communications GE CAT 2B: HIST 205 Big History II GE CAT 3A: MATH 107 or 112 GE CAT 4B: L&C 121 Life & Culture 2: World Philosophy
Second Year *30 units*	GE CAT 1: CS 103 Introduction to Major & Career Development GE CAT 3B: Science with Lab GE CAT 5: Social/Behavioral Sciences 1 GE CAT 6: Humanities 1 GE CAT 7: Wellness 2 General Elective 1	GE CAT 5: Social/Behavioral Sciences 2 GE CAT 6: Humanities 2 GE CAT 8: SRVLG 100 Service Learning General Elective 2 General Elective 3 Upper Division Elective 1
Third Year *30 units*	GE CAT 9: CAP 401 General Education Capstone General Elective 4 General Elective 5 Upper Division Elective 2 Upper Division Elective 3	General Elective 6 General Elective 7 Upper Division Elective 4 Upper Division Elective 5 Upper Division Elective 6
Fourth Year *30 units*	General Elective 8 General Elective 9 Upper Division Elective 7 Upper Division Elective 8 Upper Division Elective 9	Upper Division Elective 10 Upper Division Elective 11 Upper Division Elective 12 Upper Division Elective 13 Upper Division Elective 14

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Psychology

Chair

Joanne Kwoh-Maysami, PhD

Faculty

Jason Stringer, MA, LMFT

Adjunct Faculty

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John Creet, PsyD, AMFT
Donte Green, MA
Vanessa Hawkins, PhD
De Hong, PhD
Timothy Leslie, PsyD, LMFT
Ivan Medina, MA, AMFT
Jon Kent Reid, PhD, LPC (Texas)



Department of Psychology

Psychology is the study of human experience across the lifespan including individual (cognition, emotion, behavior) and family/community systems. The psychology program at University of the West emphasizes the dimensions of multicultural and cross-cultural influence. Course offerings in psychology include introductory and advanced instruction in both Western and Eastern systems of psychological theory and practice.

Philosophy and Objectives

UWest's psychology program prepares students to be innovative critical thinkers, ready to meet the needs of a dynamic and complex global community. Consistent with the university's mission, the department not only aims to cultivate leading edge awareness, knowledge, and skills, but also aspires to educate the whole person by nurturing social responsibility and integrity. The culturally diverse faculty and staff contribute to awakening an appreciation of cultural differences.

Bachelor of Arts in Psychology

The learning outcomes for the BA Psychology degree are informed by the American Psychological Association's 10 Optimal Guidelines for the Undergraduate Psychology Major as well as the university's institutional learning outcomes. These outcomes reflect the knowledge and skills undergraduates are expected to acquire during their studies at UWest.

Program Learning Outcomes

Students who successfully complete the BA in Psychology program will be able to:

- Summarize and apply major concepts, perspectives, and historical trends in psychology to personal, social, and systemic issues.
- Ethically implement basic research methods in psychology.
- Demonstrate the importance of Eastern and other socioculturally diverse contributions to the areas of theory, research, and practice in the realms of Western psychology.
- Evaluate and integrate evidence-based research into written and oral communication.
- Demonstrate effective interpersonal and intercultural communication through service-learning activities in preparation for post-graduate success.

Program Requirements

Area		Required Units
General Education		51
General Electives		20
Core Courses		49
Lower Division	13	
Upper Division	21	
Psychology Core Electives	12	
Capstone for Psychology	3	
Total		**120**

General Education Courses: 51 units required

All undergraduates must complete 51 units of general education, including nine units at the upper-division level, as described in the General Education section of this catalog. This requirement is an integral part of UWest's mission to produce well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed graduates in all fields of study.

Psychology majors must select PSYCH 100 Introduction to Western Psychology as one of their two requirements under GE Category 5: Social and Behavioral Sciences.

General Electives: 20 units required

Students have the opportunity to select 20 units of undergraduate courses from all majors, including general education or psychology courses that have not been applied to other requirements.

Lower Division Core: 13 units required

Students complete the lower-division courses below. A minimum grade of C minus is required in all Psychology core courses.

Courses	Prerequisite(s)	Units
PSYCH 150 Introduction to Buddhist Psychology	none	3
PSYCH 210 Eastern & Western Perspectives on Cognitive Psychology	ENGL 101 w/C or higher & PSYCH 150	3
PSYCH 220 Eastern & Western Perspectives on Affective Psychology	ENGL 101 w/C or higher & PSYCH 100	3
MATH 212 Introductory Statistics	MATH 112 w/C or higher	4

Upper Division Core: 21 units required

Students complete the 7 upper division core courses below. A minimum grade of C minus is required in all Psychology core courses.

Students must complete the prerequisites ENGL102 and MATH212 prior to enrolling in any upper division core courses. Concurrent enrollment is allowed in the prerequisite PSYCH300, where required.

Courses	Prerequisite(s)	Units
PSYCH 300 Research Design & Data Analysis in Psychology	ENGL102, MATH 212, & PSYCH100	3
PSYCH 310 Physiological Psychology	ENGL102, MATH 212, & PSYCH 300	3
PSYCH 320 Psychology of Learning	ENGL102, MATH 212, PSYCH 210 & 300	3
PSYCH 330 Developmental Psychology	ENGL102, MATH 212, PSYCH 220 & 310	3
PSYCH 340 Psychology of Personality	ENGL102, MATH 212, PSYCH 220 & 300	3
PSYCH 350 Social Psychology	ENGL102, MATH 212, & PSYCH 300	3
PSYCH 415 Abnormal Psychology	ENGL102, MATH 212, & PSYCH 300	3

Upper Division Core Electives: 12 units required

Students select four courses. A minimum grade of C minus is required in all Psychology core courses.

Courses	Prerequisite(s)	Units
PSYCH 404 Introduction to Child & Adolescent Theory & Intervention	ENGL 102 & PSYCH 330	3
PSYCH 410 Introduction to Western Psychotherapy	ENGL 102 & PYSCH 100	3
PSYCH 418 Psychological Tests & Measurements	PSYCH 300	3
PSYCH 420 Cross Cultural Psychology	ENGL 102, PSYCH 100, PSYCH 150	3
PSYCH 430 Industrial & Organizational Psychology	ENGL 102	3
PSYCH 440 Psychology of Religion	ENGL 102, PSYCH 150	3
PSYCH 450 Buddhist Psychology	ENGL 102, PSYCH 150, PSYCH 210	3
PSYCH 455 Buddhist & Scientific Approaches to the Mind	ENGL 102, PSYCH 210, PSYCH 320	3
PSYCH 460 Buddhist Counseling	ENGL 102, PSYCH 150	3
PSYCH 465 Buddhist Practices & Mental Health	ENGL 102, PSYCH 150, PSYCH 300, PSYCH 415	3
PSYCH 470 Integrative Psychology of Living & Dying	ENGL 102, PSYCH 150, PSYCH 300	3
PSYCH 490 Advanced Topics in Psychology	ENGL 102, PSYCH 150, PSYCH 300	3

Capstone: 3 units required

The psychology degree culminates in the course PSYCH 495 Capstone Eastern & Western Perspectives on Contemporary Issues. A minimum grade of C minus is required.

Graduation Requirements

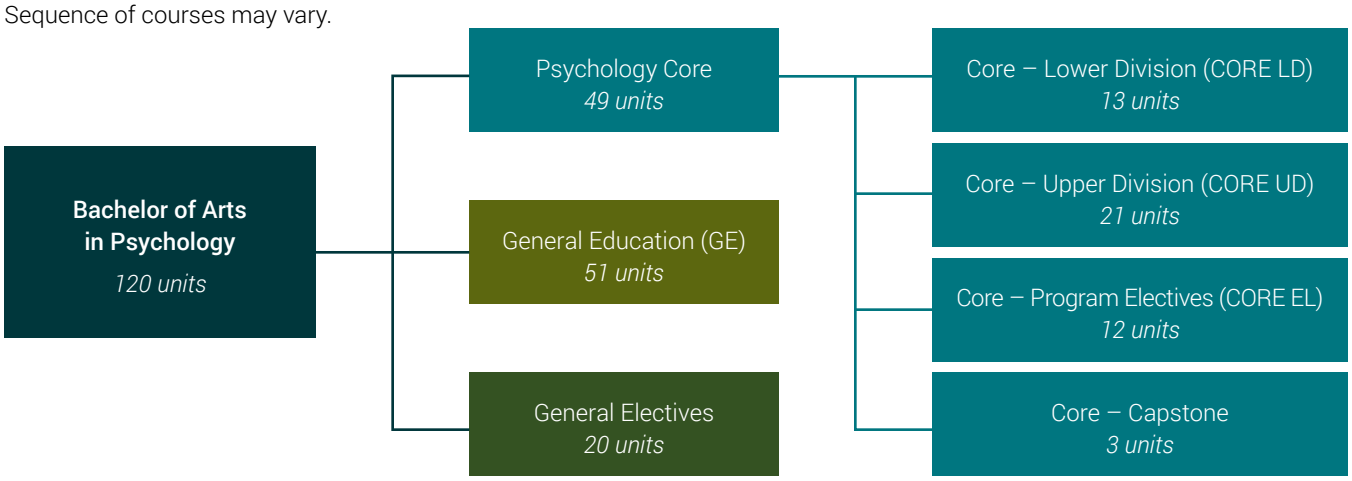
Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher. UWest's residency requirement for the Bachelor of Arts states that at least 30 units, including 24 upper division units, must be completed at UWest.

Students are required to complete their final 6 units in attendance at UWest. Any pre-approved transfer work must be completed with a C (2.0) prior to the last day of the student's last term in attendance at UWest.

Sample Road Map for the Bachelor of Arts in Psychology

The following is a sample course progression that allows students to graduate in 4 years / 8 semesters. Students who attend part-time or require developmental coursework may take longer to graduate.

Sequence of courses may vary.



	Fall Semester	Spring Semester
First Year *30 units*	GE CAT 1: CS 101 Information Literacy & Academic Study Skills GE CAT 1: ENGL 101 English Composition GE CAT 1: MATH 102 Quantitative Reasoning I GE CAT 2A: HIST 200 Big History I GE CAT 4A: L&C 120 Life & Culture 1: World Religion GE CAT 7: Wellness 1	GE CAT 1: CS 102 Whole Person Wellness & College GE CAT 1: ENGL 102 Advanced Composition GE CAT 1: SPCH 100 Speech Communications GE CAT 2B: HIST 205 Big History II GE CAT 3A: MATH 112 Quantitative Reasoning II GE CAT 4B: L&C 121 Life & Culture 2: World Philosophy
Second Year *31 units*	Core LD: MATH 212 Introductory Statistics GE CAT 1: CS 103 Introduction to Major & Career Development GE CAT 5: PSYCH 100 Introduction to Psychology GE CAT 6: Humanities 1 GE CAT 7: Wellness 2 General Elective 1	CORE LD: PSYCH 150 Intro to Buddhist Psychology CORE LD: PSYCH 210 E/W Perspectives Cognitive Psychology CORE LD: PSYCH 220 E/W Perspectives Affective Psychology GE CAT 5: Social/Behavioral Sciences, Sect. A, C, D, or E GE CAT 3B: Science with Lab GE CAT 8: SRVLG 100 Service Learning
Third Year *30 units*	CORE UD: PSYCH 300 Research Design CORE UD: PSYCH 320 Psychology of Learning CORE UD: PSYCH 330 Developmental Psychology GE CAT 9: CAP 401 General Education Capstone GE CAT 6: Humanities 2	CORE UD: PSYCH 310 Physiological Psychology CORE UD: PSYCH 340 Development of Personality CORE EL: Program Elective 1 General Elective 2 General Elective 3
Fourth Year *29 units*	CORE UD: PSYCH 350 Social Psychology CORE UD: PSYCH 415 Abnormal Psychology CORE EL: Program Elective 2 General Elective 4 General Elective 5	CORE EL: Program Elective 3 CORE EL: Program Elective 4 CORE CAPSTONE: PSYCH 490 E/W Perspectives General Elective 6 General Elective 7

Master of Arts in Psychology

Marriage and Family Therapy: 63 Units

The goal of the Psychology program at UWest is to integrate the wisdom of both Eastern and Western perspectives in the field to understand the human mind and conditions. The 63-unit Master of Arts in Psychology – Marriage and Family Therapy prepares students to meet requirements for California licensure to provide psychotherapy as Marriage and Family Therapists (MFT). The program focuses on the intersection between Buddhist psychology and Western multicultural and recovery-oriented evidence-based practice in helping individuals, couples, families, and group.

Beyond having mastered standard MFT competencies, UWest graduates are

- grounded in Recovery-Oriented Practice, putting clients at the heart of treatment, focusing upon co-creating a life worth living;
- well-practiced at making ethical decisions from the overlapping lenses of multiculturalism, Buddhist psychology, and biomedical/behavioral health law and ethics;
- clinically and personally skilled in contemplative practice;
- versed in effective practices that borrow heavily from Buddhist psychology, such as Mindfulness-Based Stress Reduction, Mindfulness-Based Cognitive Therapy, Acceptance and Commitment Therapy, Compassion Focused Therapy, and Dialectical Behavioral Therapy Skills Training;
- trained in the fundamentals of Emotionally Focused Therapy for couples; and
- experienced in the applications of Interpersonal Neurobiology from the inside out.

The university takes pride in offering small teacher-student ratio, diversity, and individual attention in the classroom as the faculty nurtures all aspects of the therapist's personhood, particularly intrapersonal awareness, interpersonal and multicultural knowledge, and the skills to turn this awareness and knowledge into helpful interactions with others. In 2015, UWest's MA in Psychology was ranked as the ninth most affordable graduate psychology program in the United States.

The program is aligned to the requirements of California Business and Professions Code Section 4980.37, as regulated by the California Board of Behavioral Sciences (BBS). Coursework prepares students for the California MFT license examinations, and to meet best practices outlined by the American Association for Marriage and Family Therapy and the California Association of Marriage and Family Therapists. More information about the MFT license can be found at **http://www.bbs.ca.gov**.

Fostering Professionalism

This is a professional training program and students are expected to consistently demonstrate professional behavior. This includes but is not limited to:

- Being on time to class and with assignments
- Respectfully interacting with students and faculty
- Proactively engaging in learning process and assignments
- Being organized and prepared
- Managing paperwork and technology effectively
- Managing personal crises effectively
- Managing personal information (own and others') appropriately (e.g., confidentiality)

These standards pertain to all Psychology graduate courses. Students who fail to meet these standards may be unable to progress in the program.

Program Learning Outcomes

Students who successfully complete the MA in Psychology Marriage and Family Therapy (MFT) program will be able to:

- Synthesize various psychotherapeutic approaches and articulate their corresponding diagnostic and intervention techniques.
- Apply ethics in the field of behavioral health - specific to MFT, state, and federal laws - to case studies and practicum experience.
- Demonstrate competency in clinical skills such as interviewing, assessment (including assessment for suicide and abuse), diagnosis, and creating treatment plans.
- Demonstrate cultural responsiveness in terms of intake, case conceptualization, diagnosis, treatment planning, and intervention selection.
- Demonstrate an increased level of self-awareness as it applies to their role as therapists, including an understanding of and ability to articulate their own cultural values, identities, and biases.

Program Requirements

Area	Required Units
Introduction	3
Foundation	18
Core	18
Advanced Level	18
Fieldwork/Practica	6
Total	**63**

Introduction: 3 units required

All students complete the introductory course below.

Courses	Prerequisite(s)	Units
PSYCH 505 Buddhist & Multicultural Community Mental Health	None	3

Foundation: 18 units required

All students complete the foundation courses below. A minimum grade of B is required for each foundation course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Courses	Prerequisite(s)	Units
PSYCH 501 Experimental Design & Statistical Analysis	None	3
PSYCH 505A Pre-Practicum	None	0
PSYCH 530 Psychopathology	None	3
PSYCH 531 Theories I	None	3
PSYCH 532 Law & Ethics	None	3
PSYCH 533 Multicultural Counseling	None	3
PSYCH 536 Marriage & Family Therapy I: Families	None	3

Core: 18 units required

All students complete the core courses below. A minimum grade of B is required for each core course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Courses	Prerequisite(s)	Units
PSYCH 504 Counseling Children & Adolescents	None	3
PSYCH 538 Psychological Testing	None	3
PSYCH 540 Counseling Across the Lifespan	None	3
PSYCH 545 Psychopharmacology	None	3
PSYCH 551 Theories II: Buddhist-Inspired Evidence-Based Practice	PSYCH 531	3
PSYCH 556 Marriage & Family Therapy II: Couples	PSYCH 536	3

Advanced: 18 units required

All students complete the advanced courses below. A minimum grade of B is required for each advanced course. Students who do not earn a B or higher may repeat the course one time only to achieve a passing grade.

Courses	Prerequisite(s)	Units
PSYCH 600 Group Psychotherapy	18 units	3
PSYCH 607 Advanced Seminar in Culture & Psychotherapy	18 units	3
PSYCH 623 Poverty, Dislocation & Stigma	18 units	3
PSYCH 633 Sex, Sexuality, & Gender	18 units	3
PSYCH 643 Trauma & Resiliency	18 units	3
PSYCH 651 Buddhist Psychology & Addiction*	18 units	3

* *may substitute* PSYCH 529 Drug & Alcohol Theory & Intervention *for* PSYCH 651

Internship/Clinical Education: 6 units required

Students are required to gain 6 units of fieldwork (practicum) at an approved practicum site. Upon completion of 18 units of coursework students may seek the chair's approval to pursue a practicum. All fieldwork and practica placements must be approved by the department chair and training director before training begins.

Training sites must have a written contract with UWest indicating the commitment to abide by the supervisory conditions required for the pre-MFT licensure requirements, as guided by California's Board of Behavioral Sciences (BBS).

Students entering an approved practicum must enroll in PSYCH 700 and PSYCH 710 in consecutive terms. Students collecting supervised hours for graduation and for licensure must maintain continuous enrollment by enrolling in PSYCH 702 (during summer sessions) or PSYCH 712 (following completion of PSYCH 710).

Courses	Prerequisite(s)	Units
PSYCH 700 Practicum	18 units and chair's approval	3
PSYCH 702 Intersession Practicum	18 units and chair's approval	1
PSYCH 710 Advanced Practicum	PSYCH 700	3
PSYCH 712 Continuing Practicum	PSYCH 710	1-3

Comprehensive Exam

All students are required to pass a comprehensive exam to graduate, usually taken at the start of their final semester. The comprehensive examination is offered annually during the spring semester. Eligible students are notified by their advisor of the specific exam dates each year, and should be prepared to take the exam when it is offered. Students must be enrolled in spring semester to test and to graduate.

Students enroll in PSYCH699B for 0 units if completing the exam concurrently with coursework and/or practica. If all coursework and practica are complete, students enroll in PSYCH699B for 1 unit to maintain active status.

If students are unable to take the exam when it is initially offered, or if they must repeat the exam, they have a second and final opportunity to complete it within the same spring semester. If a student is unable to retake the exam at this time, they must wait until the following spring to sit for the exam.

Courses	Prerequisite(s)	Units
PSYCH 699B Comprehensive Exam	Completion of all coursework; Chair's approval	0-1

Sample Course Progression - Full Time Enrollment

Year	Term	Course
1	**Term 1** Fall	PSYCH 501 Experimental Design & Statistical Analysis
		PSYCH 505 Multicultural/Buddhist Community Mental Health
		PSYCH 530 Psychopathology
		PSYCH 531 Theories
	Term 2 Spring	PSYCH 532 Law & Ethics
		PSYCH 533 Multicultural Counseling
		PSYCH 536 MFT I: Family
		PSYCH 505A Pre-Practicum
	Term 2.5 Summer (Optional)	PSYCH 702 Intersession Practicum *(required if supervised clinical training spans or begins during summer session)*
2	**Term 3** Fall	PSYCH 538 Psychological Testing
		PSYCH 540 Counseling Across the Lifespan
		PSYCH 600 Group Psychotherapy
		PSYCH 700 Practicum
	Term 4 Spring	PSYCH 504 Counseling Children & Adolescents
		PSYCH 551 Theories II: Buddhist- Inspired Evidence-Based Practice
		PSYCH 556 MFT II: Couples
		PSYCH 710 Advanced Practicum
	Term 4.5 Summer (Optional)	PSYCH 702 Intersession Practicum *(required if supervised clinical training begins during or spans summer session)*
3	**Term 5** Fall	PSYCH 545 Psychopharmacology
		PSYCH 623 Poverty, Dislocation, & Stigma
		PSYCH 643 Trauma & Resiliency
		PSYCH 712 Continuing Practicum (required if collecting supervised clinical hours after completing PSYCH 710)
		Optional Specialization Course CONT 510 Topics in Comparative Contemplative Practice
	Term 6 Spring	PSYCH 607 Advanced Seminar in Culture & Psychotherapy
		PSYCH 633 Sex, Sexuality, & Gender
		PSYCH 651 Buddhist Psychology & Addiction
		PSYCH 699B Comprehensive Exam (0-1 unit))
		PSYCH 712 Continuing Practicum (1-3 units) *(required if collecting supervised clinical hours after completing PSYCH 710)*

Graduation Requirements

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

Students must complete course and program requirements as listed for a total of 63 units with a minimum cumulative GPA of 3.0 and pass a comprehensive exam. A minimum grade of B is required for all courses applied to graduation. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade. All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

Degrees are awarded at the close of the semester in which all degree requirements have been completed, the comprehensive exam has been passed, the Petition to Graduate form has been filed with the registrar's office, and the graduation fee has been paid.

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

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

Master of Arts in Psychology

Multicultural Counseling: 33 Units

Beginning Spring 2026

The 33-unit Master of Arts in Psychology – Multicultural Counseling (MCC) is designed for individuals who wish to pursue a graduate degree the field of human services or psychology. This degree is open to students with a baccalaureate degree in an unrelated field, and for working professionals who desire additional training to enhance their experience and education. It is also ideal for international students who can benefit from the structured and in-depth introduction to best practices in mental health care in the United States, with courses taught from the integration of Eastern and Western perspectives in the field.

Program Requirements

Area	Required Units
Foundation Courses	12
Core Courses	9
Advanced Level Courses	3
Elective Courses	6
Master's Capstone Project (or Thesis)	3
Total	**33**

Foundation Courses: 12 units required

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

Courses	Prerequisite(s)	Units
PSYCH 505 Buddhist/Community Mental Health	None	3
PSYCH 531 Theories I	None	3
PSYCH 532 Law & Ethics	None	3
PSYCH 533 Multicultural Counseling	None	3

Core Courses: 9 units required

All students complete three courses (9 units) from the list of core courses below. A minimum grade of B is required in each core course. Students who do not earn a B or higher may repeat the course one time only to achieve a passing grade.

Courses	Prerequisite(s)	Units
PSYCH 501 Experimental Design & Statistical Analysis	None	3
PSYCH 530 Psychopathology	None	3
PSYCH 538 Psychological Testing	None	3
PSYCH 540 Counseling Across the Lifespan	None	3

Advanced: 3 units required

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

Courses	Prerequisite(s)	Units
PSYCH 504 Counseling Children & Adolescents	PSYCH 536	3
PSYCH 545 Psychopharmacology	PSYCH 530	3
PSYCH 551 Buddhist Inspired Evidence-Based Practices	PSYCH 531	3
PSYCH 600 Group Psychotherapy	PSYCH 505	3
PSYCH 607 Advanced Seminar in Culture & Psychotherapy	PSYCH 531, 532, 533, 536	3

Electives: 6 units required

Students select three courses (6 units) with the assistance of their advisor. Students may select from the list below and from courses offered in the MA Religious Studies and MDiv Buddhist Chaplaincy programs. All selections must be approved by the advisor. A minimum grade of C is required in each elective course applied to graduation. Students who do not earn a C or higher may repeat the course one time only to achieve a passing grade.

Courses	Prerequisite(s)	Units
MDIV 645 Spiritual care and Counseling	MDIV 510	3
MDIV 655 Spiritual Formation	MDIV 645	3
PSYCH 536 Marriage & Family Therapy I: Families	PSYCH 531	3
PSYCH 617 The Application of Mindfulness in Western Therapy	PSYCH 505	3
REL 521 Buddhist Meditation Practicum	Graduate Standing	3

Master's Capstone Project or Thesis: 3 units required

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

Courses	Prerequisite(s)	Units
PSYCH 699A Thesis	Completion of all coursework	3
PSYCH 699C Project	Completion of all coursework	3

Graduation Requirement

Students are expected to complete graduation requirements in a timely manner and to maintain good standing. Students must complete course and program requirements as listed for a total of 33 units with a minimum cumulative GPA of 3.0 and pass a master's capstone project or thesis. A minimum grade of B is required for foundational, core, and advanced courses, and a minimum grade of C or P for elective courses applied to graduation.

Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade. All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

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

Credit Limits: Students are allowed no more than 12 units of unfinished coursework (i.e. incompletes and withdrawals) over the duration of the program.

Transfer Credit: Up to 6 units may be fulfilled through the transfer of graduate credit from another institution. **Up to 18 units from the UWest Buddhist Counseling Certificate Program may be transferred.**

The 33-unit MCC does not meet the requirements to sit for a license in Marriage and Family Therapy (MFT) or Licensed Professional Clinical Counselor (LPCC) in any state. However, upon Chair's approval in the form of an official interview, MCC graduates can apply for the UWest MFT program and transfer **up to 33 units of this program (for courses passed with a grade of B or better) to the new degree program**.

Religious Studies

Chair

Miroj Shakya, PhD

Faculty

William Chu, PhD
Jane Iwamura, PhD
Shou-Jen Kuo, PhD
Zhen Liu, PhD
Kah Poh Tan, PhD
Jizhang Yi, PhD

Emeritus Faculty

Lewis Lancaster, PhD
Darui Long, PhD



Religious Studies Department

The Department of Religious Studies specializes in the study of Buddhism and comparative religion, offering both an MA and PhD in Religious Studies. In addition to their teaching mission, faculty are involved in various research projects, including detailed study of Chinese-, Sanskrit-, and Pali-language Buddhist texts and the study of Asian religions in the contemporary world. The Religious Studies Department works closely with other departments, particularly Buddhist Chaplaincy and Psychology, providing a bridge between the study of religion—past, present, and future—and the problems of modern life.

