



Catalogue 2009-2010

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UNIVERSITY OF THE WEST

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FROM the PRESIDENT



At University of the West, our educational mission is to transform lives through cultural understanding and appreciation between East and West. On behalf of University of the West, I invite you to visit our beautiful campus, learn about our unique academic programs, and meet our outstanding faculty.

University of the West provides a curriculum that balances meaningful exploration of the human experience with professional preparation. It was a pioneer in Humanistic Buddhism, Master Hsing Yun, who founded our school with the hope of putting the “human” back into the humanities. At the heart of your UWest education, whether you are an MBA student or Religious Studies major, you will find humanities and social sciences – the study of people. Our goal is that students graduate fully equipped with the skills and knowledge required by their chosen profession along with a firm understanding of their life’s purpose beyond their professional vocation.

Students at UWest enjoy small class sizes and forge lifelong friendships with fellow students from across the world. UWest’s student body represents the global village, with students from Asia Minor, South and East Asia, the United States, Africa, and Europe. Students also represent a variety of religious faiths.

As University of the West continues to grow, we welcome new programs such as the Master of Arts degree in Psychology and the Master of Divinity in Buddhist Chaplaincy. You can find more information about this and all of our programs in this catalogue. As the new president, I am committed to maintaining the high quality of our academic programs, upgrading and modernizing our physical and digital infrastructure, and increasing the profile of our flagship program in Religious Studies.

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, irrespective of race, ethnicity, gender, sexual orientation, 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 at UWest, you will enjoy active learning engagement and faculty-student interaction. You will graduate prepared for a career in business, psychology, religion, teaching, research or other professions. I invite you to join our campus community and allow us to assist you with this exciting and challenging journey.

Dr. C.F. Lee
President

Fall 2009 Semester

Aug. 24	Classes Begin
Sept. 7	Labor Day (University closed)
Nov. 11	Veterans Day (University closed)
Nov. 26 – 27	Thanksgiving recess (University closed)
Dec. 5	Classes End
Dec. 11	ESL Classes End
Dec. 6 – 12	Final Exam Week
Dec. 14, 2009 - Jan. 17, 2010	Winter Recess
Dec. 24, 2009 - Dec. 31, 2010	Christmas Holiday (University closed)
Jan. 1, 2010	New Year's Day (University closed)

Spring 2010 Semester

Jan. 18	Classes Begin
Feb. 13	Chinese New Year's Eve (University closed after 12pm)
Feb. 14	Chinese New Year (University closed)
Feb. 15	Presidents' Day (University closed)
Mar. 22 – 26	Spring recess (University is open; No instruction)
May 8	Classes End
May 14	ESL Classes End
May 9 – 15	Final Exam Week
May 15	Commencement
May 21	Buddha Day (University closed)
May 31	Memorial Day Holiday (University closed)

Summer 2010 Semester

June 1	Summer Session begins*
June 28	ESL Classes Begin
July 5	Independence Day observed (University closed)
August 7	Summer Session ends*
August 7	ESL Classes end
August 2 -7	Final Exam Week

* Schedules vary: Students need to consult their department's schedule for exact dates.



Mission

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. Since February 16, 2006, it is accredited by the Western Association of Schools and Colleges (WASC). 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.

The mission of University of the West is to:

1. Provide a 'whole person' education in a context informed by Buddhist wisdom and values; and
2. Facilitate cultural understanding and appreciation between East and West.

A highly qualified faculty and a supportive and physically attractive learning environment are provided so that students can master a body of knowledge, acquire analytical and creative problem-solving and learning skills, cultivate moral and cultural discernment and develop personal and social responsibility.

The goals of University of the West are to:

1. Provide a learning and cultural environment for students to explore religious and ethical issues inherent in life and work;
2. Prepare students for religious and public service and for careers and leadership in business management;
3. Cultivate cross-cultural perspectives and facilitate cultural exchange between East and West through a broad-based educational program, and a culturally and internationally diverse faculty and student body;
4. Enhance mutual understanding and respect among different religious and cultural groups through education, exchange programs, conferences, inter-faith dialogue, and publications; and
5. Work for world peace, the well-being of humankind and the preservation of the environment by developing and nurturing students who will contribute to those ends.

To fulfill its educational mission, University of the West is organized to:

1. Provide facilities and resources for the advanced academic study of and research in Buddhist and Comparative Religious Studies;
2. Prepare students majoring in Buddhist Studies to explain Buddhism to people whose primary language is English;
3. Provide a forum in which scholars, students and others may exchange ideas and information on various aspects of Buddhist Studies;
4. Prepare business management students for careers and leadership in a global society with an awareness of the role of culture in the managing of organizations;

5. Develop and offer a broad-based undergraduate program with a strong General Education component and majors in languages, humanities, social sciences, religious studies and business administration: e.g. English, History, Psychology, Buddhist Studies, Comparative Religion, Accounting, Marketing, Computer Information Systems, and International Business;
6. Provide continuing education opportunities for the local community and students from abroad, with special emphasis on professional training and community services;
7. Serve as a center for the study of Chinese and Asian cultures and the sharing of those cultures with the diverse communities of the United States;
8. Enable non-English-speaking students to improve their command of the English language and familiarize them with American and Western life and culture;
9. Inculcate in students the social and ethical values that will prepare them for productive involvement in social services;
10. Function as a research center for Chinese Buddhist Studies through the Institute for Research and Advanced Studies in Chinese Buddhism;
11. Promote the study of and service to minority-owned businesses and small businesses through the Center for the Study of Minority and Small Business;
12. Explore avenues for reaching off-campus students through Internet distance education courses; and
13. Negotiate agreements of cooperation with US and foreign universities and seats of higher learning.

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 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. He continues to be the President of the Board of Trustees and, along with other board members, guides and directs the University, including the approval of important proposals made by University of the West administrative and academic staff. 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 a number of its important ceremonies and international conferences. The day-to-day administrative and academic functions of the University are entrusted to the University of the West President.

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.

Establishment 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 and was both the name of the University and of the Temple. 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, through the University of the West Press, English translations of Master Hsing Yun’s writings. The establishment of the Institute for Research and Advanced Studies in Chinese Buddhism (IRASCB) is a further step in this direction. Two more centers have also been created: The Buddhist Psychology and Counseling Research Center (BPCRC, currently not operational), and the Center for the Study of Minority and Small Business (CSMSB).

Educational Services

The University offers the following degree programs and certificates:

Degree Programs

Bachelor of Arts without Major
Bachelor of Arts - Buddhist Studies
Bachelor of Arts - Religious Studies
Bachelor of Arts - Business Administration
Bachelor of Arts - English
Bachelor of Arts - History
Bachelor of Arts - Psychology
Master of Arts - Religious Studies (Concentration in Comparative Religious Studies)
Master of Arts - Religious Studies (Concentration in Buddhist Studies)
Master of Divinity in Buddhist Chaplaincy
Master of Arts - Psychology (Concentration in Buddhist Psychology)
Master of Arts - Psychology (Concentration in Multicultural Counseling Psychology)
Master of Business Administration
Executive Master of Business Administration
Doctor of Philosophy - Religious Studies (Emphasis in Buddhism)
Doctor of Philosophy - Religious Studies (Emphasis in Comparative Religious Studies)

Certificate Programs

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

The undergraduate degrees in Religious Studies are designed to provide students with a foundation in the traditions, doctrines and practices of Buddhism and other religious traditions. They also engage students in informed discussion of ideas, issues and methods in comparative studies of religion and contemporary critical theory. Buddhism is studied as a living tradition across different cultures and in the context of its relationship to other religious traditions.

The undergraduate degree program in Business Administration, with majors in Accounting, Marketing, International Business, and 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, History, and Psychology. See the respective sections in this catalogue.

Graduate degrees are offered in Business Administration, Religious Studies, 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 two-year MBA program and one-year 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. University of the West is recognized as offering the widest range of courses in Buddhist Studies in the U.S.A.

The Continuing Education Department makes the educational resources of the University available to a larger community by providing courses in a variety of formats to students who are not officially enrolled in degree programs. Included in the program are credit and non-credit courses in Chinese culture, foreign languages, and personal and professional development. The University 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 U.S.A.

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

Accreditation

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

Institute for Research and Advanced Studies in Chinese Buddhism

The Institute for Research and Advanced Studies in Chinese Buddhism 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 monthly lectures 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. The Institute currently oversees the Digital Sanskrit Buddhist Canon project and conducts two other projects on Dunhuang studies.

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

The Center helps the Department of Business Administration reach out to the minority and small business sectors as well as related communities for potential resources and support so that the students at UWest can be exposed to and become familiar with business realities and the existing business environment. In this capacity the Center assists the Department in determining the knowledge and capacities/skills required in business areas so that the students will be equipped with the most appropriate knowledge and skills.

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, the *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.



The Rosemead Campus

University of the West is located on a spacious and tranquil ten-acre campus situated on a hill that provides a panoramic view of the San Gabriel Valley and the nearby mountains, which are capped with snow in winter. It takes approximately 30 minutes to drive from the University to downtown Los Angeles and the cultural resources of that great city. University of the West is also quite near to the Southern Californian 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 dormitories. Recreational facilities include a swimming pool, spa, 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 8:00 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 if 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 UWest's 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 Committees. 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, staff, and the community to enhance the academic and professional success of our students. The Center's primary purpose is to provide you with a variety of educational services in a comfortable, confidential, and collaborative learning environment. Our services fall into four areas:

Language Development

We assist NNES/ESL students improve their understanding of American English. We can work with you on speaking & pronunciation, reading comprehension, writing, grammar, and listening skills. You can visit with a tutor or help yourself to our books, audio CDs, DVDs, and language software programs.

If you're a graduate student fulfilling your classical Chinese requirement, we have Chinese tutors available to assist you with reading, pronunciation, and translation skills.

Multiliteracy Enhancement

Our tutors provide valuable assistance to students working on academic or professional writing, speaking, or multimedia projects or presentations. If you have an essay, a PowerPoint or multimedia project, or a speech, our friendly tutors can work with you no matter where you are in the process.

If you're working on conference presentations or publications, our knowledgeable staff can work with you to polish that paper or article or provide helpful tips to develop your confidence during public speaking engagements.

Academic Tutoring

Clarify your understanding of course materials and concepts through individualized tutoring at the SSC. We have tutors specialized in business, marketing, accounting/finance, psychology, religious studies, math, and the humanities.

For many students, college is a time of transition. The SSC wants you to succeed and can give you tools and resources to assist you on your path to success. We offer resources, handouts, and workshops on critical reading and note-taking, time management, group work, writing for examinations, and many others.

Career Services

The SSC is determined to help students succeed inside and outside the classroom. Our career services specialists can work with you to design an individualized career plan, research jobs or careers, provide resources for career assessments, prepare your résumé and cover letter, and participate in mock interviews. We may also be able to help you find an internship while you're enrolled or a job once you're close to graduation.

Library and Computer Center

The University's Library and Computer Center are 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 64,000 volumes and subscribes to over 200 scholarly journals. An additional 6,000 journals and indices are available in electronic format through the library's website.

At the heart of the library's archives is the collection of books on religion, with particular emphasis on Buddhism. There are 20 sets of sutras in different languages, including Chinese, English, Pali, and Sanskrit. The collection is such that libraries from Harvard, Stanford, and UC Berkeley have been known to send requests to borrow books from the library. Acquisitions for other areas of study, such as history, language, and business, are also increasing to meet student demands. Additionally, if there are books or journals the library does not have, document deliveries from other academic libraries can be initiated on the patrons' behalf.

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

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

Reference assistance, Internet-accessible computers, 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. Together, these services give patrons the opportunity to fully explore the information landscape.

Religious Life and Practice

While University of the West is a Buddhist-affiliated university with a mission to provide a "whole person" education in the context of Buddhist wisdom and values, there are no obligatory 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 Buddhist shrine and meditation center on campus is open to faculty, staff, and students.

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 of the University with the 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. Students are encouraged to combine moral and religious practice with their academic studies as a foundation for intellectual and spiritual well-being.

