



UNIVERSITY^{OF}_{THE} WEST

2012-2013 Catalogue

Fall 2012, Spring 2013, Summer 2013

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PRESIDENT'S MESSAGE

Even though you had many choices of colleges and universities, I want to commend you for choosing University of the West, or UWest as our school is fondly referred to. At UWest, our educational mission 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. My colleagues, faculty, and staff are dedicated to making your educational journey a rewarding one, and we will be at your side throughout this journey. Your journey is our journey. Your future is our future. Your success is our success.

UWest provides a curriculum that balances meaningful exploration of the human experience

with professional preparation. Because of the vision and dedication of our founder, Master Hsing Yung, a pioneer in the development of Humanistic Buddhism, our university is committed to putting the "human" back into the humanities. At the heart of your UWest education you will find not only high quality academic programs, but a serious and honest exploration of what it means to be human. Our goal is to insure that you graduate fully equipped with the skills and knowledge required by your chosen profession, along with a firm understanding of life's purposes beyond your professional vocation.

Students at UWest enjoy small class sizes and forge lifelong friendships with fellow students from across the world. UWest's student body has an international flavor, with students from Asia, the Americas, Africa, Australia, and Europe. The diversity of our student body is also represented by the variety of religious faiths and beliefs they bring to our campus. Our many student clubs promote socialization within UWest, and many of these clubs also provide community services to our friends and neighbors.

UWest continues to grow by inviting people from all walks of life and world views to experience our educational philosophy that takes the whole-person into account. You can find more information on us and our programs in this catalogue. As President, I am committed to maintaining the high quality of our academic programs, including leveraging technology to support your education and creating a safe campus.

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

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

As we become a global society, the role of UWest as a bridge between East and West grows in importance. During your time here we will educate, support, and prepare you for an active and positive role in society. As President of this wonderful university I welcome you to our UWest family.

C. S. Wu, PhD
President

ACADEMIC CALENDAR 2012-2013

FALL 2012 SEMESTER

August 20
August 31
September 3
October 5
November 22 - 25
December 3 - 8
December 8
December 9 - January 21, 2013
December 24 - January 1, 2013
January 1, 2013
January 2, 2013

Classes Begin
Last Day to Add/Drop Classes for Fall Semester
Labor Day (University Closed)
Last Day to Withdraw with a 'W' or Change Grading Basis
Thanksgiving Recess (University Closed)
Final Exam Week
Last Day Fall Semester
Winter Recess (Students)
Winter Holiday (University Closed)
New Year's Day (University Closed)
Campus Reopens

SPRING 2013 SEMESTER

January 21
January 22
February 1
February 8
February 11
February 18
March 8
March 25 - 31
May 13 - 18
May 18
May 18
May 20
May 27

Martin Luther King, Jr. Holiday (University Closed)
Classes Begin
Last Day to Add/Drop Classes for Spring Semester
Chinese New Year's Eve (University Closed after 12 pm)
Chinese New Year (University Closed)
Presidents' Day (University Closed)
Last Day to Withdraw with a 'W' or Change Grading Basis
Spring Recess (University is Open; No Instruction)
Final Exam Week
Commencement
Last Day Spring Semester
Buddha Day (University Closed)
Memorial Day (University Closed)

SUMMER 2013 SEMESTER

Summer Session I (9 weeks)
June 10
June 14
July 4
August 5 - 10
August 10

Summer Session I Begins
Last Day to Add/Drop Classes for Summer Session I
Independence Day (University Closed)
Final Exam Week
Summer Session I Ends

Summer Session II (6 weeks)
ESL classes take place in addition to other classes that are offered

July 1
July 4
July 5
August 5 - 10
August 10

Summer Session II Begins
Independence Day (University Closed)
Last Day to Add/Drop Classes for Summer Session II
Final Exam Week
Summer Session II Ends

FALL 2013 SEMESTER

August 26

Classes Begin



INTRODUCING UNIVERSITY OF THE WEST

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

MISSION

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

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

INSTITUTIONAL LEARNING OUTCOMES

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

This includes:

- **Knowledge:** Knowledge of the subject matter and best practices within their field of study.
- **Praxis:** Ability to integrate theory and practice in their field of study.
- **Ethics:** Ability to apply professional ethics throughout their career.
- **Critical Thinking:** Ability to evaluate new information and question underlying assumptions.
- **Communication:** Ability to communicate ideas in speech, writing, and other forms of expression.

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

This includes:

- **Balance:** Skills for creating balance of body, spirit, and mind.
- **Character:** Ability to question their attachments, cultivate open-mindedness, and maintain patience and perseverance in the face of on-going change.
- **Expression:** Abilities for self-expression through work, art, and/or spiritual practice.
- **Relationship:** Abilities that enable them to learn from and in relationship with others and to cultivate respect, compassion, and honesty.

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

This includes:

- **Pluralism:** Appreciation of cultural diversity that enables them to thrive in a pluralistic world.
- **Environmental Justice:** Recognition of the value of the natural environment and its impact on social and economic justice.

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

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

This includes:

- **Service:** Ability to take service-oriented approaches to promote and create paths to peace-making, respect, and loving-kindness.
- **Culture:** Understanding of how a broad appreciation of human endeavors, such as art, science, and the humanities, contributes to social and personal well-being.
- **Nature:** Recognition of the intrinsic value of nature as a source of beauty and vitality.
- **Interconnectedness:** Ability to consider how their thought, speech, and actions affect themselves, society, and the world.



FOUNDER

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

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

In 1962, Venerable Master Hsing Yun established the Tsung Ling Buddhist College at Fo Guang Shan, and subsequently developed 15 other Buddhist colleges for the study of the Buddhist Dharma and the education and development of monks and nuns. A related activity was the establishment of the Buddha's Light International Association (BLIA) in 1992. This is a laity-based educational and service organization that now has over 130 chapters with several million members in over 60 countries. The establishment of post-secondary educational institutions combining Buddhist theory and practices with formal academic studies has been a lifelong commitment of Venerable Master Hsing Yun. After much planning and preparation, three such universities were founded. The first was University of the West in Los Angeles County, USA, which opened its doors in the spring of 1991. Nan Hua University in Jiayi, Taiwan began its instruction in 1996, and Fo Guang University in Ilan, Taiwan opened in 1999. All three universities combine Buddhist teaching and practice with academic disciplines and grant a variety of degrees from the bachelor's level through the Ph.D.

All three universities are associated with and connected to an extensive network of temple-sponsored research centers where scholars from many countries can engage in research projects.

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



HSI LAI TEMPLE

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

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



HISTORY OF UNIVERSITY OF THE WEST

University of the West was incorporated as Hsi Lai University in 1990 by Venerable Master Hsing Yun and commenced functioning in spring 1991. It is a pioneering effort among Chinese and American Buddhists to establish a Buddhist-affiliated university dedicated to providing a quality education based on American standards and traditions and to fostering mutual recognition and respect among diverse religious systems and cultures. University of the West opened in the spring semester of 1991 in facilities at Hsi Lai Temple and remained there through the spring semester of 1996. In the summer of 1996

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

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

EDUCATIONAL SERVICES

Degree Programs:

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

Master of Arts - Religious Studies
Master of Divinity - Buddhist Chaplaincy
Master of Arts - Psychology
Master of Business Administration
Executive Master of Business Administration

Doctor of Philosophy - Religious Studies

English as a Second Language Certificate
Certificate in Business Administration for Continuing Education Students
Graduate-level Certificate Programs in Business Administration

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

Bachelor of Arts programs are also offered in English with emphasis in Language or Literature, General Studies, and Psychology. See the respective sections in this catalogue.