Philosophy & Objectives

Through the study of religion students acquire a deep understanding of religious practices, ideas, outlooks, and concerns that have influenced and continue to influence human culture and existence. Asian religious traditions, particularly Buddhism, provide the core focus and foundation of the program. The department is dedicated to open academic inquiry and religious diversity and committed to fostering an environment that furthers religious understanding between East and West. Students from all religious backgrounds are encouraged to bring their own unique and enriching perspective to the study of religion.

Master of Arts in Religious Studies

The Master of Arts in Religious Studies is a two-year, full-time degree program that allows students to gain a critical appreciation and understanding of different facets of religion. More specifically, it seeks to extend a student's background in Buddhism and Buddhist Studies, with an emphasis on practical applications in the contemporary world. The MA in Religious Studies is offered in an English-language track and a Mandarin-language track. These two tracks are differentiated by the medium of instruction only, with, among others, equal entrance and graduation requirements, academic curricula, and learning outcomes.

UWest offers five optional concentrations in its master's degree program. First, students may specialize in Buddhist Texts & Translation. This concentration equips students with the canonical language skills and methodological approaches to translate and interpret key Buddhist texts. Second, students may specialize in Comparative Religion. This emphasis allows students to explore and investigate different religions, including a working knowledge of at least two religious traditions. Third, students may select the concentration in Humanistic Buddhism. This emphasis develops and promotes a humanistic and socially aware understanding of the world based on Buddhist wisdom and values. Fourth, students may pursue the concentration in Mindfulness, Meditation, & Mind. This pathway allows students to explore and investigate the Buddhist foundations of spiritual cultivation within the broader context of contemplative practice. Fifth, students may select the concentration in Chinese Buddhism in Transnational Contexts (in Mandarin Chinese). This concentration enables students to effectively engage with and communicate the principles of Chinese Buddhism in diverse, modern, and transnational settings.

Students who choose not to select a concentration may develop, in close consultation with a faculty advisor, a course of study of their own design tailored to their own interests and needs.

Program Learning Outcomes

Students who successfully complete the MA in Religious Studies program will be able to:

- Summarize, explain, and discuss historical and contemporary Buddhist practices, traditions, ideas, and perspectives.
- Identify and utilize appropriate frameworks and methodologies germane to the study of religion.
- Critically evaluate arguments arising from different forms and traditions of religious expression.
- Produce scholarly writing that reflect adherence to ethical academic standards.

Concentration Learning Outcomes

- Students who successfully complete the Buddhist Texts & Translation concentration will be able to use canonical language skills and appropriate methodological approaches to translate and interpret key Buddhist texts in canonical languages.
- Students who successfully complete the Comparative Religion concentration will be able to explain and discuss at least two major religious traditions and be able to offer a comparative analysis.
- Students who successfully complete the Humanistic Buddhism concentration will be able to explain and discuss a humanistic .and socially-aware worldview based on Buddhist Wisdom and values.
- Students who successfully complete the Mindfulness, Meditation, & Mind concentration will be able to explain and discuss the Buddhist foundations of spiritual cultivation within the context of contemplative practice.

Program Requirements

Area	Required Units
Core Courses	6
Concentration	21
Electives	9
Total	**36**

Core Courses: 6 units required

During the first two semesters, all students complete the core courses below. Students will acquire knowledge of the tools and theories used for the advanced academic study of religion. A minimum grade of B is required for each core course. Students who do not earn a B or higher in a core course may repeat that course one time only to achieve a passing grade.

Courses	Units
REL 600 History & Theory of the Study of Religion	3
REL 607 Research Methods	3

Electives: 9 units required

Students select 3 graduate level courses (9 units) not applied to other requirements. Must include one course to satisfy the religious diversity requirement. A minimum grade of C (2.0) is required for each elective course applied to graduation.

One course per semester may be taken at an approved collegiate partner such as the Claremont School of Theology. Students acquire knowledge and research and writing skills in their chosen area of emphasis or focus.

Concentration: 21 units required

Students complete 21 units. A minimum grade of B is required in all courses applied to graduation.

Concentration Declared: Students who declare a concentration select courses from courses listed under that concentration.

No Concentration: Students who choose not to declare a concentration select courses across concentrations, in consultation with faculty.

Buddhist Texts & Translation Concentration: 21 units required

Equips students with the classical language skills and methodological approaches to translate and interpret key Buddhist texts.

Canonical Language Training: Complete 6 units minimum in one or more of the following languages; more units are recommended

- Classical Chinese
- Pali
- Sanskrit
- Tibetan

Texts: Complete 15 units from the following:

Courses	Units
REL 540 Buddhist Hermeneutics	3
REL 630* Seminar: Buddhist Texts in Canonical Languages	3
REL 636* Seminar: Buddhist Texts in Translation	3
REL 647 Indian Mahayana Buddhism	3
REL 650: Seminar on South and Southeast Asian Buddhism	3

*Topical courses may be taken a maximum of three times for credit with advisor approval.

Comparative Religion Concentration: 21 units required

Develops and promotes a comparative understanding of different religions, and specifically cultivates a working knowledge of at least two religious traditions.

Complete seven courses from the following list, including one concentration core and six electives.

Comparative Religion Core: complete concentration core class

Courses	Units
REL 590 Comparative Study of Religion	3

Comparative Religion Electives: select six courses

Courses	Units
REL 515 Religions of China	3
REL 520 Religions of India	3
REL 592 Myth & Mythology	3
REL 610 Seminar: Religion & Ethics	3
REL 640 Topics in Comparative Religion	3
REL 660 Seminar: Buddhist-Christian Dialogue	3
MDIV 540 Sacred Abrahamic Texts in Spiritual Care & Counseling	3
MDIV 530 Interfaith Rituals for Chaplaincy	3

Humanistic Buddhism Concentration: 21 units required:

Develops and promotes an engaged and socially aware understanding of the world based on Buddhist wisdom and values.

Complete 7 courses from the following list

Courses	Units
REL 505 Women in Buddhism	3
REL 506 Buddhism & Gender	3
REL 521 Buddhist Meditation Practicum	3
REL 585 Religion & Environmentalism	3
REL 636 Seminar: Buddhist Texts in Translation	3
REL 639 Topics in the Study of Religion	3
REL 641 Topics in Buddhist Studies	3
REL 647 Indian Mahayana Buddhism	3
REL 650: Seminar on South and Southeast Asian Buddhism	3
REL 655 Perspectives in the Study of Chan/Zen Buddhism	3
REL 657 Humanistic Buddhism & Current Issues	3
REL 659 Buddhism in the US	3
REL 670 Spread of Buddhism to Central Asia & China	3
REL 671 Buddhism & Globalization	3

Mindfulness, Meditation, & Mind Concentration: 21 units required

Explores and investigates the Buddhist foundations of spiritual cultivation within the broader context of contemplative practice.

Complete 7 courses from the following list (21 units):

Courses	Units
CONT 510 Topics in Comparative Contemplative Practice	3
CONT 520 Topics in Contemplative Practice	3
CONT 540 Contemplation: Pali Canon	3
CONT 550 Contemplation: Chinese Canon	3
CONT 560 Contemplation: Tibetan Canon	3
CONT 599 Directed Reading & Research	3
PSYCH 617 Application of Mindfulness in Western Therapy	3
REL 521 Buddhist Meditation Practicum	3
REL 530 Topics in Buddhist Meditation	3

Chinese Buddhism in Transnational Contexts

Program and Concentration offered in Mandarin Chinese

This is a MA student cohort, mainly taught in Mandarin language, for those interested in spreading Chinese Buddhism in a complex transnational environment. Drastically different from traditional settings, this cohort emphasizes more modern, educated, global, scientifically informed, demanding measurable effects, and open to world-engaging concerns. It exposes students to Western methodologies to studying Buddhism; helps them master the requisite vocabulary to understand and make use of cutting-edge studies in the field; develops doctrinal and philosophical sophistication to preach to the highly educated; demonstrates wide applications of Buddhism in contemporary concerns and different fields, such as psychology. Students are able to enrich individual's teaching capacity to serve Buddhist institutions where Mandarin is used.

Program Learning Outcomes

Students who successfully complete the MA in Religious Studies program will be able to:

Summarize, explain, and discuss Chinese Buddhism in modern, transnational contexts using Western methodologies and contemporary vocabulary. Students will apply doctrinal insights to address contemporary issues across various fields, such as psychology, and demonstrate measurable impacts on educated audiences.

Concentration Learning Outcomes

Students who successfully complete the this cohort of study will be able to demonstrate the ability to effectively engage with and communicate the principles of Chinese Buddhism within diverse, modern, and transnational contexts.

Program Requirements

Area	Required Units
Core Courses	6
Concentration	21
Electives	9
Total	**36**

Core Courses (6 units): During the first two semesters, all students complete the two core courses below. Students will acquire knowledge of the tools and theories used for the advanced academic study of religion.

Courses	Units
REL 600 C History and Theory of the Study of Religion	3
REL 607 C Research Methods	3

Concentration (21 units): Students who choose to select a concentration must complete 21 units in the selected concentration.

Courses	Units
REL 530 C Topics in Buddhist Meditation	3
REL 540 C Buddhist Hermeneutic	3
REL 622 C Developments in Buddhist Philosophy	3
REL 630 C Seminar: Buddhist Texts in Canonical Languages	3
REL 655 C Perspectives in the Study of Chan/Zen Buddhism	3
REL 657 C Humanistic Buddhism & Current Issues	3
PSYCH 503C Fundamentals of Buddhist Psychology	3

Electives (9 units): Students select 3 graduate level courses (9 units) to satisfy the religious diversity requirement. One course for the last semester may be replaced by REL 599 Direct Reading & Research or REL 597 Service Learning Practicum with the consultation of supervising professor. Students acquire research and writing skills in their chosen area of emphasis or focus.

Courses	Units
REL 515 C Religions of China	3
REL 597 Service Learning Practicum	3
REL 599 Directed Reading & Research	3
REL 636 C Seminar: Buddhist Texts in Translation	3
REL 645 C Seminar: Regional Buddhist Traditions	3
REL 671 C Buddhism & Globalization	3

Optional PhD Preparation Track

For students planning to pursue further academic study and apply to a doctoral-level program, the following components are optional, although highly recommended. These courses can be applied toward graduation.

Language: Students may pursue up to 12 units of language study as part of their overall coursework. Language study is recommended during the first year of coursework or as soon as the relevant courses are offered.

Thesis Project: Students may enroll in the 3-unit course REL 700 Thesis Project at the outset of the semester in which they intend to write and submit their thesis. They select a relevant research subject in consultation with the professor supervising their project. The thesis must be at least 50 double-spaced pages in length (excluding the title page, abstract, and bibliography). The master's candidate must have a thesis committee approved by the department chair prior to the end of the semester during which REL 700 Thesis Project is taken. This committee is composed of three faculty members, including the student's advisor. With the approval of their advisor and the department chair, students may choose to pursue an alternative to the traditional thesis (e.g. publishable article, multimedia project).

The final version of the thesis or comparable project must be formatted according to university guidelines and submitted to the library before the end of the term in which the student is graduating. Students receive 3 units of thesis credit, applicable to the concentration requirement, when the thesis is accepted by the library.

Students may enroll in REL 700 for a second subsequent semester only with the approval of the thesis committee and department chair. The thesis must be submitted to and accepted by the library no later than the close of the second semester enrolled in REL 700. Repeated units are not applicable to graduation.

A student who fails to meet the submission deadline is not eligible for thesis credit.

Graduation Requirements

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

Students must complete course and program requirements as listed for a total of 36 units with a minimum cumulative GPA of 3.0. A minimum grade of B is required for core and concentration courses and a minimum grade of C or P for elective courses applied to graduation. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade. All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

Degrees are awarded at the close of the semester in which all coursework has been completed, the thesis has been accepted by the library (if applicable), the Petition to Graduate form has been filed with the registrar's office, and the graduation fee has been paid.

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

Transfer Credit: Up to 6 units may be fulfilled through the transfer of graduate credit from another institution. Students are required to complete their final 6 units in attendance at UWest. Any pre-approved transfer work must be completed with a minimum grade of B (3.0) prior to the last day of the student's last term in attendance at UWest.

Time to Degree Standards

Full Time: Students who enroll full-time in this program are expected to complete their degree in two years (four semesters). Any request for an extension of the time to degree must be submitted through a General Petition and approved by the chair. The maximum time to degree allowed after all approved extensions is four years.

Part Time: Students who intend to enroll on a part-time basis must meet with the chair to develop an appropriate standard and timeline. This timeline may not exceed four years.

Students should be aware that a failure to meet time to degree standards may result in loss of visa eligibility and/or funding support or in dismissal from the program.

Doctor of Eastern Philosophy and Management

The Doctor of Eastern Philosophy and Management (DEPM) is anchored in and fully draws from the strength of the university's teaching and research on culture, religion, and management. The DEPM program collaborates with and benefits from the full support of UWest's sister universities in Taiwan and China. Currently the program is offered in a Mandarin-language track, where Mandarin is the medium of instruction, only.

The DEPM offers a unique synthesis of Eastern philosophy and management principles, blending rigorous academic inquiry with practical application in a hybrid learning format. The 54-unit program may be completed in three years of full-time attendance.

Students explore deeply into three key areas:

1. Eastern philosophy: The program ensures a comprehensive understanding and application of Eastern philosophical principles. Students critically engage with the foundational texts and contemporary interpretations of Buddhism, Daoism, and Confucianism developed in eastern Asian cultural regions, focusing on principles such as impermanence, interconnectedness, and the path to wisdom and compassion.
2. Chinese traditional culture: Emphasizing the human-centered aspects of metaphysical values and wisdom, the curriculum highlights teachings that promote compassion, social responsibility, and ethical leadership within Chinese cultural traditions. Students explore how such values can foster personal growth and societal well-being, addressing contemporary challenges with empathy and mindfulness.
3. Application of Eastern philosophy and Chinese culture in business: This aspect of the program explores innovative ways to integrate Eastern philosophy and Chinese culture into modern business innovations and management. Students study ethical decision-making, sustainability practices, and the cultivation of a harmonious workplace culture through principles derived from Eastern philosophy and Chinese Relevant courses also compare and contrast Eastern and Western philosophy in modern business and management practices.

Program Curriculum

Program Learning Outcomes

Upon completion of the DEPM program, students will

- demonstrate a deep understanding of eastern philosophical principles, including concepts such as impermanence, interconnectedness, and the path to wisdom and compassion.
- effectively apply the teachings of Humanistic Buddhism philosophy to promote compassion, social responsibility, and ethical leadership.
- be able to integrate precepts, compassion, concentration, and equanimity as ethical decision-making and mindfulness practices, into modern business innovations and management.
- achieve deep appreciation to and comprehensive understanding of Eastern cultures, especially traditional Chinese culture and be able to integrate that into their strategic decisions and business development.
- be able to compare and contrast Eastern and Western philosophy in modern business and management practices.
- be capable of implementing sustainability practices and cultivating harmonious workplace cultures, leveraging eastern principles of interconnectedness to enhance ethical standards and business success.

Program Requirements

The program requires students to complete 54 units of semester courses, including 6 units of Foundation Courses, 9 units of Core Courses, 30 units of Specialty Courses, and 9 units of Research Training for the required research project.

Area	Required Units
Foundation Courses	6
Core Courses	9
Specialty Courses	30
Comprehensive Exams	0
Research Training	9
Total	**54**

Foundation Courses: 6 units

These courses serve as foundational knowledge in Eastern philosophy and business management, ensuring all students have a comprehensive understanding before diving into the core and content courses. These courses may be fulfilled by waiver if the student has a relevant master's degree in a related field, Philosophy, or Business/Management.

Courses	Units
EPM 500 Comprehensive Review of Eastern Philosophy	3
EPM 501 Comprehensive Study of Business & Management	3

Core Courses: 9 units required

All students complete three (3) Core Courses during the first year.

Students must earn a minimum grade of "B" in all Core Courses. Students who do not earn a passing grade as specified may repeat that course one (1) time only to achieve a passing grade.

Courses	Units
EPM 601 Proseminar on the Study of Traditional East Asian Religions	3
EPM 602 Research Methods-Qualitative Analysis	3
EPM 603 Research Methods-Quantitative Analysis	3

Specialty Courses: 30 units required

These courses delve deeper into specialized areas within Eastern philosophy (meditation, philosophy, cultures) and business management (leadership, entrepreneurship, global economics, marketing management, financial management, business ethics, and competitive strategy).

Students must take a minimum of four (4) courses (12 units) in each subject. Required courses are marked with an asterisk (*).

Students must earn a minimum grade of "C" or "Pass" in Specialty Courses. Students who do not earn a passing grade as specified may repeat that course one (1) time only to achieve a passing grade.

MGT 610 may be divided into three (3) separate courses with 1 unit each. In each 1-unit class, there will be invited guest speakers and field trips to visit successful companies. These three (3) courses may be held in different locations.

Students have the option to take more Eastern philosophy related courses or business management related courses.

Eastern Philosopy Speciality: 4-6 Courses

Courses	Units
CONT 520 Topics in Contemplative Practice	3
REL 521 Buddhist Meditation Practicum	3
REL 530 Topics in Buddhist Meditation*	3
REL 585 Religion & Environmentalism	3
REL 622 Developments in Buddhist Philosophy	3
REL 640 Topics in Comparative Religions: Daoism and Confucianism*	3
REL 641 Topics in Buddhist Studies	3
REL 645 Seminar: Regional Buddhist Traditions	3
REL 657 Humanistic Buddhism & Current Issues*	3
REL 655 Perspective in the Study of Chan/Zen Buddhism	3
REL 671 Buddhism & Globalism	3

* Required courses

Business Management Specialty: 4-6 courses

Courses	Units
MGT 601 Global Leadership and Organization Changes	3
MGT 602 Global Economics & Trade	3
MGT 603 Entrepreneurship and Innovation	3
MGT 604 Social Entrepreneurship	3
MGT 605 Humanistic Buddhism and Management	3
MGT 606 Global Marketing Management	3
MGT 607 Global Financial Management	3
MGT 608 Global Business Philosophy and Ethics*	3
MGT 609 Data Science and Artificial Intelligence	3
MGT 610 Seminar on Doing Business in Asia* (A, B, C)	1-3
MGT 611 Seminar on Doing Business in the US	3
MGT 620 Global Competitive Strategy*	3

* .Required courses

Comprehensive Exams: 2 exams required (0 units)

Students are expected to petition to take two (2) Comprehensive Examinations – one (1) on Eastern Philosophy and one (1) on Business Management – as soon as they have completed a minimum of 36 units of course work.

The Comprehensive Examinations must be completed within one (1) semester after completion of 45 units of coursework.

No access to books, notes, the Internet, or any other resource is allowed during the examinations. Comprehensive Examinations are graded Pass, Fail, or Pass with Distinction. If a student fails one or both examinations, the doctoral committee will decide if and when they may be repeated. Additional work may be required before the student is eligible to retake the program.

Research Training Courses: 9 units required

Research Training for writing a research project. Students will have to write a Comprehensive Research Project. The project represents a significant portion of the program, allowing students to conduct in-depth research into a topic of their choice related to Eastern Philosophy and/or Business Management and develop advanced skills in the relevant fields.

Courses	Units
EPM 710A Research Training – Project Proposal Development	3
EPM 710B Research Training – Data Collection and Analysis	3
EPM 710C Research Training – Dissertation Writing	3

Sample Study Plan and Schedule of Doctor of Eastern Philosophy and Management

Year	Term	Course Number and Title	Department
1	Fall	EPM 500 Comprehensive Reviews of Eastern Philosophy	Religious Studies
		EPM 501 Comprehensive Study of Business & Management	Business
		EPM 602 Research Methods-Qualitative Analysis	Religious Studies
	Spring	EPM 601 Proseminar on the Study of Traditional East Asian Religions	Religious Studies
		EPM 603 Research Methods-Quantitative Analysis	Business
		MGT 608 Global Business Philosophy and Ethics	Business
2	Fall	MGT 610 Seminar on Doing Business in Asia	Business
		REL 530 Topics in Buddhism Meditation	Religious Studies
		REL 640 Topics in Comparative Religions: Daoism and Confucianism	Religious Studies
	Spring	MGT 620 Global Competitive Strategy	Business
		REL 657 Humanistic Buddhism & Current Issues	Religious Studies
		Select one (1) course in Business Management	Business
3	Fall	Comprehensive Exams	Either department
		Select one (1) course in Eastern Philosophy	Religious Studies
		Select one (1) course in Eastern Philosophy or Business Management	Either department
		EPM 710A Research Training – Project Proposal Development	Either department
	Spring	Select one (1) course in Eastern Philosophy or Business Management	Either department
		EPM 710B Research Training – Data Collection and Analysis	Either department
		EPM 710C Research Training – Project Report Writing	Either department

Course Delivery Modularity

Twenty-eight (28) units of classes are delivered in a hybrid format with synchronous remote as well as in-person meetings; the other twenty-six (26) units of classes can be takin in a hybrid format or online (asynchronous). Students will typically take two hybrid and one online course each semester. (Note: Students attending under an F-1 visa are limited to one online course per semester towards their full-time attendance requirement.). All hybrid-format classes require on-campus attendance for multiple course meetings during the semester. Students can access all course materials online.

Admission Requirements

- Completion of UWest Graduate Program Application, including the application fee payment.
- A master's degree with a min. 3.0 GPA from a recognized and accredited college, or a bachelor's degree with a min. 3.0 GPA from a recognized and accredited college plus at least three (3) years of business ownership or managerial/ professional work experience.
- A Statement of Purpose addressing the applicant's proposed area of research, their academic preparation to engage in such research, and how the program will be instrumental in pursuing their scholarly and professional goals.
- Three (3) letters of recommendation
- *For International Students:* Bank statement to show sufficient funds to support the student's study and living in the US, plus any additional documents required for issuance of the Form I-20.

Graduation Requirements

The following requirements must be successfully completed before the degree may be conferred.

- 54 units of courses as specified in the above program curriculum;
- A minimum cumulative grade point average (GPA) of 3.0; University of the West 2024-2025 Addendum | 6
- Pass two (2) Comprehensive Exams;
- Accept the Comprehensive Research Project.

Degrees are awarded at the close of the semester in which all requirements have been fulfilled, the Comprehensive Research Project has been accepted by the library, the Graduation Petition has been filed with the Registrar's Office, and the graduation fee is paid.

Continuous Enrollment: After finishing all coursework, students must maintain continuous enrollment through the term during which their project is accepted by the library. Failure to register and pay the associated tuition and fees may interfere with the requirements and lead to lapse of candidacy status.

Minimum Grade Requirement & Retake Policy: Students must earn a minimum grade of "B" in all Core courses and a minimum grade of "C" or "Pass" in Specialty courses. Students who do not earn a passing grade as specified may repeat that course one (1) time only to achieve a passing grade. Note that the minimum cumulative GPA for graduation is 3.0.

Comprehensive Exams: Students are expected to petition to take two (2) Comprehensive Examinations – one (1) on Eastern philosophy and one (1) on business management – as soon as they have completed a minimum of 36 units of course work.

After completion of 45 units of coursework, the Comprehensive Examinations must be completed within one (1) semester.

No access to books, notes, the Internet, or any other resource is allowed during the examinations. Comprehensive Examinations are graded Pass, Fail, or Pass with Distinction. If a student fails one or both examinations, the doctoral committee will decide if and when the exams may be repeated. Additional work may be required before the student is eligible to retake the program.

Comprehensive Research Project: A student advances to candidacy status upon successful completion of the Comprehensive Examinations and payment of the candidacy fee. Continuous enrollment is required to maintain candidacy status through all stages of the research project process, beginning with advancement to candidacy and ending at the close of the term during which the research project is accepted by the University.

Any readmitted student who was a candidate but then has a break in their enrollment, for whatever reason, must again advance to candidacy and thereafter enroll as a candidate for at least one (1) academic semester before the degree may be conferred. Readmission after a break in enrollment is not guaranteed.

Research Project Training: Students are required to complete a Comprehensive Research Project. Upon advancing to candidacy, the candidate enters the dissertation phase and is eligible to undertake advanced graduate-level research, writing, and communication. Upon completion of the research requirement, students maintain status by enrolling in one unit of continuous enrollment each term until the project is accepted by the library.

Stage 1: Preparing the proposal (EPM 710A)

During this stage, candidates begin work on the project proposal under the supervision of their doctoral committee, outlining their intended dissertation project. The dissertation project must be an original piece of research based on primary sources that makes a relevant contribution to the student's field of study. The proposal is reviewed by the doctoral committee, after which students attend the proposal defense to present their proposal and respond to the questions of the committee. During the proposal defense, the committee decides whether the proposal is accepted, accepted with revisions, or rejected.

Stage 2: Training for research work and data collection and analysis (EPM 710B, EPM 710C)

During this stage, candidates begin research work under the guidance of their doctoral committee to collect and analyze the necessary data.

Stage 3: Research project writing and defense

During this stage, candidates furnish the Comprehensive Research Project by continuously being enrolled in EPM 720 Research Project Seminar (1-3 units per semester as needed). The doctoral committee provides feedback throughout the research project writing stage, approves the project proposal, and conducts the research project report defense.

Stage 4: Comprehensive Research Project Report Submission

After passing the project report defense, the candidate makes all necessary revisions and submits the final version to the library in accordance with the library's formatting guidelines. The project must be accepted by the library no later than one (1) semester after passing the defense. During this semester, the candidate must maintain continuous enrollment by enrolling in EPM 720

Doctor of Philosophy in Religious Studies

The Doctor of Philosophy (PhD) in Religious Studies is an advanced research degree leading to a dissertation. Research and writing skills are developed to the level necessary to participate in professional academic discourse. A doctoral degree is awarded on the basis of evidence that the recipient possesses knowledge of a broad field of learning and expert mastery of a particular area within that field. Progress through the doctoral program is determined by coursework, language requirements, qualifying examinations, and a dissertation. As a means of tailoring the program to the needs and interests of individual students, the number and content of the qualifying examinations will be individualized by the doctoral committee.

The faculty of the Religious Studies department offer a rich curriculum that touches on all aspects and time periods of Buddhism, as well as a comparative study of other religions within a Buddhist context. Departmental research focuses on textual studies, area studies (e.g., Southeast Asia, South Asia, and East Asia), sociology, anthropology and ethnography, philosophy, and the arts. In terms of disciplinary perspective, research method and theoretical framework, any approach to the humanities and social sciences is possible.