University of the West Press

University of the West Press was established in 1994 for the purpose of publishing English translations of Master Hsing Yun's writings, and texts by other authorities on Buddhist subjects. Ten volumes of Master Hsing Yun's works and a biography of the Venerable Master written by Fu Chi-Ying and translated by Amy Lui-Ma have been published. They may be purchased through the UWEST Bookstore:

1409 N. Walnut Grove Avenue, Rosemead, CA 91770, USA.

Tel. (626) 571-8811;

FAX (626) 571-1413;

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

The Bookstore

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.

The Office of Student Life is devoted 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 terrific resource for students, faculty, staff, community members or others who want to know more about the University. The services provided by this department include, but are not limited to: campus activities and event updates, 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 at the Rosemead campus, 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, 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.

Advisement and Counseling

Students are encouraged to consult with appropriate faculty and/or the Dean of Academic Affairs regarding course selection, program planning, academic difficulties, degree requirements and academic and vocational resources. The Office of Student Life provides students with crisis counseling, residential grievance mediation, and referral to outside support agencies if needed.

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 students in the United States. The ISS Officer issues and maintains I-20 records in the SEVIS system, helps students with CPT and OPT applications, provides verification of enrollment for a variety of agencies (DHS, DMV, Social Security, etc.), and advises students in matters of maintaining legal status. The ISS Office also works with other departments within UWest to help enhance cross-cultural communication and appreciation among all 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; 626-571-8811, ext. 130.

Career Planning and Placement Assistance

The University does not function as an employment agency or make any guarantees of employment as a result of completing the degree curricula offered. The University's Student Success Center does, however, assist both degree candidates and graduates in many ways and informs students of career opportunities, including internships and exchange programs. Students and alumni can also search full-time, part-time and internship opportunities in job listing databases through the Internet.

Notices of internships, part-time and full-time career opportunities received by the University are posted. Students and friends of the University who become aware of employment opportunities, whether full-time or part-time, temporary or permanent, are encouraged to bring them to the attention of the Student Success Center.

Student Internet Access

All students are provided with access to the internet and an individual account to log on 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 a student's status of enrollment.

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

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 cost of meals is included in the housing costs. Residential students cannot be exempted from the meal plan. For more detailed information on meal plan costs please refer to Chapter X: Financial Information.

Residential Life

The University provides on-campus housing at the Rosemead campus. Housing is only available to full-time or extended-stay students (those enrolled in intensive short-term courses). Residence Hall contracts for new and continuing students enrolling in the fall semester continue 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 on the Residential Life page under Student Life on the University website: www.uwest.edu.

The Department of Residential 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.

The University maintains a referral service for privately owned apartments and rooms in private homes located near the University for students who prefer off-campus housing. Information about listings and price ranges may be obtained from the Office of Student Life. Approximately 4-6 weeks should be allocated to the search and acquisition of off-campus housing, especially for families.

Student Clubs & Organizations

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 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 University. It is hoped that, through participation in clubs, students can develop interpersonal, organizational and leadership skills in a challenging yet supportive environment.

Financial Aid

University of the West participates in the Pell Grant, SEOG, Academic Competitiveness Grant, as well as the Federal Family Student Stafford loan program, private loan programs, institutional scholarships, and work study (federal and institutional). Please refer to the section on Financial Assistance in this catalogue.

Veterans Affairs – Institution of Higher Learning

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 at 626.571.8811 ext. 122, 138 or financialaid@uwest.edu. This information may also be obtained by visiting the Veterans Affairs website at: <http://www.gibill.va.gov/>.

Work-Study Program

Guidelines and Regulations for work-study students:

1. University of the West offers a work-study program during the fall and spring semesters, summer session and winter vacation each year. During the summer session and winter vacation, work-study students may work up to 30 hours per week, with their supervisor's approval.
2. 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, social security card (or tax ID card), and a voided personal check when you turn in the application form.
3. According to INS 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 an F-1 student 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

A limited number of scholarships and grants are available. These are awarded based on academic excellence and/or financial need.



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 website at www.uwest.edu or request forms from the Office of Admissions. Applicants are also encouraged to submit their application online at www.uwest.edu.

- Applications for admission to the undergraduate, graduate, certificate and the English as a Second Language program, should be directed to the Office of Admissions. The Office of Admissions also administers admission to and enrollment in 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 and international mailing and handling fee (the latter for international students only) will be required.
- The applications and supporting documents of applicants who never actually 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 or Program	Spring (Jan. - May)	Summer (Jun. - Aug.)	Fall (Sep. - Dec.)
* International Applicants (F-1 Visas)	Sep. 2	Apr. 1	Jun 1
Domestic Applicants	Sep. 2	Apr. 1	Jun 1
Non-Degree Applicants	Upon registration	Upon registration	Upon registration
ESL Applicants	On an ongoing admission basis		

* International Applicants: Please contact the Office of Admissions for detailed admission requirements in order to avoid postponement of 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 and procedures for admission to the undergraduate program are further clarified in the section below on requirements for undergraduate programs.

Requirements for Undergraduate Programs -

Application for admission to the undergraduate degree programs requires the submission of the following to the Office of Admissions:

1. A completed Application Form (with signature);
2. Application Fee of \$50 for domestic students or \$100 for international students.
(The application fee must accompany the application and is non-refundable. Check or money order should be payable to University of the West).
3. Statement of Purpose - two pages, typed and double-spaced;
4. Official Transcripts from each school, college or university attended;
5. Copy of Diploma for all degrees earned;
6. Three Letters of Recommendation from professors and/or employers;
7. Verification of English proficiency (for International Students or non-native English-speaking students)
 - Official TOEFL score report with a minimum score of 61 on the Internet Based Test (iBT), 173 on the Computer Based Test (CBT) or 500 on the Paper Based Test (PBT). This is applicable only to international students who were educated at

institutions where English was not the main language of instruction. In general, all international applicants admitted to an undergraduate program will also be required to take the English Placement Test administered by the Department of Languages.

- Or; official IELTS score report with a minimum score of 5.5. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to an undergraduate program will also be required to take the English Placement Test administered by the Department of Languages.
- Applicants who are not international students and whose native language is not English are required to take the English Placement Test administered by the Department of Languages.
- Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
- 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

- 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)

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 and procedures for admission to graduate programs are further clarified in the section below on requirements for graduate programs.

Requirements for Graduate Programs -

Application for admission to the graduate programs requires the submission of the following to the Office of Admissions:

1. A completed Application Form (with signature);
2. Application Fee of \$50 for domestic students or \$100 for international students.
(The application fee must accompany the application and is non-refundable. Check or money order should be payable to University of the West).
3. Statement of Purpose - two pages, typed and double-spaced;

4. Official Transcripts from each school, college or university attended;
5. Copy of Diploma for all degrees earned;
6. Three Letters of Recommendation from professors and/or employers;
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). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - Or; official IELTS score report with a minimum score of 6.0. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the Department of Languages.
 - Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
 - 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, IELTS score or take the English Placement Test.
8. Additional requirements for International (Foreign) 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).

Admission for Open Enrollment

Applications for admission to the 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 Open Enrollment Application Form;
2. 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 an accredited or state approved college with a 2.0 or higher cumulative grade point average or by being over 18 years of age; and

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 ESL Application Form (with signature);
2. Application Fee of \$50 for domestic students or \$100 for international students.
(The application fee must accompany the application and is non-refundable. Check or money order should be payable to University of the West).
3. Official Transcripts (all official transcripts must be in English, or please have them 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 (Foreign) 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 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, exchange visitors, or other non-immigrant classifications. University of the West requests separate requirements in the admissions of international students. Verification of both English proficiency and financial resources is an important consideration.

- 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 Form" 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

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 61 on the Internet Based Test (iBT), 173 on the Computer Based Test (CBT) or 500 on the Paper Based Test (PBT).
- 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).

- 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.
- Applicants whose TOEFL score falls below the minimum requirement may still be considered for admission.

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:

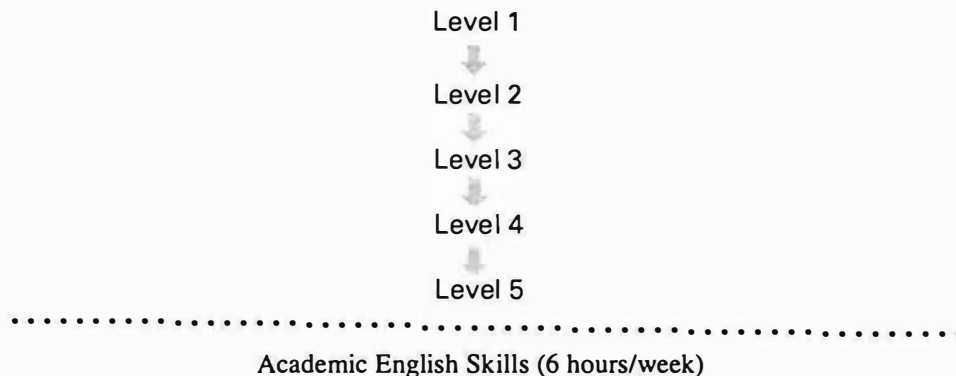
- Minimum score of 5.5 for undergraduate programs.
- Minimum score of 6.0 for graduate programs.
- Applicants whose IELTS score falls below the minimum requirements may still be considered for admission.
- International students with three or more years of successful participation in a college or university academic program where English was the main language of instruction are not required to submit an IELTS score or to take the English Placement Test.

English Placement Test (EPT)

Generally, all international applicants admitted to a degree program will also be required to 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 course sequence, beginning with the level at which he/she is assessed. Students enrolled in Academic English (ENGL 100A/B; see Course Descriptions for General Education) usually 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.

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.)



ENGL 100A & ENGL 100B

(Passing grade of B or better required to fulfill Academic English requirement)

(Degree program students may concurrently enroll in a maximum of two academic courses.)

Admission 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 and the international mailing and handling fee (for international students only) will be required for re-application.

Readmission

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

1. Complete application for readmission, including fee (non-refundable);
2. Complete a statement explaining the reason for his/her absence and reason for returning;
3. Submit any additional transcripts not previously sent or coursework taken at another institution during student's 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 Dean of Academic Affairs for applicability to current degree requirements.

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

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 and Temple grounds.

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 the University regulations should be made to the Office of Student Life. 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 deemed wholly objectionable 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:

1. 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.
2. 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. A recommended effective rule of thumb: 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. Where the 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. After considering whatever appeal the student may present within 30 days of the disciplinary action, the Dean of Academic Affairs shall issue a letter of warning to the party or parties involved. The report of the indiscretion 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 enroll in a minimum of 12 units per semester and graduate students in a minimum of 9 units per semester. Students enrolling in more than 18 semester units must have the permission of the Dean of Academic Affairs. Fees will be assessed for those students enrolling in a course load greater than full time status.

English as a Second Language students are full-time if they are registered in an instructional program that meets a minimum of 20 hours (18 clock 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 need to enroll in 6 units in their first summer session to maintain full-time status both at the undergraduate and graduate level, and 20 hours per week in ESL.

Students may be granted admission on a conditional basis if their academic or personal histories indicate that they may have difficulty carrying a full 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 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. SAP must also be maintained to remain eligible for federal financial assistance. Undergraduates must maintain a minimum Semester GPA and CGPA of 2.0 throughout their enrollment; graduate students, 3.0 throughout enrollment; Certificate and Continuing Education students, 2.0 throughout enrollment. Semester GPA and CPGA is reviewed at the end of each semester after grades have been posted. Grades must be posted in a timely and orderly fashion – preferably within one week after the last day of the course.

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 whose cumulative GPA falls below 2.0;
2. Graduate students whose cumulative GPA falls below 3.0;
3. Certificate program and Continuing Education students whose semester and/or cumulative GPA falls below 2.0.

Students on academic probation may enroll in no more than 14 semester hours each semester they are on probation. In addition, students on academic probation will be expected to consult with an academic advisor 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.

Note: If a student does not demonstrate sufficient improvement by the end of the next semester he/she will be dismissed from the University.