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

The Master of Business Administration (MBA) requires that students complete a set of prerequisites and one of the following areas of concentration: Finance, International Business, Computer Information Systems, or Nonprofit Organization Management. The Executive Master of Business Administration (EMBA) requires that students complete a set of core courses and three elective courses. The MBA program and EMBA program focus on cultural differences in the domestic and international spheres and cultural diversity within organizations. They teach students how to effectively manage such differences. They also explore the latest developments in information technologies and their impact on business and management. Post-MBA certificate programs, offered jointly by the Department of Business Administration and the Department of Continuing Education, are designed to help participants further their education, promote lifelong learning, and advance their careers.

Students in the Master of Arts in Religious Studies program may specialize in Buddhist Studies or Comparative Religious Studies. The doctoral program in Religious Studies, leading to the degree of Doctor of Philosophy (Ph.D.) in Religious Studies, provides opportunities for advanced students seeking expert mastery of a particular area of concentration within a broad field of learning in Buddhist and Religious Studies. The Master of Divinity in Buddhist Chaplaincy provides students with the necessary skills and training to work as professional chaplains in the United States. Graduate programs in Buddhist and Comparative Religious Studies address the growing demand for advanced academic study of religion and cater to the expressed needs of students to gain in-depth, critical knowledge and understanding of Buddhism in its diverse forms and the role of other world religions in modern society.

The Department of Continuing Education makes the educational resources of the University available to a larger community by providing courses in a variety of formats to non-degree seeking students. The program includes credit and non-credit courses in Chinese culture, foreign languages, and personal and professional development. The Department also provides in-service career training for international teachers and educational administrators, city and municipal officials, and technical officers seeking inter-country experience in the United States.

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

ACCREDITATION

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

INSTITUTE OF CHINESE BUDDHIST STUDIES (ICBS)

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

DIGITAL SANSKRIT BUDDHIST CANON PROJECT

The 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 hundreds of years ago, many of its sacred texts were 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 offer the original intellectual and spiritual heritage of Buddhism in digital form. Currently over three hundred scriptures are freely offered at our website: www.dsbcproject.org.

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

The Center helps the Department of Business Administration expose and familiarize UWest students with realities of the existing business environment by reaching out to the minority and small business sectors and related communities. In this capacity the Center helps equip students with the best knowledge and skills by determining what these business areas require. The Center also provides the community of minority and small businesses with training, consulting and information-disseminating services in order to support the development of their businesses.

The functions of the CSMSB are to:

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



UNIVERSITY LIFE

THE ROSEMEAD CAMPUS

University of the West is located on a spacious and tranquil ten-acre campus on a hill with a panoramic view of the San Gabriel Valley and the nearby mountains, which are snow-capped in winter. It takes approximately 15 minutes to drive from the University to downtown Los Angeles and the cultural resources of that great city. University of the West is also within driving distance of the Southern California beaches. The campus includes an administration building, auditorium, Student Success Center, library, computer laboratory, language laboratory, lecture halls, SMART classrooms, an Investment Club classroom, faculty offices, a student activities center and dining hall, and residence halls. Recreational facilities include a swimming pool, spa, basketball court, and exercise and game rooms.

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

ACADEMIC FREEDOM

Academic freedom is a fundamental condition of university life and absolutely necessary for education, research, and the exchange of ideas are to flourish. Colleges and universities are the primary social institutions committed to the search for knowledge and the preservation of intellectual freedom.

University of the West shares in this commitment; it is a community of learners, teachers, scholars, and students striving to foster and sustain academic freedom and to pursue knowledge, truth, and meaning individually and collectively.

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

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

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

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

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

EQUAL OPPORTUNITY

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

STUDENT SUCCESS CENTER

The Student Success Center at University of the West is dedicated to working with students, faculty, and staff to enhance the academic and professional success of our students. The Center’s primary purpose

is to provide students with a variety of educational and career services in a comfortable, confidential, and collaborative learning environment. Our services fall into four areas:

Academic tutoring: to clarify student understanding of course-specific concepts and materials or to provide study skills, learning tools, or research strategies designed to foster academic success at the university level.

Career services: to enhance student understanding of the employment market, to prepare students to make the transition from the classroom into the professional workplace, and to provide students with practical, professional skills through workshops and career exploration services.

Language: designed to assist Non-Native English Speakers (NNES) and English as a Second Language (ESL) students to develop their understanding and application of the English language and to help graduate students with reading, speaking, and/or translating classical Chinese.

Multiliteracy: to support members of the university working on academic and/or professional writing, speaking, or multimedia projects or presentations throughout the creative process.

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

The Student Success Center Coordinator heads the Student Early Alert System (SEAS) team. The purpose of the system is to help identify students who may be facing academic difficulty or failure as well as any other difficulty and to offer support. The system can be used easily by any faculty or staff member of UWest to notify the SEAS team of any student who may need support.



LIBRARY AND COMPUTER CENTER

The University’s Library and Computer Center is located in the Education Building. The library provides the University community with facilities and resources for study and teaching. It has a collection of over 71,000 volumes. A further 17,000 full text journals and indices are available in electronic format through the library’s web site.

At the heart of the library’s collection are the volumes of books on religion, with an emphasis on Buddhism. The library currently holds 20 sets of sutras in various languages, including Chinese, English, Pali, and Sanskrit. The library participates in interlibrary lending of our specialized collection to other academic institutions throughout the world. The library also acquires items in other areas of study, such as history, language, and business. For books or journals that the library does not have, document deliveries from other academic libraries can be initiated on the patron’s behalf.

The library catalogue is online on the library web site. The online medium makes it easy to search for books with the same subject or author. The medium also makes it easy to link to various relevant web sites and nearby libraries. Integration with WorldCat, the largest database of library catalogs around the world, makes searching from the local catalogue to other catalogues worldwide an easy and intuitive process.

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

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

RELIGIOUS LIFE AND PRACTICE

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

Several student-led groups provide for religious life on campus, including the Chaplaincy Club, UWest Contemplative Council, and UWest Buddhist Students Association (BudaWest). These groups hold interfaith, ecumenical Buddhist, and traditional Buddhist services, ceremonies, rituals, and meditations on a regular basis.

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

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

BOOKSTORE and CAFÉ

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

STUDENT LIFE

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

STUDENT ACTIVITIES

A range of activities that enhance learning and physical and mental well-being are available to students outside of the classroom. These include lectures, concerts, seminars, non-credit classes, and religious celebrations, observances and Dharma (doctrine) classes at Hsi Lai Temple. Students, staff, and faculty can use recreational facilities, including a swimming pool, spa, basketball court, exercise and game rooms. In addition, to promote interpersonal relationships among students, staff, and faculty, the University hosts celebrations, such as New Year, Chinese New Year, Moon Festival, Halloween, Thanksgiving, and Christmas. Additional student activities are organized by various student-led clubs and the UWest Student Association. These include social gatherings, music practices and recitals, hiking, travel and sightseeing in the local area, temple and monastery visits, meditation events and Dharma talks, interfaith religious services, exercise and fitness activities, cooking lessons and groups, games and competitions, picnics, lectures, student forums, study groups, and many other activities and events. There is always something to do at UWest.