UWest's doctoral students work closely with their advisors to define their area of research within the field of Buddhist studies and to design a course of study to support their area of interest. Building upon the foundation of their master's level study, students refine both content and method to achieve doctoral-level research and writing. Campus resources include the Lewis R. Lancaster Research Library, home to an impressive collection of Buddhist texts, the Institute for the Study of Humanistic Buddhism, the Digital Sanskrit Buddhist Canon, and the Rare Sanskrit Buddhist Manuscript Preservation Project. The university also partners with neighboring institutions to provide students access to coursework to support informed comparative studies.

Researching Buddhism requires students to have sufficient proficiency in a canonical (e.g., Pali, Sanskrit, and Classical Chinese) and research language (e.g. Japanese, Germany, and French) to utilize primary source materials. Therefore, the department expects students to possess or acquire expertise in at least one canonical or research language and one secondary research language appropriate to their research area.

Program Learning Outcomes

Students who complete the PhD in Religious Studies program will be able to:

- Critically examine and discuss historical and contemporary Buddhist practices, traditions, ideas, and perspectives.
- Conduct critical comparisons of Buddhist practices, traditions, ideas, and perspectives to those of at least one other world religion (e.g., Christianity, Daoism, Hinduism, Islam, Jainism, etc.)
- Critically evaluate and utilize appropriate frameworks and methodologies germane to the study of religion.
- Develop and articulate a critical perspective and engage in sustained analysis about specific religious traditions, as well as issues in the field of religious studies.
- Frame scholarly work within the larger intellectual, professional, and ethical domains of the discipline.

Program Requirements

Area	Required Units
Core Courses	6
Content Courses	45
Qualifying Examinations	0
Research Training	12
Dissertation	0
Total	**63**
Language Requirements (units not degree applicable)	
Primary Research or Canonical Language	12
Secondary Research Language	6

Core Courses: 6 units required

All students complete two core courses during the first two semesters. Students must earn a minimum grade of B in all core courses. Students who do not earn a B may repeat that course one time only to achieve a passing grade.

Courses	Units
REL 600 History & Theory of the Study of Religion	3
REL 607 Research Methods	3

Content Courses: 45 units required

All students select 45 units of content courses in consultation with their advisor. With department approval, students may complete courses at designated partner institutions such as Claremont School of Theology to broaden exposure to other religions.

Students must earn a minimum grade of C in each content course applied to graduation. Students who do not earn a C may repeat that course one time only to achieve a passing grade.

Courses	Units
REL 505 Women in Buddhism	3
REL 515 Religions of China	3
REL 520 Religions of India	3
REL 521 Buddhist Meditation Practicum	3
REL 530 Topics in Buddhist Meditation	3
REL 540 Buddhist Hermeneutics	3
REL 585 Religion & Environmentalism	3
REL 592 Myth and Mythology	3
REL 610 Seminar: Religion & Ethics	3
REL 627 Buddhism & Ritual	3
REL 630 Seminar: Buddhist Texts in Canonical Languages*	3
REL 636 Seminar: Buddhist Texts in Translation*	3
REL 639 Topics in the Study of Religion*	3
REL 640 Topics in Comparative Religion*	3
REL 641 Topics in Buddhist Studies*	3
REL 645 Seminar: Regional Buddhist Traditions*	3
REL 650: Seminar on South and Southeast Asian Buddhism	3
REL 653 Vajrayana Buddhism	3
REL 655 Perspectives in the Study of Chan/Zen Buddhism	3
REL 657 Humanistic Buddhism & Current Issues	3
REL 659 Buddhism in the US	3
REL 660 Seminar: Buddhist-Christian Dialogue	3
REL 670 Spread of Buddhism to Central Asia & China	3
REL 671 Buddhism & Globalization	3

*Topics announced each semester. Topical courses may be taking three times for credit with advisor approval, but specific topics may not be repeated for credit.

Language Preparation: 12 units required

Students must earn 12 units in a primary language or canonical language and 6 units in a secondary language appropriate to their area of research. Canonical languages include Pali, Sanskrit, Tibetan, Classical Chinese, etc. Modern research languages include Japanese, German, French, etc.

This coursework is required but is not degree applicable, and may be waived based on a student's prior experience, education, and/or proficiency.

Qualifying Examination Preparation

Qualifying examinations must be completed within one semester following the completion of all core and content coursework and the language requirement. Students are encouraged to enroll in REL 705 during the semester they are preparing and planning to take their examinations. Course may be repeated one time only in the subsequent semester. Units are not applicable to graduation.

Courses	Units
REL 705 Qualifying Examination Preparation	3

Research Training: 12 units required

After successful advancement to candidacy, students complete a total of 12 units in advanced graduate-level research and writing.

Courses	Units
REL 698A Dissertation Proposal Seminar*	3
REL 698B Dissertation Writing Seminar	3
REL 698C Research Tools Seminar	3
REL 710 Dissertation Research	3

*REL698A may be applied to research requirement one time only.

Continuous Enrollment

Upon completion of the 12-unit research requirement, doctoral candidates must maintain continuous enrollment while engaged in writing, defending, and submitting the dissertation by enrolling in a designated course. These units do not apply to graduation.

Courses	Units
REL 698B Dissertation Writing Seminar	1
REL 698C Research Tools Seminar	1
REL 715 Continuous Enrollment Research	1

Teaching Practicum (optional)

Upon advancing to candidacy, PhD students are eligible to enroll in teaching practicum. This 1-unit course allows students to gain valuable practical teaching experience. While this course is not required, it is strongly recommended for any student who plans to work in higher education upon completion of the PhD. Upon completion of this practicum, students may have the opportunity to teach an undergraduate course at UWest. Units are not applicable to graduation.

Courses	Units
REL 690 Teaching Practicum	1

Qualifying Examinations

Students are expected to petition to take the qualifying examinations as soon as they have completed a minimum of 51 units of doctoral coursework and have fulfilled the language requirement.

The qualifying examinations cover three subject fields to be determined individually between the student and members of the doctoral committee. Students are encouraged to take REL 705 Qualifying Examination Preparation during the semester they are planning to prepare for and complete their examinations. Qualifying examinations must be completed within one semester following completion of 51 units of coursework.

Students are expected to consult with their committee members to prepare reading lists that will serve as the basis for each of the three field examinations. These examinations are written and must be taken on campus. Examinations take place a two-week period, with three hours allowed for each examination. No access to books, notes, the Internet, or any other resource is allowed during the examination.

Qualifying examinations are graded pass, fail, or pass with distinction. If a student fails an examination, the doctoral committee will decide if and when it may be repeated. Additional work may be required before the student is eligible to retake an examination. Failing any qualifying examination twice in a row may result in termination of the student's enrollment in the program.

Additional guidelines and details regarding the qualifying examinations can be found in the Religious Studies Graduate Student Handbook.

Advancing to Candidacy & Continuous Enrollment

A student advances to candidacy status upon successful completion of the qualifying examinations and payment of the candidacy fee. Continuous enrollment is required to maintain candidacy status through all stages of the dissertation process, beginning with advancement to candidacy and ending at the close of the term during which the dissertation is accepted by the library. Candidacy lapses automatically if the student loses graduate standing by academic disqualification or failure to comply with university policy on continuous enrollment.

A readmitted student who was a candidate must again advance to candidacy and thereafter enroll as a candidate for at least one academic semester before the degree may be conferred. Readmission after a break in enrollment is not guaranteed

The Dissertation Phase

Research Training: Upon advancing to candidacy, the candidate enters the dissertation phase and is eligible to undertake advanced graduate-level research and writing. While engaged in the dissertation process, PhD students first complete 12 units of research. Upon completion of the research requirement, students maintain status by enrolling in one unit of continuous enrollment each term until the dissertation is accepted by the library.

Stage 1: Preparing the Proposal

During this stage, candidates begin work on the dissertation proposal under the supervision of their doctoral committee, outlining their intended dissertation project. The dissertation project must be an original piece of research based on primary sources that makes a relevant contribution to the student's field of study.

The proposal is reviewed by the doctoral committee, after which students attend the proposal defense to present their proposal and respond to the questions of the committee. During the proposal defense, the committee decides whether the proposal is accepted, accepted with revisions, or rejected.

Candidates are expected to submit the dissertation proposal during the semester immediately following their advancement to candidacy.

Stage 2: Dissertation Writing and Defense

Candidates prepare the dissertation after passing the proposal defense. The doctoral committee provides feedback throughout the dissertation writing stage, approves the dissertation, and conducts the dissertation defense, a final oral examination.

Ordinarily, students defend the dissertation just prior to its completion. Students must be actively enrolled when defending. The defense must be scheduled during a regular academic session (fall or spring semester) and is open to all members of the academic community.

Stage 3: Dissertation Submission

After passing the dissertation defense, the candidate makes all necessary revisions and submits the final version to the library in accordance with the library's formatting guidelines. The dissertation must be accepted by the library no later than one semester after passing the defense. During this semester, the candidate must maintain continuous enrollment by enrolling in REL 715.

Graduate Portfolio

In addition to these requirements, students must submit a portfolio of their work to the department for assessment and review. Portfolio guidelines are found in the Religious Studies Graduate Student Handbook.

Important guidelines and procedures regarding the composition of the doctoral committee, dissertation proposal, dissertation defense, and final submission of the dissertation can be found in the Religious Studies Graduate Student Handbook.

Graduation Requirements

The following requirements must be successfully completed before the degree may be conferred.

- 51 units in graduate course work as specified for each candidate by the doctoral committee appointed by the department chair or graduate advisor;
- 12 research units, as specified by the department;
- Fulfillment of the language requirement;
- Minimum cumulative grade point average (GPA) of 3.0;
- Qualifying exam
- Research dissertation

Degrees are awarded at the close of the semester in which all requirements have been fulfilled, the dissertation has been accepted by the library, the Graduation Petition has been filed with the Registrar's office, and the graduation fee has been paid.

Continuous Enrollment: After finishing all coursework students must maintain continuous enrollment through the term during which the dissertation is accepted by the library. Failure to register and pay the associated tuition and fees may interfere with residence requirements and lead to lapse of candidacy status.

Minimum Grade Requirement: Students must earn a minimum grade of B in all core courses and a minimum grade of C or Pass in content courses. Students who do not earn a passing grade as specified may repeat that course one time only to achieve a passing grade.

Course Limits: Students may apply no more than 6 units (two courses) of Directed Reading & Research and 6 units (two courses) of independent study towards graduation.

Students are allowed no more than 12 units of unfinished coursework (i.e. incompletes and withdrawals) over the duration of the program.

All coursework must be at the graduate level; graduate courses previously applied to a bachelor's degree cannot be applied to graduation.

Transfer of Credit from Other Institutions: Students may be granted a maximum of 30 units of transfer credit for applicable graduate-level coursework towards the 51-unit course requirement. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

Application of Credit from Prior UWest Enrollments: Students may apply toward the 51-unit course requirement a maximum of 36 units of graduate coursework completed at UWest in a master's level program or under open enrollment, including transfer credit from another institution. Courses with a B (3.0) or higher are eligible for consideration. Applicability is determined by the department chair or advisor.

Time to Degree

Doctoral students are expected to advance to candidacy within four years from their original start date, and to complete all degree requirements, including submission of the final dissertation, within seven years from their original start date. The maximum time to degree allowed after all approved extensions is ten years from the original start date. The maximum time to degree will be adjusted for students entering with transfer credit.

Students are evaluated annually for time-to-degree progress. If the established time to degree standard is reached and the student has not completed a required milestone, such as qualifying exam, advancement to candidacy, dissertation proposal, or dissertation defense, the student is placed on departmental monitoring for a period of one term. If at the end of this term adequate progress has not been achieved toward the benchmark, the student is placed on academic probation for one term.

A student may be dismissed upon recommendation of the department and with the Chief Academic Officer's approval if adequate progress is not observed during the probation period.

If dismissed prior to advancement to candidacy, the dismissal is permanent.

If dismissed after advancement to candidacy, the student may petition for reinstatement under the following condition only:

> Student submits with the petition an acceptable first draft of the dissertation that clearly demonstrates it is reasonable to expect that the student may defend and publish the final dissertation no later than the maximum time to degree allowed, based on the original start date in the program.

If reinstatement is granted, the student must retroactively pay continuous enrollment tuition at a rate of one unit of tuition per term for each fall and spring term that has elapsed since the last term of enrollment. Tuition will be charged at the rate in effect at the time of reinstatement.

Reinstated students who fail to publish the final dissertation within the maximum time to degree based on the original start date are permanently dismissed.

Time To Degree Chart

Transfer/ Applicable Credit Granted	Coursework Required	Time To Candidacy	Dissertation Preparation	Expected Time to Degree	Maximum Time to Degree
0 – 6 units	45 – 51 units	4 years	3 years	7 years	10 years
9 – 15 units	36 – 42 units	3.5 years	3 years	6.5 years	9.5 years
18 – 24 units	27 – 33 units	3 years	3 years	6 years	9 years
27 – 33 units	18 - 24 units	2.5 years	3 years	5.5 years	8.5 years
36 units	15 units	2 years	3 years	5 years	7.5 years

*Time to Candidac*y includes 51 units coursework, completion of language requirement, and 1 term QE preparation.

Dissertation Preparation includes 4 terms (12 units) research and 2 terms (2 units) continuous enrollment.

Undergraduate Minors



Undergraduate Minors

Undergraduate students have the option to enhance their bachelor's degree by adding a minor to their program. Generally speaking, a minor is a specialization in a discipline other than the student's major, or in the case of Business Administration, in an area not covered by an established concentration. Minors must be completed while a student is enrolled in an undergraduate degree program. UWest is pleased to offer a diverse selection of minors, all of which provide practical skills for graduates' future success.

Students complete specific unit and course requirements, which vary by minor. Minor requirements may increase the number of overall units required to graduate beyond 120 and may extend the time needed to graduate. Students may declare a maximum of two concentrations or two minors, or one concentration and one minor, while completing their bachelor's degree.

Students who choose to declare a minor may apply a maximum of 6 units of transfer credit towards minor requirements. Total transfer credit applied to degree requirements, including credits applied to the minor, may not exceed 90 units. Minor requirements are applied to general elective requirements in Liberal Arts and Psychology, and upper division elective requirements in Liberal Arts, as appropriate. Courses applied to major or general education requirements cannot also be applied to the minor except as specified under minor requirements.

Students who are interested in declaring a minor should discuss their options with their undergraduate advisor and department chair.

Business Administration Minor

Open to Non-Business Majors Only

The minor in Business Administration is specifically designed for students enrolled in a UWest degree program other than business. This practical minor introduces non-business majors to fundamental concepts and tools used in business.

Eligibility

Students must meet the following requirements to declare a minor in Business Administration.

1. Cumulative GPA of 2.5.
2. 45 units or more earned towards major requirements.

Minor Requirements: 21 units

Students complete seven courses as follow. A minimum cumulative GPA of 2.0 in the minor curriculum is required.

Core: 12 units required

Students complete four core courses as listed below.

Courses	Prerequisite(s)	Units
BUS 201 Principles of Microeconomics or BUS 202 Principles of Macroeconomics	MATH 102 w/C or higher	3
BUS 210 Introduction to Financial Accounting	MATH 102 w/C or higher	3
BUS 308 Principles of Management	None	3
BUS 330 Principles of Marketing	None	3

Electives: 9 units required

In consultation with the academic advisor, students select three upper-division courses (9 units) from core or business elective courses, subject to listed prerequisites. Electives may include but are not limited to:

Courses	Prerequisite(s)	Units
BUS 301 Managerial Economics	BUS 201 & BUS 303	3
BUS 302 Entrepreneurship	None	3
BUS 303 Business Statistics	MATH 107 or MATH 112	3
BUS 304 Management Science	BUS 303	3
BUS 306 Business Communications	None	3
BUS 307 Managerial Accounting	BUS 210	3
BUS 351 International Business	None	3
BUS 320 Organization & Management	BUS 308	3
BUS 340 Management Information Systems	None	3
BUS 415 Financial Management	BUS 303 & BUS 307	3
BUS 470 Business Philosophy & Ethics	None	3

Business Administration Minors for Business Majors

Open to Business Administration majors only.

Business Administration majors have the option of declaring a minor in Finance or Management. These minors are designed to prepare Business Administration graduates for success when they enter the workforce. Completion of the finance or management minor is not required for graduation but may enhance future career opportunities. The department chair's approval is required.

Eligibility

Students must meet the following requirements to declare a minor in Finance or Management.

1. Majoring in Business Administration
2. Cumulative GPA of 2.0
3. Minimum 45 units earned in the business curriculum
4. Entering the third or fourth year of study

Minor Requirements: 15 units

Students complete five courses from their declared minor as follow. These units are in addition to the 69 units required for the major and will extend the time needed to graduate. Courses applied towards other degree requirements cannot also be applied towards a minor. A minimum cumulative GPA of 2.0 in the minor curriculum is required.

Finance Minor: 15 units required

Courses	Prerequisite(s)	Units
BUS 416 Investment Management	BUS415	3
BUS 426 Risk Management & Insurance	BUS308	3
BUS 442 Technical & Fundamental Analysis of Financial Securities	BUS415	3
BUS 453 International Finance	BUS351 & BUS415	3
BUS 464 Financial Institutions & Markets	None	3

Management Minor: 15 units required

Courses	Prerequisite(s)	Units
BUS 425 Chinese Management Philosophy	None	3
BUS 427 Human Resources Management	BUS308	3
BUS 435 Case Studies in Marketing	BUS330	3
BUS 455 Seminar on Doing Business in the US	None	3
BUS 464 Financial Institutions & Markets	None	3

Contemplative Studies Minor

Open to all majors

The Contemplative Studies minor explores theories and practices of mindfulness, wellness, and ethics within multiple worldviews and contexts. Students receive a foundation based on multicultural contemplative literature and apply the theories learned to their own experiences through direct engagement and critical reflection. Building on this foundation, students increase their understanding of how contemplative theory intersects with specific fields of study, including religious studies, psychology, expressive arts, and business.

The curriculum integrates contemplative pedagogy so students not only learn the theory and practice of contemplation from an historical critical third-person perspective, they also engage in contemplative practice from a first-person critical perspective.

While the core curriculum is grounded in Buddhist mindfulness, Buddhist ethics, and modern secular mindfulness, a wider view is gained through the comparative study of other religious and secular traditions. Elective curriculum allows students the opportunity to explore how contemplative practice can be integrated into their own academic and professional goals.

Upon completion of the minor, students have a solid grounding in contemplative practice; an understanding of how contemplative practice relates to ethics; a foundation of the principles and practices of wellness; an ability to critically reflect on and compare contemplative theories and practices from different worldviews; and exposure to how contemplative practices may be applied in academic and professional contexts. In addition, they have the practical skills needed to facilitate mindfulness practice for small groups, as well as educate their communities on the benefits of mindfulness practice. Students who complete the requirements with a curriculum GPA of 3.0 or higher are awarded the Mindfulness Facilitation certificate.

Eligibility

Students meeting the following requirements are eligible to declare the Contemplative Studies minor, after consultation with their department chair or advisor.

1. Cumulative GPA of 2.0
2. Minimum 24 units earned in major curriculum

Transfer students may be allowed to enter the minor upon admission if the unit and course requirements above have been met.

Minor Requirements: 21 units

Students complete seven courses with a minimum GPA of 2.0 in the curriculum. Students with a cumulative GPA of 3.0 or higher in the curriculum are also awarded the Mindfulness Facilitation certificate.

Core Curriculum: 12 units required

Four courses required. Students learn to communicate information and ideas clearly, both orally and in writing; to access, examine, and evaluate information using critical thinking and information literacy skills; and to perform quantitative functions.

Students complete the following core courses. A minimum grade of C in each course is required.

Courses	Prerequisite(s)	Units
CONT 110 Introduction to Mindfulness	L&C120	3
CONT 201 Introduction to Wellness	L&C120	3
CONT 301 Ethics in a Multicultural Context	ENGL101 w/C or higher	3
CONT 401 Mindfulness Facilitation	CONT110, 201, 301, 2 minor electives	3

Electives: 9 units required

Students select three elective courses, including at least one course in their field of study.

Courses	Prerequisite(s)	Units
ANTHR 301 Special Topics in Anthropology	ENGL101 w/C or higher	3
ART 310 Expressive Arts	None	3
BUS 470 Business Philosophy & Ethics	75 units earned	3
ENG 411 Sacred Literature in Translation	ENGL102 w/C or higher	3
ENG 427 Buddhism in American Literature	ENGL102 w/C or higher	3
IDS 330 Environmental Leadership	ENGL102 w/C or higher	3
PSYCH 150 Introduction to Buddhist Psychology	None	3
PSYCH 320 Psychology of Learning	ENGL102 w/C or higher, MATH212, PSYCH210 & 300	3
PSYCH 440 Psychology of Religion	ENGL102 w/C or higher, & PSYCH150	3
PSYCH 490 Advanced Topics in Psychology (some topics only)	ENGL102 w/C or higher, PSYCH150 & 300	3
REL 301 Fundamentals of Buddhism	ENGL101 w/C or higher	3
REL 322 Living Buddhism	ENGL101 w/C or higher	3

English Minor

Open to all majors

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

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

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

Eligibility

Students meeting the following requirements are eligible to declare the English minor, after consultation with their department chair or advisor.

1. Cumulative GPA of 2.0
2. Minimum 24 units earned in major curriculum
3. Successfully completed the following core competencies:
4. CS 101, CS 102, CS 103 College Skills
5. ENGL 102 Composition II: Critical Thinking

Transfer students may be allowed to enter the minor upon admission if the unit and course requirements above have been met.

Minor Requirements: 18 units

Students complete six courses, selecting one course from each of the following categories. A curriculum GPA of 2.0 is required.

Courses	Prerequisite(s)	Units
Introductory Lower Division: 3 units required		
LIT 101 Introduction to Literature	None	3
ENGL 201 Methods of Literary Studies	None	3
English Literature: 3 units required		
LIT 310 Survey of British Literature	ENGL101 w/C or higher & LIT 101	3
LIT 311 Survey of American Literature	ENGL101 w/C or higher & LIT 101	3
Criticism: 3 units required		
ENGL 340 Literary Theory & Criticism	ENGL101 w/C or higher	3
ENGL 345 Critical Reading, Writing, & Analysis of Literary Forms	ENGL101 w/C or higher	3
LANG 301 Introduction to Linguistics	ENGL101 w/C or higher	3
Great Works & The American Experience: 3 units required		
ENGL 461 Romanticism & Revolution	ENGL102 w/C or higher	3
ENGL 462 Scientific Romance to Steampunk: Victorian Literature & Science	ENGL102 w/C or higher	3
ENGL 470 Studies in Contemporary Literature	ENGL102 w/C or higher	3
ENGL 475 Shakespeare: Text, Film, & Stage	ENGL102 w/C or higher	3
ENGL 487 Travel Writing & Empire: Studies in Postcolonial Theory & Literature	ENGL102 w/C or higher	3
LIT 401 Major Authors & Literary Movements in the US	ENGL102 w/C or higher	3
LIT 420 Studies in African American Literature	ENGL102 w/C or higher	3
LIT 430 Topics in Chicana/o Literature	ENGL102 w/C or higher	3
East-West: 3 units required		
ENGL 426 Depictions of Asia in English Literature	ENGL102 w/C or higher	3
ENGL 427 Buddhism in American Literature	ENGL102 w/C or higher	3
ENGL 428 Introducing the Beat Generation: Beatitudes to Buddhism	ENGL102 w/C or higher	3
LIT 312 Survey of Asian American Literature to 1980	ENGL101 w/C or higher	3
LIT 410 Topics in Asian American Literature & Criticism	ENGL102 w/C or higher	3
Seminar: 3 units required		
ENGL 326 Women Writers	ENGL101 w/C or higher	3
ENGL 342 Literary Landscape(s) of Los Angeles: Promised Land, Utopia, Apocalypse	ENGL101 w/C or higher	3
ENGL 411 Sacred Literature in Translation	ENGL102 w/C or higher	3
ENGL 412 Folklore & Mythology: Oral Traditions to Popular Culture	ENGL102 w/C or higher	3
ENGL 413 Literature & Other Arts	ENGL102 w/C or higher	3
ENGL 414 Literature & Psychology	ENGL102 w/C or higher	3
ENGL 425 History of the English Novel	ENGL102 w/C or higher	3
ENGL 472 Literary Non-Fiction	ENGL102 w/C or higher	3
LANG 340 Language & Literature	LANG301	3

TESOL Minor

Teaching English to Speakers of Other Languages

Open to all majors

Students enrolled in the TESOL minor are trained in the knowledge and skills necessary to teach English as a second or foreign language, and upon successful completion are awarded the TESOL certificate. This certificate is of value to individuals interested in teaching English as a second language at language institutes, in community agency ESP and adult education, and to those who plan to teach English as a foreign language abroad.

Eligibility

Students meeting the following requirements are eligible to declare the TESOL minor, after consultation with their department chair or advisor.

1. Cumulative GPA of 2.0
2. Minimum 24 units earned in major curriculum

Transfer students may be allowed to enter the minor upon admission if the unit and course requirements above have been met.

Minor Requirements: 18 units

Students complete seven courses with a minimum curriculum GPA of 3.0. Upon completion of the minor requirements, students are awarded the TESOL Certificate.

Courses are sequenced and should be taken in the following order. Students concurrently enrolled in a degree program at UWest may take courses out of sequence with consent of the department chair. The program culminates in a teaching practicum and exam.

First Term: Foundations I

Courses	Prerequisite(s)	Units
LANG 301 Introduction to Linguistics	ENGL101	3
TESOL 400 Foundations of TESOL	LANG220 & 301	3
TESOL 420 Methods of Teaching Second Languages	LANG220 & 301	3

Second Term: Foundations II

Courses	Prerequisite(s)	Units
TESOL 430 Language Testing	TESOL400 & 420	3
TESOL 450 Syllabus & Material Design	TESOL400 & 420	3
TESOL 460 Practicum in TESOL	TESOL400 & 420	3

Certificate Programs



Certificate Programs

UWest's certificate programs provide practical hands-on training built on an academic foundation to facilitate development of real-world skills. UWest offers a variety of certificates at the undergraduate and graduate level.

Undergraduate certificates are open to students 18 years or older, while graduate certificates are open to students who have earned a bachelor's or master's degree, as specified.

Students complete specific unit and course requirements, which vary by certificate. Students may not apply transfer credit or courses previously completed at UWest to satisfy certificate requirements.