Academic Dismissal

Any undergraduate student whose term or cumulative GPA has not reached at least 2.0 (at least 3.0 for graduate students) 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 and with a grade of at least a C or greater in all courses at another academic institution.
- Once students have proven this likelihood, they must submit a general petition of reinstatement along with an official transcript to the Dean of Academic Affairs. The Dean of Academic Affairs will review the student's reinstatement. If approved for reinstatement, the student will be placed back on probation.
- If a student wishes to appeal dismissal and not seek educational opportunities elsewhere, the student must meet with 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.

University of the West's policy regarding confidentiality is in keeping with the Family Educational Rights and Privacy Act (FERPA), which affords students certain rights with respect to their education records, a summary of which follows. They are:

1. The right to inspect and review the student's education records within 45 days of the day University of the West receives a request for access.
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 needs to review an education record in order to fulfill his or her professional responsibility.

As allowed within FERPA guidelines, University of the West 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 University of the West to comply with the requirements of FERPA.

At its discretion University of the West 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 University of the West may officially withdraw by completing a Withdrawal form, found on the UWest website and in the Office of the Registrar.

Students who plan to return after interrupting their enrollment at University of the West, please see Leave of Absence policies.

Current students who are uncertain whether to drop their last class or withdraw from the University are strongly urged to contact their Department Chair and the Academic Dean prior to withdrawing.

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, for acceptable reasons, you find it necessary to interrupt progress toward your degree for more than one semester, a leave of absence may be granted (Summer Sessions do not constitute a semester).

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 from University of the West. Those students who wish to return to University of the West after one year from their last completed semester must apply for readmission 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 University of the West 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 University of the West or adopt requirements in effect at the time of re-entrance, so long as:

1. the major is still being offered by University of the West;
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.

Readmission

Students who wish to return to University of the West after two or more consecutive semesters (1 year) must apply for readmission through the Office of Admissions.

1. Complete Application for readmission, including fee;
2. Complete a statement explaining the reason for his/her absence and reason for returning;
3. Submit any additional transcripts not previously sent or coursework taken at another institution during your 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. Coursework completed at the University more than four years prior to the time of readmission must be reviewed by the Dean of Academic Affairs for applicability to current degree requirements.

Students dismissed from the University for ethical or behavioral violations of University policy will not be readmitted.

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 an approved 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 needs to 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 responsible for and required to submit a registration form 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 is restricted to conditionally classified or classified graduate students. It carries 1 credit and does not require class attendance. 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 differs from the one described above.

Class Level

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

Freshman	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 and courses 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 – 299 Lower division courses at the freshman and sophomore level; freshman level 100-199 and sophomore level 200-299. Freshmen may be admitted to 200 level prerequisite requirements with their advisor's consent.

300 – 399 Upper division courses at the junior and senior level which do not give graduate credit and to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor's consent. Freshmen are admitted by petition with written consent of advisor and instructor.

400 – 499 Upper division courses at the junior and senior level which do not give graduate credit and to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor's consent. Freshmen students are not admitted to 400 level courses.

500 – 599 Courses for graduate students

600 – 799 Courses for graduate students

800 – 899 Continuing Education courses

Address Change

Students (domestic and international) must notify the University of any change in their address, phone number or e-mail address. Such changes may be made via the Change of Address form located on the web or at the Office of the Registrar. The Change of Address must be submitted to the Office of the Registrar.

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.

Academic Cooperation with Other Universities

Some classes offered through the Comparative Religion Department of California State University, Fullerton, are available to University of the West students. Announcements are made in the Semester Schedules. UWest has also developed cooperative agreements with the following universities: Fo Guang Shan Tsung Lin University, National Kaohsiung University, Yuan Kuang Buddhist College.

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 University of the West'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. A General Petition Form must be filed through the Office of the Registrar. The credit by examination fee is \$100 per unit. A maximum of 15 units may be completed through credit by examination. 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 units at University of the West, is required for the B.A. degree. For an M.A. in Religious Studies, the residence requirement is 27 units, while for an MBA it is 33 units. The doctoral program requires 30 units. Units earned through credit by examination, unless otherwise specified, are not applicable to the residence requirement.

Grading Standards

The instructor in charge of 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
Unsatisfactory	D+	1.3
	D	1.0
Minimum Passing	D-	0.7
Failing	F	0.0
Failing to Withdraw	FW	0.0
Pass	P	0.0
No Pass	NP	0.0
In Progress	CI	
Incomplete	I	
Withdraw	W	
Not Reported	NR	
Reported Delayed	RD	
Audit	AU	

An incomplete (I) is given to students who have yet to complete all the work for a course. They must complete work during the period prescribed by academic regulations.

After the official drop deadline, a student who has withdrawn from a course in the prescribed manner will receive a W.

A student who satisfactorily completes a P/NP course will receive a P. No grade points are assigned, and the course is not computed in the grade point average. It is equivalent to a C or higher.

A grade of no pass NP will be given when the requirements for credit in the course have not been satisfied at the level of a C or higher. It is not computed in the grade point average.

The FW grade is assigned to students who cease attending part way through the semester but who do not officially withdraw. It is computed in the grade point average as an F.

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 petition, 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 5th week of instruction unless approved by both the instructor and the Dean of Academic Affairs.

W Indicates official withdrawal from a class after the official drop deadline. Withdrawal from a class without the filing of an approved petition will result in the student receiving the earned grade for the class.

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 certain 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 regarding the choice of P/NP grading for courses in the major as not all courses have a P/NP grading option.

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 (see Academic Calendar for corresponding deadlines). Once a course is graded, students cannot request a change in grading option.

“P” grades are equivalent to “C” grades or above; NP grades are given for “C-” and below.

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.

Incompletes

The grade of Incomplete may be assigned by an instructor if a student, through circumstances beyond his or her control, has not completed a small portion of a course by the conclusion of the semester. 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.

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 University of the West. 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 Dean of Academic Affairs 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.

Course 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 usually assessed. 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.

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 Chair of the Department. 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 are ready to graduate must apply for Degree Conferral with the Office of the Registrar and pay the appropriate fee in order to identify the semester in which they expect to complete their degree requirements. If a student should fail to complete requirements by the intended graduation date, a new Intent to Graduate form must be filed.

University of the West confers degrees three times during the academic year: May 31, August 31, and December 31. 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 candidates' 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 file a participation form with the Office of the Registrar. To be eligible for participation, at the time of the application deadline students must file the Intent to Graduate form, and 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 2010 spring semester and were conferred in August 2009 or December 2009;
OR
2. Have officially filed with the Registrar's Office, an Intent to Graduate form for May 2010 and have completed or be pending completion of all degree requirements by the end of the 2010 spring semester, as determined by the Registrar's Office. Graduate students must take any required comprehensive examinations in the 2010 spring semester; OR
3. Have officially filed with the Registrar's Office, no later than April 2010 (see calendar for exact day), an Intent to Graduate form for an August 2010 conferral date, and by the end of 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 2010 spring semester

C. Ph.D. students – can walk after the successful defense of their dissertation

Graduation with Honors

Undergraduate students with superior academic achievement throughout their university career may be graduated with university Latin honors. To be eligible for Latin honors, the student must have a University of the West semester grade point average and cumulative grade point average, at or above the specific honors category. A minimum of 54 credits must be University of the West coursework taken for a letter grade. For notation of honors at the May commencement ceremony, 45 letter-graded University of the West credits must be completed by December. Latin honors are not applicable to Certificate, Continuing Education, Graduate, or Post Graduate degree-seeking students. University of the West 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 University of the West or any University of the West sponsored agency, including 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. Official transcript requests and information are available at www.uwest.edu



Registration

Registration consists of paying all required tuition and fees and enrolling in classes. In addition to online course registration via the Student Portal, the Registration Form, issued by the Registrar, is used for paying fees and for requesting enrollment in classes. The student is required to complete both processes by the deadlines stipulated in the Schedule of Classes in order to be officially registered and enrolled each semester.

For all students, registration is held two weeks prior to the first day of instruction. Before registering, each student is advised to meet with an academic advisor for assistance in the selection of courses. Students now have the capability to register online via the Student Portal.

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 third week of a semester only with the permission of the Dean of Academic Affairs.

Schedule Changes

After registration has been completed, students may add or drop courses via the Student Portal or by filling out and turning in 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. 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 and 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, including at least 24 upper-division units at University of the West.

Requirements in the Major (42 Units)

42 units with at least 36 upper-division units.

General Education Requirement (48 Units)

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 100)
- 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, 418)

3. Advanced Mathematics and Natural Sciences 6 units

A minimum of 3 units from each section:

Section A: Mathematics

- 3.1 Introduction to Statistics (MATH 110)
- 3.2 College Calculus (MATH 201)

Section B: Natural Sciences

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

4. Religion and Philosophy 6 units

(Religious Studies majors can only take courses in section B;
all other students must complete one course in each section)

Section A: Religion

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

Section B: Philosophy

4.2 Philosophy (PHIL 110, 120, 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)
- 5.2 Psychology (PSYCH 100, 210, 220, 330)
- 5.3 Sociology (SOC 100)
- 5.4 Economics (ECON 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, 301 T)

Section B: Languages

- 6.4 Chinese (CHN 101, 102)
- 6.5 Japanese (JPN 101, 102)
- 6.6 Canonical Chinese (CCHN 301, 302)
- 6.7 Pali (PALI 301, 302)
- 6.8 Sanskrit (SNSK 301, 302)
- 6.9 Tibetan (TIB 301, 302)

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. Capstone 3 units

7.1 Religion, Science and Society (CAP 401)

Notes:

i. Because of constraints in areas such as the sciences, (see Academic Calendar for corresponding deadlines) 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).

ii. *Students who take courses at another institution while enrolled at UWest are advised to consult with the Office of the Registrar (Academics) concerning their status as full- or part-time students and with the Dean of Academic Affairs respecting 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.
- Other Requirements
- A minimum of 36 credits of upper-division course work in the major; 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 re-admission 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 plus 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 (six) 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 Master of Arts in Religious Studies at University of the West. 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 75 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 study. Submission of a 30-40 page capstone paper in the last semester is required. Students are also required to participate in 1 (one) clinical internship during their studies. A maximum of 6 (six) units of relevant graduate work completed at another college or university may be applied to the Master of Divinity in Buddhist Chaplaincy at University of the West. Course requirements for the M.Div. in Buddhist Chaplaincy are outlined in the section on “Graduate Programs of Study.”

at another college or university may be applied to the Master of Divinity in Buddhist Chaplaincy at University of the West. 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 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 successfully 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. A maximum of 6 (six) units of graduate work completed at another college or university in counseling psychology or a related subject may be applied to the Master of Arts in Psychology at University of the West. 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, although students who study during summer sessions may graduate earlier if all graduation criteria are met. 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 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 (six) 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 semester 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 the Doctoral Programs

1. A minimum of 63 post-baccalaureate semester 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 the last school attended.

The University grants credits to students for courses completed at other 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 National 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 CSU certification or 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 GE 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 course work 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.



Conduct

Racism, sexism and bigotry will not go unchallenged within this community. No one has the right to denigrate another human being on the basis of ethnicity, gender, sexual orientation, national origin, disability and/or religion. The University will not tolerate verbal or written abuse, threats, harassment, intimidation, or violence against person or property. Any such behavior will be subject to the University's disciplinary process. The University does not accept alcohol or substance abuse as an excuse, reason, or rationale for such abuse, harassment, intimidation, or violence. Nor is ignorance an excuse for any such behavior.

Privacy Rights of Students

The Family Educational Rights and Privacy Act of 1974 sets out requirements designed to protect the privacy rights of students. The Act governs access to and the release of student records maintained by the University.

Sexual Assault Policy

The University is committed to providing a safe environment for its students, faculty, and staff and condemns any act of sexual assault committed on any of its facilities. In the event of sexual assault committed on grounds or in facilities maintained and/or used by the University, any victim of a sexual assault who is one of the University's students, faculty, staff or visitors shall promptly receive appropriate treatment and full and accurate information concerning their options. Individuals who commit sexual assault while on properties within the control of the University shall be subject to appropriate criminal prosecution. The University community will take all necessary and appropriate actions to protect students, staff, and faculty members from sexual assault and all forms of sexual intimidation and exploitation. Complaints of sexual assault or sexual harassment should be made to the Office of Student Life.