ADVISING AND COUNSELING

Students are encouraged to consult with appropriate faculty and/or the Department Chair or Program Coordinator regarding course selection, program planning, academic difficulties, degree requirements and academic and vocational resources. The Office of Student Life and Wellness Center provide students with crisis counseling, residential grievance mediation, and referral to outside support agencies if needed.

WELLNESS CENTER

The Center provides services that will improve the emotional health and overall well-being of the University’s students. Services include individual and group counseling, wellness workshops, compassion outreaches, social/cultural events, yoga, and fitness classes. One key component of the Wellness Center is mental health services. Professional services are available to help students address a variety of challenges and stresses in their daily life. Consultation is also available for staff/faculty who may have concerns regarding a particular student. The Wellness Center’s mental health services include assessment, consultation, time-limited counseling, and referrals. The services provided are student-focused, confidential, and non-judgmental. Counseling services, yoga class, and workshops are available at no additional cost to students who are currently enrolled at University of the West. The Wellness Center is a place to strengthen the students’ well-being, and it is staffed with a full-time licensed therapist. The Center is open from Monday to Friday from 9:00 AM to 5:00 PM. Please contact the Center at extension 322 in AD building #117 to schedule an appointment.

INTERNATIONAL STUDENT SERVICES (ISS)

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

International (F-1) students should make it a habit to check in with the ISS Officer at least once per semester and always before traveling outside the country or dropping any classes. It is extremely important for F-1 students to maintain full-time status every semester and to be aware of the regulations governing their legal stay in the U.S. For example, Federal Law requires F-1 students to report a change of address within 10 days of moving. The ISS Office is here to help you with these issues and many more: just ask! Contact us at iss@uwest.edu or call 626-571-8811, extension 322.

STUDENT INTERNET ACCESS

All students are provided with campus-wide wireless access to the internet, an email account in the .edu domain, and an individual account to log onto the wireless network both with their personal devices and in the computer laboratory. After completing the registration and application for computer access, students acquire computer user names and passwords assigned by the Information Technology Department. The computer user name and password will be renewed each semester based on enrollment status. Go to the IT Department in ED 2nd Floor to set up student email and internet access.

STUDENT HEALTH INSURANCE

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

DINING SERVICES

The dining hall provides meals for resident students Mondays through Fridays, but not on weekends or holidays. In addition, full-time students living off campus may purchase a meal plan through the Bursar’s Office or individual meals in the cafeteria. Visitors are welcome. The student kitchen is available for students to prepare their own meals at any time. All meals served in the dining hall include vegetarian/vegan options. Students with special dietary requirements should contact the Student Life Office. Residential students cannot be exempted from the minimum meal plan. For more detailed information on meal plan costs please refer to the section on Financial Information.

RESIDENTIAL LIFE

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

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

STUDENT CLUBS

Student clubs provide students with a variety of opportunities to explore their academic, professional, social, cultural, recreational, spiritual, and community services interests. Recognized student clubs are administered by the UWest Student Association (UWSA). They are formed by currently enrolled students who share a common goal or interest, have properly completed the necessary forms, and agree to adhere to guidelines established by the UWSA. It is hoped that through participation in these clubs students can develop interpersonal, organizational and leadership skills in a challenging yet supportive environment. Information about active student clubs, forms and instructions on how to create a new student club, and information on club funding are available on the UWSA website (www.uwsa.net) or at the UWSA office (AD111).

FINANCIAL AID

University of the West participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), the William D. Ford Federal Direct Loan Program, private loan programs, institutional scholarships, and work-study (federal and institutional). To apply for federal financial aid students must fill out a Free Application for Federal Student Aid (FAFSA) at www.fafsa.

ed.gov and ensure UWest is selected as a school the student plans to attend. UWest’s federal school code is 036963.

Financial Aid Office

The Financial Aid office is located in room AD124 and can be contacted at 626.571.8811 ext. 122, 138 or financialaid@uwest.edu. Financial Aid information is also available on the UWest website at: www.uwest.edu/financialaid.

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

- Counseling students and their families on available financial aid.
- Determining the financial aid eligibility of UWest students for need and non-need-based funds.
- Providing assistance, information and application forms to students interested in obtaining private, donor-sponsored outside scholarships. Students are encouraged to apply for outside scholarships, which can reduce the amount of need-based loan and/or and work awards.
- Administering federal, private, and university scholarships, work study, and loan programs.
- More information regarding any of these programs as well as policies that govern financial aid awards may be obtained in the University of the West Financial Aid Handbook, which is available online or in the Financial Aid Office. The Financial Aid Handbook includes information on:
 - Eligibility Criteria
 - Evaluation guidelines for fellowships ad scholarships
 - Applications and Instructions
 - Satisfactory Academic Progress (SAP)
 - Refunds and Return of Federal Funds

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

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

All returning students seeking need-based or merit-based financial assistance are required to file financial aid application forms by March 2. All domestic students must complete the Free Application for Federal Student Aid (FAFSA) (www.fafsa.ed.gov) and UWest Application for Financial Aid. International students must also complete the International Student Supplemental Application. Failure to meet the published deadlines could result in the loss of financial aid. All forms are available in the Financial Aid Office or online at: www.uwest.edu/financialaid

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

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

VETERANS AFFAIRS

University of the West has been approved to train veterans and other eligible students. Veterans who choose to attend UWest and enroll in one of the approved degree programs will be able to receive veteran benefits to help pay for their education. For information on eligible programs and the application process, contact the Financial Aid Office. This information may also be obtained by visiting the Department of Veterans Affairs web site at www.gibill.va.gov or calling toll-free 1-888-GIBill-1 (1-888-442-4551).

WORK-STUDY PROGRAM

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

University of the West offers a work-study program during the fall and spring semesters, summer session, and winter vacation each year. Work-study students may work up to 20 hours a week while school is in session and 30 hours per week during summer and winter break with their supervisor’s approval.

To apply, please obtain and fill out the application form, direct deposit form, I-9 and W-4 forms in the Human Resources Office. Please bring a copy of your I-20, passport or driver’s license, social security card (or tax ID card), and a voided personal check when you turn in the application form.

According to Citizenship and Immigration Services guidelines, F-1 students are generally permitted to work part-time on the premises of the school that issued their current I-20 while they are attending that school and maintaining their F-1 status. There is no waiting period for F-1 students to work on-campus. They are eligible to start working and start attending the University upon obtaining their F-1 status. Before F-1 students can be hired, they must prove that they are maintaining their F-1 student status. Employment eligibility ends whenever a student fails to maintain his or her status. F-1 students employed on-campus can be in any on-campus position that does not displace a U.S. worker, and such employment does not have to be related to their course of study. For all F-1 students, on-campus work is limited to no more than 20 total hours per week while school is in session. The University will offer on-campus employment exceeding 20 hours a week only during the summer and winter vacation for students who are eligible and intend to register for the subsequent academic term.

PRIVATE SCHOLARSHIPS AND FELLOWSHIPS

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

- University Fellowships and Scholarships
UWest fellowships and scholarships may be awarded to the admitted incoming and continuing students who demonstrate exceptional leadership and service to their communities, academic achievement, and financial need. Applicants who wish to be considered for fellowships and scholarships are encouraged to submit all required financial aid documents when they apply for admission. Students need to reapply for the award annually.
- Golden Benefactor Awards
Grouped by various donors and each donor has particular requirements. Scholarships are available only to continuing students who have completed the equivalent of one full-time semester. Most Golden Benefactor Awards require a minimum GPA of 3.5; for detailed information on eligibility and application process, see the Financial Aid pages at www.uwest.edu. These scholarships are awarded to continuing students based on academic achievement and service to the University of the West community, as well as demonstrated financial need and area of academic concentration. This scholarship needs to be renewed each semester.