Current UWest undergraduate students are not eligible for concurrent enrollment in a certificate program. Instead, they should review similar minor offerings.

Undergraduate Certificates

Business Administration Certificate

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

Working with a program advisor, students design a general course of study to meet their specific goals. Students also have the option to select an area of concentration that meets their own professional needs. The Computer Information Systems Certificate is described below as an illustration. While courses will differ, the basic outline of each concentration remains the same, regardless of area of study.

Eligibility

This program is open to students 18 years or older. Students should have some competence in basic undergraduate studies, including first year English Composition.

Certificate Requirements: 21 units

Students complete seven courses with a minimum curriculum GPA of 2.0.

Curriculum: 21 units

Working with an advisor, students select seven courses from the Bachelor of Arts Business Administration curriculum.

Computer Information Systems Certificate

Core Requirement: 12 units required

Students complete four courses from the following:

Courses	Prerequisite(s)	Units
BUS 241 Web Design & Development for Small Business	None	3
BUS 340 Management Information Systems	None	3
BUS 341 Business Programming I	BUS340	3
BUS 342 Business Programming II	BUS341	3
BUS 443 Data Structure & Database Management	BUS340	3
BUS 444 Systems Analysis, Design, & Implementation	BUS340	3
BUS 445 Data Communications & Networking	BUS340	3
BUS 446 Computer Security, Controls, & Ethics	BUS340	3
BUS 447 E-Commerce	BUS340	3
BUS 448 Decision Support Systems	BUS340	3

Electives: 9 units required

Students select three courses from the Bachelor of Arts Business Administration curriculum, including CIS courses not applied to the core requirement.

Mindfulness Facilitation Certificate

The Mindfulness Facilitation certificate program explores theories and practices of mindfulness, wellness, and ethics within multiple worldviews and contexts. Students receive a foundation based on multicultural contemplative literature and apply the theories learned to their own experiences through direct engagement and critical reflection. Building on this foundation, students increase their understanding of how contemplative theory intersects with specific fields of study, including religious studies, psychology, expressive arts, and business.

The curriculum integrates contemplative pedagogy so students not only learn the theory and practice of contemplation from an historical critical third-person perspective, they also engage in contemplative practice from a first-person critical perspective.

While the core curriculum is grounded in Buddhist mindfulness, Buddhist ethics, and modern secular mindfulness, a wider view is gained through the comparative study of other religious and secular traditions. Elective curriculum allows students the opportunity to explore how contemplative practice can be integrated into their own academic and professional goals.

Upon completion of the certificate, students have a solid grounding in contemplative practice; an understanding of how contemplative practice relates to ethics; a foundation of the principles and practices of wellness; an ability to critically reflect on and compare contemplative theories and practices from different worldviews; and exposure to how contemplative practices may be applied in academic and professional contexts. In addition, they have the practical skills needed to facilitate mindfulness practice for small groups, as well as educate their communities on the benefits of mindfulness practice.

Eligibility

This program is open to students 18 years or older. Students should have some competence in basic undergraduate studies, including first year English Composition. UWest graduate students may enroll in the certificate program while earning their master's or doctoral degree with the approval of their department chair.

Current UWest undergraduates who are interested in this certificate enroll in the Contemplative Studies minor, which also leads to the Mindfulness Facilitation Certificate. Details regarding the minor are included in the Undergraduate Minors section of this catalog.

Certificate Requirements: 21 units

Students complete seven courses with a minimum curriculum GPA of 3.0.

Core Curriculum: 12 units required

Students learn to communicate information and ideas clearly, both orally and in writing; to access, examine, and evaluate information using critical thinking and information literacy skills; and to perform quantitative functions.

Students complete the following four core courses. A minimum grade of C in each course is required.

Courses	Prerequisite(s)	Units
CONT 110 Introduction to Mindfulness	L&C 120	3
CONT 201 Introduction to Wellness	L&C 120	3
CONT 301 Ethics in a Multicultural Context	ENGL 101 w/C or higher	3
CONT 401 Mindfulness Facilitation	CONT 110, 201, 301, 2 electives from list below	3

Electives: 9 units required

Students select three elective courses. Approval from the department chair may be required for prerequisite waivers.

Courses	Prerequisite(s)	Units
ANTHR 301 Special Topics in Anthropology	ENGL101 w/C or higher	3
ART 310 Expressive Arts	None	3
BUS 470 Business Philosophy & Ethics	75 units earned	3
ENG 411 Sacred Literature in Translation	ENGL102 w/C or higher	3
ENG 427 Buddhism in American Literature	ENGL102 w/C or higher	3
IDS 330 Environmental Leadership	ENGL102 w/C or higher	3
PSYCH 150 Introduction to Buddhist Psychology	None	3
PSYCH 320 Psychology of Learning	ENGL102 w/C or higher, MATH212, PSYCH210 & 300	3
PSYCH 440 Psychology of Religion	ENGL102 w/C or higher, & PSYCH150	3
PSYCH 490 Advanced Topics in Psychology (some topics only)	ENGL102 w/C or higher, PSYCH150 & 300	3
REL 301 Fundamentals of Buddhism	ENGL101 w/C or higher	3
REL 322 Living Buddhism	ENGL101 w/C or higher	3

TESOL Certificate Program

Teaching English to Speakers of Other Languages

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

Eligibility

This program is open to students 18 years or older. Students should have some competence in basic undergraduate studies, including first year English Composition. UWest graduate students may enroll in the certificate program while earning their master's or doctoral degree with the approval of their department chair.

Current undergraduates who are interested in earning a TESOL certificate should enroll in the TESOL minor, which also leads to the TESOL certificate.

Certificate Requirements: 18 units

Students complete seven courses with a minimum curriculum GPA of 3.0.

Courses are sequenced and should be taken in the following order. The program culminates in a teaching practicum and exam.

First Term: Foundations

Courses	Prerequisite(s)	Units
LANG 301 Introduction to Linguistics	Waived	3
TESOL 400 Foundations of TESOL	Waived	3
TESOL 420 Methods of Teaching Second Languages	Waived	3

Second Term: Application & Praxis

Courses	Prerequisite(s)	Units
TESOL 430 Language Testing	All first term courses	3
TESOL 450 Syllabus & Material Design	All first term courses	3
TESOL 460 Practicum in TESOL	All first term courses	3

Graduate Certificates

Business Administration Certificates

UWest's Business Administration department offers multiple certificates that allow graduates to create targeted study plans to further their education and enhance their careers. Students gain in-depth knowledge, practical skills, and firsthand experience in a self-selected area of study.

In addition to the Business Administration certificates listed below, the university offers the Advanced Certificate of Business Administration - Post-Master of Business Administration Certificate. Details regarding the Post-MBA are found in the Business Administration section of the catalog.

Graduate Certificate in Business Administration

Students work directly with the Business Administration chair to design a personalized curriculum tailored to the students' own career needs and goals. Students have the option of creating a concentration in a specific area of study. Concentrations in Computer Information Systems and Data Analysis are outlined below. While courses will differ, the basic outline of a concentration remains the same regardless of area of study.

Eligibility

This program is open to students who have earned a bachelor's degree in Business Administration or a related field.

Certificate Requirements: 21 units

Students complete seven courses, selected from the MBA curriculum, with a minimum curriculum GPA of 3.0. If a concentration is selected, at least 12 units must be selected from that area of study. Concentrations in Computer Information Systems and Data Analytics are described below. Other concentrations may be created. Courses will differ, but the basic outline of core and elective curriculum remains the same.

Courses cannot be applied from prior studies, and courses completed during prior studies cannot be repeated for credit towards a certificate.

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

Generalist Certificate, no concentration

Core Curriculum: 21 units

Working with the department chair, students select seven courses from the MBA curriculum.

Computer Information Systems Concentration

This certificate prepares students for careers in computer information systems or related fields.

Core Curriculum: 12 units required

Courses	Prerequisite(s)	Units
MBA 502 Business Programing	None	3
MBA 540 Management Information Systems	None	3
MBA 571 Systems Design, Analysis, & Implementation	MBA540	3
MBA 572 Data Structure & Database Management	MBA540	3
MBA 573 Decision Support Systems	MBA540	3
MBA 574 Cyber Security	MBA540	3
MBA 575 Data Communications & Networking	MBA540	3
MBA 578 Computer Security, Controls, & Ethics	None	3
MBA 581 E-Business	None	3

Electives: 9 units required

Students select three courses from the MBA curriculum, including CIS courses not applied to the core requirement.

Data Analytics Concentration

This certificate prepares students for a career in data analytics or a related field.

Core Curriculum: 12 units required

Courses	Prerequisite(s)	Units
MBA 502 Business Programming	None	3
MBA 510 Predictive Analytics	BUS303	3
MBA 521 Business Analytics	BUS303	3
MBA 523 Advanced Analytics	MBA521	3
MBA 524 Data Science	MBA502 & MBA521	3
MBA 572 Data Structure & Database Management	MBA540	3
MBA 573 Decision Support Systems	MBA540	3
MBA 574 Cyber Security	MBA540	3

Electives: 9 units required

Students select three courses from the MBA curriculum, including Data Analytics courses not applied to the core requirement.

Specialized Graduate Certificate in Business Administration

Students work directly with the Business Administration chair to design a personalized curriculum tailored to the students' own career needs and goals. Students have the option of creating a certificate in a specific area of study. Concentrations in Computer Information Systems and Data Analysis are outlined below. While courses will differ, the basic outline of a concentration remains the same regardless of area of study.

Accounting Certificate

The Accounting Certificate prepares students for careers in accounting or related fields. It is specifically designed to help students meet the education requirement for CPA exam eligibility.

Eligibility

This program is open to students who have earned a bachelor's or master's degree in Business Administration or a related field.

Certificate Requirements: 21 units

Students complete seven courses in the specialization as outlined below, with a minimum curriculum GPA of 3.0. Courses completed during prior studies cannot be repeated for credit towards a certificate.

Students are expected to have a well-developed understanding of Business Administration. Those who are admitted without that foundation may be required to complete maximum of two undergraduate level prerequisite courses (6 units); these units are not applicable to the certificate.

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

Prerequisite Curriculum: 0 to 6 units

Students complete two relevant prerequisites if equivalent study has not previously been completed. These units are in addition to the 21-unit specialization requirement.

Courses	Prerequisite(s)	Units
BUS 210 Introduction to Financial Accounting	None	3
BUS 307 Managerial Accounting	BUS210	3
BUS 310 Intermediate Accounting I	BUS307	3
BUS 311 Intermediate Accounting II	BUS310	3
BUS 440 Accounting Information Systems	BUS307 & BUS340	3

Specialization Curriculum: 21 units required

Students complete seven courses from the list below.

Courses	Prerequisite(s)	Units
MBA 511 Nonprofit Accounting	MBA513	3
MBA 514 Advanced Managerial Accounting	MBA513	3
MBA 518 Cost Analysis & Budgeting	MBA513	3
MBA 564 Advanced Auditing	MBA513	3
MBA 565 Advanced Accounting Theory	MBA513	3
MBA 566 Financial Reporting & Disclosure	MBA513	3
MBA 567 Special Topic on Federal Taxation	BUS210	3
MBA 568 Special Topic on International Accounting	BUS210	3
MBA 569 Controllership	MBA513	3

Buddhist Counseling Certificate

Buddhist Counseling Certificate (Graduate) 18 units

The Buddhist Counseling Certificate is an advanced graduate certificate in psychology, tailored to help professionals in the field of behavioral health and those interested to learn more about the intersection of Buddhism and applied psychology.

The program emphasizes the need for multicultural competency and provides specific training in Buddhist spiritual care in the realm of counseling. Students take a core curriculum in Buddhist Psychology, along with electives in Religious Studies and Buddhist Chaplaincy, that integrates Eastern and Western perspectives of spiritual care with the fundamentals of mindfulness and meditation.

Students develop and enhance their therapeutic skills through rigorous coursework. They also benefit from activities such as visiting Hsi Lai Temple, the university's founding and sustaining order, in Hacienda Heights, California, immersing in sound bowl/bath lessons during meditative practices in class, and attending guest lectures from renowned researchers in mindfulness.

The program is offered online (synchronous and asynchronous)—and in-person with opportunities for students to engage in limited on-site workshops. Students can complete the program in as little as one year, but also can take courses at their own pace (e.g., one course per term). The certificate is stackable, and units from the certificate program are transferable if a student chooses to enroll in a UWest graduate degree program.

NOTE: The Buddhist Counseling Certificate does not meet the requirements to sit for licensure in Marriage and Family Therapy (MFT) or Licensed Professional Clinical Counselor (LPCC) in any state.

Eligibility

Applicants must have earned at least a bachelor's degree or higher in psychology, human services, or an allied discipline.

Certificate Requirements: 18 units

Students complete six courses with a minimum cumulative GPA of 3.0.

Core Curriculum: 9 units required

PSYCH 503 should be taken in the first semester of the program.

Courses	Prerequisite(s)	Units
PSYCH 503 Fundamentals of Buddhist Psychology	None	3
PSYCH 505 Multicultural/Buddhist Community Mental Health	None	3
PSYCH 617 Application of Mindfulness in Western Psychotherapy	None	3

Elective Curriculum: 9 units required

Students select three (3) elective courses.

Courses	Prerequisite(s)	Units
CONT 510 Death and Dying	None	3
CONT 520 Topics in Contemplative Practice	None	3
MDIV 645 Spiritual Care & Counseling	None	3
MDIV 670 Spiritual Leadership	None	3
PSYCH 614 Religion & Psychology Seminar	None	3
PSYCH 551 Theories II: Buddhist-Inspired Evidence-Based Practice	None	3
PSYCH 651 Buddhist Psychology & Addiction	None	3
REL 521 Buddhist Meditation Practicum	None	3
REL 530 Topics in Buddhist Meditation	None	3
REL 511 Theravada Abhidhamma	None	3

Course Descriptions



Course Codes

Undergraduate Disciplines 299

ANTHR
Anthropology 300

ART
Art History & Appreciation 300

BIO
Biology 301

BUS
Business Administration 301

CAP
Capstone, General Education 309

CHN
Chinese Language, Modern 309

CS
College Success 310

CONT
Contemplative Studies 310

ENGL
English 311

FILM
Film History & Appreciation 314

HIST
History 315

IDS
Interdisciplinary Studies 316

JPN
Japanese Language 317

JLANG
Language 317

L&C
Life & Culture 318

LIT
Literature 318

MATH
Mathematics 320

PA
Performing Arts 321

PHIL
Philosophy 321

POL
Political Science 322

PSC
Physical Sciences 322

PSYCH
Psychology 322

REL
Religious Studies 326

SRVLG
Service Learning 326

SOC
Sociology 327

SPCH
Speech Communication 327

TESOL
Teaching English to Speakers of Other Languages 327

WELL
Wellness 328

WEXP
Work Experience 329

Graduate Disciplines 330

MDIV
Buddhist Chaplaincy 330

MDIV GP
Group Process 332

MDIV ICC
Interfaith Clinical Care 333

MDIV SL
Service Learning 333

BMIN
Buddhist Ministry 334

MBA
Business Administration 335

CCHN
Classical Chinese Language 344

CONT
Contemplative Practice 344

EPM
Eastern Philosophy and Management 345

IDS
Interdisciplinary Studies 346

MGT
Management 347

PALI
Pali Language 349

PSYCH
Psychology 349

REL
Religious Studies 353

SNSK
Sanskrit Language 359

WEXP
Work Experience 360

Course Numbering System

Course number indicates level of complexity.

Course Number	Course Type	Open To
001-100	Not degree applicable	IEP, Academic English students, and undergraduate students
101-199	Lower Division, 1st year	All undergraduate students
200-299	Lower Division, 2nd year	2nd, 3rd, or 4th year undergraduate students; 1st year students admitted with advisor approval
300-399	Upper Division, 3rd year	3rd or 4th year undergraduate students; 1st or 2nd year students admitted with advisor approval
400-499	Upper Division, 4th year	3rd or 4th year undergraduate students; 2nd year students admitted with advisor approval
500-599	Graduate courses	Graduate students; advanced undergraduates with approval
600-715	Graduate courses, Advanced	Graduate students only
800-899	Continuing education courses	All students, including non-degree-seeking

Prerequisites

Applicable prerequisites must be met prior to enrollment in a course.

- Graduate status is a prerequisite for enrollment in all graduate courses.
- MDIV courses are open only to students enrolled in Buddhist Chaplaincy and Buddhist Ministry or with approval of the Buddhist Chaplaincy chair.

Any exceptions to prerequisite requirements must be approved by the student's department chair, the department chair of the department offering the course, and the course instuctor.

Undergraduate Course Descriptions

Anthropology

ANTHR 101
Anthropology

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

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

ANTHR 301
Special Topics in Anthropology: Ethnicity & National Identity

Units: *3*
Prerequisite: *ENGL101 w/C or higher, ANTHR101, or SOC100*

Cross-cultural study of ethnicity and nationalism. Examines concepts of social identity and how gender, language, religion, and national identity interact. Also explores the historical and societal macro process for the development of ethnic identities.

Art History & Appreciation

ART 101
Art Appreciation

Units: *3*
Prerequisite: *none*

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

ART 201
Art Appreciation Museum Tour

Units: *3*
Prerequisite: *ART 101*

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

ART 310
Expressive Arts

Units: *3*
Prerequisite: *none*

Examination of fundamental concepts and methods of Expressive Arts. Emphasis is placed on process and self expression, fostering empowerment and community through experiential learning and inclusivity.

Biology

BIO 100
Introduction to Biology

Units: *4*
Prerequisite: *none*

Principles of biology stressing the relationship of all organisms. Topics include cells, reproduction, genetics, embryology, botany, animal behavior, metabolism, evolution, and human psychology. Includes 15 hours of lab.

BIO 110
Ecology & Biodiversity

Units: *4*
Prerequisite: *none*

Introduction to the complex interplay of organisms and environment. Explores interactions between individual organisms and environments, and interactions within species and with other species. Presents basic concepts and field research methods. Includes 15 hours of lab.

BIO200
Conservation Biology

Units: *3*
Prerequisite: *none*

Examination of the causes and consequences of biodiversity loss and presents the most common models, field methods, and scientific tools, used to conserve biological diversity.

Business Administration

BUS 200
Business Law

Units: *3*
Prerequisite: *none*

Introduces laws and regulations affecting the business environment, including contracts, product liability, business organization, employment, antitrust, and environmental protection. Incorporates ethical considerations and international perspectives.

BUS 201
Principles of Microeconomics

Units: *3*
Prerequisite: *Math 102 w/C or higher*

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

Units: *3*
Prerequisite: *MATH 102 w/C or higher*

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

BUS 210
Introduction to Financial Accounting

Units: *3*
Prerequisite: *MATH 102 w/C or higher*

Fundamental concepts, theories, techniques and principles of accounting: analyzing/recording financial transactions, accounting valuation/ allocation practices, financial statement preparation, analysis and interpretation, and international accounting issues.

BUS 241
Web Design & Development for Small Business

***Units:** 3*
***Prerequisite:** none*

Web page development and web site planning. Topics include web site planning, web page design and HTML. Students will demonstrate proficiency in web design tools, skills and practices. Projects focus on web presence requirements for small and mid-sized companies.

BUS 301
Managerial Economics

***Units:** 3*
***Prerequisites:** BUS 201 & BUS 303*

Applications of microeconomic theory to managerial decisions and planning. Analysis of resource and product markets of firms. Production functions, cost, output decisions and pricing strategies under various market constraints.

BUS 302
Entrepreneurship

***Units:** 3*
***Prerequisite:** none*

Examines the nature of entrepreneurship, and its role and significance to business innovation and job creation. Explores major issues facing small entrepreneurial firms and structural challenges that impact performance, sustainable growth, and profitability.

BUS 303
Business Statistics

***Units:** 3*
***Prerequisites:** Math 107 or 112*

Introduction to basic concepts and techniques necessary to organize and analyze data. Topics include data collection and reporting, probability, sampling, hypothesis testing, variance, and simple regression analysis.

BUS 304
Management Science

***Units:** 3*
***Prerequisite:** BUS 303*

Explores management science topics including optimization techniques of linear programming, transportation and nonlinear models, queuing models, simulation, project scheduling, inventory, order and production, quantity discounts, and safety stock models.

BUS 306
Business Communications

***Units:** 3*
***Prerequisite:** none*

Focuses on communication skills in the business setting including message strategy, effective business writing, presentation skills, verbal and non-verbal components of communication, and small group communication.

BUS 307
Managerial Accounting

***Units:** 3*
***Prerequisite:** BUS 210*

Concepts and methods used in managerial planning, control, and decision making, with emphasis on the use of financial information for internal decision making. Explores budgeting, costing, analysis methods, relevant costs, and capital budgeting decisions.

BUS 308
Principles of Management

***Units:** 3*
***Prerequisite:** none*

Introduction to fundamental management principles and theories as well as the basic functions and skills necessary to effectively perform basic management responsibilities including planning, organizing, leading, and controlling.

BUS 310
Intermediate Accounting I

***Units:** 3*
***Prerequisite:** BUS 307*

Accounting principles as they relate to financial reporting. Income determination, asset valuation, and the form and content of financial statements, long-term liabilities.

BUS 311
Intermediate Accounting II

***Units:** 3*
***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

***Units:** 3*
***Prerequisite:** BUS 307*

Explores auditing standards related to examination of financial statements by independent auditors. Topics include the significance of the audit report, the nature, accumulation and evaluation of evidence, and moral and ethical problems faced by the auditor.

BUS 313
Cost Accounting

***Units:** 3*
***Prerequisite:** BUS 307*

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

BUS 320
Organization & Management

***Units:** 3*
***Prerequisite:** BUS 308*

Study of organizational behavior and environmental forces affecting today's management practices. Reviews various levels of management and their role in sustainable development and utilization of resources to achieve objectives and meet social responsibilities.

BUS 330
Principles of Marketing

***Units:** 3*
***Prerequisite:** none*

Introduces basic concepts used in contemporary society and business. Includes marketing mix variables and decision-making involving public agencies and corporations. Integrates concepts from behavioral science and economics, as well as modern systems theory.

BUS 331
Consumer Behavior

***Units:** 3*
***Prerequisite:** BUS 330*

Study of the decision processes of individuals and groups toward consumer products and their implications to marketers. Emphasis on individual, group, and external determinations of consumer attitudes and behavior.

BUS 340
Management Information Systems

***Units:** 3*
***Prerequisite:** none*

Introduces foundation concepts of information systems (IS) in business; technologies such as hardware, software, database, networks; business applications such as Internet, Intranet, Extranet, electronic business/ commerce; and the IS development life cycle.

BUS 341
Business Programming I

***Units:** 3*
***Prerequisite:** BUS 340*

Introduction to basic programming including language syntax, event-driven and object-oriented design process, data types, variables, control logic, subroutines, and functions.

BUS 342
Business Programming II

***Units:** 3*
***Prerequisite:** BUS 341*

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

BUS 351
International Business

***Units:** 3*
***Prerequisite:** none*

Introduces globalization and sociocultural, economic, political, and legal environments of international business. Examines risks, challenges, and opportunities in the global marketplace as well as different management approaches applied in a global setting.

BUS 405
Business Forecasts

***Units:** 3*
***Prerequisite:** BUS 303*

Introduces basic forecast models with an emphasis on the use of the computer to run such models and solve actual problems.

BUS 410
Advanced Accounting

***Units:** 3*
***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

***Units:** 3*
***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 & Budgeting

***Units:** 3*
***Prerequisite:** BUS 307*

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

***Units:** 3*
***Prerequisite:** BUS 307*

Explores accounting concepts, standards, and procedures as well as accounting information systems under different legal, cultural, social, political, and economic conditions. Emphasis on international and national accounting reporting practices.

BUS 415
Financial Management

***Units:** 3*
***Prerequisites:** BUS 303 & BUS 307*

Focuses on the fundamental tools and techniques applicable to business and institutional financial planning. Covers valuation of securities, risk-return relationships, capital budgeting, management of current assets, and liabilities.

BUS 416
Investment Management

***Units:** 3*
***Prerequisite:** BUS 415*

Focuses on problems of investment and portfolio management. Concepts of risk evaluation and investment criteria, analysis of interest rate movements, investment valuation and timing, and regulation and administrative problems of the industry are covered.

BUS 417
Federal Tax Law

***Units:** 3*
***Prerequisite:** BUS 307*

A survey of federal tax law including those relating to corporations and individuals. Estate, gift taxes, and taxation of the trusts will be covered. An introduction to federal tax research will be provided.

BUS 418
Nonprofit Accounting

***Units:** 3*
***Prerequisite:** BUS 307*

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

BUS 419
Financial Statement Analysis

***Units:** 3*
***Prerequisite:** BUS 210*

In-depth review of using financial statements to evaluate business performance, health, and sustainability. Introduces analytic tools used to evaluate financial performance against industry standards and competitors, as well as past financial performance.

BUS 420
Marketing Management

***Units:** 3*
***Prerequisite:** BUS 330*

Study of marketing strategies, programs, and plans on which sound marketing practices are based; special emphasis on analyzing marketing situations.

BUS 424
Blockchain Technology and its Applications

***Units:** 3*
***Prerequisite:** BUS 340*

Introduces the basic theory, concepts and tools of blockchain technology; discusses different types of blockchains- public, private, hybrid, and consortium, and focuses on its applications and especially its applications in finance industry.

BUS 425
Chinese Management Philosophy

***Units:** 3*
***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 & Insurance

***Units:** 3*
***Prerequisite:** BUS 308*

Insurance as an economic and business institution; survey of fire, casualty, and life insurance for potential consumers or professionals.

BUS 427
Human Resources Management

***Units:** 3*
***Prerequisite:** BUS 308*

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

BUS 428
Cybersecurity

***Units:** 3*
***Prerequisite:** BUS 340*

Introduces the interdisciplinary field of cybersecurity and discusses technologies, processes, and procedures of cybersecurity, and focuses on how to identify cybersecurity threats, vulnerabilities and risks and develop appropriate strategies to deal with potential cybersecurity problems.

BUS 430
Digital Marketing

***Units:** 3*
***Prerequisite:** BUS 330*

Explores use of digital media to grow a business with personal or corporate brand. Develops practical expertise & real-world applications to meet needs of employers & others using the internet to communicate. Designed for marketing & non-marketing majors.

BUS 431
Services Marketing

***Units:** 3*
***Prerequisite:** BUS 330*

Study of the unique characteristics of services and their implications for the development of effective marketing strategies and programs and plans for service businesses, including professional services, not-for- profit services, and international services.