In the event of an assault, the victim should contact the Office of Student Life at 1409 N. Walnut Grove Ave, Rosemead, CA 91770, telephone: (626) 571-8811. The administrator in charge will take every necessary step to deal with the matter and designate an administrative staff member of the University to report the incident to the police and inform the victim's family. If it is required or requested by the victim, the victim will be sent to a community medical clinic for physical treatment. Counseling with faculty counselors, the monastics of Hsi Lai Temple or other competent counselors may be arranged upon request by the victim or the victim's family. Records of violations or complaints will be filed in the Office of Student Life.

Student Grievance Policy

In accordance with the Statement of Student Rights and Responsibilities, this policy describes the procedures by which a student or group of students of University of the West may air their grievances regarding academic, administrative, and instructional matters relating to students, and including, but not limited to, any grievance dealing with any certificated or management employee of University of the West.

A grievance shall herein be defined as any act depriving a student of any of the rights set forth in the statement of "Student Rights and Responsibility," or any State, Federal, or local codes. Grades and grading grievances are not covered by this policy. Students should refer to "Grades or Grading Grievance Policy" at the end of this section.

Grievance Procedure:

Step I - Informal Action

A. The student (or group of students), who believes that an injustice has been done to him (them), shall first attempt to resolve the complaint by informal discussion with the employee(s) involved.

B. If the problem is not resolved in step I-A, an informal discussion should take place with the person at the lowest level of authority directly above the person(s) against whom the complaint is directed, where authority exists to take corrective action.

C. If the grievant still believes the issue has not been resolved satisfactorily, he/she may obtain a student grievance form from the Office of Student Life. After completion of this form, specifying the time, place, nature of the complaint and remedy or correction requested, it should be submitted to the Director of Student Life. This statement must be submitted within five (5) school days after the grievant has become aware of the act or condition on which the complaint is based. A school day is defined as any day Monday through Friday that all normal University business is conducted, both in the classroom and in the administrative offices. All weekends and University holidays are excluded.

D. The office of Student Life shall attempt to resolve the problem through informal meeting and discussion among the pertinent parties while remaining neutral on all issues involved. This informal meeting and discussion will attempt to involve the levels of administration concerned with the problem and should be completed within ten (10) school days. In the event the informal procedure fails, the formal procedure is implemented as follows.

Step II – Formal Action

A. Preliminary

1. If the grievant does not believe the grievance has been resolved, then the grievant must request from the Director of Student Life Step II-Formal Action. The Director of Student Life, upon receiving the request of the grievant, shall call a meeting of the Student Grievance Hearing Committee. The members of the Hearing Committee shall be:

The Director of Student Life and two designees (such as administrative designee, Faculty Senate President or Senate designee) and one Faculty Senate member, chosen by the Faculty Senate.

2. The Director of Student Life shall serve as the Hearing Committee Chair, but shall have no vote in committee decisions. The three voting members of the Hearing Committee shall be selected within the first six weeks of the academic year. Names selected by the Faculty Senate are to be submitted to the Director of Student Life. Members of the Committee will serve for one academic year.

3. The administrative designee shall serve as Hearing Committee Executive Secretary, a voting member of the committee, and shall be responsible for keeping necessary records of committee hearings in the conduct of the hearing.

4. Grievance Committee members are to deal with all grievances in a confidential manner, except when both parties agree to a public hearing.

B. Formal Hearing

The Hearing Committee shall conduct its proceedings according to the following procedures:

1. The Hearing Committee must meet within ten school days after informal action has been completed and grievant has requested formal hearing.

2. The Chair must notify both parties involved within five school days before the hearing along with the written complaint, a copy of the Statement of Student Rights and Responsibilities, and a copy of the Grievance Policy.

3. Four members shall constitute a quorum by which business may proceed. The quorum must include at least one student member, one faculty member, and one administrative member.

4. Both parties shall have the right to present personal statements, evidence, and witnesses. Each party shall have the right to be present, to be accompanied by the person of his or her choice, and to question witnesses who are present.

5. The Hearing Committee shall discuss the charge, hear the testimony, examine the witnesses, and receive all available evidence of the charge.

6. The hearing shall be closed to the public unless otherwise agreed upon in writing by both parties.

7. The Hearing Committee shall make decisions in private. The Hearing Committee shall issue written findings and decisions. Copies of findings and decisions, including majority and minority reports, are to be sent to each party and the University President. The Hearing Committee's decision shall be final unless appealed.

8. A recording of the proceedings shall be kept in a confidential file in the Office of Student Life and shall be available at all times to parties directly from the personnel files of the participants. After a period of four years, the grievance file shall be destroyed.

9. Reprisals of any kind will not be taken by the Board of Trustees or any of its agents against any party of interest or any other participant in the grievance procedure because of such participation in the grievance procedure.

10. Evidence and testimony given in each case shall not be the sole cause of initiating or filing further grievances.

11. If the aggrieved party does not respond within the time limits defined herein, the grievance is terminated and no further action shall be taken.

12. The number of working days indicated at each step herein should be considered a maximum and every effort must be made to expedite the process. Time limits may be extended by mutual consent in writing or by decision of the Hearing Committee.

13. The Hearing Committee shall attempt to reach a decision by discussion and consensus. Voting should be a last course of action.

14. If in the course of the proceedings, a student graduates before a resolution of the grievance, the student shall not be denied full consideration under this policy. A student may also submit a grievance after graduation if the grievance did not become known until that time. However, it must be submitted within thirty school days after the grievant should have reasonably become aware of the act or condition on which the complaint is based.

Step III-Appeal Process

1. If either party is dissatisfied with the recommendation of the Hearing Committee, he/she may appeal within ten school days to the University President provided the President is not a party to the grievance. If the President is a party to the grievance, and either party is dissatisfied with the recommendation of the Hearing Committee, an appeal may be submitted directly to the Board of Trustees.

2. Upon receiving the findings and recommendations of the Hearing Committee, and after examination of the appeal as requested by either party, the President may accept or reject the Committee's decision.

3. If the President rejects the Committee's decision, he/she shall submit his/her decision with the stated reasons for his/her objections to the Hearing Committee within ten school days. The Hearing Committee shall within five school days reconsider its decisions and re-submit them to the President for his/her final decision.

4. The President shall transmit his/her final decision to both parties and the Faculty Senate vice chairman or designee within five school days.

5. An appeal of the President's decision may be submitted to the Board of Trustees by either party. If unresolved, the appeal must be submitted within ten school days after the President's decision. The Board may review the appeal for two consecutive Board meetings before making a final determination of the matter.

6. The President or Board of Trustees may change the Committee's decision only after reviewing a transcription of the hearing.

Student Grades or Grading Grievance Policy

In accordance with the Statement of Student Rights and Responsibilities, this policy describes the procedure by which a student of University of the West may present his/her grievance on grades or grading practices.

However, the grade given to each student shall be determined by the instructor of the course, and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final.

Step I

A student who believes the grade received was due to mistake, fraud, bad faith, or incompetence shall meet with the faculty member to resolve his/her concern.

Step II

1. The student will obtain a grade grievance form from the Office of Academic Affairs.

2. The student must return the grade grievance form to the Office of Academic Affairs within thirty school days after the grade has been officially announced for the course for which the grievance was filed. A school day is defined as any day Monday through Friday that all normal college business is conducted, both in the classroom and in the administrative offices. All weekends and University holidays are excluded.

3. The Assistant to the Dean of Academic Affairs will meet with the student and review the grade grievance form. If the student wishes to pursue the grievance, the Assistant to the Dean of Academic Affairs will sign and date the form.

4. The student will present a copy of the grievance to the Assistant to the Dean of Academic Affairs, who may schedule a meeting of all concerned if appropriate. The Assistant to the Dean of Academic Affairs shall make a recommendation to the parties within five school days.

Step III

If either party is dissatisfied with the recommendation of the Assistant to the Dean of Academic Affairs, he/she may appeal the matter to the Dean of Academic Affairs or designee within ten school days of each recommendation. The Dean of Academic Affairs or designee shall call a meeting with the student and the faculty member. The Dean of Academic Affairs or designee shall make a recommendation to the parties within five school days.

Step IV

If either party is dissatisfied with the recommendation of the Dean of Academic Affairs, he/she may appeal the matter to the President within ten school days of each recommendation. If a faculty member is neither satisfied with a recommendation and acts on it, or appeals it, The Dean of Academic Affairs will forward the matter to the President. The President will review the Recommendation Report and if needed, request persons involved in the grievance to meet.

The President shall make a recommendation within five school days. If either party is dissatisfied with the recommendation of the President, an appeal of the President's recommendation may be submitted to the Board of Trustees by either party. The appeal must be submitted within ten school business days after the President's recommendation. The Board may review an appeal for two consecutive Board meetings, and if needed, request persons involved in the grievance to appear before the Board before making a final determination of the matter.



FINANCIAL INFORMATION

Tuition

	Undergrad	Grad
Business Administration	\$320/unit	\$330/unit
Psychology Program	\$320/unit	\$330/unit
Buddhist Chaplaincy Program	\$330/unit	
Religious Studies Program	\$300/unit	\$310/unit
Languages Program (B.A. English)	\$300/unit	
Nursing Program	\$625/unit	
Audit	\$150/unit	\$150/unit
Credit by Examination	\$100/unit	\$100/unit
Investment Club Program Fee	\$20/unit	\$20/unit
On-line Extended Studies Class Fee	\$20/unit	\$20/unit
ESL		
Spring & Fall (20 hours/week, 16 weeks)	\$2,880	
Summer (20 hours/week, 6 weeks)	\$1,008	
TOEFL (5 hours/week, 16 weeks)	\$800	

Non-Refundable Fees

One-Time Fees

Application (Domestic)	\$50
Application (International)	\$100
Identification Card	\$25
Re-Admission Fee (Domestic)	\$50
Re-Admission Fee (International)	\$100

Per Semester

Comprehensive Fees	\$230
Late Registration Fee	\$100
Student Council/Association Fee	\$10
Health Insurance (International Students)	\$97/per month***

Other

Add/Drop Fee after add class deadline	\$2
Graduation Application Fee	\$50
Graduation Walk-in (Cap & Gown)	\$50

Re-Application for Graduation Fee	\$25
Transcript Fee/Student Verification Fee	\$5/copy
Rush (Same Day)	\$25/copy
Next Day	\$15/copy
Faxed Unofficial Transcript (per fax)	\$15/copy
Diploma Re-order Fee	\$50
Refund Service Charge	\$20/refund
Student ID Replacement	\$25
Dishonored/Replacement Check/Stop Payment	\$30/payment
Doctoral Student Candidacy Fee	\$100

*** Rates subject to change

Housing

Room and Board (Non-Refundable)*

Single Occupancy with meal plan	\$4,692/semester
Double Occupancy with meal plan	\$3,145/semester
Triple Occupancy with meal plan	\$2,710/semester
Quadruple Occupancy with meal plan	\$2,440/semester

Housing Application Fee (Non-Refundable)	\$50
Security Deposit (per person)	\$150/person
Lost Key Fee (non-refundable)	\$25
Mailbox Fee (non-refundable)	\$10/semester

*Note: No meals on weekends and holidays.

The application for on-campus room and board will be accepted only on an annual basis unless the resident plans to be enrolled at the University for less than one academic year or unless the resident is a Ph.D. student who has completed their classes and needs to leave early in order to conduct research. Room and board will be prorated on a weekly basis for students arriving later in the semester. Residents may not be exempted from the meal plan. Students assigned to housing are required to complete a housing contract which details the specific dates, terms, and policies applicable to the student's period of residence. The costs cited above do not include winter break or summer residency period. Separate contracts are available for those periods. See the Residential Life page of our website under Student Life at www.uwest.edu for more specific information on our residential program, and the Residential Life section of this catalogue.

Estimated Cost of Attendance

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

Below, you will find the estimated cost of attendance for full time undergraduate and graduate students. Remember, these are only examples. Your expenses may be different.