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

- Lotus Scholarships
Lotus Scholarships are available for domestic and international students entering in the 2012/13 school year. The scholarships awarded range from \$5,000 - \$10,000 for the academic year. Scholarships are set aside specifically for entering freshman, transfer students, local students, graduate students, and international students. This scholarship is awarded for one academic year and may be renewed for up to three years for undergraduates and up to two years for graduates (depending on length of program).

STANDARDS FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

This policy applies to students receiving federal and state financial aid. University of the West is required by law to establish for all federal and state financial aid recipients both qualitative and quantitative standards for “satisfactory academic progress” toward the completion of the degree objective. Aid programs covered by these standards are: Federal Pell Grant, FSEOG Grants, Federal Work Study, Federal Loan programs (Direct, PLUS, Grad PLUS), and some state aid programs. These academic standards apply for all periods of enrollment regardless of whether or not aid was received.

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

- 1) Minimum Cumulative Grade Point Average (GPA): The GPA is based on grades for credits earned at UWest and does not include grades transferred from another institution. An undergraduate student must maintain a 2.0 cumulative GPA. A graduate student is required to have a 3.0 cumulative GPA for graduate level coursework. Students who fall below these requirements will not be considered to be making satisfactory academic progress. Private scholarships (e.g., IBEF) may have more stringent minimum GPA standards.
- 2) Minimum Credit Earned: A student receiving aid must successfully complete a minimum 67 percent (2/3rds) of credits attempted each semester, applicable to his/her degree, and consistent with his/her enrollment/funding status. For example, if a student enrolls in 12 credits (minimum required for full-time undergraduate enrollment) in a semester, he/she must complete a minimum of 8 credits in that semester to maintain satisfactory academic progress. Students who fall below this requirement will not be considered to be making satisfactory academic progress. The attempted credit hours include all earned, unearned, and transfer credits, i.e., all courses for which a student is registered at the end of the drop/add period. Earned credits, for the purposes of this policy, are grades of “A”, “B”, “C”, “D”, “P” and all plus or minus variations on these grades.
- 3) Maximum Time Frame: A student must complete his/her degree by attempting no more than 150 percent of the credits normally required for attainment of the degree. A student is no longer eligible to receive financial aid after this maximum is reached. Pace of progression is calculated by means of dividing cumulative hours student successfully completed by cumulative hours students has attempted. For example, if the undergraduate program can normally be completed with 120 credit hours, a student’s financial aid eligibility will be suspended once the student reaches 180 cumulative attempted credit hours, whether the student has attained the degree or not. The 150 percent maximum time frame applies to both undergraduate and graduate students.

FINANCIAL AID WARNING, PROBATION, AND TERMINATION

Students who do not meet the standards of the Financial Aid SAP policy at the end of each payment period will be placed automatically on financial aid warning. Students who are on financial aid warning are eligible to receive Title IV financial aid for one payment period (one semester). A student is on financial aid warning without an appeal or other action. If students are still unable to meet SAP after the subsequent payment period, they can make an appeal in writing to the Financial Aid Office (see SAP Appeals below).

After students successfully appeal, they are placed on financial aid probation for the next payment period, and during the probationary period, they are required to meet with their academic advisors to develop a plan of action to improve academically and meet the SAP standards. Students who fail to meet the SAP at the end of the probation period will no longer receive 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 credits attempted for two consecutive semesters;
- Accumulation of credits attempted equal to 150 percent of credits normally required for attainment of the degree.

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

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

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

SAP APPEALS

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

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

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

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

WITHDRAWALS, REPETITIONS, INCOMPLETES, AND TRANSFER CREDITS

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

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

ENROLLMENT AND FUNDING STATUS

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

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

WITHDRAWAL AND LEAVE OF ABSENCE

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

Since financial aid must be used solely for educationally related expenses during periods of enrollment, federal regulations require the Financial Aid Office to calculate the amount of aid “earned” for the number of days attended. “Unearned” aid, covering periods of the semester when the student did not attend classes or was not enrolled, must be repaid. If the student withdraws prior to the start of the semester or never attended any classes, 100 percent of aid disbursed must be repaid.

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

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

RETURN OF TITLE IV FUNDS (R2T4)

Effective October 7, 2000, Title IV Refund Regulations require students who withdraw from all of their classes prior to the 60 percent point of the payment period to return the unearned portion of their Title IV financial aid to the Department of Education. Additionally, institutions may be required to return a portion of unearned funds to the Department of Education, and some students may be entitled to a post-withdrawal disbursement.

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

DEFINITION OF A TITLE IV RECIPIENT

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

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

1. Direct Unsubsidized Stafford loans;
2. Direct Subsidized Stafford loans;
3. Direct PLUS loans;
4. Pell Grants;
5. Federal Supplemental Educational Opportunity Grant (FSEOG)

The institution does not participate in the Perkins loans programs.

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

RETURN OF TITLE IV FOR STUDENTS WHO WITHDRAW DUE TO MILITARY DEPLOYMENT

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

RETURN OF TITLE IV FOR STUDENTS WHO WERE AFFECTED BY A DISASTER

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

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

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

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS

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

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

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

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

Some Title IV funds that the student was scheduled to receive cannot be disbursed if the student withdraws because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of a program before withdrawal, the student will not receive any direct loan funds.

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

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

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

Any amount of unearned grant funds the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or scheduled to be received. The student must make arrangements with the institution or the Department of Education to return the unearned grant funds.

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

NOTIFICATION OF WITHDRAWAL

The Registrar’s Office of the UWest is the designated Office of Record where students provide notification of withdrawal. The last drop date will be used as the withdrawal date in the calculation. The amount that could have been disbursed will be determined by the enrollment status as of the date the student completely withdraws.

LEAVE OF ABSENCE (LOA)

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

ADMISSIONS AND ENROLLMENT

ADMISSIONS POLICY

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

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

DEADLINES FOR APPLICATION

| Type of Application | Spring Semester | Summer Semester | Fall Semester |
|-------------------------------|-----------------|-----------------|---------------|
| *Int’l Applicants (F-1 Visas) | November 15 | April 1 | June 15 |
| Domestic | November 15 | April 1 | June 15 |
| Non-Degree Seeking | Ongoing | | |
| English as a Second Language | Ongoing | | |

International Applicants: Please contact the Office of Admissions for detailed admission requirements in order to avoid postponed admission.

Application deadlines for transfer students may be extended. Contact the Office of Admissions for more information.