BUS 432
Social Media Marketing

***Units:** 3*
***Prerequisite:** BUS 330*

Explores the use of social media as a marketing tool that grows business; develops advanced and practical expertise and real-world applications using the social media.

BUS 433
International Marketing

***Units:** 3*
***Prerequisites:** BUS 330 & BUS 351*

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

***Units:** 3*
***Prerequisites:** BUS 303 & BUS 330*

Explores systematic gathering and analysis of information to make private and public marketing decisions. Covers cost and value of information, research design, information collection, measuring instruments, data analysis, and marketing research applications.

BUS 435
Case Studies in Marketing

***Units:** 3*
***Prerequisite:** BUS 330*

Applied case study approach involving the decision-making processes behind strategic marketing management including decisions related to product, distribution, promotion and pricing strategies and the identification of target markets.

BUS 436
Advertising

***Units:** 3*
Prerequisite(s):): BUS 330

Examines methods, objectives, and types of media and strategies used to deliver brand and product messages to target customers. Explores the use of traditional and nontraditional methods, media planning, creative message strategy/execution, and the promotional mix.

BUS 439
Small Business & Entrepreneurial Marketing

***Units:** 3*
***Prerequisite:** BUS 330*

Explores practical and cost-effective strategies and methods to generate leads and new customer acquisition. Topics include strategic partnerships, local marketing, search engine optimization, social networking, crowdsource funding, and niche marketing.

BUS 440
Accounting Information Systems

***Units:** 3*
***Prerequisites:** BUS 307 & BUS 340*

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

BUS 442
Technical & Fundamental Analysis of Financial Securities

***Units:** 3*
***Prerequisite:** BUS 415*

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

BUS 443
Data Structure & Database Management

***Units:** 3*
***Prerequisite:** BUS 340*

In-depth view of features and concepts of relational database structures. Stresses data modeling concepts using entity relationship and semantic object techniques, normalization, relational database implementation, and concurrent database processing.

BUS 444
Systems Analysis, Design & Implementation

***Units:** 3*
***Prerequisite:** BUS 340*

Fundamental concepts and skills for analyzing/designing information systems. Introduces methodologies, documentation techniques, and communication processes. Utilizes systems analysis and design tools and project management techniques in project completion

BUS 445
Data Communications & Networking

***Units:** 3*
***Prerequisite:** BUS 340*

Introduces 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. Explores network integration with e-Commerce/e-Business.

BUS 446
Computer Security, Controls, & Ethics

***Units:** 3*
***Prerequisite:** 340*

Surveys methods to secure and protect hardware, software, data, and facility. Studies effectiveness and cost of controls for errors, disaster recovery, and intentional attacks. Assesses and mitigates risk implications from legal, social, and ethical perspective.

BUS 447
E-Commerce

***Units:** 3*
***Prerequisite:** BUS 340*

Introduces building Web commerce sites from planning through deployment. Study of front-end e-Commerce sites and e-Business infrastructure and fulfillment management. Explores identification and use of of the most familiar and best Web commerce opportunities.

BUS 448
Decision Support Systems

***Units:** 3*
***Prerequisite:** BUS 340*

Explores the use of information technology to support and improve managerial decision making, including decision support systems, group decision support systems, executive information and support systems, expert systems, and data warehouse/data mining.

BUS 449
Data Analytics

***Units:** 3*
***Prerequisite:** BUS 303*

Focuses on how to collect, clean, and interpret data to uncover insights and support decision-making. Major topics include data visualization, statistical inference, linear regression, and time series analysis.

BUS 450
Data Science

***Units:** 3*
***Prerequisite:** BUS 303*

Focuses on data mining and especially on extracting insights from huge data and uncovers its patterns for better decision-making. Includes data acquisition, processing, modeling, analysis, and communication by using machine learning and predictive modeling.

BUS 451
AI and its Applications

***Units:** 3*
***Prerequisite:** BUS 340*

Introduces the basic theory, concepts and tools of Artificial Intelligence (AI); focuses on applications of AI in business and discusses ethical issues in AI adoption and innovation.

BUS 452
Exporting & Importing

***Units:** 3*
***Prerequisite:** BUS 351*

Introduces basic rules, principles, and current practices/ procedures in import/export. Explores practical harmonization of custom services and regulations of different countries, intermediary services, and roles of related international organizations.

BUS 453
International Finance

***Units:** 3*
***Prerequisites:** BUS 351 & BUS 415*

Introduction to evaluating opportunities, costs, and risks of international operations. Explores financial, tax, economic, political, and legal issues as well as exchange rates, risk assessment, balance of payment, and financial alternatives and tradeoffs.

BUS 454
International Business Law

***Units:** 3*
***Prerequisites:** BUS 200 & BUS 351*

Examines laws governing international operations. Focuses on international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, and how to establish a corporation in civil law countries. Includes case studies.

BUS 455
Seminar: Doing Business in the United States

***Units:** 3*
***Prerequisite:** none*

Explores planning, starting, and sustaining a profitable business in the US. Examines practical issues, concepts, and key factors including access to capital, financial management. Focuses on the practical application of strategic planning in case studies.

BUS 456
Seminar: Doing Business in Asia

***Units:** 3*
***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 464
Financial Institutions & Markets

***Units:** 3*
***Prerequisite:** none*

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

BUS 470
Business Philosophy & Ethics

***Units:** 3*
***Prerequisite:** 75 units earned*

Examines ethical issues in modern organizations and their negative effect on society; reviews relevant philosophies from various religious perspectives including humanistic Buddhism to explore how they can be used to solve modern business ethical problems.

BUS 480
Capstone: Strategic Management

***Units:** 3*
***Prerequisites:** BUS320, 330, & 415; Taken in final term before graduation*

Provides an integrative perspective on strategy formation and management of an enterprise. Students apply multidisciplinary understanding of business planning and strategy by drawing on previous coursework in various functional areas of business.

BUS 496
Special Topics

***Units:** 3*
***Prerequisite:** Program advisor approval*

Covers emerging and special topics related to student selected concentrations.

BUS 499
Independent Study

***Units:** 3*
***Prerequisites:** Instructor & chair approval*

Student chooses an approved area of interest and works closely with a faculty member to gain and improve the understanding of the study subject.

Capstone, General Education

CAP 401
Capstone: Religion, Science & Society

Units: *3*
Prerequisites: *Completion of 42 units GE, including all GE Core Competencies.*

Integrates students' general education by examining interactions between religion, science, and society. Topics include religion and social conflict, science and cultural change, gender and religion, the science vs. religion debate.

Minimum Passing Grade: C

Chinese Language, Modern

CHN 101
Beginning Mandarin I

Units: *4*
Prerequisite: *none*

Introduces fundamental sound and writing systems and basic vocabulary and sentence structure, focusing on basic listening, speaking, reading, and writing skills. Covers basic terms and social contexts useful for professional development in UWest's fields of study.

CHN 102
Beginning Mandarin II

Units: *4*
Prerequisite: *CHN101*

Strengthens listening, speaking, reading, and writing skills, and reviews the basic sound features. Commonly used characters, vocabulary, and sentence patterns are introduced and expanded.

CHN 301
Intermediate Mandarin

Units: *3*
Prerequisite: *CHN102*

Develops intermediate speaking, listening, reading, and writing skills. Also explores aspects of Chinese everyday life, society, culture, and tradition. Especially useful to further students' professional development related to China and Chinese society.

College Success

CS 101
Information Literacy & Academic Study Skills

Units: *1*
Prerequisite: *none*

Provides whole-person introduction to information literacy and academic study skills through high-impact activities, training, tips, and tools.

CS 102
Whole Person Wellness for College

Units: *1*
Prerequisite: *none*

Provides social, emotional, and behavioral self-management informed by a whole-person, Humanistic Buddhist perspective through high-impact activities, training, tips, and tools.

CS 103
Introduction to Major & Career Development

Units: *1*
Prerequisite: *none*

Provides whole-person introduction to undergraduate majors and career development through high-impact activities, training, tips, and tools.

Contemplative Studies

CONT 110
Introduction to Mindfulness

Units: *3*
Prerequisite: *L&C 120*

Introduces theories and practices of mindfulness, such as mindfulness of breathing, slow walking meditation, and lying down body-scan meditation.

CONT 201
Introduction to Wellness

Units: *3*
Prerequisite: *L&C 120*

Introduces theories and practices related to personal wellness, such as qi gong practice, outdoor walking meditation, traditional Chinese and Ayurveda teachings on wellness, and Western neuroscience teachings on emotional intelligence.

CONT 301
Ethics in a Multicultural Context

Units: *3*
Prerequisite: *ENGL 101 w/C or higher*

Provides a space for students to learn about different ethical codes of conduct from different cultural and religious traditions, to practice those codes on a personal level, and to reflect on social issues and possible responses to these issues.

CONT 401
Mindfulness Facilitation

Units: *3*
Prerequisites: *CONT 201 & CONT 301*

Training to teach mindfulness to individuals and small groups, as well as to give lectures in the community on the principles and benefits of mindfulness.

English

ENGL 90A
Academic Writing

***Units:** 3*
***Prerequisite:** ESL Level 60 or placement test*

Prepares students for college-level composition. Focus includes writing from paragraph to essay, developing and organizing ideas, building unified and coherent compositions, and incorporating MLA citations and references.

Not degree applicable. Minimum passing grade: B-

ENGL 100A
College Writing

***Units:** 3*
***Prerequisite:** ENGL090A w/B- or higher or placement test*

Essay writing for academic purposes. Students apply the writing process to organize and develop thesis-driven essays. Students practice effective expository writing incorporating outside sources and learn to develop arguments through multiple drafts.

Degree applicable upon approval.

Minimum passing grade: B-

ENGL 100B
College Speech

***Units:** 3*
***Prerequisite:** ENGL090B w/B- or higher or placement test*

Speaking and listening requirements to prepare students for the American college classroom. Emphasizes public communication and presentation skills in a variety of academic settings.

Minimum passing grade: B-

ENGL 100C
English Skills for Business Majors

***Units:** 3*
***Prerequisite:** EPT*

Emphasizes interpersonal communication, presentations, and reading and writing skills specific to the American business environment.

Minimum passing grade: B-

ENGL 100D
College Reading

***Units:** 3*
***Prerequisite:** ENGL090D w/B- or higher or placement test*

Preparation for college-level reading. Focuses on developing critical and analytical reading skills for vocabulary development, comprehension, and information literacy.

Minimum passing grade: B-

ENGL 101
English Composition

***Units:** 3*
***Prerequisite:** ENGL100A w/B- or higher or placement test*

Training in effective written composition. Assignments include expository and argumentative essays and preparation of a documented short research paper

on themes that include issues of East/West cultural understanding.

Minimum passing grade: C

ENGL 102
Composition II: Critical Thinking

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Introduction to the elements and applications of critical thinking and writing. Emphasis on argumentative, persuasive, analytical, and evaluative writing, along with the assessment and uses of sources.

Minimum passing grade: C

ENGL 201
Methods of Literary Studies

***Units:** 3*
***Prerequisite:** none*

Introduces literary research and training and practice examining texts from various theoretical and critical approaches. Emphasizes close reading skills to develop effective strategies for critical thinking and writing about literature.

ENGL 315
Reading Poetry

***Units:** 3*
***Prerequisite:** none*

Study of critical issues (metrics, diction, figurative language, symbolism, irony and ambiguity, form and structure) and aesthetic issues, including evaluative criteria, followed by close critical analysis of a selection of representative poems.

ENGL 320
Reading Drama

***Units:** 3*
***Prerequisite:** none*

Examination of representative plays; readings may range from Greek to modern drama. Emphasis on critical approaches to dramatic text; study of issues such as plot construction, characterization, special uses of language in drama, and methods of evaluation.

ENGL 325
Reading Fiction

***Units:** 3*
***Prerequisite:** none*

Introduction to prose narrative, its techniques and forms. Analysis of short and long narratives and of critical issues such as plot, characterization, setting, narrative voice, and realistic and nonrealistic forms.

ENGL 326
Seminar: Women Writers

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Examination of literature by women and their tradition in English. Survey of literary works by women writers with emphasis on roles of women, portrayal of nature and society, and evolution of forms and techniques in writing by American women.

ENGL 340
Literary Theory & Criticism

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Survey of the history and development of literary criticism from Aristotle's Poetics to twentieth-century theories such as New Criticism, Structuralism, Deconstruction, Psychoanalysis, Feminism, and Post- colonialism.

ENGL 342
Seminar: Literary Landscape(s) of Los Angeles

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Examines the diverse literary heritage of LA by considering how the city is imagined through the optics of utopia and catastrophe. Special emphasis on LA as a representative space for critiquing/confronting America's urban ecology past, present, and future.

ENGL 345
Critical Reading, Writing, Analysis of Literary Forms

***Units:** 3*
***Prerequisite:** none*

Introduction to the theory and practice of literary analysis. Examination of the concept of literary tradition; consideration of research methods; application of critical theory to textual analysis and the writing of literary criticism.

ENGL 400E
Academic Skill Building for Graduate Students

***Units:** 3*
***Prerequisite:** EPT*

Preparation for graduate-level study in the US. Focuses on graduate-level reading, writing, research, information literacy, and citation skills.

Degree applicable upon approval. Minimum passing grade: B-

ENGL 411
Seminar: Sacred Literature in Translation

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Literary study of Eastern and Western canonical sacred texts with emphasis on literary devices and narrative structures in historical, political, psychological, philosophical, and theological themes.

May be repeated once for credit with chair's approval.

ENGL 412
Seminar: Folklore & Mythology – Oral Traditions to Popular Culture

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Examines major forms of folklore (e.g., myths, legends, epics, beliefs, rituals, festivals) and the theoretical approaches used in their study.

May be repeated once for credit with chair's approval.

ENGL 413
Seminar: Literature & Other Arts

***Units:** 3*
***Prerequisite:** w/C or higher*

Investigates relationship of literature and other arts, including music, painting, photography, other visual arts, sculpture, performing arts, and architecture. Topics may include literature written in English as well as literature in translation.

May be repeated once for credit with chair's approval.

ENGL 414
Seminar: Literature & Psychology

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Explores the intersection of literature and psychology with attention to how authors assimilate imaginative archetypal material that enriches their literary works.

May be repeated once for credit with chair's approval.

ENGL 425
Seminar: Survey of the Novel

***Units:** 3*
***Prerequisite:** none*

Emphasizing form, this course examines the development of the English novel from its beginnings to the present day.

ENGL 426
Depictions of Asia in English Literature

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Examines and analyzes the various depictions of Asia and Asians in British and US literature with an emphasis on Post-colonial and Feminist criticism.

ENGL 427
Buddhism in American Literature

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Examines the rich literary response to the transmission, assimilation, and indigenization of Buddhism in the US, from its 19th century introduction through the late- twentieth century. Explores Buddhist-influenced and consciously Buddhist authors.

ENGL 428
Introducing the Beat Generation

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Examines the continued literary and social significance of the major figures and texts of the Beat Generation movement. Also explores lesser-known artists, women writers, influence of jazz/visual arts, and how Buddhist thought informs the writings of the Beats.

ENGL 461
Romanticism & Revolution

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Explores the historical and philosophical ideas rooted in the French Revolution and in response to the Enlightenment and Industrial Revolution that contributed to the emergence of Romanticism and its influence on the development of new literary forms.

ENGL 462
Scientific Romance to Steampunk: Victorian Literature & Science

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Examines the interplay of society, literature, technology, and scientific discourse in the emerging genre of Science Fiction during the Victorian Age. Focuses on the development and formal features of the genre, and the rise of the modern Steampunk genre.

ENGL 470
Studies in Contemporary Literature

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Study of drama, fiction, nonfiction, prose, and poetry by selected British and American writers of the 20th and 21st centuries.

ENGL 472
Seminar: Literary Non-Fiction

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Examines "The Literature of Fact" through detailed reading and analysis across the literary nonfiction genre. Draws on critical theory to explore how authors use literary narrative techniques to construct "true" stories; probes what makes texts "literary."

ENGL 475
Shakespeare: Text, Film, & Stage

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Textual study of selected plays, television and cinematic productions, and recorded stage productions. Examines plays in reference to time period, criticism, and dramatic structure, while also exploring interpretation for modern audiences.

ENGL 487
Travel Writing & Empire: Studies in Postcolonial Theory & Literature

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Textual study of travel writing and its role in Victorian culture and British imperialism. Examines rhetorical and narrative techniques employed by representative travelogues and their role in constructing the exotic Other and the British national identity.

ENGL 495
Senior Project (Comprehensive Senior Capstone)

***Units:** 3*
***Prerequisite:** Senior standing*

Explores standards and best practices of literary scholarship. Students create a research project relevant to current and future scholarship. The project is expected to be at a level appropriate for graduate school admission or conference presentation.

Film History & Appreciation

FILM 101
Film Appreciation

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Survey of film focusing on formal aspects such as costume, performance, visual design, editing, sound, genre, and the production process. Discusses key films and directors and their place in the culture and evolution of the art of motion pictures.

FILM 301
Focused Studies in Film History

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Focuses on an aspect of film history and aesthetics (e.g. the silent era, animation, the western, comedy, science fiction).

Topical Course: Course may be repeated three times for additional credit.

History

HIST 110
World History: Origins - 1500

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Survey of Ancient, Classical, and Postclassical periods. Focuses on the rise of cities, organization of society, religious expression, political/social/gender structures in relation to development, and interaction between civilizations and cultures.

HIST 120
World History: 1500 - Present

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Survey of the rise of the modern world, stressing regional histories and global interactions. Themes include imperialism, intellectual and cultural shifts to modernity, total war, the birth of nations, women's rights and roles, and the eclipse of world communism.

HIST 200
Big History I

Units: *3*
Prerequisite: *None*

Survey of the history of the universe from the Big Bang to the development of agrarian civilization. Explores how major patterns and thresholds emerged and converged into the new forms of complexity.

HIST 205
Big History II

Units: *3*
Prerequisite: *none*

Surveys the history of the universe from the emergence of agriculture to today. Explores how major patterns and thresholds emerged and converged into the new forms of complexity.

HIST 210
History of the United States: Origins - 1865

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Survey of the social, political, and cultural history of the US from early human migration and the founding of the colonies to the end of the Civil War.

HIST 220
History of the United States: 1865 - Present

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Survey of the social, political, and cultural history of the US from the end of the Civil War to the present.

HIST 225
History of the United States: 1945 - Present

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Explores events that shaped the modern American dynamic from the Cold War era to the present, including civil rights and women's rights movements, the Vietnam War, the Korean conflict, republicanism, liberalism, nationalism, and environmentalism.

HIST 250
Asian History: Earliest Times - 1600

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Surveys the development of social structures, political systems, cultural values, and religions in China, Japan, India, and West and Southeast Asia; similarities and differences among these civilizations are compared and contrasted.

HIST 260
Asian History: 1600 - Present

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Survey of Asia from the beginning of the 17th century to the present. Also explores the impact of Western colonialism/imperialism on Asian society.

HIST 318
History of China: Republican - Present

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

China's history from the overthrow of imperial rule to present. Topics include interaction with the West, democracy and modernization, May 4th Movement, Nationalistic Revolution, Sino-Japanese Wars, rise of Communism, Cultural Revolution, and recent reform.

HIST 378
Cultural & Intellectual History of Modern Europe

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Overview of themes, trends, and methodologies involved in the study of Modern European history. Readings range from the French and Russian revolutions, the industrial revolution, and WWI to recent explorations of cultural, political, and economic history.

Interdisciplinary Studies

IDS 210
The Great War: Art, Film, & Literature

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Focuses on representations of the Great War in the arts. Students analyze primary texts to critically address how fine art, film, and literature represent and are impacted by the experience, memory, and legacy of the "the war to end all wars."

May be applied to GE category 2A: World/US History, 6A: Fine Arts, or 6C: Literature.

IDS 220
Immigration & American Society

***Units:** 3*
***Prerequisite:** ENGL 101 w/C or higher*

Examines immigration to the US and its pattern and trend from the colonial times to the present. Emphasizes the diverse cultures that settled in particular regions, reactions from host societies, and the issues relating to "Americanization."

May be applied to GE Category 5A: Anthropology, 5C: Sociology, or 5E: Political Science

IDS 310
Art & Anthropology

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Anthropological perspectives on art, aesthetics, and expressive culture. including cross-cultural scrutiny of the social function of art; the production, consumption, exhibition, and representation of non-western art; and the influence of global art movements.

May be applied to GE category 5A: Anthropology or 6A: Fine Arts

IDS 330
Environmental Leadership

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Preparation for informed, active engagement with personal and community challenges involving the natural world, Students evaluate key environmental issues at global, national, regional, state, and local levels and propose sustainable solutions.

May be applied to GE category 4B: Philosophy, 2A: World/ US History, or 5E: Political Science.

Japanese Language

JPN 101
Beginning Japanese I

Units: *4*
Prerequisite: *None*

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

JPN 102
Beginning Japanese II

Units: *4*
Prerequisite: *JPN101*

Continuation of Beginning Japanese I. Develops an intermediate level of conversational Japanese, grammar, reading, and writing, including reading and writing approximately 90 Kanji characters.

JPN 301
Intermediate Japanese

Units: *4*
Prerequisite: *JPN102*

Building on the skills of JPN 102, further develops intermediate-level skills of communication in Japanese: speaking, listening, reading, and writing. Also introduces various aspects of Japanese life, culture, and tradition.

JPN 302
Intermediate Japanese II

Units: *3*
Prerequisite: *JPN301*

Continuation of JPN 301. Develops a more advanced level of communication in Japanese, including use of honorifics and reading and writing longer sentences in Japanese. Further develops the understanding of Japanese culture and society.

Language

LANG 220
Structure of Modern English

Units: *3*
Prerequisite: *none*

Grammar and usage of contemporary English, with emphasis on morpho-syntactical description and analysis of Standard English.

LANG 301
Introduction to Linguistics

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Introduces the scientific study of human language, with a focus on English. Considers languages as structured systems of form and meaning, with attention also to the biological, psychological, cultural, and social aspects of language and language use.

LANG 340
Seminar: Language & Literature

Units: *3*
Prerequisite: *ENGL102 w/C or higher; LANG301 recommended*

Examines the literary uses of language. Topics include poetic language and meter, poetic language and syntax, literature and cognitive metaphor, and the representation of speech and thought through fictional narrative.

LANG 410
Sociolinguistics: Varieties of English

Units: *3*
Prerequisite: *LANG301*

Examines the place of language in society and how societal divisions by class, ethnicity, religion, and race are mirrored by linguistic differences. Also explores differences in language use by gender and the interaction between language and politics.

LANG 450
History of the English Language

Units: *3*
Prerequisites: *ENGL102 & LANG301; LANG220 recommended*

Explores the types of change which languages undergo as an aid to understanding modern English. Covers the nature and motivation of linguistic evolution. Guided linguistic analysis of literary examples from Old, Middle, and Modern English.

LANG 470
Multilingualism

Units: *3*
Prerequisite: *LANG301*

Examines questions such as how two or more languages exist in an individual mind and how bilinguals decide when to switch from one language to the other. Topics range from language contact phenomena to issues of language politics.

Life & Culture

L&C 120
Life & Culture 1: World Religion

Units: *3*
Prerequisite: *none*

Examines a good life from the perspective of world religions. Drawing from the concept of a fulfilling life through the lens of various world religions, students explore what constitutes a good life to them and how to live it.

L&C 121
Life & Culture 2: World Philosophy

Units: *3*
Prerequisite: *none*

Examines what constitutes a good life from the perspective of world philosophy. Drawing from the study of world philosophies, students develop a personal mission statement and life plan that they will update throughout their college education.

Literature

LIT 101
Introduction to Literature

Units: *3*
Prerequisite: *none*

An introduction to influential literary works written in the English language.

LIT 102
Introduction to Asian Literature

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Introduction to influential Asian writings in English translation.

LIT 301
Writing about Literature

Units: *3*
Prerequisite: *ENGL101 w/C or higher; LIT101 recommended*

Intensive practice in writing expository prose emphasizing a written response to literature. Aims to help the writer develop to a high degree, clarity of purpose, logical development of ideas, effective argument, and precision of linguistic expression.

LIT 302
Creative Writing

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Examines the role of author and reader in the process of interactive narrative, poetry, and drama. Explores Issues such as, theme, imagery, rhyme, meter, plot, etc. through reading, writing, and analysis of various works while cultivating a unique voice.

LIT 310
Survey of British Literature

***Units:** 3*
***Prerequisites:** ENGL101 w/C or higher & LIT101*

Survey of significant works and authors in British literature. Explores major writers, periods, literary movements, and genres in relationship to the socio-historical circumstances of their production.

LIT 311
Survey of American Literature

***Units:** 3*
***Prerequisites:** ENGL101 w/C or higher & LIT101*

Survey of works and authors that have shaped American literature. Explores major writers, periods, literary movements, and genres in relationship to the socio- historical circumstances of their production.

LIT 312
Survey of Asian American Literature to 1980

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Exploration of issues such as immigration, diaspora, generational conflict, cultural traditions, ethnic/gender formation, interethnic dynamics, and social movement in novels, poetry, autobiography, drama, graphic novels, short fiction, and essays.

LIT 401
Major Authors & Literary Movements in the US

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Students explore manifestos and representative works from significant literary movements ranging from Romanticism, Transcendentalism, Realism, Literature of the Absurd, Existentialism, Lost Generation, Beat Generation, and Harlem Renaissance, among others.

LIT 410
Topics in Asian American Literature & Criticism

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Explores key literary and critical issues of post-1980 literature, such as race and geography, aesthetics, cultural work, immigrant labor, kinship and sexuality, model minority, and Orientalism in multiple genres.

LIT 420
Studies in African American Literature

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Surveys a wide range of theoretical, historical, format, and thematic perspectives. Materials include oral and written forms of expression and storytelling, such as folktales, spirituals, blues, speeches, slave narratives, fiction, poetry, drama, and essays.

LIT 430
Topics in Chicana/o Literature

***Units:** 3*
***Prerequisite:** ENGL102 w/C or higher*

Explores topics relevant to SoCal, including Chicana/o visions of LA; immigration, migration, exile; Chicana/o journalism; labor and literature. Introduces oral and written expression such as poetry, corridos, folklore, testimonios, novels, graphic fiction.