Business Administration & Psychology – Undergraduate Full-time (12 units) On-Campus

	Single	Double	Quad
Tuition*	\$3,840	\$3,840	\$3,840
Mandatory Fees	\$230	\$230	\$230
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$11,806	\$10,259	\$9,554
Annual COA	\$23,612	\$20,518	\$19,108

**Undergraduate Full-time (12 units)*

MBA/EMBA, Psychology & Buddhist Chaplaincy – Graduate Full-time (9 units) On-Campus

	Single	Double	Quad
Tuition**	\$2,970	\$2,970	\$2,970
Mandatory Fees	\$230	\$230	\$230
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$10,936	\$9,389	\$8,684
Annual COA	\$21,872	\$18,778	\$17,368

***Graduate Full-time (9 units)*

Religious Studies & Languages –Undergraduate Full-time (12 units) On-Campus

	Single	Double	Quad
Tuition***	\$3,600	\$3,600	\$3,600
Mandatory Fees	\$230	\$230	\$230
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$11,566	\$10,019	\$9,314
Annual COA	\$23,132	\$20,038	\$18,628

***Undergraduate Full-time (12 units)

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

	Single	Double	Quad
Tuition***	\$2,790	\$2,790	\$2,790
Mandatory Fees	\$230	\$230	\$230
Room & Board	\$4,692	\$3,145	\$2,440
Books & Supplies	\$657	\$657	\$657
Transportation	\$774	\$774	\$774
Student Loan Fees	\$200	\$200	\$200
Miscellaneous	\$1,413	\$1,413	\$1,413
Semester Totals	\$10,756	\$9,209	\$8,504
Annual COA	\$21,512	\$18,418	\$17,008

***Graduate Full-time (9 units)

Business Administration & Psychology – Undergraduate Full-time (12 units) Off-Campus

	Off Campus		Parents/Relatives
Tuition*	\$3,840		\$3,840
Mandatory Fees	\$230		\$230
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$12,838		\$9,571
Annual COA	\$25,676		\$19,142

**Undergraduate Full-time (12 units)*

MBA/EMBA, Psychology & Buddhist Chaplaincy – Graduate Full-time (9 units) Off-Campus

	Off Campus		Parents/Relatives
Tuition*	\$2,970		\$2,970
Mandatory Fees	\$230		\$230
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$11,968		\$8,701
Annual COA	\$23,936		\$17,402

***Graduate Full-time (9 units)*

Religious Studies & Languages –Undergraduate Full-time (12 units) Off-Campus

	Off Campus		Parents/Relatives
Tuition***	\$3,600		\$3,600
Mandatory Fees	\$230		\$230
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$12,598		\$9,331
Annual COA	\$25,196		\$18,662

***Undergraduate Full-time (12 units)

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

	Off Campus		Parents/Relatives
Tuition***	\$2,790		\$2,970
Mandatory Fees	\$230		\$230
Room & Board	\$5,436		\$2,169
Books & Supplies	\$657		\$657
Transportation	\$1,062		\$1,062
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Totals	\$11,788		\$8,521
Annual COA	\$23,576		\$17,042

***Graduate Full-time (9 units)

ESL Spring or Fall (16 weeks Session)

	Double		Quad
Tuition	\$2,880		\$2,880
Mandatory Fees	\$230		\$230
Room & Board	\$3,145		\$2,440
Books & Supplies	\$657		\$657
Transportation	\$774		\$774
Student Loan Fees	\$200		\$200
Miscellaneous	\$1,413		\$1,413
Semester Total	\$9,299		\$8,594
Annual COA	\$18,598		\$17,188

Cost of attendance is affected by many things including, but not limited to, program of study, housing options, and enrollment. Students who enroll in non-business courses, for example, will have a lower cost of attendance because the price per unit is lower. A student living off campus has higher transportation costs because he/she must commute to campus in order to attend classes.

Each student award letter includes the cost of attendance that was used to determine award eligibility. Should you have questions regarding how your own cost of attendance was calculated, please stop by the Financial Aid Office.

Refund Policies

Tuition Refund

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

The tuition refund schedules are as follows:

Tuition Refund Schedule for Fall and Spring Classes

Withdraw prior to the first day of classes	100%
Withdraw within the first week of classes	90%
Withdraw within the second week of classes	70%
Withdraw within the third week of classes	50%
Withdraw within the fourth week of classes	10%
Withdraw after the fourth week of classes	none

Tuition Refund Schedule for Summer Classes

Withdraw prior to the first class meeting	100%
Withdraw within the first week of classes	80%
Withdraw within the second week of classes	60%
Withdraw within the third week of classes	40%
Withdraw after the fourth week of classes	none

Tuition Refund Schedule for Classes That Do Not Fall in the Regular Semester

Withdraw prior to the first class meeting	100%
Withdraw within 7% of the classes	90%
Withdraw within 14% of the classes	70%
Withdraw within 20% of the classes	50%
Withdraw within 30% of the classes	10%
Withdraw after 30% of the classes	none

Withdrawal

Withdrawal is defined as complete termination by the student of his/her enrollment in the University. Withdrawal refunds are computed as of the date the petition to cancel enrollment is received by the Registrar's Office. A student who withdraws on or prior to the first day of instruction will receive a full refund of all moneys paid, less the application fee not to exceed \$100.

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

Drops

Drops are defined as withdrawals from one or more individual classes in any semester. The refund schedule is based upon the cost per unit paid by the student.

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

In addition to the institutional refund policy, students who receive federal financial aid are subject to a pro-rata return of federal funds based on the relevant federal regulations. The return of federal funds calculation is run by the Office of Financial Aid. Students are responsible for returning the balance if funds need to be returned to Federal Programs. Please refer to Chapter XI Financial Assistance / Withdrawal & Leave of Absence.

Note for International Students: Always consult the International Student Services Officer before dropping any class to make sure your F-1 status will not be adversely affected.

Tuition Payments

Students remit the registration payment on the day of registration but no later than the tuition payment deadline (see your campus academic calendar.) All balances due to the university must be paid, or any arrangements including financial aid award, payment plan, and 3rd party payment, must be completed by the tuition payment deadline. After deadline, a \$100 late payment fee charge is assessed on the unpaid balance.

Students must have authorized anticipated aid (e.g., grants, loans, and scholarship awards) or payment plan in order to properly defer payment. Anticipated Aid Awards are posted in student accounts only after the financial aid award process has been completed by students, Financial Aid Office and the appropriate agency (e.g., IBEF.)

Without authorized anticipated aid, students are expected to pay the charges up front and wait for reimbursement when the aid or scholarship funds are actually received.

If changes to student courses schedules result in additional charges after the date on the registration billing statement or after financial aid have been disbursed, the payment is due immediately.

Registration and enrollment are not complete until all tuition and required fees have been paid.

Obligation for Payment

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

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

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

Methods of Payment

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

Bad Check Policy

A \$30 fee is assessed for all checks made out to the University that are not paid upon presentation to the bank on which the check is drawn. Students who present checks to the University that cannot be negotiated will be required to pay their tuition by cash or by cashier's check. Tuition and fees are charged according to the number of credit units carried by the student. For tuition purposes only, a full-time student is defined as an undergraduate student enrolled for 12 or more credit units or a graduate student enrolled for 9 or more credit units.

California Student Tuition Recovery Fund (STRF)

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect a California resident who attends a private post-secondary institution from losing money if the student prepays tuition and suffers a financial loss when a school closes or fails to live up to the enrollment agreement or refuses to pay a court judgment. To be eligible, a student must be a California resident and reside in California at the time the enrollment agreement is signed. Students who are temporarily residing in California for the sole purpose of pursuing an education, especially those who hold student visas, are not considered California residents.

To qualify for STRF reimbursement, a student must file an STRF application within one year of receiving notice from the Bureau for Private Postsecondary and Vocational Education that the University is closed. If a student does not receive notice from the Bureau, he/she has 4 years from the date of closure to file a STRF application. If a judgment is obtained, the student must file an STRF application within 2 years of the final judgment.

It is important that students keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the payments to the University. Questions regarding STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027 10th Street, Fourth Floor, Sacramento, CA 95814, tel.: (916) 327-7190.



FINANCIAL ASSISTANCE

UNIVERSITY OF THE WEST PARTICIPATES IN:

The Pell Grant, SEOG, Academic Competitiveness Grant, as well as the Federal Family Student Stafford loan program, Parent and Graduate PLUS loan programs, private loan programs, fellowships, scholarships and work study (federal and institutional).

The Office of Financial Aid counsels students and their families on federal, institutional and private financial aid programs available to assist students in meeting the cost of attending the 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 University of the West 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 as they can reduce the amount of need-based loan and/or 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 at www.uwest.edu or in the Office of Financial Aid.

The Financial Aid Handbook includes information on:

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

The financial aid handbook is an important tool to help students know and understand the policies and procedures for receiving and maintaining eligibility for financial aid. Students who wish to be considered for federal, 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 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.

All returning students seeking need-based or none need-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) 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 on-line at: www.uwest.edu.

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

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

Fellowships and Scholarships:

University Fellowships and Scholarships

University of the West fellowships and scholarships may be awarded to admitted incoming and continuing students who demonstrate exceptional leadership and service to their communities, academic achievement and financial need. Applicants who wish to be considered for fellowships and scholarships are encouraged to submit all required financial aid documents when they apply for admission.

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 with a minimum 3.5 GPA at the time of consideration. 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.

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. This scholarship requires a separate application and must be renewed each semester. For more information please contact the Financial Aid Office or the Department of Religious Studies.

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 Office of Financial Aid.

Veterans Affairs – Institution of Higher Learning

The 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 Financial Aid at 626.571.8811 ext. 122, 138 or financialaid@uwest.edu. This information may also be obtained by visiting the Department of Veterans Affairs website at: <http://www.GIBILL.VA.GOV> or call Toll-Free at 1-888-GIBill-I (1-888-442-4551).

Standards for Satisfactory Academic Progress (SAP)

For federal, state, and institutional aid, the University of the West is required by the U.S. Department of Education to define for all aid applicants, qualitative and quantitative standards for "satisfactory academic progress" toward the completion of the degree objective. These academic standards apply for all periods of enrollment at all colleges attended regardless of whether or not aid was received.

Minimum Grade Point Average (GPA) to be Maintained

The GPA is based on grades for credits earned at the University of the West 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.

Minimum Credit/Study Requirement

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. You are encouraged to register for more than the minimum number of credits so as not to jeopardize your progress. Failure to complete a study, continue on to the next study level, or fulfill seminar requirements will result in Academic Disqualification for Financial Aid.

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

Dropping Classes

Once classes begin and financial aid is disbursed, you may have a credit deficiency if you drop below the minimum credit requirement. During the 100% refund period, aid will be reduced to reflect the “new” enrollment/funding status. If there is a credit deficiency, funds will have to be repaid and the funds restored to the aid program(s).

As changes in enrollment can have a profound effect on your financial aid eligibility, you should always consult with a financial aid advisor before you drop credits.

Dual Enrollment

You may only receive financial aid from one college, even if you are concurrently enrolled. Your enrollment status at the University of the West only includes course work that is listed in our semester class schedule. An exception may be made for undergraduate students who must take courses to complete their B.A. that are never offered at the University of the West, such as certain general education requirements. In cases such as this, completed course work at another institution may be used to make up a prior credit deficiency.

SAP Probation for Credit/Study Deficiency

A student who earns at least one credit in the fall semester and maintains the required cumulative GPA may continue to receive aid for the spring semester. At the end of the spring semester, the total number of deficient credits for the two semesters must be made up before further aid can be offered. During your probationary period, you must meet with your academic advisor to develop a plan of action to get you back on track. You must submit a copy of your Academic Probation advisement sheet to the financial aid office.

Financial Aid May Be Terminated for Any of the Following Reasons:

Failure to make satisfactory academic progress

- A credit deficiency that exists for more than two semesters
- Cumulative GPA is lower than the required minimum standard
- Enrollment status at the end of the add/drop period is less than half time
- Complete withdrawal or Leave or Absence from University of the West
- No credits were earned

You May Regain Your Eligibility By:

Raising Your Grade Point Average

Only University of the West course work is included in the calculation of your GPA. To increase the GPA, a student must enroll and complete coursework at the University of the West. Transfer course work is not included in the GPA calculation.