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

Office of Admissions

University of the West

1409 Walnut Grove Ave
Rosemead, CA 91770

Tel: 626-571-8811 ext. 120

Fax: 626-571-1413

Web site: <http://www.uwest.edu>

E-mail: graceh@uwest.edu

UNDERGRADUATE ADMISSIONS REQUIREMENTS

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

Requirements for Undergraduate Programs

Submission of the following to the Office of Admissions:

1. Application fee of \$50 for domestic students and \$100 for international students;
2. Completed and signed Application Form;
3. A 400-500 word personal essay answering the question: “What skills and attitudes do you believe are necessary for a successful life?”
4. Official high school transcript;
5. Official transcripts for all previous colleges attended (if any);
6. Photocopies of any previous degrees earned (if any);
7. Two (2) letters of recommendation;
8. Verification of English proficiency (for International Students or non-native English-speaking students)
 - Official TOEFL score report with a minimum score of 69 on the Internet Based Test (IBT), 196 on the Computer Based Test (CBT) or 525 on the Paper Based Test (PBT).
 - Or, official IELTS score report with a minimum score of 5.5.
 - TOEFL scores between 59-68 (IBT), 173-195 (CBT), or 500-524 (PBT) or an IELTS score of 5.0 may result in placement in the Academic English Skills Bridge sequence (ENGL100A/B; see Course Descriptions for ESL/Academic English Program). Students enrolled in Academic English usually may enroll concurrently in a maximum of two degree-program courses. Students with these scores may take the UWest English Placement Test (EPT) and be admitted into an undergraduate degree program with a qualifying score.
- If a student has continuously attended a college or university academic program where English was the main language of instruction for three or more years, he/she is not required to submit a TOEFL score or IELTS score. The applicant who meets this requirement may be granted a waiver from the English Placement Test. The student’s previous college or university transcript, other relevant academic records, and possibly an oral interview with the ESL Department will be taken into consideration for the waiver.
9. Additional requirements for International (Foreign) Students
 - Photocopy of your high school diploma and any other degrees earned; (Documents must be in English and translated and notarized by an official agent).
 - TOEFL Score Report or IELTS Score Report;
 - Bank statement or account verification letter;
 - Financial Sponsor Agreement (if applicable);
 - Photocopy of your passport;
 - Photocopy of your current U.S. visa and I-94 (if applicable);
 - Previous copies of your I-20 (if applicable);
 - I-20 Transfer Release Form (if applicable).

GRADUATE ADMISSIONS REQUIREMENTS

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

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

Requirements for Graduate Programs
Submission of the following to the Office of Admissions:

- 1. Application fee of \$50 for domestic applicants or \$100 for international applicants;
- 2. Completed and signed Application Form;
- 3. Statement of Purpose – 500-600 words;
- 4. Official transcripts for all post-secondary schools, colleges or universities attended;
- 5. Photocopies of all diplomas earned;
- 6. Three (3) letters of recommendation;
- 7. Verification of English proficiency (for International Students or non-native English-speaking students);
 - Official TOEFL score report with a minimum score of 79 on Internet Based Test (iBT), 213 on the Computer Based Test (CBT) or 550 on the Paper Based Test (PBT).
 - Or, official IELTS score report with a minimum score of 6.0.
 - TOEFL scores between 69-78 (IBT), 196-212 (CBT), or 525-549 (PBT) or an IELTS score of 5.5 may result in placement in the Academic English Skills Bridge sequence (ENGL 100A/B; see Course Descriptions for ESL / Academic English Program). Students enrolled in Academic English usually may enroll concurrently in a maximum of two degree-program courses. Students with these scores may take the UWest English Placement Test (EPT) and be admitted into a graduate degree program with a qualifying score.
 - Students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are generally not required to submit a TOEFL score, IELTS score or to take the English Placement Test.
- 8. Additional requirements for International (Foreign) Students
 - TOEFL Score Report or IELTS Score Report;
 - Bank statement or account verification letter;
 - Financial Sponsor Agreement (if applicable);
 - Photocopy of your passport;
 - Photocopy of your current U.S. visa and I-94 (if applicable);
 - Previous copies of your I-20 (if applicable);
 - I-20 Transfer Release Form (if applicable).

ADMISSION FOR OPEN ENROLLMENT

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

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

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

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

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

ADMISSION TO ENGLISH AS A SECOND LANGUAGE (ESL)

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

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

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

INTERNATIONAL (FOREIGN) STUDENT ADMISSION REQUIREMENTS

University of the West welcomes international students to all of its programs. International students include those who hold temporary U.S. visas as students and certain other non-immigrant classifications. University of the West has separate requirements for the admissions of international students. Verification of both English proficiency and financial resources are important considerations.

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

TOEFL AND IELTS REQUIREMENTS

| Minimum Required Score | TOEFL IBT | TOEFL CBT | TOEFL PBT | IELTS |
|------------------------------------|-----------|-----------|-----------|-------|
| Undergraduate | | | | |
| Degree Program Entry | 69 | 196 | 525 | 5.5 |
| English Bridge + Degree Coursework | 59 | 173 | 500 | 5.0 |
| Graduate | | | | |
| Degree Program Entry | 79 | 213 | 550 | 6.0 |
| English Bridge + Degree Coursework | 69 | 196 | 525 | 5.5 |

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

- Minimum requirement for the undergraduate program - minimum score of 69 on the Internet Based Test (IBT), 196 on the Computer Based Test (CBT) or 525 on the Paper Based Test (PBT).
- TOEFL scores between 59-68 (IBT), 173-195 (CBT), or 500-524 (PBT) may be placed in the Academic English Skills Bridge sequence (ENGL100A/B; see Course Descriptions for ESL / Academic English Program). Students enrolled in Academic English usually may enroll concurrently in a maximum of

- two degree-program courses. Students with these scores may take the UWest English Placement Test (EPT) and be admitted into an undergraduate degree program with a qualifying score.
- Minimum requirement for the graduate program – minimum score of 79 on the Internet Based Test (IBT), 213 on the Computer Based Test (CBT) or 550 on the Paper Test (PBT).
 - TOEFL scores between 69-78 (IBT), 196-212 (CBT), or 525-549 (PBT) may result in placement in the Academic English Skills Bridge sequence (ENGL 100A/B; see Course Descriptions for ESL / Academic English Program). Students enrolled in Academic English usually may enroll concurrently in a maximum of two degree-program courses. Students with these scores may take the UWest English Placement Test (EPT) and be admitted into a graduate degree program with a qualifying score.
 - International students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are not required to submit a TOEFL score or take the University’s English Placement Test.

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

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

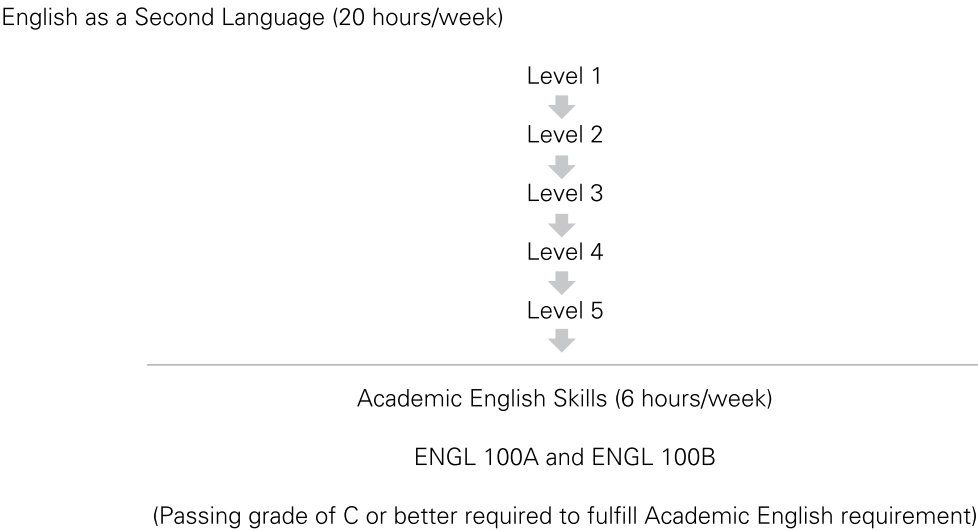
- Minimum score of 5.5 for undergraduate programs.
- An IELTS score of 5.0 may result in placement in the Academic English Skills Bridge sequence (ENGL 100A/B; see Course Descriptions for ESL / Academic English Program). Students enrolled in Academic English usually may enroll concurrently in a maximum of two degree-program courses. Students with this score may take the UWest English Placement Test (EPT) and be admitted into an undergraduate degree program with a qualifying score.
- Minimum score of 6.0 for graduate programs.
- An IELTS score of 5.5 may result in placement in the Academic English Skills Bridge sequence (ENGL 100A/B; see Course Descriptions for ESL / Academic English Program). Students enrolled in Academic English usually may enroll concurrently in a maximum of two degree-program courses. Students with this score may take the UWest English Placement Test (EPT) and be admitted into a graduate degree program with a qualifying score.
- International students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are not required to submit a TOEFL score or take the University’s English Placement Test.