LIT 490
Writing American Historical Memory & the Immigrant Experience

***Units:** 3*
***Prerequisite:** ENGL 102 w/C or higher*

Comparative study of the American immigrant experience designed to integrate the knowledge of literary history, criticism, and literary forms.

Mathematics

MATH 030
Developmental Math

Units: *3*
Prerequisite: *Math Placement Test*

Provides an understanding of, and competency in, basic mathematics, including operations in whole numbers, factions, mixed numbers, decimals, geometry, measurement, ratio, proportion, percent, statistics and emphasis on problem solving.

Pass/No Pass only

Credit not applicable to graduation.

MATH 102
Quantitative Reasoning I

Units: *3*
Prerequisite: *Math Placement Test or MATH 030 with C or higher*

Introduces fundamentals of algebra with emphasis on quantitative thinking. Reasoning quantitatively using tables and graphs, and application of linear functions, quadratic functions and linear systems to problems is emphasized.

MATH 107
Mathematics for Liberal Arts

Units: *3*
Prerequisite: *MATH 102 with C or higher*

Engages students in the mathematical languages of quantity with concepts from algebra, geometry, management science, probability and statistics and use of scientific software. Concepts in everyday mathematics and personal finances are explored.

Minimum passing grade: C

MATH 112
Quantitative Reasoning II

Units: *3*
Prerequisite: *MATH 102 with C or higher*

Strengthens and further develops students' quantitative reasoning skills and real-life applications. The concepts emphasized are algebraic expressions, equations, inequalities, exponential-logarithmic functions, systems, and synthetic division.

Minimum passing grade: C

MATH 212
Introductory Statistics

Units: *4*
Prerequisite: *MATH 112 with C or higher*

Develops statistical thinking through applications in a variety of disciplines. Graphing calculator and computer programs is integrated. Topics include descriptive and inferential statistics; collecting, classifying, tabulating, and graphing data.

Performing Arts

PA 210
Theater for One from Page to Stage

Units: *3*
Prerequisites: *ENGL101 w/C or higher; SPCH101 w/C or higher*

Students use narration, enactment, characterization, and dialogue to bring their unique stories to life in a written and performed solo piece. Examines the ways in which writing and performing can have a transformative, healing effect on self and audience.

Philosophy

PHIL 110
Introduction to Western Philosophy: Pre- Socratics–Present

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Introduction to a variety of major philosophical figures, including the ancient Greeks (Socrates, Plato, Aristotle), medieval Christians (Augustine and Thomas Aquinas), and modern thinkers (Hobbes, Spinoza, Kant, Hegel, Kierkegaard).

PHIL 120
Intro to Eastern Philosophy: India, China & Japan

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Survey of selected major philosophical systems in India (Vedanta, Samkhya-Yoga, Early Buddhism, and Madhyamika), China (Confucius, Mencius, Lao Zi, and Neo-Confucianism), and Japan (Saicho, Kukai, Honen, and Dogen).

PHIL 200
Philosophy as a Guide to Living

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Introduction to the philosophic tradition as a way of living. Draws from both East and West in an effort to reveal that both traditions place a premium on the ways in which ideas shape particular ways of life.

Students who have completed LC201 may not apply this course to graduation.

PHIL 310
Early Western Philosophy

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

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

PHIL 320
Early Chinese Philosophy

Units: *3*
Prerequisite: *ENGL101 w/C or higher*

Studies teachings of tradition-defining thinkers in ancient China, including Confucius, Mencius, Lao Zi, Zhuang Zi, Mo Zi, Han Feizi, and the Book of Changes. Also covers Neo-Confucianism, Neo-Daoism, Chinese Buddhism, and the Confucian synthesizer Zhu Xi.

Political Science

POL 101
Political Science

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Introduction to political thought from Plato and Confucius to the modern period.

POL 301
US Government

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Introduction to the US federal, state, and local political systems and to the political philosophies on which they are founded. Focuses on how the political system works on various levels and on theories and motives underlying political participation.

Physical Sciences

PSC 100
Introduction to the Physical Sciences

***Units:** 3*
***Prerequisite:** MATH102 w/C or higher; concurrent enrollment allowed*

Study of the earth and physical sciences, including physics, chemistry, earth sciences, and space sciences. Introduces concepts, techniques, and technology used in the study of humanity's physical environment.

Psychology

PSYCH 100
Introduction to Western Psychology

***Units:** 3*
***Prerequisite:** none*

Surveys theories and concepts of individual thought and behavior over the lifespan. Explores biological, cognitive, social, and developmental influences on behavior as well as the influence of Eastern thought on Western perspective. Introduces research method.

PSYCH 150
Introduction to Buddhist Psychology

***Units:** 3*
***Prerequisite:** none*

Introduces basic teachings, western science, and psychological insights from multiple Buddhist traditions. Students explore the human mind from both Buddhist and psychological perspectives, utilizing contemplative activities to enhance learning.

PSYCH 210
E/W Perspectives on Cognitive Psychology

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher; PSYCH150 Concurrent enrollment in PSYCH150 allowed.*

Introduces Buddhist and Western concepts and theories of cognitive psychology, with comparisons and contrasts between the two systems. Students are provided with opportunities for self-exploration particularly through these lenses.

PSYCH 220
E/W Perspectives on Affective Psychology

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher; PSYCH100 Concurrent enrollment in PSYCH100 allowed.*

Explores how emotions influence motivation, attitudes, personality, and other psychological constructs. Students practice self-reflection and observation, comparing and contrasting Eastern and Western views of emotion (i.e. distinct affective preferences).

PSYCH 300
Research Design & Data Analysis in Psychology

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; MATH212; PSYCH100*

Introduces the manner in which research studies are created through quasi-experimental and experimental designs, ways in which research data is analyzed, and the implications of data interpretation, while applying the key lenses of ethics and culture.

PSYCH 310
Physiological Psychology

***Units:** 3*
***Prerequisites:** ENGL102 & MATH212 w/C or higher; PSYCH 300. Concurrent enrollment in PSYCH300 allowed.*

Focuses on the biological basis of individual thought and behavior. Brain structure, hormones, biochemical, and genetic factors are explored. Special attention is paid to behavioral health interventions and the mind-body connection.

PSYCH 320
Psychology of Learning

***Units:** 3*
***Prerequisites:** ENGL102 & MATH212 w/C or higher; PSYCH210 & 300. Concurrent enrollment in PSYCH300 allowed.*

Introduces how learning affects behavior and explores the history of behaviorism and the principles and applications of behavior modification, including the contributions of Pavlov, Skinner, and others. Ethical issues and cultural implications are discussed.

PSYCH 330
Developmental Psychology

***Units:** 3*
***Prerequisites:** ENGL102 & MATH212 w/C or higher; PSYCH220 & 310*

Examines human development across the lifespan. Major theories of human development are covered from a multicultural perspective. Special attention is paid to issues related to aging and long-term care.

PSYCH 340
Psychology of Personality

***Units:** 3*
***Prerequisites:** ENGL102 & MATH212 w/C or higher; PSYCH220 & 300. Concurrent enrollment in PSYCH300 allowed.*

Surveys prominent and influential views of personality development, Cultural implications are addressed throughout.

PSYCH 350
Social Psychology

***Prerequisites:** ENGL102 & MATH212 w/C or higher; PSYCH 300. Concurrent enrollment in PSYCH300 allowed.*

Explores society's impact on individual thoughts, beliefs, values, and behaviors. Historical and influential theories and related research investigations are introduced and discussed. Investigates the influence of culture and current socio-political norms.

PSYCH 400
Sensation & Perception

***Units:** 3*
***Prerequisite:** PSYCH300*

Surveys the senses and explores physiology, neural anatomy, and the psychology of how sensory information is translated into the known world.

PSYCH 404
Intro to Child & Adolescent Theory & Intervention

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH300*

Surveys contemporary, multicultural, and contextual approaches, Hands-on experience through role play in art/ play therapy as well as mindfulness-based approaches. Covers legal and ethical considerations with special regard to cultural considerations.

PSYCH 410
Introduction to Western Psychotherapy

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH100*

Explores benefits and limitations of various historical, contemporary, and empirically supported approaches to psychotherapy. Also examines cross-cultural implications and problems with justice and care access for select multicultural groups.

PSYCH 415
Abnormal Psychology

***Units:** 3*
***Prerequisites:** ENGL102; MATH212; PSYCH 300*
Concurrent enrollment in PSYCH300 allowed.

Explores historical and current perspectives of abnormal behavior. Reviews major diagnostic categories/criteria, individual/social factors of maladaptive behavior, therapy, assessment, and research strategies as well as the impact of culture on abnormality.

PSYCH 418
Psychological Tests & Measurements

***Units:** 3*
***Prerequisite:** PSYCH300*

Covers various psychological assessment procedures. Test administration ethics and the importance of psychometrics and reliability, are covered and the cultural limitations of each are discussed throughout.

PSYCH 420
Cross-Cultural Psychology

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH100 & 150*

Explores the dynamic influence of cultural group identity. Discusses values, beliefs, and differential cultural expectations as well as multicultural and cross- cultural psychological theories and influential research investigations.

PSYCH 425
Psychology & Education

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH330*

Application of principles of cognitive development, learning, perception, memory, and language development; covers general instructional issues, multicultural perspectives, gifted children, early childhood, and underrepresented and special needs populations.

PSYCH 430
Industrial-Organizational Psychology

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH100 or BUS 308*

Examines practices of modern organizational and personnel psychology, including selection, placement, training, motivation, evaluation, workplace counseling, multicultural concerns, and the processes involved in developing and maintaining organizations.

PSYCH 440
Psychology of Religion

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH150*

Explores cross-cultural spiritual and religious experience through the framework of psychological methods, concepts, and theories. Students examine the integration of spirituality and psychology as seen in counseling practice.

PSYCH 450
Buddhist Psychology

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH150 & 210*

Examines Buddhist views of mental functions, motivation, emotion, personality, human development, social ethics, and psychotherapy according to Buddhist concepts and beliefs; relates these concepts to corresponding and contrasting Western views.

PSYCH 455
Buddhist & Scientific Approaches to Mind

***Prerequisites:** ENGL102 w/C or higher; PSYCH210 & 320*

Offers an exploration of Buddhist teachings regarding the mind and their comparisons with neuroscientific findings about the brain.

PSYCH 460
Buddhist Counseling

***Units:** 3*
***Prerequisites:** ENGL 102 w/C or higher; PSYCH 150*

Introduces Buddhist philosophies & their counseling implications. Explores various practice methods, such as meditation, chanting, self-reflection, & repentance and their applications in school, family, marriage, career, loss, and relationships.

PSYCH 465
Buddhist Practices & Mental Health

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH150, 300, & 415*

Examination of the ways in which Buddhist wisdom is being integrated into Western mental health care. Explores historical and contemporary theory, research, and practice methods such as meditation, compassion, and chanting.

PSYCH 470
Integrative Psychology of Living & Dying

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH150 & 300*

Explores issues related to psychological and spiritual thoughts of life and death, mechanisms for coping with dying and loss, and cultural differences in encounters with death from both Western and Buddhist psychological perspectives.

PSYCH 490
Advanced Topics in Psychology

***Units:** 3*
***Prerequisites:** ENGL102 w/C or higher; PSYCH 150 & 300*

Advanced study of a Buddhist and/or multicultural topic in psychology. Topics are announced each semester according to students' academic needs and interests.

May be repeated once for credit with chair's approval.

PSYCH 491
Directed Reading & Research

***Units:** 3*
***Prerequisite:** Chair's approval*

Allows the opportunity to study a topic relevant to the field that is not covered in established courses. Extensive hands-on research may be expected.

Completed under the supervision of a designated faculty member.

Pass/No Pass only

May apply a maximum of two DRRs to graduation with chair's approval.

PSYCH 495
Capstone: Eastern & Western Perspectives on Contemporary Issues in Psychology & Counseling

***Units:** 3*
***Prerequisite:** Program advisor approval*

Psychology capstone course. Contemporary issues from the perspectives of both Eastern and Western psychological views are explored. Special focus is placed on applications of counseling and psychotherapy techniques promoted by the two traditions.

Religious Studies

REL 201
Religions of the East

***Units:** 3*
***Prerequisite(s):):** ENGL101 w/C or higher*

Survey of the major religious traditions of India, China, and Japan, including major developments in these great traditions.

REL 202
Religions of the West

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

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

REL 300
Dimensions of Religion

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Introduces the dimensions and functions of religion with an emphasis on religious beliefs, experience, institutions, language, and rituals.

REL 301
Fundamentals of Buddhism

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Overview of Buddhist religious traditions, principal teachings, the position of the Buddha in the traditions, and communities comprised by the traditions. Also discussed are Buddhist art and literature, devotion, meditation, ethics, and the Sangha.

REL 322
Living Buddhism

***Units:** 3*
***Prerequisite:** ENGL101 w/C or higher*

Introduction to the philosophy and practice of Buddhism in a contemporary setting.

Service Learning

SRVLG 100
Service Learning

***Units:** 1*
***Prerequisite:** none*

Supervised service learning experiences in the local community. Examines social justice issues such as violence against women, hunger, homelessness, and environmental justice. Learning is both theoretical and experiential.

Pass/No Pass only

Sociology

SOC 100
Introduction to Sociology

***Units:** 3*
***Prerequisite:** ENGL 101 w/C or higher*

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

Speech Communication

SPCH 101
Oral Communication

***Units:** 3*
***Prerequisite:** ENGL100B w/B- or higher (if required)*

Training in clear and effective public speaking, including impromptu and extemporaneous styles. Students prepare and deliver engaging, audience-centered presentations. Emphasis on interpersonal communication as a building block to communicating publicly.

Minimum passing grade: C

Teaching English to Speakers of Other Languages

TESOL 400
Foundations of Teaching English to Speakers of Other Languages

***Units:** 3*
***Prerequisites:** LANG220 & LANG301*

Explores current TESOL perspectives for English language teachers. Course focuses on second language acquisition theories, describing learners and teachers, managing learners, and learning resources in the classroom and focusing on the language.

TESOL 420
Methods of Teaching Second Languages

***Units:** 3*
***Prerequisites:** LANG 220 & LANG301*

Examines current principles, methods, approaches and techniques relevant to teaching in an English language learning classroom. Emphasis is placed on applying such methodologies in curriculum design, classroom management, and language assessment.

TESOL 430
Language Testing

Units: *3*
Prerequisites: *TESOL400, & TESOL420*

Explores language assessment principles and theories. Course focuses on analyzing and designing language skills test instruments for practical application in English learner classroom with an emphasis on test construction validity, reliability, and fairness.

TESOL 450
Syllabus & Material Design

Units: *3*
Prerequisites: *TESOL400, & TESOL420*

Focuses on curriculum, lesson planning, techniques and material design. Special emphasis is placed on course and syllabus construction, planning goals and objectives, and creating English language instructional activities and materials for classroom teaching.

TESOL 460
Capstone: Practicum in TESOL

Units: *3*
Prerequisites: *TESOL400, & TESOL420*

Curriculum design for the English language learning classroom. Upon completion of the practicum, students undergo a comprehensive exam to complete the certificate program.

Wellness

WELL 100
Yoga for Body & Mind

Units: *1*
Prerequisite: *none*

Basic Hatha Yoga includes pranayama (breathing techniques) combined with asanas (physical postures), meditation, and relaxation. Appropriate for all levels, emphasizing proper alignment, modifications, and restorative elements, renewing the mind and body.

Pass/No Pass only

WELL 103
Expressive Arts & Movement

Units: *1*
Prerequisite: *none*

Introduction to basic principles of Expressive Arts, including visual art, movement, poetry, & theater. Emphasis is placed on process & self-expression, fostering empowerment & community through experiential learning & cultural inclusivity.

Pass/No Pass only

WELL 105
Kung Fu for Body & Mind

Units: *1*
Prerequisite: *none*

Covers basic self-defense situations, stressing both physical and mental aspects of the art. Includes history and philosophy of kung fu.

Pass/No Pass only

WELL 110
Tai Chi for Body & Mind

Units: *1*
Prerequisite: *none*

Students practice this “internal martial art” to improve cardiovascular endurance, tone and strengthen muscles, increase balance and flexibility, and relieve stress through meditative practice.

Pass/No Pass only

WELL 120
Strength Training & Fitness

Units: *1*
Prerequisite: *none*

Introduction to fitness and weight training. Students are encouraged to approach health and wellness with loving kindness and compassion to themselves and their bodies while working toward their stated fitness goals. Pass/No Pass only

WELL 130
Willpower

Units: *1*
Prerequisite: *none*

Cultivation of willpower to control choices, manage stress, and make positive life changes. Emphasizes an understanding of the latest scientific research while discarding damaging myths and beliefs. Students apply principles learned to a personal challenge.

Pass/No Pass only

WELL 151
African Drumming

Units: *1*
Prerequisite: *none*

Introduces traditional African rhythms from Nigeria, Mali, Haiti, and Egypt. Explores the sacred and healing functions of drumming in the African cultural context. Emphasizes the multiple benefits of drumming to the body and mind.

Pass/No Pass only

Work Experience

WEXP 499
Work Experience

Units: *1 to 3*
Prerequisite: *Chair's approval; F-1 students also require DSO approval*

For students working to gain skills and experience integral to their course of study. Performance evaluated by site supervisor and faculty of record.

This class may be taken twice. Units are not degree applicable.

Pass/No Pass only

Graduate Course Descriptions

Graduate courses are open to graduate students only. Exceptions require department chair and advisor approval.

Buddhist Chaplaincy

Enrollment in Buddhist Chaplaincy courses is restricted to students enrolled in the Buddhist Chaplaincy and Buddhist Ministry programs. Any exceptions must be approved in advance by the chair of this department.

MDIV 510
Communication Skills for Chaplaincy

***Units:** 3*
***Prerequisite:** Graduate standing*

Introduces fundamental relationship skills in the context of professional chaplaincy. Explores such topics as basic attendance, active listening, body language, nonviolent communication, teamwork, feedback, conflict resolution, and group process.

MDIV 515
Power, Privilege, & Difference

***Units:** 3*
***Prerequisite:** MDIV 655*

Expanding on MDIV510, explores how to effectively relate with groups and systems. Examines such topics as male privilege, racism, multicultural competency, mediation, diversity, responsibilities, roles and relationships, and communication patterns.

MDIV 525
Chaplaincy Roles and Competencies

***Units:** 3*
***Prerequisite:** Graduate standing*

Introduces current trends & issues in professional chaplaincy, personal & professional ethics, as well as values, standards, competencies, & responsibilities required in clinical settings. Explores fundamental Buddhist spiritual care skills such as basic attendance, active/reflective listening, nonverbal communication, self-awareness, and conflict resolution.

MDIV 530
Interfaith Rituals for Chaplaincy

***Units:** 3*
***Prerequisite:** MDIV 645*

Examines the ritual components and qualities of competencies required for professional care and counseling today. Students develop the awareness and tools to work within the multicultural and multi-religious environment of today's hospitals, prisons, etc.

MDIV 540
Sacred Abrahamic Texts in Spiritual Care & Counseling

***Units:** 3*
***Prerequisite:** MDIV 510*

Provides a macroscopic view of sacred Abrahamic texts and their content, as well as resources for further exploration in order to help the Buddhist practitioner develop some comfort working with these texts in the context of Buddhist chaplaincy.

MDIV 565
Buddhist Homiletics: Writing & Giving Dharma Talks

***Units:** 3*
***Prerequisite:** MDIV 655*

Introduces the art of writing and giving dharma talks. Students identify styles and methods to help them in their own homiletic work while exploring how to relate the professional imperatives of chaplaincy with the imperatives of a Buddhist faith.

MDIV 590
Service Practicum

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines various types of service, from community to international. Special attention is given to Buddhist concepts of service and social engagement and how these are similar to and different from those coming from the Abrahamic traditions and secular contexts.

MDIV 599
Directed Reading & Research

***Units:** 3*
***Prerequisite:** Graduate standing*

Open to Chaplaincy graduate students. Requires the consent of the supervising professor. A paper is required.

Pass/No Pass only. Advisor approval required.

Credit limits: 3 units DR&R in one semester; 6 units DR&R towards degree.

MDIV 601
Buddhist Ministry & the Prison Industrial Complex

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines the historic participation of Buddhists in ministry activities within the prison-industrial complex in the US, India, Great Britain, and other countries. Students gain a robust knowledge of providing care within specialized settings.

Students may take either MDIV 601 or 675.

MDIV 640
Seminar in Buddhist Ministry

***Units:** 3*
***Prerequisite:** MDIV 515*

Explores unique and particular issues in Buddhist chaplaincy. Attention is given to an overview of scriptures across Buddhist traditions that have informed ministry, spiritual care and counseling techniques, and the chaplain's personal spiritual practice.

MDIV 645
Spiritual Care & Counseling

***Units:** 3*
***Prerequisite:** MDIV 510*

Introduces theories and practices for clinical spiritual care and counseling work. Special attention is paid to literature in the field of healthcare chaplaincy about medical ethics, measuring effective care, and working in diverse settings.

MDIV 650
Pastoral Theology

***Units:** 3*
***Prerequisite:** MDIV 655*

Introduces the history, key texts, practice, and facets of pastoral theology. Students develop skills in Dharma reflection and methods of spiritual reflection necessary to make their own contributions to the field of Buddhist spiritual care. Students explore important Buddhist sutras and texts for the chaplainies in which they work.

MDIV 655
Spiritual Formation for Buddhist Chaplains

***Units:** 3*
***Prerequisite:** MDIV 645*

Examines the ways influential thinkers have understood stages of transformation in spiritual development. Students explore the ways in which significant works may deepen their own personal practice as well as their approach to chaplaincy.

MDIV 661
Organizational & Legal Issues in Ministry & Spiritual Care

***Units:** 3*
***Prerequisite:** Graduate standing*

Introduces institutional administration and organization a professional chaplaincy context. Considers best practices, roles and responsibilities, resources, nonprofit administration, legal issues, and management for spiritual leaders.

MDIV 670
Spiritual Leadership

Units: *3*
Prerequisite: *MDIV 515*

Introduces spiritual leadership and social ethics and considers values, responsibilities, functions, and resources for spiritual leaders. Students explore spiritual leadership in the Buddhist traditions and in the context of professional chaplaincy practice.

MDIV 675
Advanced Topics in Professional Chaplaincy

Units: *3*
Prerequisite: *MDIV 645*

Provides the opportunity to explore unique and particular issues in professional chaplaincy work. Special attention is paid to pastoral diagnosis, working with a care team, and current concerns in the various fields of chaplaincy

Group Process

MDIV GP 501
Group Process 1

Units: *1 unit each*
Prerequisite: *Graduate standing*

Explores "present moment" experiences, including roles, power dynamics, feelings, responses happening in the present moment. Discuss and apply concepts and skills; foster social support, cohort and community connections on campus.

MDIV GP 502
Group Process 2

Units: *1 unit each*
Prerequisite: *Graduate standing*

Practices fundamental relationship skills in cohort and campus community such as basic attendance, active & reflective listening, nonverbal communication, body language, nonviolent communication, teamwork, feedback, conflict resolution, group process and dynamics.

MDIV GP 503
Group Process 3

Units: *1 unit each*
Prerequisite: *Graduate standing*

Engage in intensive, contemplative, self-care retreat that is off campus to gain awareness of the chaplain's role, personal spiritual formation, interfaith understanding, self-reflection on privilege, power, and difference in one's self, cohort, and organization.

Interfaith Clinical Care

MDIV ICC 501A & MDIV ICC 501B
Interfaith Clinical Care

Units: *3/3*
Prerequisite: *MDIV 645*

Explores spiritual integration through Clinical Pastoral Education (CPE) at a Hospital in Southern California, or at an equivalent CPE placement site in another location; 1-unit of CPE is earned within 6-units of graduate education. Special attention is given to spiritual history, identity, values, world-view and orienting system.

MDIV ICC 503A & MDIV ICC 503B
Interfaith Clinical Care

Units: *3/3*
Prerequisites: *MDIVICC 501A/B*

Explores spiritual integration through Clinical Pastoral Education (CPE) at a Hospital in Southern California, or at an equivalent CPE placement site in another location; 1-unit of CPE is earned within 6-units of graduate education. Special attention is given to professional development, being a spiritual care provider thru clinical learning, teamwork, collaboration, consultation, feedback, referrals, ethical practices, research-based care.

Service Learning

Apply chaplain skills in real-world settings through service-learning projects, written reflections, reading, instructor check-ins, and class-based discussion/ reflection groups.

MDIV SL 501
Service Learning in Buddhist Chaplaincy I

Units: *1*
Prerequisite: *Graduate standing*

Application of chaplain skills in real-world settings.

SL1: Work with one's fears; practice chaplain communication skills.

MDIV SL 502
Service Learning in Buddhist Chaplaincy 2

Units: *1*
Prerequisite: *SL501*

Application of chaplain skills in real-world settings.

SL2: Bring spiritual practice to personal challenges; use spiritual care & counseling skills appropriately.

MDIV SL 503
Service Learning in Buddhist Chaplaincy 3

Units: *1*
Prerequisite: *SL502*

Application of chaplain skills in real-world settings. SL3: Personal spiritual formation and interfaith understanding.

MDIV SL 504
Service Learning in Buddhist Chaplaincy 4

Units: *1 unit each*
Prerequisite: *Graduate standing*

Application of chaplain skills in real-world settings. SL4: Work with one's fears; practice chaplain communication skills.

MDIV SL 505
Service Learning in Buddhist Chaplaincy 5

Units: *1 unit each*
Prerequisite: *Graduate standing*

Application of chaplain skills in real-world settings. SL5: Bring spiritual practice to personal challenges; use spiritual care & counseling skills appropriately.

MDIV SL 506
Service Learning in Buddhist Chaplaincy 6

Units: *1 unit each*
Prerequisite: *Graduate standing*

Engage in intensive, contemplative, self-care retreat off campus to gain awareness of spiritual leadership and social engagement on preparation to enter the workforce.

Buddhist Ministry

BMIN 600
Seminar: Buddhist Issues & Frameworks

Units: *3*
Prerequisite: *MDIV650*

Introduces applied Buddhist perspective on contemporary ministerial issues. Prepares students to develop the purpose and framework for their applied doctoral project contextualized through a critique of scholarly, religious, and ministerial sources.

BMIN 607
Research Methods I

Units: *3*
Prerequisite: *Graduate standing*

Develops essential skills for engaging in community-based, applied doctoral project work including qualitative and quantitative research methods, research ethics, and project design considerations.