Correcting a Credit Deficiency

If your GPA is at the standard or above and you only need to make up credits, you may take additional courses at the University of the West. Undergraduates may also take general education courses at a college with whom the University of the West has a written transfer agreement. All course work must be applicable toward your degree objective and not exceed the number of credits that are transferable to UWest. Aid may NOT be received from any college while making up the deficiency to regain aid eligibility.

Students who have not maintained satisfactory academic progress must be prepared to pay their own fees for the next semester.

SAP Appeals

A written appeal may be made with documentation attached. The circumstances that created the academic problem must have been unavoidable and beyond your control.

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

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 you planned your classes and credit load.

Between semesters, time is limited for review. Students who have not maintained satisfactory academic progress must be prepared to pay their own fees. Reinstatement and appeals are reviewed in the order received.

Withdraw & Leave of Absence

If you begin class attendance in any semester and then withdraw completely from University of the West or earn zero credit after aid has been disbursed, you may be required to return all or part of the funds received, including funds credited to pay tuition and fees.

Since financial aid must be used solely for educationally related expenses during periods of enrollment, federal regulations require our office to calculate the amount of aid you “earned” for the number of days you attended. “Unearned” aid, that covered periods of the semester when you did not attend classes or were not enrolled, must be repaid. If you withdraw prior to the start of the semester or never attended any classes, 100% of aid disbursed to your student account and/or disbursed to you must be repaid.

If a repayment is owed, you will be billed by the Finance Office and have 45 days to arrange satisfactory repayment. You are not eligible for further aid until repayment is made in full. You may also be reported to the U.S. Department of Education or to a collection agency representing University of the West for collection.

If you must leave University of the West for any reason, withdraw officially must be submitted in writing, must be signed, and must be dated by calling the Registrar’s Office.

Financial Aid Policy and Procedures for Return to Title IV Funds (R2T4)

General Information

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

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.

Attendance Taking Requirements

The University of the West is required to take attendance.

Treatment of Title IV Aid When a Student Withdraws

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

1. If the amount disbursed to you is/was greater than the amount you earned, the unearned funds have to be returned.
2. If the amount disbursed to you is less than the amount you earned, you 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 that you have earned is determined on a prorata basis. For example, if you completed 30% of your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed your payment period or period of enrollment, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the payment period or period of enrollment, you earn all the assistance that you were scheduled to receive for that period.

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

There are some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any FFEL or Direct loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (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 your Title IV program funds.

If the institution is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You 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 institution's refund policy, please refer to Chapter X, Financial Information. The institution can also provide you with the requirements and procedures for officially withdrawing from school.

Definition of a Title IV recipient

A recipient of grant or loan assistance is a student who has actually received Title IV funds or has met the conditions that entitle the student to a late disbursement.

Student must have a valid 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. Unsubsidized Stafford loans;
2. Subsidized Stafford loans;
3. Federal PLUS loans;
4. Pell Grants;
5. Academic Competitiveness Grants;
6. FSEOG Grants.

The institution does not participate in the Direct loan and Perkins loans programs.

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

Designated Office of Record For Determination of Withdrawals

The Registrar's Office of the University of the West is the designated Office of Record where students provide notification of withdrawal.

Determination of Withdrawal Date

The last drop date will be used as the withdrawal date in the calculation.

Determining the Amount That Could Have Been Disbursed

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.



Undergraduate Programs

University of the West offers the following undergraduate degree programs. For detailed information on each of the programs, please refer to the corresponding academic department in this catalogue.

Bachelor of Arts*

Department of Business Administration

- Accounting
- Computer Information Systems
- International Business
- Marketing

Department of Humanities and Social Sciences

- History
- Psychology

Department of Languages

- English

Department of Religious Studies

- Buddhist Studies
- Comparative Religious Studies

*Students with no declared major may complete their Bachelor of Arts by fulfilling the following requirements:

- (1) 48 units of required General Education (of which 9 units must be upper-division).
- (2) 72 units of electives from any Department (of which 42 units must be upper-division).
- (3) UWest's Residency Requirements for the Bachelor of Arts.

Certificate Programs

The certificate programs in the following fields are designed for students who are not interested in a baccalaureate degree but want to be more knowledgeable about the field. The vocational certificate programs are oriented more toward practice in the field. Students admitted to any of the certificate programs are not required to be officially enrolled in the undergraduate degree program. Courses may also be taken by Continuing Education students without formal admission to the certificate program. For detailed information on each of the certificate programs, please refer to the corresponding academic department in this catalogue.

Certificate in Business Administration

- General Management
- Nonprofit Organization Management
- Executive Management
- Human Resources Management
- International Business
- Accounting
- Finance
- Marketing
- Computer Information Systems
- Small Business/Entrepreneurship
- Quantitative Analysis/Analytical Methods
- Post-Master of Business Administration (Post-MBA)

Courses may also be taken by Continuing Education students without formal admission to the certificate program. For detailed information on each of the certificate programs, please refer to the corresponding academic department in this catalogue.

Languages

University of the West offers instruction in Mandarin Chinese, Canonical Chinese, Japanese, Pali, Sanskrit, and Tibetan and in Buddhist texts in those languages. These Asian languages are the keys to understanding the great civilizations of Asia and the traditions of Buddhism. Units completed in a foreign language can be counted toward the 120 units required for the baccalaureate degree and fulfill three units of General Education in the Humanities. Language courses are open to undergraduate, graduate, and Continuing Education students. Graduate students may satisfy their language requirements by completing courses in Pali, Sanskrit, Chinese, or Tibetan.

English Communication

University of the West's student body includes many international and domestic students whose first language is a language other than English. Through the General Education Program courses in English composition and speech, and the English as a Second Language/Academic English Skills course sequence, the University both expects and enables students to acquire a mastery of oral and written English that will meet the requirements of public and academic discourse.

Chinese Culture

An important part of University of the West's mission is to provide an academic environment for the study, interpretation and transmission of Chinese culture (its languages, history, art, literature, medicine, music, philosophies, religions, and sciences). Congruent with this mission, the University offers courses on various aspects of Chinese culture and sponsors Chinese cultural events. Presently, undergraduate courses in Chinese culture are offered as General Education courses and as electives for the degree program in Religious Studies; they include courses in Mandarin, Chinese civilization, Chinese philosophy, Chinese Buddhism, Buddhist texts in Chinese, and Tai Chi. Non-credit courses in Chinese culture (e.g., Chinese zither, brush painting, calligraphy and yoga) are also available through the Department of Continuing Education.



GRADUATE PROGRAMS of STUDY

Graduate Programs

Master of Business Administration (MBA)

Computer Information Systems

Finance

International Business

Nonprofit Organization Management

Executive Master of Business Administration (EMBA)

Post-MBA Certificates

Graduate-level Certificate Programs in Business Administration

Master of Arts in Religious Studies

Concentration in Buddhist Studies

Concentration in Comparative Religious Studies

Master of Divinity in Buddhist Chaplaincy

Master of Arts in Psychology

Concentration in Buddhist Psychology

Concentration in Multicultural Counseling Psychology

Doctoral Programs

Doctor of Philosophy (Ph.D.) in Religious Studies

Emphasis in Buddhism

Emphasis in Comparative Religions



GENERAL EDUCATION PROGRAM

Coordinator

Vanessa Karam

Faculty

Kris Hoover, Vanessa Karam, Darui Long, William Ohanesian, Kanae Omura, Jim Stewart, Mark Treston, Victor Zinberg

Introduction

All undergraduate students are required to complete the General Education Program in order to be eligible to receive the Bachelor of Arts degree. UWest's General Education requirements coincide with similar requirements in colleges and universities throughout the United States of America, and conform to California standards.

Philosophy and Objectives of General Education

The General Education requirements reflect UWest's conviction that the higher education of the 'whole person' requires a breadth of knowledge beyond the specialized study and training which students obtain in their major fields. UWest has tailored its General Education Program to better represent UWest's role as an intellectual meeting place between East and West in a context informed by Buddhist wisdom and values. Undergraduate students at UWest receive the opportunity to engage in a number of comparative studies between Eastern and Western philosophy, history, music and art, and are encouraged to explore these subjects further.

The ultimate goal of UWest's General Education Program is to achieve UWest's mission of producing a well-informed, efficient, versatile, intellectually capable, socially sensitive, and ethically committed person in whatever field of study. In doing so, UWest carries out its mission of educating its students in a context based on Buddhist wisdom and values and motivating them to understand and appreciate the cultures of East and West.

By the nature of their major, Religious Studies students are exposed to a wide variety of courses in Buddhist Studies. Students pursuing other majors also benefit from UWest's uniqueness by taking at least one course in Religious Studies.

General Education Requirements for the Bachelor of Arts

Undergraduate students are required to complete a total of 48 General Education units. 45 of these units are taken in the six subject categories listed in the table below. Courses in the Core Competencies constitute the foundation of a university education and impart fundamental skills and knowledge. The other five subject areas give students structured exposure to a wide variety of academic fields. In order to achieve depth in addition to breadth, 6 of the 45 General Education units must be in upper-division courses (i.e., numbered 300 or higher). In addition to these 45 units of General Education, all undergraduate students shall complete one capstone course (3 units) in General Education.

Core Competencies (12 units) one course in each section	Historical Foundation (min. 6 units) at least one course in each section	Advanced Mathematics and Natural Science (min. 6 units) at least one course in each section	Religion and Philosophy (min. 6 units) at least one course in each section	Social Economic and Behavioral Science (min. 6 units)	Humanities (min. 6 units) at least one course from two of the three sections
English Composition	Section A: World/US History	Mathematics	Religion*	Anthropology	Fine Arts
Speech	Section B: Asian History	Physical Science/ Life Science	Philosophy	Psychology	Language
Mathematics				Sociology	Literature
Critical Thinking				Business**	
				Political Science	
				Education	

Total: 42 units. The remaining 3 units can be selected from any category except Core Competencies.

For students of Religious Studies, courses in Religion cannot be applied toward the General Education requirement. Therefore, Religious Studies students need to select at least two courses in Philosophy.

** For students of Business Administration, courses in Business cannot be applied toward the General Education requirement. Therefore, Business Administration students need to select at least one course each from two of the remaining sections: Anthropology, Psychology, Sociology, or Political Science.

Category 1 (12 units)

Core Competencies

Teaches students to communicate information and ideas clearly, both orally and in writing, to access, examine and evaluate information using critical thinking skills, and to perform quantitative functions.

1.1 English Composition

ENGL 101 English Composition (3)

Prerequisite: Successful completion of ENGL 100A or qualifying score on the English Placement Test.

Training in effective written composition. Assignments include expository and argumentative essays and preparation of documented short research papers on themes that include issues of East/West cultural understanding. Instruction in conducting library research is also given.

Goals:

Students should develop competence in writing the kind of expository prose characteristic of academic writing.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) apply the process approach to writing;
- b) use clear, focused, unified and coherent organization;
- c) use proper American English syntax, mechanics, grammar and diction;

- d) use logical support to develop ideas and avoid fallacies, biased language and inappropriate tone;
- e) incorporate ideas derived from a variety of sources;
- f) write in a variety of modes (e.g. autobiography, report, editorial, case study, inquiry and research);
- g) use computer applications.

1.2 Oral Communication

SPCH 101 Oral Communication (3)

Prerequisite: Successful completion of ENGL 100B or qualifying score on the English Placement Test.

Training in clear and effective public speaking, including the application of the concepts and principles involved in public speaking.

Goals:

Students should acquire a clear understanding of the basic concepts and practices associated with public speaking. Students should be able to deliver speeches in accordance with the principles of effective oral presentation.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) compose and deliver extemporaneous public presentations;
- b) effectively create, organize, and support ideas in oral presentations;
- c) evaluate different audiences' contexts, attitudes, values and responses;
- d) identify, evaluate, and apply different styles of presentation in public speaking.

1.3 Mathematics

MATH 100 College Algebra (3)

Prerequisite: None.