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

EPT SCORES
The following scores are used to determine eligibility for academic placement based on language proficiency.

| Student | Clear to Register | Bridge Courses Required + Regular Course | Bridge Courses Only Until Score Improves | ESL Program |
|---------------|-------------------|--|--|-------------|
| Undergraduate | 80 | 75 -79 | 65-74 | 64 or lower |
| Graduate | 85 | 75 - 84 | 70 - 7 4 | 69 or lower |

ESL/ACADEMIC ENGLISH SKILLS COURSE SEQUENCE
Student begins with the level at which he/she is assessed according to the score on the English Placement Test. Various electives are offered concurrently. Degree program students may concurrently enroll in a maximum of two academic courses.



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

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

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

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

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

ACADEMIC POLICIES AND PROCEDURES

SOCIAL CONDUCT

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

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

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

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

ACADEMIC INTEGRITY POLICY

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

Cheating

The University defines cheating in examinations in the following terms:

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

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

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

The University policy regarding acts of cheating may be implemented in the following manner: Prior to an examination, the instructor may review the test with students and answer questions relating to the exam. The instructor or proctor of the exam has the authority to make the following statements to the students in preparation for the exam:

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

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

Plagiarism

Acts of plagiarism are treated with great seriousness at University of the West, and where such acts are suspected, swift and effective actions are taken to clarify the issues and penalize the offender.

Plagiarism can take many different forms, each of them equally unacceptable. The following are several definitions of plagiarism with which all students are required to acquaint themselves and which they must avoid in the preparation of any and all written projects submitted in classes at UWest. The definitions of plagiarism are as follows:

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

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

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

Procedure for Handling Violations

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

FULL-TIME AND PART-TIME STUDENTS

To be considered full-time, undergraduate students must be enrolled in a minimum of 12 for-credit units per semester and graduate students must be enrolled in a minimum of 9 for-credit units per semester. Students enrolling in more than 18 units must have the permission of the Department Chair or Program Coordinator.

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

International students (F-1 visa holders) must be enrolled full-time to maintain their F-1 status. Graduate students enrolled in fewer than 9 units per semester may be considered full-time for the purpose

of maintaining F-1 status if they are engaged in thesis writing and obtain confirmation from their departmental advisor.

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

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

CATALOGUE

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

SATISFACTORY ACADEMIC PROGRESS

Students must maintain satisfactory academic progress (SAP) to remain enrolled at UWest. Financial aid recipients must comply with the Financial Aid Satisfactory Academic Progress Policy to remain eligible for federal and state financial assistance (see Financial Aid Satisfactory Academic Progress Policy). Undergraduates must maintain a minimum semester grade point average (GPA) and cumulative grade point average of 2.0 throughout their enrollment; graduate students, 3.0 throughout enrollment; continuing education students, 2.0 throughout enrollment. Semester GPA and cumulative GPA are reviewed at the end of each semester (fall, spring, and summer terms) after grades have been posted. Faculty members should post or submit grades no later than five (5) business days after the final day of the term.

ACADEMIC PROBATION

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

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

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

ACADEMIC DISMISSAL

Any student whose semester or cumulative GPA has not reached the satisfactory minimum listed above for two consecutive semesters is subject to academic dismissal from the University. Students who wish to appeal an academic dismissal must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success if allowed to continue at UWest.

A student who has been academically dismissed may appeal if academic progress has been made. They must:

- Leave UWest to pursue educational opportunities elsewhere and seek to be readmitted to UWest, and they must demonstrate a substantial likelihood of success at UWest if readmitted. Such likelihood of success may be demonstrated at least in part by successfully completing a minimum of 12 letter-graded credits in one term with a GPA of at least 2.4 at another academic institution. For any and all courses taken at another academic institution, at no time will a grade below a C be considered acceptable by UWest.
- Once students have proven this likelihood, they must submit a general petition of reinstatement along with an official transcript to the Department Chair or Program Coordinator. The Chair or Coordinator will review the student's reinstatement request. If approved for reinstatement, the student will be admitted and placed back on probation.
- If a student wishes to appeal dismissal and not seek educational opportunities elsewhere, the student must meet with the Department Chair or Program Coordinator and the Dean of Academic Affairs to review if his/her circumstances for his/her continued poor academic performance are acceptable for appeal so that he/she can be reinstated on probation without leaving UWest to seek higher academic performance elsewhere.

MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS

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

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

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

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

As allowed within FERPA guidelines, UWest may disclose education records without consent to officials of another school, upon request, in which a student seeks or intends to enroll.

Students have the right to file a complaint with the US Department of Education concerning alleged failure by UWest to comply with the requirements of FERPA.

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

WITHDRAWAL, LEAVE OF ABSENCE, AND READMISSION

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

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

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

Leave of Absence

Students may find it necessary to interrupt progress toward their degree, leave UWest, and decide to return at a later date. If a student finds it necessary to interrupt progress toward a degree for more than one semester, a leave of absence may be granted. Summer sessions do not constitute a semester only in the case of the requirement to request a leave of absence. In other words, if a student does not plan to attend classes in the summer terms only, a leave of absence is not required for the summer term that the student will be absent.

A leave of absence permits students to retain the right to elect requirements in effect at the time of the leave, or to adopt those in effect at the time of re-enrollment. Leaves are granted for one year. Failure to return by the specified time is considered a withdrawal. Students who wish to return to UWest more than one year after their last completed semester must apply for readmission (see section on readmission above) through the Office of Admissions. Applicants for readmission will be required to satisfy the current academic entrance requirements and catalogue.

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

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

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

CONTINUOUS ENROLLMENT POLICY

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

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

Students who have completed all course work, but who have not satisfactorily completed a comprehensive examination, thesis, dissertation, etc. are expected to maintain continuous enrollment until award of the degree. The student is required to register for continuous enrollment in the course designated under his/her program of study (i.e., MBA 715, PSYCH 715, and REL 715). Registration in this course carries 1 credit, does not require class attendance, and is restricted to conditionally classified or classified graduate students. Registration in this course in each semester when no other course work is taken will be necessary until award of the degree. The fee for continuous enrollment is equal to one credit of tuition charged per program as well as all other student fees and will allow students to remain in active status as well as enable them to utilize University resources for completion of the thesis/project.