BMIN 608
Research Methods II

Units: *3*
Prerequisite: *BMIN607*

Continues development of essential skills for engaging in community-based, applied doctoral project work, including research ethics, designing and completing a community needs assessment, analyzing results, and developing plan for conducting project.

BMIN 610
Ethics in Buddhist Ministry

Units: *3*
Prerequisite: *MDIV670*

Advanced examination of the relationship between professional and personal ethics in the area of ministry.

BMIN 620
Engaged Compassion

Units: *3*
Prerequisite: *MDIV655*

Examines the aspects of spiritual maturity as defined by developed meditation and ritual life, understanding of edge states, perspective taking, and spiritual bypass as seen in traditional and contemporary texts.

BMIN 698A
Dissertation Proposal Seminar

***Units:** 3*
***Prerequisite:** Chair's approval*

Focuses on development of the dissertation proposal.

Topics include: selection of a topic, development of an original argument, situating the topic in relation to existing scholarship, and Buddhist-inspired strategies for writing and completing project.

Applicable to research requirement.
Pass/No Pass only

BMIN 698B
Dissertation Writing Seminar

***Units:** 3*
***Prerequisite:** Candidacy status*

Reviews and develops strategies for dissertation writing. Topics to be discussed include Buddhist-inspired strategies for writing and completing the dissertation. Students are expected to complete a solid draft of one chapter of their dissertation.

Applicable to research requirement. May be repeated for credit with chair's approval. Pass/No Pass only

BMIN 705
Qualifying Examination Preparation

***Units:** 3*
***Prerequisite:** Chair's approval*

Individual study for qualifying examination preparation.

Not degree applicable. This course may be repeated once with chair's approval. Pass/No Pass only

BMIN 710
Dissertation Research

***Units:** 3*
***Prerequisite:** Candidacy status*

Research for the dissertation. Upon advancement to candidacy and after the completion of coursework, students maintain continuous enrollment by registering for this course each semester until successful completion of the 12-unit research requirement.

Pass/No Pass only

BMIN 715
Continuous Enrollment Research

***Units:** 1 to 4.5*
***Prerequisite:** Candidacy status*

Required for doctoral candidates who have completed all course and research requirements but must remain in continuous enrollment each semester until completion of exam, dissertation, etc.

Units are not applicable to graduation.
Pass/No Pass only

Business Administration

MBA 501
Business Law

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines laws and regulations affecting business environment and managerial decisions, including the legal system and methods of dispute resolution. Incorporates ethical considerations and international perspectives.

Pass/No Pass only

MBA 502
Business Programming

***Units:** 3*
***Prerequisite:** Graduate standing*

Development of current and relevant business programming skills and their application to improving organizational efficiency.

MBA 504
Management

***Units:** 3*
***Prerequisite:** Graduate standing*

Reviews different theories of management; focuses on managerial functions, including planning, organizing, controlling, and leading. Emphasizes how to apply management theory/methods to solve problems of organizations.

Minimum passing grade: C

MBA 507
Managerial Economics

***Units:** 3*
***Prerequisites:** BUS201, BUS202, or MBA503; BUS 303*

Develops micro-economic concepts and employs them to examine decision making under uncertainty. Topics include optimal choices, quantitative analysis and estimation of demand, production and cost functions, and market structures and firms' pricing strategies.

Minimum passing grade: C

MBA 508
Qualitative Research Methodologies

***Units:** 3*
***Prerequisite:** Graduate standing*

Advanced study of research methodologies used in the social and behavioral sciences and the application of those methodologies to education, business, management, religion, and other fields of study.

MBA 509
Business Forecasts

***Units:** 3*
***Prerequisite:** MBA505 w/C or higher*

Principles and applications of forecasting in an accessible way; methods and processes in business forecasting, including time series, univariate, multivariate, and qualitative methods.

MBA 510
Predictive Analytics

***Units:** 3*
***Prerequisite:** BUS 303*

Develops technical knowledge and problem-solving skills needed to understand large and complex datasets. Students apply predictive analytic techniques, including modeling, data visualization, and effective business communication of analytical insights.

MBA 511
Nonprofit Accounting

***Units:** 3*
***Prerequisite:** MBA513 w/C or higher*

Examines core principles and practices of nonprofit accounting. Reviews accounting requirements and practices of nonprofit organizations such as educational institutions, hospitals, health and welfare organizations, religious groups, and public institutions.

MBA 513
Managerial Accounting

***Units:** 3*
***Prerequisite:** BUS210*

Use and interpretation of financial statements; evaluation of accounting information systems; accounting for and analysis of costs; managerial use of accounting data for planning and decision making.

Minimum passing grade: C

MBA 514
Advanced Managerial Accounting

***Units:** 3*
***Prerequisite:** MBA513 w/C or higher*

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

***Units:** 3*
***Prerequisite:** BUS303*

Advanced study of the financial management function of the corporation with special attention to cash flows and value, capital structure, cost of capital, capital budgeting, project evaluations, and issues in mergers, acquisitions and restructuring.

Minimum passing grade: C

MBA 516
International Finance

***Units:** 3*
***Prerequisite:** MBA515 w/C or higher*

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

MBA 517
Investment & Portfolio Management

***Units:** 3*
***Prerequisite:** MBA515 w/C or higher*

Advanced study of modern portfolio and investment management theories with emphasis on how to evaluate and diversify different types of risk, illustrated by case studies.

MBA 518
Cost Analysis & Budgeting

***Units:** 3*
***Prerequisite:** MBA513 w/C or higher*

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

***Units:** 3*
***Prerequisite:** BUS303*

Application of scientific methods, techniques, and tools to provide optimum solutions to problems involving the operation of systems; focuses on analysis and solution of managerial decision-making problems.

MBA 520
Organization & Management

***Units:** 3*
***Prerequisite:** Graduate standing*

Study of techniques and human behavior involved in managing an organization toward efficiency and effectiveness. Focus on job and organization design, motivation, problem solving, and diversity and change management.

Minimum passing grade: C

MBA 521
Business Analytics

***Units:** 3*
***Prerequisite:** BUS303*

Application of scientific methods, techniques, and tools to provide solutions for the operation of systems, especially managerial decision-making problems. Major topics include decision analysis, statistical inference, regression, and linear programming.

MBA 522
Comparative Management

***Units:** 3*
***Prerequisite:** MBA504 or MBA520 w/C or higher*

Studies behavior 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 523
Advanced Analytics

***Units:** 3*
***Prerequisite:** MBA521*

Application of techniques of quantitative analysis to business functions such as finance, marketing, operations, and human management cases. Topics include simulation models and advanced regression techniques.

MBA 524
Data Science

***Units:** 3*
***Prerequisites:** MBA502 & MBA521*

Concepts and skills of data-mining tools, such as penalty-based variables, regression and classification trees, clustering, and analysis of data. Surveys data-mining tools in real-world situations, software for analysis, high-dimensional data sets.

MBA 525
Chinese Management Philosophy

***Units:** 3*
***Prerequisite:** Graduate standing*

Advanced study of Chinese management philosophies and practices, especially in areas of decision making, leadership and human resources management with an emphasis on how these apply to modern organizations. Illustrated by practical cases.

MBA 526
Risk Management & Insurance

***Units:** 3*
***Prerequisite:** BUS303*

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

***Units:** 3*
***Prerequisite:** MBA504 or MBA520 w/C or higher*

Advanced study of the basic elements of human resources management, such as compensation, motivation, performance appraisal, staffing, grievance handling and discipline, policy setting, and planning in today's labor market.

MBA 528
Seminar: Organizational Change

***Units:** 3*
***Prerequisite:** MBA504 or MBA520 w/C or higher*

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: Leadership

***Units:** 3*
***Prerequisite:** MBA504 or MBA520 w/C or higher*

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

***Units:** 3*
***Prerequisite:** Graduate standing*

Studies the processes involved in the creation, distribution, and sale of products and services. Explores the tasks and decisions facing marketing managers, market and competitive analysis, consumer behavior, and design and implementation of marketing strategies.

Minimum passing grade: C

MBA 533
International Marketing

***Units:** 3*
***Prerequisite:** MBA530 w/C or higher*

Focuses on further development of concepts learned in marketing and their application to an international setting. Concentrates on strategic decisions pertaining to the marketing mix as they apply to specific regions, nations, and cultures.

MBA 534
Consumer Behavior

***Units:** 3*
***Prerequisite:** MBA530 w/C or higher*

Explores through examples of consumer buying how consumer behavior concepts are used by marketing practitioners to develop and implement marketing strategies. Discusses public policy issues and future consumer behavior research priorities.

MBA 536
Small Business & Entrepreneurial Marketing

***Units:** 3*
***Prerequisite:** MBA530 w/C or higher*

Surveys practical and cost-effective strategies and methods to generate leads and new customer acquisition. Topics include strategic partnerships, local marketing, search engine optimization, social networking, crowdsource funding, and niche marketing.

MBA 540
Management Information Systems

***Units:** 3*
***Prerequisite:** Graduate standing*

Managerial discussion of types of systems that support individual, work-group, and corporate goals and reviews hardware/software, the design, implementation, and management of information systems, and how to compete in the internet-based business environment.

Minimum passing grade: C

MBA 542
Project Management

***Units:** 3*
***Prerequisite:** Graduate standing*

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

MBA 543
Real Estate Finance & Investments

***Units:** 3*
***Prerequisite:** MBA515*

Discusses the risks and rewards associated with investment and financing of residential and commercial real estate, including investing, development financing, appraising, consulting, and managing of portfolios, leasing, and corporate real estate.

MBA 545
Advanced Financial Statements Analysis & Valuation

***Units:** 3*
***Prerequisite:** MBA513*

Provides tools to analyze & exploit information in corporate financial statements; emphasizes use of financial accounting information in equity valuation & issues that managers face as they design & implement financial reporting strategies.

MBA 547
Tech. & Fundamental Analysis of Financial Securities

***Units:** 3*
***Prerequisite:** MBA515 w/C or higher*

Advanced technical analysis of securities using graphs and equations; advanced fundamental analysis of securities based on corporate accounting data and business prospects.

MBA 548
Financial Security Trade & Analysis

***Units:** 3*
***Prerequisite:** MBA515 w/C or higher*

Applied investment analysis using modern computer/ data facilities to conduct fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation/ strategies. Students in this class manage UWest's special endowment.

MBA 550
International Business

***Units:** 3*
***Prerequisite:** Graduate standing*

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

MBA 551
Importing & Exporting

***Units:** 3*
***Prerequisite:** MBA550*

Explores challenges and opportunities of imports/exports. Topics include intermediaries, cross-border relationships, the role of governments and international organizations, and regulatory and other trade barriers. Also addresses controversial trading issues.

MBA 552
International Business Law

***Units:** 3*
***Prerequisite:** BUS200*

Studies US business law. Examines international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, establishing a corporation in civil law countries, antitrust laws, and international business transactions.

MBA 556
Global Economy

***Units:** 3*
***Prerequisite:** BUS201 or BUS202*

Surveys international trade theory, commercial trade policy, international finance, and open-economy macroeconomics. Discusses international flow of goods, services, assets, and payments and regulating policies. Evaluates government policies and current trends.

MBA 557
Social Entrepreneurship

***Units:** 3*
***Prerequisite:** Graduate standing*

Focuses on how a business can produce positive social change, including skills, beliefs, and character traits of the social entrepreneur and how to become a great founder. Covers team building and getting started: ownership, message, business model, and funding.

MBA 558
Seminar: Doing Business in Asia

***Units:** 3*
***Prerequisite:** Graduate standing*

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

MBA 559
Seminar: Doing Business in the US

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines the US business environment including practices and culture of corporate America, business law, labor organizations, and markets. Discusses how to plan, start, and operate a US business including capital, financial and strategic management, and more.

MBA 560
Managing Nonprofit Organizations

***Units:** 3*
***Prerequisite:** Graduate standing*

Compares and contrasts for-profit and nonprofit organizations, major strategic management issues specially associated with nonprofits, and exposes students to the various management styles commonly found in the nonprofit sector.

MBA 561
Comparative Studies of Nonprofit Organization

***Units:** 3*
***Prerequisite:** Graduate standing*

Compares the development of nonprofit organizations in different countries. Examines similarities and differences with respect to target markets, membership profiles, government regulations, and management of nonprofit organizations.

MBA 562
Financial Development in Nonprofit Organizations

***Units:** 3*
***Prerequisite:** Graduate standing*

Discusses the trend of corporate responsibility toward society and the role of corporate philanthropy in social well-being. Practical exploration of techniques used to increase NPO resources and the principles, values, and ethics of these techniques.

MBA 563
Management of Memberships & Volunteers

***Units:** 3*
***Prerequisite:** Graduate standing*

Discusses management of memberships and volunteers in nonprofit organizations. Examines the importance of membership and voluntary contributions of time and resources, effective motivation and management of volunteers, and promotion of organizational objectives

MBA 564
Advanced Auditing

***Units:** 3*
***Prerequisite:** MBA513 w/C or higher*

Theory and practice of auditing as applied to control functions of an organization. Includes statements of auditing standards, ethical/legal responsibilities, statistical sampling, computer-assisted auditing techniques, and regulatory agency requirements.

MBA 565
Advanced Accounting Theory

***Units:** 3*
***Prerequisite:** MBA513 w/C or higher*

Advanced topics in accounting, including business combinations, multinational operations and foreign currency transactions, liquidations, and reorganizations. Also covers partnership formation, income distribution, and liquidation.

MBA 566
Financial Reporting & Disclosure

***Units:** 3*
***Prerequisite:** MBA513 w/C or higher*

An in-depth study of financial accounting, reporting, and disclosure. Examines professional accounting and reporting standards.

MBA 567
Special Topic on Federal Taxation

***Units:** 3*
***Prerequisite:** BUS210*

A study of the federal tax law applicable to C and S corporations, partnerships, estates, and trusts. Addresses income tax law, major issues relating to the transfer of property through gifts and estate, and methods and procedures of tax research.

MBA 568
Special Topic on International Accounting

***Units:** 3*
***Prerequisite:** BUS210*

Examines issues in international accounting: difficulty of preparing universally accepted accounting principles; social, economic, political influences on comparative accounting theory/practice; and financial reporting/ control of multinational businesses.

MBA 569
Controllership

***Units:** 3*
***Prerequisite:** MBA513 w/C or higher*

In-depth study of concepts and procedures related to the controller's function. Considers management reporting systems, planning and controlling, resource allocation, general ledger-based system, departmental expense control, and investment planning.

MBA 571
Systems Design, Analysis, & Implementation

***Units:** 3*
***Prerequisite:** MBA540 w/C or higher*

Reviews strategies and techniques for structured analysis and design in developing information systems. Explores general systems theory and lifecycle of information system development. Applies tools/ techniques to describe process and data flows and structures.

MBA 572
Data Structure & Database Management

***Units:** 3*
***Prerequisite:** MBA540 w/C or higher*

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

***Units:** 3*
***Prerequisite:** MBA540 w/C or higher*

Explores decision-making processes, model-based development, and knowledge management. Examines design, implementation, and evaluation of decision support systems. Introduces how to encapsulate, expand, and transfer knowledge by means of an intelligent machine.

MBA 574
Cyber Security

***Units:** 3*
***Prerequisite:** MBA540 w/C or higher*

Introduces cybersecurity, including its evolution, current theory, and global interaction with political and economic society. Explores technology, process, and procedure such as threat analysis, vulnerabilities, risks, and mitigation strategies.

MBA 575
Data Communications & Networking

***Units:** 3*
***Prerequisite:** MBA540 w/C or higher*

Advanced study of technology and management of telecommunications and networks, the internet, intranet, extranet, and World Wide Web. Comprehensive examination of the integration of organizational systems with rapidly evolving on-line services industry.

MBA 578
Computer Security, Controls & Ethics

***Units:** 3*
***Prerequisite:** Graduate standing*

Surveys technological and organizational techniques to secure computer hardware, software, and data. Studies controls for errors, natural disasters, and intentional attacks, focusing on effectiveness and cost. Reviews legal, social, and ethical environment.

MBA 580
Capstone: Strategic Management

***Units:** 3*
***Prerequisites:** MBA504 or 520; MBA513, MBA515, & MBA530*

Provide an integrative perspective on strategy formation and management of an enterprise. Develops a multidisciplinary understanding of business planning and strategy by drawing on previous coursework and various functional areas of business.

Minimum passing grade: C

MBA 581
E-Business

***Units:** 3*
***Prerequisite:** Graduate standing*

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 583
Financial Institutions & Markets

***Units:** 3*
***Prerequisite:** Graduate standing*

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

***Units:** 3*
***Prerequisite:** MBA515 w/C or higher*

Develops mathematical and managerial tools necessary for analysis, pricing, and design of financial derivatives. Includes stochastic processes, Black-Merton-Scholes option pricing model, forward, futures, options, swaps, exotic options, and special topics.

MBA 587
Seminar: Business Negotiations

***Units:** 3*
***Prerequisite:** Graduate standing*

Explores negotiation theory and practice with an emphasis on business aspects and cultural factors that affect process and result. Discusses participants, strategy, and styles commonly found in negotiation sessions, as well as cross-cultural business negotiations.

MBA 588
Business Philosophy & Ethics

***Units:** 3*
***Prerequisite:** Graduate standing*

Reviews relevant philosophies, discusses ethics from different religious perspectives, particularly humanistic Buddhism, and emphasizes how such philosophy and ethics can be effectively used in modern organizations and management.

Minimum passing grade: C

MBA 589
Seminar: Entrepreneurship

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines the nature of entrepreneurship, the factors underlying success and failure in start-up and early growth phases. Hands-on practice developing a business plan and exploring the issues, constraints, and challenges facing entrepreneurial activity.

MBA 590
Internship

***Units:** 1*
***Prerequisites:** Completion of core courses & chair's approval*

Provides students with meaningful hands-on experience working in organizations relevant to their area of study. Completion requires written evaluation and verification from employer and internship reflection paper.

Pass/No Pass only

MBA 596
Special Topics

***Units:** 3*
***Prerequisite:** Chair's approval*

Covers emerging issues and special topics related to student-selected concentrations.

MBA 599
Independent Study

***Units:** 3*
***Prerequisites:** Instructor & chair approval*

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

Classical Chinese Language

CCHN 500A
First Year Classical Chinese I

Units: *3*
Prerequisite: *familiarity with a language that uses Sinitic script*

For students with no prior training in modern or classical Chinese but who are familiar with a sinitic language (e.g. Japanese). Covers Pinyin pronunciation, Romanization, and orthography; composition and orthography; dictionary usage; basic syntax and grammar.

CCHN 500B
First Year Classical Chinese II

Units: *3*
Prerequisite: *CCHN500A*

Phonology, morphology, and syntax of Classical Chinese with emphasis on reading selected texts. Students focus on improving linguistic and research skills introduced in CCHN500 and engage directly in reading Classical Chinese texts.

CCHN 501A
Second Year Classical Chinese I

Units: *3*
Prerequisite: *CCHN500B*

Advanced-level study in Classical Chinese grammar and syntax involving translation from Classical Chinese.

CCHN 501B
Second Year Classical Chinese II

Units: *3*
Prerequisite: *CCHN501A*

Continuation of upper-level Classical Chinese. Selected readings from various sources. At the end of the course, students are able to read and translate a sutra.

Contemplative Practice

CONT 510
Topics in Comparative Contemplative Practice

Units: *3*
Prerequisite: *Graduate standing*

Seminar in special area of interest in the comparative study of contemplative practice. Topic to be announced each semester. Chaplaincy students may take course three times for credit. Students in other programs may take the class once for credit.

CONT 520
Topics in Contemplative Practice

Units: *3*
Prerequisite: *Graduate standing*

Special area of interest seminar in the study of Buddhist contemplative practice. Topic to be announced each semester.

CONT 540
Contemplation: Pali Canon

Units: *3*
Prerequisite: *Graduate standing*

Investigates Buddhist contemplative methods, views, and practices as they are articulated within the Pali canon.

CONT 550
Contemplation: Chinese Canon

Units: *3*
Prerequisite: *Graduate standing*

Investigates Buddhist contemplative methods, views, and practices as they are articulated within the Chinese canon.

CONT 560
Contemplation: Tibetan Canon

Units: *3*
Prerequisite: *Graduate standing*

Investigates Buddhist contemplative methods, views, and practices as they are articulated within the Tibetan canon.

CONT 599
Directed Reading & Research

Units: *3*
Prerequisite: *Graduate standing*

Open to Religious Studies and Buddhist Chaplaincy graduate students. Requires the consent of the supervising professor. A paper is required.

Pass/No Pass only. Advisor approval required.

Credit Limit: 3 units DR&R in one semester; 6 units DR&R towards degree.

Eastern Philosophy and Management

EPM 500
Comprehensive Reviews of Eastern Philosophy

Units: *3*
Prerequisite: *Graduate standing*

Comprehensive reviews of the religious traditions, principal teachings, and communities of East Asia, and discussions on the topics of devotion, meditation, and ethics embedded in Eastern Asian culture.

Medium of Instruction: Mandarin

EPM 501
Comprehensive Study of Business & Management

Units: *3*
Prerequisite: *Graduate standing*

This course prepares students for taking advanced business/mgt courses within the program and provides comprehensive reviews of business and management topics, including knowledge and skills in accounting, finance, economics, marketing, management and human resources management.

Medium of Instruction: Mandarin

EPM 601
Proseminar on the Study of traditional East Asian Religions

***Units:** 3*
***Prerequisite:** Graduate standing*

Introduces systematic approaches scholars use to understand the religious world in East Asia, including historical development of major faith traditions.

Medium of Instruction: Mandarin

EPM 602
Research Methods-Qualitative Analysis

***Units:** 3*
***Prerequisite:** Graduate standing*

Focuses on qualitative analysis of data; reviews main methods of qualitative data analysis, including content, narrative, discourse, thematic, and grounded theory analysis; discusses how to design and complete effective surveys to collect the data; and explores how to conduct in-depth case study and analysis.

Medium of Instruction: Mandarin

EPM 603
Research Methods-Quantitative Analysis

***Units:** 3*
***Prerequisite:** Graduate standing*

Discusses data classifications and how to analyze different types of quantitative data; explores how to use advanced quantitative models and methods to solve real world problems and discusses its policy implications.

Medium of Instruction: Mandarin

EPM 710A, EPM 710B, EPM 710C
Research Training

***Units:** 3*
***Prerequisite:** Graduate standing*

Candidacy Status for the comprehensive research project. Upon advancement to candidacy and after completion of all coursework, students maintain continuous enrollment by registering for this course until successful completion of the 9-unit research requirement.

Pass/No Pass only

Medium of Instruction: Mandarin

EPM 720
Research Project Seminar

***Units:** 1-3*
***Prerequisite:** Graduate standing*

Candidacy Status for doctoral students who have successfully completed all courses and research training requirements but must remain in continuous enrollment each semester until completion and submission of their project. Not applicable to graduation.

Pass/No Pass only

Medium of Instruction: Mandarin

Interdisciplinary Studies

IDS 585
Contemplative Practice & Mindful Leadership

***Units:** 3*
***Prerequisite:** Graduate standing*

Interdisciplinary course focused on the breadth and depth of contemplative practice, its ethical context in Buddhist and other traditions, and its application to business management and leadership development.

Medium of Instruction: Mandarin

Management

MGT 601
Global Leadership and Organization Changes

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines effective leadership approaches and compares crucial features of successful global leadership; explores theories and practices of organizational changes and discusses trends of modern organizational changes.

Medium of Instruction: Mandarin

MGT 602
Global Economics & Trade

***Units:** 3*
***Prerequisite:** Graduate standing*

Explores major economic and international trade theories; explores trends of globalization and its development; and discusses int'l finance and the effects of governments' economic policies.

Medium of Instruction: Mandarin

MGT 603
Entrepreneurship and Innovation

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines major features of successful startups and explores important issues facing modern entrepreneurs and how to deal with them; and discusses how to be more innovative and competitive.

Medium of Instruction: Mandarin

MGT 604
Social Entrepreneurship

***Units:** 3*
***Prerequisite:** Graduate standing*

Discusses how business can be more socially, environmentally and ethically responsible; examines common features of successful social entrepreneurial firms; and explores how to start a social entrepreneurial organization, how to better govern and make it more sustainable.

Medium of Instruction: Mandarin

MGT 605
Humanistic Buddhism and Management

***Units:** 3*
***Prerequisite:** Graduate standing*

Reviews development of humanistic Buddhism and the great contributions of Grand Master Hsing Yuan; explores important elements of Humanistic Buddhism and how it can be used to improve modern organizations and their management.

Medium of Instruction: Mandarin

MGT 606
Global Marketing Management

***Units:** 3*
***Prerequisite:** Graduate standing*

Focuses on global marketing strategy and its implementation and management; and discusses successful and failed cases of said implementation.

Medium of Instruction: Mandarin

MGT 607
Global Financial Management

***Units:** 3*
***Prerequisite:** Graduate standing*

Focusses on int'l finance, including global investment and financing decisions; and discusses how to better use advanced financial tools, including financial derivatives to lower and diversify business risks.

Medium of Instruction: Mandarin

MGT 608
Global Business Philosophy and Ethics

***Units:** 3*
***Prerequisite:** Graduate standing*

Provides comprehensive reviews of relevant philosophies and explores ethics from different religious perspectives, especially Humanistic Buddhism; and explores how such philosophy and ethics can be better integrated into and used to improve modern global business decision-making.

Medium of Instruction: Mandarin

MGT 609
Data Science and Artificial Intelligence

Units: *3*
Prerequisite: *none*

Focusses on concepts and practical computational skills of data-mining tools; and explores development and implications of artificial intelligence in business and management.

Medium of Instruction: Mandarin

MGT 610A, MGT 610B, MGT 610C
Seminar on Doing Business in Asia

Units: *1-3*
Prerequisite: *Graduate standing*

Examines the differences between doing business in Asia from that of Western countries; and explores the opportunities and challenges of doing business in Asia. This course may be divided into 3 separate courses with 1 unit each. In each 1-unit class, there will be invited distinguished guest speakers and field trips to visit successful companies. These three classes may be held in different locations.

Medium of Instruction: Mandarin

MGT 611
Seminar on Doing Business in the US

Units: *3*
Prerequisite: *Graduate standing*

Provides comprehensive reviews of the business environment in the US, including culture, business regulation, markets and competitions; discusses how to plan, start and operate a business in the US, including how to write a business plan.