A study of real numbers, inequalities, absolute values, coordinates, systems, functions, polynomials, linear and quadratic systems, theory of equations, progressions.

Goals:

Students should develop the competence in mathematical reasoning needed for college-level courses, professional judgments and personal decisions.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) interpret mathematical models by making predictions, drawing conclusions, checking whether results are reasonable, and finding optimal results;
- b) explain the assumptions and limitations of mathematical models;
- c) discuss the nature of mathematical reasoning.

1.4 Critical Reasoning

PHIL 103 Introduction to Critical Thinking (3)

Prerequisite: ENGL 101.

An introduction to critical thinking with an emphasis on argument and evidence. Areas of instruction include the uses and abuses of language, informal fallacies, inductive and deductive modes of reasoning, and different types of inquiry.

Goals:

Students should learn the criteria and methods used for distinguishing good reasoning from bad. Students should also develop basic reasoning skills which they can apply to a broad range of disciplines both within and outside of the academic environment.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) explain and apply the basic concepts essential to a critical examination and evaluation of argumentative discourse;
- b) recognize argumentative uses of language and distinguish passages that contain arguments from passages that do not;
- c) distinguish valid from invalid patterns of reasoning;
- d) recognize common logical and rhetorical fallacies, and avoid them in the construction of arguments;
- e) interpret and critically assess different texts, including those that reflect multicultural images and perspectives

Category 2 (6 units)

Historical Foundations

Provides students with an understanding of the cultural contexts and implications of historical developments. Students must complete one course from Section A and one course from Section B.

Goals:

Students should learn about the events and historical developments that have shaped the modern world. Students will also gain an appreciation of both Western and Eastern history.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) identify key points in history that have contributed to the shape of modern society;
- b) understand how history shapes human thought, values and social institutions;
- c) appreciate the complex historical interaction between East and West;
- d) be able to understand how historical knowledge is shaped by personal, social and political biases and be able to recognize these biases in historical inquiry.

Section A:

HIST 110 World History: Origins - 1500 (3)

Prerequisite: ENGL 101.

A survey of the development of world civilization and major cultures from the Neolithic Revolution until the European conquest of the Americas. The civilizations of the Ancient, Classical, and Postclassical periods will be studied, with focus on rise of cities, organization of society, varieties of religious expression, the examination of political, social, and gender structures in relation to economic and demographic development, and interaction between civilizations and major cultures.

HIST 120 World History: 1500 - Present (3)

Prerequisite: ENGL 101.

Broad thematic survey of the origin and development of the modern world, emphasizing both regional histories and global interactions. Major themes include global implications of imperialism, intellectual and cultural adjustments to modernity, total war, the birth of nations, changes in women's rights and roles, and eclipse of world communism. colonies to the end of the Civil War.

HIST 210 History of the United States: Origins -1865 (3)

Prerequisite: ENGL 101.

A survey of the social, political and cultural history of the U.S. from early human migration and the founding of the colonies to the end of the Civil War.

HIST 220 History of the United States: 1865 - Present (3)

Prerequisite: ENGL 101.

A survey of the social, political and cultural history of the U.S. from the end of the Civil War to the present.

HIST 378 Cultural and Intellectual History of Modern Europe (3)

Prerequisite: ENGL 101.

A survey of cultural and intellectual history of modern Europe. Topics include the life and work of Martin Luther, John Calvin, Ulrich Zwingli and Philip Melancthon, theory and practice of art and architecture, and civic and religious humanism in historical context of Europe since Renaissance.

Section B:

HIST 250 Asian History: Earliest Times - 1600 (3)

Prerequisite: ENGL 101.

A survey of Asia from ancient times to the end of the sixteenth century. The content covers the historical developments of China, Japan, India, and West and Southeast Asia in social structures, political systems, cultural values, and religions. Similarities and differences among these civilizations are also compared and contrasted.

HIST 260 Asian History: 1600 - Present (3)

Prerequisite: ENGL 101.

A survey of Asia from the beginning of the seventeenth century to the present. The impact of Western colonialism/imperialism on Asian Society is also explored.

HIST 418 Asian Contribution to Science and Medicine (3)

Prerequisite: HIST 250 or HIST 260.

A survey of the Asian contribution to science and medicine, with special reference to developments in the Indian Subcontinent and China in the fields of Mathematics, Astronomy, Medicine, Chemistry and Metallurgy.

Category 3 (6 units)

Natural Sciences and Advanced Mathematics

Teaches mathematics and natural sciences for daily living and an enhanced understanding of the natural world and what it means for human existence. Students must take one course from Section A and one course from Section B.

Section A: Mathematics

Goals:

Students should gain the computational and analytical skills needed for a variety of majors and learn how these skills apply to the social and economic sciences.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) understand the nature of statistics and probability theory;
- b) use descriptive and inferential statistical concepts for the analysis of economic data;
- c) understand the application of descriptive and inferential statistics in social and behavioral science research;

- d) work with polynomial, rational, exponential, logarithms and trigonometric functions;
- e) apply the tools of calculus and linear algebra in formulating and solving economic problems.

MATH 110 Introduction to Statistics (3)

Prerequisite: MATH 100 or consent of instructor.

An introduction to frequency distributions, graphs and charts, means, medians, measures of location and probability distributions.

MATH 201 College Calculus (3)

Prerequisite: MATH 100.

Introduction to college calculus, including differentiation and integration, and their applications.

Section B: Natural Sciences

Goals:

Students should gain basic knowledge and learn key principles in the biological and physical sciences. Students should also understand modern methods and tools used in scientific inquiry.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) identify and explain basic facts, rules, principles, and laws in the biological and physical sciences;
- b) recognize the assumptions and limitations of science;
- c) recognize the role of science in human society and how scientific achievements affect everyday life;
- d) examine the consequences of human behavior on the natural environment.

3.2 Life Sciences

BIO 100 Introduction to Biology (4)

Prerequisite: None.

Principles of biology stressing the relationship of all organisms. Topics include cells, reproduction, genetics, embryology, botany, animal behavior, metabolism, evolution, and human psychology.

3.3 Physical Sciences

PSC 100 Introduction to the Physical Sciences (3)

Prerequisite: None.

A study of the earth and physical sciences, including physics, chemistry, earth sciences and space sciences. The course provides a basic introduction to concepts, techniques and technology used in the study of humanity's physical environment.

Category 4 (6 units)

Religion and Philosophy, including Buddhist Wisdom and Values

Looks at how humans have expressed their ideas of self and meaning and discusses them, where appropriate, from a Buddhist perspective. Students in majors other than Religious Studies must complete one course from section A and one course from section B. Religious Studies students can only take the courses in section B.

Goals:

Students should critically reflect on questions concerning the nature, meaning, and value of human existence. They should appreciate and assess different world views and moral teachings.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) discuss and explain a number of significant philosophic views and/or forms of religious expression;
- b) critically read and evaluate interpretations of philosophical and/or religious ideas and texts;
- c) describe and explain the roles philosophical and religious thinking play in shaping human culture and social institutions;
- d) examine a variety of issues from an ethical perspective.

Section A: Religion

4.1 Religious Studies

REL 201 Religions of the East (3)

Prerequisite: ENGL 101.

A survey of the major religious traditions of India, China, and Japan, including major developments of the great traditions of these cultures.

REL 202 Religions of the West (3)

Prerequisite: ENGL 101.

Basic themes of the Western religious traditions, including Judaism, Christianity, Islam, Bahai, Zoroastrianism, the mystery religions, and the religions of ancient Egypt, Mesopotamia, and Greece.

REL 301 Fundamentals of Buddhism (3)

Prerequisite: ENGL 101.

An overview of the Buddhist religious traditions (Theravada, Mahayana and Vajrayana), the principal teachings, the position of the Buddha in the traditions, and the communities that comprise the traditions. Buddhist art and literature, devotion, meditation, ethics, and the Sangha will also be discussed.

REL 302T Religions Indigenous to the Near East (3-9)

Prerequisite: REL 202.

A broad survey of the history, beliefs, practices, and institutions of Christianity, Judaism, Islam or Zoroastrianism.

REL 310T Religions Indigenous to East Asia (3-9)

Prerequisite: REL 201.

A study of the indigenous religious traditions of China, Korea, and Japan with an emphasis on Confucianism, Daoism, Shinto, and/or folk religion.

REL 330T Religions Indigenous to South Asia (3-9)

Prerequisite: REL 201.

A survey of the religious traditions of the Indian subcontinent with an emphasis on the thought and practice of Hinduism, Jainism or Sikhism.

Section B: Philosophy

4.2 Philosophy

PHIL 110 Introduction to Western Philosophy: Pre-Socratics - Present (3)

Prerequisite: ENGL 101.

An introduction to a variety of major philosophical figures, including the Ancient Greeks (Socrates, Plato, Aristotle), Medieval Christians (Augustine and Thomas Aquinas), and Modern thinkers (Hobbes, Spinoza, Kant, Hegel, Kierkegaard).

PHIL 120 Introduction to Eastern Philosophy: India, China and Japan (3)

Prerequisite: ENGL 101.

A survey of some of the major philosophical systems in India (Vedanta, Samkhya-Yoga, Early Buddhism and Madhyamika), China (Confucius, Mencius, Lao Zi and Neo-Confucianism) and Japan (Saicho, Kukai, Honen and Dogen).

PHIL 310 Early Western Philosophy (3)

Prerequisite: ENGL 101.

A study of the origins of Western thought in the writings of the Pre-Socratics, Socrates, Plato, Aristotle, Stoicism, Epicureanism, Epictetus, Plotinus and Marcus Aurelius. Their influence on medieval Christian thinking is also explored.

REL 320 Early Chinese Philosophy (3)

Prerequisite: ENGL 101.

A study of the teachings of tradition-defining thinkers in ancient China, includes the following: Confucius, Mencius, Lao Zi, Zhuang Zi, Mo Zi, Han Feizi and the Book of Changes. Course also covers Neo-Confucianism, Neo-Daoism, Chinese Buddhism, and the Confucian synthesizer Zhu Xi.

Category 5 (6 units)

Social and Behavioral Sciences

Teaches the interrelationships, the organization and the determinants of human behavior. Students majoring in Business Administration cannot apply economics courses to fulfill the General Education requirement.

Goals:

Students should understand the complexities of human behavior and social relations. Students should also understand the nature, scope and limits of social-scientific and behavioral study.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) apply social science and behavioral methods to identify and examine diverse perspectives;
- b) critically analyze and explain the multiple social science perspectives that underlie debates on important contemporary issues;
- c) examine human development and socialization from a cross-cultural perspective;
- d) call on knowledge from a variety of disciplines to make conscious decisions concerning their role in society.

5.1 Anthropology

ANTHR 101 Anthropology (3)

Prerequisite: ENGL 101.

An introduction to historical, physical, cultural, psychological and archeological aspects of human development. Scientific perspectives and methodology are utilized to introduce humanity as a natural phenomenon, the result of past and present evolutionary forces.

5.2 Psychology

PSYCH 100 Introduction to Psychology (3)

Prerequisite: ENGL 101.

An introduction to Eastern and Western theories and research regarding perception, thinking, learning, personality and motivation. Psychological testing and abnormal and physiological psychology are also explored.

PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology (3)

Prerequisite: PSYCH 100.

An introduction to Buddhist and Western concepts and theories of perception, understanding, imagination, thinking, reasoning and other cognitive functions, with comparisons and contrasts between the two systems.

PSYCH 220 Eastern and Western Perspectives of Affective Psychology (3)

Prerequisite: PSYCH 100.

Studies in ancient and modern Eastern and Western views of the degree and extent that emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 330 Developmental Psychology (3)

Prerequisite: PSYCH 100.

An introduction to the psychological development of the person from the pre-natal period through subsequent life stages until death according to Western and Eastern philosophies. Both cognitive and affective aspects of development will be explored.

5.3 Sociology

SOC 100 Introduction to Sociology (3)

Prerequisite: ENGL 101.

A study of the social influences on human behavior focusing on a cross-cultural examination of social patterns and processes, structure and function, conflict and change in society, and multicultural interaction.