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

ATTENDANCE POLICY

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

CLASS LEVEL

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

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

Course Numbering System

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

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

100 – 199 Freshman level, lower division, first-year courses.

200 – 299 Sophomore level, lower division, second-year courses. Freshmen students may be admitted to 200 level courses with their advisor’s consent.

300 – 399 Junior level, upper division courses to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor’s consent. First-year students are admitted by petition with written consent of advisor and instructor.

400 – 499 Senior level, upper division courses to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor’s consent. First-year students are not admitted to 400 level courses.

500 – 799 Graduate level courses towards a Masters or Doctoral degree.

800 – 899 Continuing education courses.

ADDRESS CHANGE

Students (domestic and international) must notify the University of any change in their address or phone number. Such changes may be made via by submitting Change of Address form located on the website or in the Registrar’s Office.

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

EMAIL ADDRESS

Following admission, each student will be assigned a University email address which will be used for all official email communication. (Prior to admission, another personal email address may be used to correspond.) The University email address will follow the Firstname.Lastname@my.uwest.edu format. Student email can be accessed via the University website (www.uwest.edu). If a student has trouble



logging into or using this account, they should see the Information Technology Department. Email can be set up to forward from this account to a personal account with another service, but official university emails will not be sent to any other account.

ACADEMIC COOPERATION WITH OTHER UNIVERSITIES

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

I. Universities with which we have cooperation agreements

| | |
|--|-----------|
| Shanghai Business School | China |
| Shanghai Bangde Vocational Technical College | China |
| Beijing Geely University | China |
| Nanjing University | China |
| Nanchang Univeristy | China |
| Nanchang Institute of Technology | China |
| Wuhan International Trade University | China |
| Hebei Foreign Language Professional College | China |
| Wenzhou University | China |
| Wuhan Media and Communications College of Huangzhong Normal University | China |
| East China Jiaotong University | China |
| Southwest University for Nationalities | China |
| Nan Tien Institute | Australia |
| Uiduk University | Korea |
| Dongguk University Gyeongju Campus | Korea |
| Dongguk University, Seoul | Korea |
| Geumgang University | Korea |
| Asia University | Taiwan |
| Fo Guang University | Taiwan |
| Nanhua University | Taiwan |
| Taipei Municipal Educational University | Taiwan |
| National Taitung University | Taiwan |
| National Pingtung Institute of Commerce | Taiwan |

| | |
|---|-----------|
| National Taiwan Ocean University | Taiwan |
| National Taiwan Sport University | Taiwan |
| National Kaohsiung First University of Science and Technology | Taiwan |
| Ta Hwa Institute of Technology | Taiwan |
| De Lin Institute of Technology | Taiwan |
| Wenzao Ursuline College of Language | Taiwan |
| Transworld University of Science and Technology | Taiwan |
| I-Shou University | Taiwan |
| Fooyin University | Taiwan |
| Claremont Lincoln University | USA |
| Montecito Fine Arts College of Design | USA |
| Mt. Sierra College | USA |
| Kingston University | USA |
| II. High schools with which we have cooperation agreements | |
| Middle School attached to Nanchang Univeristy | China |
| Shenzhen Chinese School | China |
| Huaxia Traditional Chinese Culture School | China |
| III. Universities with which we have relationships | |
| Jiangxi Institute of Education | China |
| Jiangxi University of Finance and Economics | China |
| Department of Buddhist Studies, University of Delhi | India |
| Mahabodhi International Meditation Centre | India |
| School of Management Studies, Gangalore University | India |
| Kyonggi University | Korea |
| Gyeongsang University | Korea |
| Silla University | Korea |
| Kyungsung University | Korea |
| Nanyang Technology University | Singapore |
| National University of Singapore | Singapore |
| Buddhist College of Singapore | Singapore |
| Buddhahood Sangha College | Vietnam |
| Vietnam Buddhist University | Vietnam |

CREDIT BY EXAMINATION

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

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

RESIDENCE REQUIREMENTS

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

GRADING STANDARDS

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

Grades and corresponding grade points are as follow:

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

Explanations of transcript notations are as follows:

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

I: Indicates acceptable progress in a course but that the workload has not been completed for a specified, justifiable reason (i.e., health, serious personal problem, or other unforeseeable problems). In order to receive an “I” a student must complete and submit an Incomplete Petition Form before the end of the course. When the missing course work is completed, the notation “I” will, by submitting a Change of Grade form, be replaced by the grade the student has earned. It is the student’s responsibility to ensure that all missing course work is completed and submitted before the deadline. This deadline is given by the lecturer, but must be within one year of the end of the semester for which the “I” was received.

Failing completion of the missing course work, the “I” will be changed to the grade the student would have received without the missing course work. This grade permanently remains in the transcript.

CI: Indicates courses currently in progress for a given semester.

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

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

W: Indicates official withdrawal from a class after the official drop deadline. Failure to attend does not constitute withdrawal from a class without the filing of an approved Withdrawal Petition and will result in the student receiving the earned grade for the class (usually an F). Please see the Academic Calendar for official course add/drop deadlines and deadlines for receiving a W grade in a course.

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

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

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

Pass/No Pass

Students may select Pass/No Pass as a grading option at the time they initially register for courses. Certain courses require letter grades only, while other courses allow only Pass/No Pass as the grading option. Such restrictions are noted in the course description. Courses in which students receive a grade of P may be applied toward satisfaction of degree requirements, but such grades are disregarded in determining overall grade point average. Undergraduates may take up to 12 semester credits per year on a Pass/No Pass basis, excluding courses offered only on a Pass/No Pass basis. Students should consult with their Department Chair or Program Coordinator regarding the choice of P/NP grading for courses in the major as not all courses have a P/NP grading option. Students who take a course for Pass/No Pass, cease attending in the course of the semester, and fail to withdraw will receive an “FW” grade.

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

Incompletes

The grade of incomplete may be assigned by an instructor if a student has not completed the coursework for a specified, justifiable reason (i.e., health, serious personal problem, or other unforeseeable problems). The student must request in writing the grade of Incomplete and must propose a date acceptable to the faculty member by which the missing work will be completed. An incomplete grade can only be given by the instructor if all paperwork is filled out, approved and filed with the office of the Registrar. A grade of incomplete may not be assigned in order to give a student a chance to do more work to improve a grade.

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

Audit

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

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

Courses Repeated for Higher Grades

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

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

Correction of Grades

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

- 1. A Grade Change form must be submitted by an instructor indicating that a clerical or procedural error is the reason for the change.
- 2. An additional signature on the Grade Change form by the Dean of Academic Affairs in cases where it has been determined that an instructor has assigned a grade on a basis other than academic grounds.

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

PETITION

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

GRADUATION

Although a student may have completed all degree program requirements, graduation is not automatic. Students who believe that they are ready to graduate must complete and submit an Intent to Graduate

form to the Office of the Registrar. The Intent to Graduate form must be submitted with the appropriate fee no later than the first day of the term in which the student expects to graduate. If a student should fail to complete requirements by the intended graduation date, a new Intent to Graduate form must be filed.