Medium of Instruction: Mandarin

MGT 620
Global Competitive Strategy

Units: *3*
Prerequisite: *none*

Discusses how to develop and manage the competitive strategy of an enterprise; reviews different theories of competitive strategy and explores how globalization has affected modern business, and its competitive strategy.

Medium of Instruction: Mandarin

Pali Language

PALI 500A
First Year Pali I

Units: *3*
Prerequisite: *Graduate standing*

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

PALI 500B
First Year Pali II

Units: *3*
Prerequisite: *PALI500A*

Phonology, morphology, and syntax of the Pali language with emphasis on reading selected Pali texts.

PALI 501A
Second Year Pali I

Units: *3*
Prerequisite: *PALI500B*

Advanced level of studies in Pali grammar and syntax involving translation to and from Pali.

PALI 501B
Second Year Pali II

Units: *3*
Prerequisite: *PALI501A*

Continuation of upper-level Pali. Selected readings from various sources. At the end of the course, students are able to read and translate a sutra.

Psychology

Graduate courses in psychology are open to graduate students only. Exceptions require department chair and advisor approval.

PSYCH 500
Graduate Research & Writing Practicum

Units: *3*
Prerequisite: *Graduate standing*

Introduction to basic writing and research skills required for successful graduate work. This includes APA format style, searching for relevant literature, thesis structure, citation of sources, and use of references.

Not degree applicable. Requirement based on chair's recommendation

PSYCH 501
Experimental Design & Statistical Analysis

Units: *3*
Prerequisite: *Graduate standing*

Introduces the creation of sound research questions. Students review advanced quasi-experimental and experimental design methods (quantitative and qualitative), examine methods to analyze research data, and discuss implications of data interpretation.

PSYCH 504
Counseling Children & Adolescents

Units: *3*
Prerequisite: *Graduate standing*

Surveys contemporary, multicultural, & contextual approaches to counseling theory and intervention. Covers legal, ethical, & cultural considerations. Explores mindfulness-based approaches, role play, & art & play therapy techniques.

PSYCH 505
Multicultural/Buddhist Community Mental Health

Units: *3*
Prerequisite: *Graduate standing*

Introduces the MFT program, focusing on values exploration and acculturation/orientation to UWest, professional identity, and community mental health. Covers core learning areas while orienting students to Buddhist wisdom in the context of Western MFT.

PSYCH 505A
Pre-Practicum

***Units:** 0*
***Prerequisite:** Graduate standing*

This not-for-credit course meets one hour each week for a total of 15 hours. All second semester psychology students are required to enroll in this course. Provides first-year cohort continuity, support, and process during the second semester.

Not for credit. Pass/No Pass only

PSYCH 529
Drug & Alcohol Theory & Intervention

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines alcohol- and drug-related disorders from the resiliency, recovery, and medical models. Also addresses the impact of environmental factors and contemporary controversies on development and treatment of addictive disorders.

PSYCH 530
Psychopathology

***Units:** 3*
***Prerequisite:** Graduate standing*

Reviews the current taxonomy of Western psychopathology across the lifespan. Introduces etiologies, prevalence, symptoms, and treatments. Opportunities to interact with various consumers and families of consumers of mental health services are provided.

PSYCH 531
Theories I

***Units:** 3*
***Prerequisite:** Graduate standing*

Explores counseling and helping skills with an emphasis on traditional counseling and psychotherapy theory and skills. Discusses cultural sensitivity and limitations of traditional approaches for diverse populations, with a focus on recovery-oriented practice.

PSYCH 532
Law & Ethics

***Units:** 3*
***Prerequisite:** Graduate standing*

Grounding in relevant ethical codes, practice standards, legal issues, and expectations of professional conduct. Ethical decision-making skills are honed using case studies and vignettes. Also addresses professional writing.

PSYCH 533
Multicultural Counseling

***Units:** 3*
***Prerequisite:** Graduate standing*

Fosters understanding of the human experience through the values and beliefs of multicultural and cross-cultural identities to help students work with California's diverse populations. Students gain awareness of their own and others' cultural perspectives.

PSYCH 536
Marriage & Family Therapy I: Families

***Units:** 3*
***Prerequisite:** Graduate standing*

Surveys contemporary, multicultural, and contextual analyses of major models of couples and family therapy, the integration of various approaches in relationship therapy, and the process and outcome research that document the state of MFT effectiveness.

PSYCH 537
Motivational Interviewing

***Units:** 3*
***Prerequisite:** Graduate standing*

Introduces the principles of motivational interviewing and the research supporting MI as evidence-based treatment. Students use role play to learn how to provide information and guidance as they elicit and reinforce the client's movement toward change.

PSYCH 538
Psychological Testing

***Units:** 3*
***Prerequisite:** Graduate standing*

Covers psychological assessment procedures such as clinical interviewing, evidence-based diagnostic assessment, and behavioral assessment. Addresses test administration ethics, psychometrics, and cultural limitations of assessment practices.

PSYCH 540
Counseling Through the Lifespan

***Units:** 3*
***Prerequisite:** Graduate standing*

Explores lifespan development from a bio-psychosocial perspective from conception to death, including age- change theories and human adaptations. Emphasizes research-based best practices and ethics of working with diverse older adults.

PSYCH 545
Psychopharmacology

***Units:** 3*
***Prerequisite:** Graduate standing*

Reviews current drug therapies for psychological problems. Discusses philosophical, ethical, and legal concerns regarding biological factors and drug treatment, along with the risks and benefits of drug therapies. Emphasizes cultural and ethical concerns.

PSYCH 551
Theories II: Buddhist-Inspired Evidence-Based Practice

***Units:** 3*
***Prerequisite:** PSYCH531*

A follow-up course to PSYCH 531, designed to expand students' knowledge and experiences in counseling and helping skills.

PSYCH 556
Marriage & Family Therapy II: Couples

***Units:** 3*
***Prerequisite:** PSYCH536*

A continuation of PSYCH 536, expanding students' systemic understanding of the major models of couples and family therapy.

PSYCH 600
Group Psychotherapy

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology or Buddhist Chaplaincy*

Provides clinical understanding of group development, dynamics, and counseling theories. Discusses group leadership styles, basic and advanced methods and skills, and approaches to conducting group counseling as well as cultural/ethical issues and limitations.

PSYCH 602
Advanced Couples Counseling

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology*

Offers and in-depth look at the current modalities of couples counseling including process and outcome effectiveness studies, as well as advanced assessment and intervention techniques. Cultural and ethical issues will also be discussed throughout.

PSYCH 604
Advanced Child & Adolescent Interventions in Therapy

***Units:** 3*
***Prerequisite:** PSYCH531*

Offers an in-depth look at the various theories, assessment, and intervention techniques specific to child and adolescent populations, including play therapy. Culture and legal/ethical issues are also discussed.

PSYCH 607
Advanced Seminar in Culture & Psychotherapy

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology*

Expands awareness, knowledge, and skills in multicultural MFT competency and sensitivity, with a focus upon psychotherapeutic processes honoring diverse identities/ experiences such as race, ethnicity, spirituality, sexual orientation, gender, and disability.

PSYCH 614
Religion & Psychology Seminar

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines spiritual and religious experience using psychological methods and theories, including the integration of spirituality and psychology as seen in counseling practice.

PSYCH 617
Application of Mindfulness in Western Therapy

***Units:** 3*
***Prerequisite:** Graduate standing*

Introduces the concept of mindfulness and its influence on Western psychotherapeutic research and practice and historical and contemporary literature on the efficacy and effectiveness of mindful-based therapeutic approaches on the process and outcome of treatment.

PSYCH 623
Poverty, Dislocation, & Stigma

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology*

Seminar on the impact of poverty, deprivation, dislocation, social stress, and stigma upon mental health and recovery, with a focus upon culturally congruent therapeutic orientations and interventions.

PSYCH 633
Sex, Sexuality, & Gender

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology*

Seminar on human sexuality: the physiological, psychological, and sociocultural variables associated with sexual identity and sexual behavior, with an emphasis upon sexual dysfunctions.

PSYCH 643
Trauma & Resiliency

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology*

Seminar on community disaster and trauma response, emphasizing developmental and multigenerational effects of trauma, and resiliency models for recovery.

PSYCH 650
Directed Reading

***Units:** 3*
***Prerequisites:** PSYCH501; chair's approval*

Hands-on experience with the research process; from investigating research questions, writing literature reviews, designing studies and analyzing results, as well as interpreting results and discussing the related implications.

PSYCH 651
Buddhist Psychology & Addiction

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology*

Examines the theories, etiology, assessment, diagnosis, and treatment of alcohol and substance use disorders and addiction through the lenses of resiliency, recovery, medical, and Buddhist psychology models, with special attention to co-occurring disorders.

PSYCH 696
Special Topics in Psychology

***Units:** 3*
***Prerequisite:** 18 units graduate work in Psychology*

Study of a Buddhist and/or multicultural topic in psychology. Topics are announced each semester.

PSYCH 699A
Thesis

***Units:** 3*
***Prerequisites:** Completion of all course requirements. Chair's approval required.*

Hands-on research experience where the student identifies an appropriate research question, drafts the literature review, designs and analyzes results, as well as interprets results and related implications.

May be repeated once. Units are not applicable to graduation.

Pass/No Pass only

PSYCH 699B
Comprehensive Exam (0 to 1 units)

***Units:** 0 to 1*
***Prerequisite:** Chair's approval*

Completed in final semester. Required for graduation unless thesis option is approved.

Pass/No Pass only

PSYCH 699C
Masters Capstone Project

Units: *3 units*
Prerequisites: *Permission of department chair and advisor. Student must be in final semester.*

Non-thesis option for the non-licensure Master's degree program. Students complete a capstone seminar project resulting in a final product tailored to the future academic and professional goals of the student.

PSYCH 700
Practicum

Units: *3*
Prerequisites: *18 units & chair's approval*

Clinical experience at an approved practicum site with a focus on multicultural psychotherapy theory and related interventions. Coursework focuses on group consultation, assessment, case conceptualization, intervention, self-of- the-therapist, and self-care.

Approved practicum placement must provide quality supervision & training. PSYCH 700 & 710 must be taken in consecutive semesters.

Pass/No Pass only

PSYCH 702
Intersession Practicum

Units: *1*
Prerequisite: *Chair's approval*

Fulfills BBS guidelines requiring that students seeing clients are enrolled in a supervised practicum with no break in excess of 90 days. Provides required instructor contact, feedback, and supervision/ consultation during the summer break.

Units not applicable to graduation. Pass/No Pass only

PSYCH 710
Advanced Practicum

Units: *3*
Prerequisite: *PSYCH700*

Provides continued support for students' hands-on clinical experience.

PSYCH 700 & 710 must be taken in consecutive semesters.

Pass/No Pass only

PSYCH 712
Continuing Practicum

Units: *1 to 3*
Prerequisite: *Chair's approval*

Provides continued support for supervised clinical experience beyond the 6 units required for graduation. Units do not count toward graduation.

Units not applicable to graduation. May be taken twice. Pass/No Pass only

Religious Studies

REL 500
Proseminar on the Study of Religion

Units: *3*
Prerequisite: *Graduate standing*

Orientation to Religious Studies as a scholarly discipline in the Humanities and Social Science. Introduces systematic approaches scholars use to understand the religious world, including historical development of major faith traditions.

REL 505
Women in Buddhism

Units: *3*
Prerequisite: *REL500 or 600; Waived for BC*

History of women in Buddhism, including their roles, status, education, value, and leadership. The course examines changes in the status of Buddhist women over time and examples of the female sacred and of women regarded as exemplary models.

REL 506
Buddhism & Gender

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Examines gender as a socially-constructed category across Buddhist traditions and through various theoretical perspectives.

REL 515
Religions of China

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Comparative study of the complex religious developments within China, including Daoism and Confucian thought. Studies Buddhism from its place within the sphere of popular religions and syncretic patterns.

REL 520
Religions of India

***Units:** 3*
***Prerequisite:** REL500 or REL600; Waived for BC*

Examines/compares Brahmanic/Hindu and Sramana/ Samana traditions from earliest accounts to present. Buddhism and Jainism are viewed as heterodox traditions against the backdrop of Vedic practices and the revival/ continuation of pre-Aryan beliefs and practices.

REL 521
Buddhist Meditation Practicum

***Units:** 3*
***Prerequisite:** Graduate standing*

Lab-comparable component to the study of Buddhist meditation, providing a hands-on approach to understanding traditional and/or contemporary methods of mental cultivation in a live setting.

Pass/No Pass only

REL 530
Topics in Buddhist Meditation

***Units:** 3*
***Prerequisite:** REL500 or 600*

Buddhist approaches to and paradigms of meditation and the training of the mind. Discusses theories and practices of mental developments across Buddhist traditions, with special emphasis on how these practices pertain to foundational Buddhist teachings.

REL 540
Buddhist Hermeneutics

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Examines the methods that Buddhists have developed for the interpretation of sutras. Students are also introduced to modern historical and literary approaches to criticism and their application to Buddhist texts.

REL 545
Sacred Time & Sacred Space in History of Religions

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Explores two fundamental ways in which human beings have provided structure and order for their lives, by distinguishing between sacred time and sacred space, exemplified in Australian religions, Judaism, Christianity, Hinduism, and Buddhism.

REL 585
Religion & Environmentalism

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines the renegotiation of existing traditions and emergence of new religiosities as a response to the threat of global environmental catastrophe.

REL 590
Comparative Study of Religion

***Units:** 3*
***Prerequisite:** REL 500 or 600*

A comparative study of two or more religions. Topics to be announced each semester.

May be taken three times for credit with advisor approval.

REL 592
Myth & Mythology

***Units:** 3*
***Prerequisite:** REL500 or 600; REL601; Waived for BC*

Explores the nature and function of myths and mythology in the history of religions with a focus on mythical expressions of a variety of themes, such as origin of the universe, origin of humans, death, evil and suffering, time and eternity, salvation.

REL 597
Service Learning Practicum

***Units:** 1 – 3 units*
***Prerequisite:** Graduate standing; Chair's approval required*

Hands-on experience with a recognized religious organization. Requires specified hours of service and a paper in which students reflect upon about how Buddhist concepts of service and social engagement they have studied are observed and applied in their work.

All practica must be completed through approved placement within the community with quality supervision & training.

Religious Studies students may apply a maximum of 6 units to graduation.

REL 599
Directed Reading & Research

***Units:** 3*
***Prerequisites:** Graduate standing; Advisor approval required.*

Open to Religious Studies graduate students. Requires the consent of the supervising professor. A paper is required.

Pass/No Pass only.

Credit Limit: 3 units DR&R in one semester; 6 units DR&R toward degree.

REL 600
History & Theory of the Study of Religion

***Units:** 3*
***Prerequisite:** Graduate standing*

Explores how scholars have approached religious practice and thought within the traditions and within the academic community. Religion is examined in relation to cross-cultural studies as well as the competing claims of objective data and subjective awareness.

REL 601
Seminar: Historical & Textual Methodologies

***Units:** 3*
***Prerequisite:** Graduate standing*

Examines the nature and function of history and hermeneutics within religious traditions and modern critical theory. Covers methods of historical research and scripture criticism, their value, and their limitations.

REL 603
Philosophy of Religion Seminar

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Surveys issues in the philosophy of religion, including the nature of religion, the relation of philosophy to religion, the nature of religious language, problems of the verification of religious beliefs, and the interpretation of religious experience.

REL 607
Research Methods

***Units:** 3*
***Prerequisite:** Graduate standing*

Develops skills essential for engaging in research at the doctoral level. Covers the full process of writing a research paper through final presentation of research results.

Introduces library-based and electronic resources and relevant software applications.

REL 610
Seminar: Religion & Ethics

***Units:** 3*
***Prerequisite:** REL500 or 600*

Examines the relationship of religion and ethics and of religious issues in ethics.

REL 622
Developments in Buddhist Philosophy

***Units:** 3*
***Prerequisite:** REL500 or 600*

Conducts philosophical and critical analysis of Buddhist thought, including topics such as philosophical justification and/or critiques of Buddhist ideas, Buddhist epistemology, ontology, and phenomenology.

REL 627
Buddhism & Ritual

***Units:** 3*
***Prerequisite:** REL500 or 600*

Explores the role of ritual within Buddhism, emphasizing Buddhist traditions of East Asia and Tibet. Introduces the most prominent theoretical frameworks and methodologies for understanding and analyzing religious ritual.

REL 630
Seminar: Buddhist Texts in Canonical Languages

***Units:** 3*
***Prerequisites:** REL500 or 600 (waived for BC); Language proficiency required for all students*

A study of selected texts in Pali, Sanskrit, Classical Chinese, or Tibetan, supplemented with relevant secondary scholarship. Topic to be announced each semester.

May be taken three times for credit with advisor approval.

REL 636
Seminar: Buddhist Texts in Translation

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Analysis and close reading of one or more Buddhist literary works in English translation, supplemented with relevant secondary scholarship. Topic to be announced each semester.

May be taken three times for credit with advisor approval.

REL 639
Topics in the Study of Religion

***Units:** 3*
***Prerequisite:** REL500 or 600*

Seminar in special area of interest in religious studies. Topic to be announced each semester.

May be taken three times for credit with advisor approval.

REL 640
Topics in Comparative Religion

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Comparative study of a religious concern or topic and examination of theoretical issues that emerge in comparative work. Topic to be announced each semester. May be taken three times for credit with advisor approval.

REL 641
Topics in Buddhist Studies

***Units:** 3*
***Prerequisite:** REL500 or 600*

Seminar in special area of interest in Buddhist Studies.

Topic to be announced each semester. Course may be taken a maximum of three times for credit with advisor approval.

May be taken three times for credit with advisor approval.

REL 645
Seminar: Regional Buddhist Traditions

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

A regional study of Buddhism and Buddhist traditions. Regional focus is announced each semester and may include India, Southeast Asia, Central Asia, and East Asia.

May be taken three times for credit with advisor approval.

REL647
Seminar: Indian Mahayana Buddhism

***Units:** 3*
***Prerequisite:** Graduate standing*

A study of the rise of Mahayana Buddhism, ca. 100 CE, and its spread throughout India and beyond, with special emphasis on the development of the "Perfection of Wisdom" school of Buddhism and the Bodhisattva doctrine.

REL 650
Seminar on South and Southeast Asian Buddhism

***Units:** 3*
***Prerequisite:** Graduate standing*

This course explores the development of Buddhism in ancient India, focusing on the teachings of Gautama Buddha and core doctrines such as the Four Noble Truths, the Noble Eightfold Path, Karma, and Nirvāṇa. It also examines the rise of Theravāda Buddhism and its spread across Sri Lanka, Myanmar, Thailand, Cambodia, and Laos.

REL 653
Vajrayana Buddhism

***Units:** 3*
***Prerequisite:** REL500 or 600*

Explores the development, literature, & practices of the various types of Vajrayana (e.g. 'Tantric' or 'Esoteric') Buddhist traditions found historically in India, Tibet, & East Asia.

REL 655
Perspectives in the Study of Chan/Zen Buddhism

***Units:** 3*
***Prerequisite:** REL500 or 600*

Recent developments in the field of Chan/Zen Studies. Emphasis is placed on gaining a critical understanding of the history and context of the Chan/Zen movement through broad readings in current scholarly literature.

REL 657
Humanistic Buddhism & Current Issues

***Units:** 3*
***Prerequisite:** Graduate standing*

Study of Humanistic Buddhism movements in response to emergent issues encountered in modern society.

May be taken three times for credit with advisor approval.

REL 659
Buddhism in the US

***Units:** 3*
***Prerequisite:** Graduate Standing*

Introduces the history of Buddhism in the US with special attention to key issues and methodological approaches.

REL 660
Seminar: Buddhist-Christian Dialogue

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Explores the similarities and differences between Buddhism and Christianity under the guidance of a lecturer in Buddhism and a lecturer in Christianity. Topics covered include God, nirvana, concepts of self, suffering and ethics.

REL 670
Spread of Buddhism to Central Asia & China

***Units:** 3*
***Prerequisite:** REL500 or 600; Waived for BC*

Traces spread of Buddhism from India into regions in modern Pakistan and Afghanistan, over the mountain passes into Central Asia, and eastward to western China. Uses trade routes to map development and spread of Buddhist thought and practice.

REL 671
Buddhism & Globalization

***Units:** 3*
***Prerequisite:** REL500 or 600*

Development of Buddhist traditions under the conditions of globalization. The seminar examines the junctions, border-crossings, and global entwinements that have shaped the global histories of Buddhism over the last two hundred years.

REL 690
Teaching Practicum

Units: *1*
Prerequisite: *Chair's approval*

Examines practical dimensions of teaching at the college level. Topics to be discussed include syllabus and course development, lecture and assignment preparation, pedagogy, and classroom dynamics. Students also develop a statement of their teaching philosophy.

Open to PhD students only. Credit not applicable to graduation. Pass/No Pass only

REL 698A
Dissertation Proposal Seminar

Units: *3*
Prerequisite: *Program advisor approval*

Focuses on development of the dissertation proposal. Includes selection of a topic, development of an original argument, situating one's topic in relation to existing scholarship, and Buddhist-inspired strategies for writing and completing the project.

May be applied to research requirement one time only. Pass/No Pass only

REL 698B
Dissertation Writing Seminar

Units: *1 to 3*
Prerequisite: *Candidacy Status*

Review and develop strategies for dissertation writing. Topics include Buddhist-inspired strategies for writing and completing the dissertation. Students are expected to complete a solid draft of one chapter of their dissertation or analogous goal.

May be applied to research requirement multiple times. Pass/No Pass only

REL 698C
Seminar: Research Tools

Units: *1 to 3*
Prerequisite: *Candidacy Status*

Equips students with dissertation research tools and skills. A range of topics are covered, including research design, data collection, analysis, literature review, citation management, and use of AI tools for translating and editing texts.

May be applied to research requirement multiple times. Pass/No Pass only

REL 700
Thesis Research

Units: *3*
Prerequisite: *Chair's approval required*

All MA Religious Studies students electing the thesis plan must enroll in this course. Students must maintain their enrollment by registering for this course each semester until successful completion of their thesis.

May be applied to graduation requirements once (3 units) but can be taken twice.

Pass/No Pass only

REL 705
Qualifying Examination Preparation

Units: *3*
Prerequisite: *Chair's approval*

Individual study for PhD qualifying examination preparation.

May be taken in two consecutive terms. Credit is not applicable to graduation.

Pass/No Pass only.

REL 710
Dissertation Research

Units: *3*
Prerequisite: *Candidacy Status*

Research for the dissertation. Upon advancement to candidacy and after completion of all coursework, students maintain continuous enrollment by registering for this course each semester until successful completion of 12-unit research requirement.

Pass/No Pass only

REL 715
Continuous Enrollment Research

Units: *1 to 3*
Prerequisite: *Candidacy Status*

Required for PhD students who have successfully completed all course and research requirements but must remain in continuous enrollment each semester until completion of exam, dissertation, etc.

Not applicable to graduation. Pass/No Pass only

Sanskrit Language

SNSK 500A
First Year Sanskrit I

Units: *3*
Prerequisite: *Graduate standing*

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

SNSK 500B
First Year Sanskrit II

Units: *3*
Prerequisite: *SNSK500A*

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

SNSK 501A
Second Year Sanskrit I

Units: *3*
Prerequisite: *SNSK500B*

Advanced level of studies in Sanskrit grammar and syntax, involving translation to and from Sanskrit.

SNSK 501B
Second Year Sanskrit II

Units: *3*
Prerequisite: *SNSK501A*

Continuation of upper-level Sanskrit. Selected readings from various sources. At the end of the course, students are able to read and translate a sutra.

Work Experience

WEXP 599
Advanced Work Experience

Units: *1 to 3*
Prerequisites: *approval; F-1 students also require DSO approval*

For students working to gain skills and experience integral to their course of study. Performance evaluated by site supervisor and faculty of record.

This class may be taken twice. Units are not degree applicable.

Pass/No Pass only

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Registrar ..... Mark Wills

Assistant Registrar ..... Janira Cordova

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Undergraduate Academic Advisor ..... Jennifer Avila

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Enrollment, Admissions, & Marketing

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Admissions Specialist & International Programs Liaison ..... Henna Hung

Enrollment Operations Specialist ..... Cody Lin

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Financial Aid Director ..... Luke Chen

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International Student Advisor, DSO, & Assistant Registrar ..... Janira Cordova

Residential Life

Residential Life Coordinator ..... Position Open

Student Life

Student Life Coordinator ..... Stephanie Ruiz

Student Success, Career Services, & Disability Services

Student Success & Disabilities Coordinator ..... Dr. Keith Brown

Faculty

Full-Time Faculty

Buddhist Chaplaincy

Chair & Associate Professor ..... Rev. Jitsujo Gauthier

BFA, Maryland Institute, Baltimore, Maryland
MFA, Rutgers, New Brunswick, New Jersey
PhD, University of the West, Rosemead, California

Business Administration

Chair & Professor ..... Yueyun (Bill) Chen

MBA, Tianjin University, China
PhD, University of California, Santa Barbara, California

Associate Professor ..... Chi Sheh

BA BBA, University of Texas at Austin, Texas
PhD, University of Houston, Texas

English Language Institute

Lead TESOL Instructor & ELI / PACE Program Coordinator .... Jonathan Berk

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Emeriti

Dr. Naichen Chen ..... *MA, National Cheng-chi University, Taipei, Taiwan*
PhD, University of Florida, Gainesville, Florida

Dr. Charles Grande ..... *BA, Whittier College, Whittier, California*
MA, Boston University Graduate School

Dr. Ananda Guruge (deceased) ..... *BA, PhD, University of Ceylon, Colombo, Sri Lanka*
DLitt, Sri Jayewardenepura University, Sri Lanka

Dr. Meitze Hu ..... *MA, Chinese Culture University, Taipei, Taiwan*
PhD, Tung Hai University, Taipei, Taiwan

Dr. Richard Kimball ..... *BS, MA, PhD, Stanford University, Palo Alto, California*
MS, Northeastern University, Boston, Massachusetts
Graduate Teacher Credential, Makerere University, Kampala, Uganda

Dr. Lewis Lancaster ..... *MTh, University of Southern California, Los Angeles, California*
PhD, University of Wisconsin

Dr. Oriental Lee (deceased)

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