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

Commencement

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

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

- 1. Have met all degree requirements prior to the spring semester in which commencement is held and were conferred the previous summer or fall terms; OR
- 2. Have officially filed with the Registrar’s Office, an Intent to Graduate form for the current spring term in which commencement is to be held and have completed or be pending completion of all degree requirements by the end of the current spring semester, as determined by the Registrar’s Office. Graduate students must take any required comprehensive examinations in the spring semester in which commencement is held; OR
- 3. Have officially filed with the Registrar’s Office (see calendar for exact deadline), an Intent to Graduate form, and by the end of the current spring semester have remaining only the following for completion of degree requirements, as determined by the Registrar’s Office:
 - A. Bachelor students – 9 credits.
 - B. Master students – 6 credits; no graduate student is permitted to participate in commencement until they have completed and passed comprehensive examinations prior to the end of the current spring semester.
 - C. Ph.D. students – can participate in commencement after the successful defense of their dissertation.

Graduation with Honors

Undergraduate students with superior academic achievement throughout their university career may have their degree conferred with university Latin honors. To be eligible for Latin honors the student must have a UWest semester grade point average and cumulative grade point average at or above the specific honors category. A minimum of 54 credits must be UWest coursework taken for a letter grade. For notation of honors at the May commencement ceremony, 45 letter-graded UWest credits must be completed by December. Latin honors are not applicable to certificate, continuing education, graduate, or post-graduate degree-seeking students. UWest awards the following Latin honor categories:

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

RELEASE OF TRANSCRIPTS, DIPLOMAS, AND CERTIFICATES

No transcripts, diplomas, or certificates are released to any student with an unpaid balance to UWest or any UWest sponsored agency. Students must also complete Financial Aid exit interviews.

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

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



REGISTRATION AND SCHEDULE CHANGES

REGISTRATION

Students are encouraged to register for their classes online using the Student Portal accessed via the University website: www.uwest.edu. Registration consists of registering for classes and paying all required tuition and fees. The Add/Drop and Course Registration form, issued by the Office of the Registrar, is used to add and drop classes. The student is required to register by the deadlines designated in the Academic Catalogue. Before registering, each student should meet with his or her academic advisor for assistance in the selection of courses.

LATE REGISTRATION

Students may register late via the Student Portal or in the Office of the Registrar during the first two weeks of classes. A late fee will be charged. Students may register after the Friday of the second week of a semester only with the permission of the Department Chair or Program Coordinator.

SCHEDULE CHANGES

After registration has been completed, students may add or drop courses via the Student Portal or by filling out and submitting the Add/Drop form to the Office of the Registrar. No course is officially added or dropped until the change has been recorded on the student's academic record and all students are responsible for all courses on their schedule (a student must check their schedule to sure it accurately reflects the courses that they are enrolled in). Please refer to the Academic Calendar for Add/Drop dates and the relevant fees schedule for possible fees.

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE

Total Number of Units Required (120 Units)

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

Upper-Division Units Required (45 Units)

Undergraduates must complete a minimum of 45 upper-division units (51 for General Studies majors), including at least 24 upper-division units at UWest.

Requirements in the Major (42 Units)

Undergraduates must complete at least 42 units in the major, including at least 36 upper-division units. General Studies: 72 units with at least 42 upper-division units.

GENERAL EDUCATION REQUIREMENT

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

1. Core Competencies 12 units

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

2. Historical Foundations 6 units

A minimum of 3 units from each section

Section A:

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

Section B:

- 2.2 Asian History (HIST 250, 260, 318, 418)

3. Advanced Mathematics and Natural Sciences - 6 units

A minimum of 3 units from each section:

Section A: MATHEMATICS

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

Section B: NATURAL SCIENCES

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

4. Religion and Philosophy 6 units

Section A: RELIGION

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

Section B: PHILOSOPHY

- 4.2 Philosophy (PHIL 110, 120, 200, 310, 320)

5. Social and Behavioral Sciences 6 units

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

- 5.1 Anthropology (ANTHR 101, 301)
- 5.2 Psychology (PSYCH 100, 210, 220, 330)
- 5.3 Sociology (SOC 100)
- 5.4 Economics (BUS 201, 202)
- 5.5 Political Science (POL 101)

6. Humanities 6 units

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

Section A: FINE ARTS

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

Section B: LANGUAGES

- 6.4 Chinese (CHN 101, 102)
- 6.5 Japanese (JPN 101, 102, 301)
- 6.6 Canonical Chinese (CCHN 400, 402)
- 6.7 Pali (PALI 400, 401)
- 6.8 Sanskrit (SNSK 400, 401)
- 6.9 Tibetan (TIB 400, 401)

Section C: LITERATURE

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

7. Wellness 2 units

- Yoga for Body and Mind (WELL 100)
- Kung Fu for Body and Mind (WELL 105)
- Tai Chi for Body and Mind (WELL 110)

8. Service Learning 1 unit

- SRVLNG 100

9. Capstone 3 units

- Religion, Science and Society (CAP 401)

Notes:

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

Students who take General Education courses at another institution while enrolled at UWest are advised to consult with the Office of the Registrar concerning their status as full- or part-time students and with the General Education Coordinator regarding the transferability of the courses.

Academic Major

- Credits and specific courses are determined by the academic departments; see departmental listing for more detail. Students must follow the General Education and major requirements of the same catalogue year.
- A minimum of 36 credits of upper-division course work in the major (42 for General Studies); a minimum of 2.0 (C) average on a 4.0 scale in the major overall and in upper division course work.

Dual Major with the Same Degree

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

Second Major with the Same Degree

Once a degree has been conferred:

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

- A minimum of 18 credits may not be duplicated by the second major.

Second Bachelor’s Degree

Once a degree has been conferred:

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

GRADUATION REQUIREMENTS FOR MASTER’S DEGREE STUDENTS

Master of Arts in Religious Studies

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

Master of Divinity in Buddhist Chaplaincy

The Master of Divinity in Buddhist Chaplaincy requires the completion of a minimum of 72 semester units with a cumulative grade point average of 3.0 or higher. The degree is designed to be completed in three years of full-time (12 units per semester) study. Students are also strongly recommended to participate in a clinical internship during their studies. A maximum of 6 units of relevant graduate work completed at another college or university may be applied to the M.Div. in Buddhist Chaplaincy at UWest. Course requirements for the M.Div. in Buddhist Chaplaincy are outlined in the section on Graduate Programs of Study.

Master of Arts in Psychology

The Master of Arts in Psychology requires students to select either the Marriage and Family Therapy (MFT) Multicultural or Buddhist Psychology track. Students on either track are required to maintain at least a 3.0 grade point average throughout the degree program. Furthermore, all Master of Arts candidates are required to successfully defend a thesis project or complete comprehensive exams. The purpose of the thesis/comprehensive exam is to facilitate a meaningful synthesis of the various concepts and experiences provided in the program. Course requirements for the M.A. in Psychology are outlined in the section on Graduate Programs of Study.

Master of Business Administration (MBA)

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

Executive Master of Business Administration (EMBA)

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

GRADUATION REQUIREMENTS FOR DOCTORAL PROGRAMS

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



TRANSFER OF CREDITS

UNDERGRADUATE STUDENTS

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

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

Students attending California community colleges should select General Education courses which meet requirements for either California State University certification or Intersegmental General Education Transfer Curriculum (IGETC) certification. Fulfillment of either CSU or IGETC certification prior to enrollment at UWest will fulfill UWest's General Education requirements with the exception of the capstone course (CAP 401).

Students who are currently attending another college or university should pursue a liberal arts and science curriculum that parallels the general education curriculum at UWest.

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

GRADUATE STUDENTS

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

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

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