5.4 Economics

BUS 201 Principles of Microeconomics (3)

Prerequisite: None.

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

BUS 202 Principles of Macroeconomics (3)

Prerequisite: None.

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

5.5 Political Science

POL 101 Political Science (3)

Prerequisite: ENGL 101.

An introduction to political thought from Plato and Confucius to the modern period.

POL 301 US Government (3)

Prerequisite: ENGL 101.

An introduction to the United States' federal, state, and local political systems, and the political philosophies on which they are founded. Course focuses on how the political system works on various levels, and enables students to understand the theories and motives underlying political participation.

Category 6 (at least 6 units)

Humanities

Looks at how humans have expressed their cultural and social identity through language and the arts, i.e., painting, sculpture, architecture, literature, drama, and music. The six units are to be chosen in two different Sections.

Goals:

Students should understand and be able to analyze the meaning of Western and Eastern civilization and develop an enhanced appreciation of their cultural and linguistic environment.

Student Learning Outcomes:

Students will be able to do many of the following:

- a) understand the world of nonverbal expression;
- b) develop an appreciation for works of art;
- c) understand, appreciate and analyze the cultural and historical backgrounds of Eastern and Western civilizations;
- d) analyze literary works from a variety of historical perspectives;
- e) understand the nature and role of language;
- f) develop skills in speaking, reading, and writing a language other than English and/or their native language.

Section A: Fine Arts

6.1 Music

MUS 101 Popular Music and American Culture (3)

Prerequisite: None.

Examines the evolution and values of modern American youth culture from the 1950s to the present time, as reflected through the mirror of pop music. Students will learn how the concerns and social identity of American youth has evolved over the second half of the 20th century through the great writers and musicians of popular music.

6.2 Art

ART 101 Art Appreciation (3)

Prerequisite: None.

Overview of Western art history from the 19th century Romantics through the 20th century Modernists.

ART 201 Art Appreciation Museum Tour (3)

Prerequisite: ART 101 or permission of instructor.

Course focuses on artists and/or art movements (e.g. Renaissance, Impressionism, Cubism). Includes on-location museum tours where students will examine the actual works by the topics under discussion.

ART 301 The Great Masters of Art (3)

Prerequisite: ART 101 or permission of instructor.

Examines the accomplishments and importance of the great masters of art (e.g. Michelangelo, Leonardo, Goya, Daumier, Turner, Monet, Van Gogh, Cezanne, Matisse, Picasso, Duchamp, Warhol).

6.3 Film

FILM 101 Film Appreciation (3)

Prerequisite: None.

An overview of film history, from the silents to the present. Key films and directors of the major genres and their place in the culture and evolution of the art of motion pictures are discussed.

FILM 301T Focused Studies in Film History (3)

Prerequisite: FILM 101 or permission of instructor.

Focuses on an aspect of film history and aesthetics (e.g. the Western, Comedy Internationale, Science Fiction, Animation). Topic announced each semester.

Section B: Languages

6.4 Chinese

CHN 101 Beginning Mandarin I (4)

Prerequisite: None.

An introduction to the fundamentals of Mandarin Chinese including its sound system, writing system, basic vocabulary, and basic sentence structure, with an emphasis on the four basic language skills: listening, speaking, reading, and writing.

CHN 102 Beginning Mandarin II (4)

Prerequisite: CHN 101.

A continuation of Beginning Mandarin Chinese I. A strengthening of the communication skills of listening, speaking, reading, and writing, and a review of the basic sound features. Commonly used characters, vocabulary, and sentence patterns are introduced and expanded.

6.5 Japanese

JPN 101 Beginning Japanese I (4)

Prerequisite: None.

Introduction to the basics of Japanese including pronunciation, grammar, and basic reading and writing of Hiragana with an emphasis on speaking and listening to standard conversational Japanese.

JPN 102 Beginning Japanese II (4)

Prerequisite: JPN 101.

This continuation of Elementary Japanese I aims at developing an intermediate level of conversational Japanese, grammar, reading, and writing, including the reading and writing of Katakana and approximately 200 Kanji characters.

6.6 Canonical Chinese

CCHN 301 Beginning Canonical Chinese I (3)

Prerequisite: None.

Introduction to the history and basics of Canonical Chinese, including pronunciation, vocabulary, grammar and script, and minor translations.

CCHN 302 Beginning Canonical Chinese II (3)

Prerequisite: CCHN 101 or consent of instructor.

A review of the phonology, morphology, and syntax of Canonical Chinese with emphasis on reading selected texts.

6.7 Pali

PALI 301 Beginning Pali I (3)

Prerequisite: None.

Introduction to the history and basics of the Pali language including pronunciation, vocabulary, grammar and script, and minor translations.

PALI 302 Beginning Pali II (3)

Prerequisite: PALI 101 or equivalent or consent of instructor.

A review of the phonology, morphology, and syntax of the Pali language with emphasis on reading selected Pali texts.

6.8 Sanskrit

SNSK 301 Beginning Sanskrit I (3)

Prerequisite: None.

An introduction to the devanagari script as well as the phonology, morphology, and syntax of the Sanskrit language with the goal of developing a reading knowledge of Sanskrit.

SNSK 302 Beginning Sanskrit II (3)

Prerequisite: SNSK 101 or equivalent or instructor's consent.

A review of the phonology, morphology, and syntax of the Sanskrit language with an emphasis on reading selected Sanskrit texts.

6.9 Tibetan

TIB 301 Beginning Tibetan I (3)

Prerequisite: None.

An introduction to fundamentals of Tibetan, including recognition and handwriting of 30 Tibetan letters and 4 vowel symbols, and the methods of pronunciation and rules of spelling.

TIB 302 Beginning Tibetan II (3)

Prerequisite: TIB 101.

A study of advanced Tibetan grammar and reading of selected Tibetan literature: folk poems, maxims, and modern literature, including the biography of Mi-la-ras-pa.

Section C: Literature

6.10 American Literature

LIT 101 Introduction to American Literature (3)

Prerequisite: ENGL 101.

An introduction to the influential writings of American literature from 1800 to the present.

6.11 Asian Literature

LIT 102 Introduction to Asian Literature (3)

Prerequisite: ENGL 101.

An introduction to influential Asian writings in English translation.

6.12 Advanced Composition (LIT 301)

LIT 301 Advanced Composition (3)

Prerequisite: ENGL 101.

Intensive practice in writing expository prose with an emphasis on written response to literature. The aim is to help the writer develop to a high degree, clarity of purpose, logical development of ideas, effective argument and precision of linguistic expression.

LIT 302 Creative Writing (3)

Prerequisite: ENGL 101 required. Also LIT 101 or ENGL 201 or consent of instructor.

Explores the role of author and audience in the process of interactive narrative, poetry, and drama. Narrative, poetic, and dramatic issues such as, theme, character conflict, imagery, rhyme, meter, plot, and others are explored through reading, writing, and analysis of short stories, poems, and dramatic works. Students search for an interactivity that allows the artist to engage active readers while cultivating a unique voice.

Category 7:**Capstone Course in General Education**

To ensure that our students have met the goals of University of the West's General Education Program, the program concludes with one capstone course (3 units). The capstone course provides an experience in comparative study at the 400-level, where the skills and knowledge developed in core and breadth are integrated. This allows the student to apply knowledge acquired in individual areas to an interdisciplinary field of study. The following course must be taken after the completion of a minimum of 33 units in General Education:

CAP 401: Religion, Science and Society (3)

Prerequisite: Completion of at least 33 units in General Education.

This course is designed to integrate the knowledge students have gained from the other General Education courses. The close interaction between religion, science and society is examined in detail, with particular reference to how they influence one another. In particular, the course explores such topics as religion and social conflict, science and cultural change, gender and religion, and the science vs. religion debate.





Chair

Yueyun (Bill) Chen

Faculty

Michael Arnold, Philip Borden, Jim Chen, Hank Ching, Gary Guan, Fredrick Ho, Murray Johannsen, Joaquin A. Lim, Wuu-long Lin, Jerry Liu, Hieu T. Nguyen, Richard Phan, John G. Robbins, Farhana Siddiqi, Meskerem Tadesse, Stephen Wu

The programs in business administration intend to educate students from a cross functional, cross cultural perspective, equip them with the intellectual tools they need to assume responsible positions in organizations, and develop them into well-rounded managers with a life-long learning capacity.

The Department of Business Administration offers (1) a Bachelor's Degree (B. A.) in Business Administration with four majors in Accounting, Marketing, International Business, and Computer Information Systems; (2) a Master's Degree in Business Administration (MBA) with four concentrations in Computer Information Systems, Finance, International Business, and Nonprofit Organization Management, (3) an Executive MBA (EMBA), and (4) Post-Master's Degree in Business Administration (Post-MBA); (5) Undergraduate-level Certificate Programs in Business Administration; (6) Graduate-level Certificate Programs in Business Administration.

Bachelor of Arts in Business Administration

The Department offers the Bachelor of Arts in Business Administration with majors in Accounting, Marketing, Computer Information Systems, or International Business, and also offers minors in Finance and Management. The program is designed to ensure that participants:

- (1) possess an integrated body of knowledge in the business and management of modern organizations;
- (2) develop a set of essential business and management skills including interpersonal, leadership, communications, and teamwork skills;
- (3) possess an effective business and management style that incorporates ethical values, social responsibilities, and personal beliefs;
- (4) have a global view of personal fulfillment and organizational achievement in the context of societal and cultural values;
- (5) are able to perform in-depth research in the field of business and management through an understanding of the basic research tools available in the library, and of the resources accessible on the World Wide Web;
- (6) are able to write with precision and grammatical accuracy, able to locate sources accurately, able to speak with clarity and succinctness, and able to approach problem-solving logically;
- (7) demonstrate a clear understanding and substantial knowledge of the selected field suitable for a professional position in the field.

The Bachelor of Arts in Business Administration requires the completion of a minimum of 120 semester units with a cumulative grade average of 2.0 or higher, including a minimum of 48 General Education units, 45 upper-division units, and 42 units in the major. A minimum of 30 units, including 24 upper-division units, must be completed at University of the West. A minor requires students to take additional 15 units of the courses in the selected subject. Course requirements are outlined below.

The B.A. programs in Business Administration are designed to have a completion time of four years for full-time students although students who attend summer school may graduate early if all graduation criteria are met.

1. General Education Requirements (48 units)

(Refer to the section on General Education)

2. Lower-division Requirements in Business and Management (21 units):

Goals: Provide foundational theories, concepts, perspectives, principles, methods, and procedures of critical thinking and theoretical application to familiarize students with the breadth of different fields in economics, accounting, management, information technologies and business law, so that students will be ready for more advanced courses in the upper-division level of both Business and Management as well as specialized upper-division coursework in the professional fields of accounting, marketing, information technologies and international business.

Student Learning Outcomes:

- a. know the legal requirements for doing business, domestically and internationally
- b. understand how different economic systems can affect business development
- c. comprehend various management schools and their impact on the development of an organization
- d. have basic knowledge and skills in accounting
- e. have basic computer and information literacy

BUS 200 Legal Environment of Business (3)

BUS 201 Principles of Microeconomics (3)

BUS 202 Principles of Macroeconomics (3)

BUS 207 Principles of Management (3)

BUS 210 Introduction to Financial Accounting (3)

BUS 211 Introduction to Managerial Accounting (3)

BUS 240 Computer and Information Technologies (3)

3. Upper-division Requirements in Business and Management (27 units):

Goals: Building on the foundation of knowledge and skills provided in the lower-division courses, the upper-division courses will (i) widen the foundation with additional fields of study in statistics, communication, marketing and finance, and (ii) deepen the knowledge and skills of the previously taught courses of economics, organization, information technologies and entrepreneurship.

Student Learning Outcomes:

- a. apply economics in business ventures
- b. explore different ways of doing business
- c. use statistics to understand economic and business situations and trends
- d. better organize and manage a business
- e. effectively manage a financial system and or computer/information system

BUS 301 Managerial Economics (3)

BUS 302 Entrepreneurship (3)

BUS 303 Quantitative Analysis--Probability and Statistics (3)

BUS 304 Quantitative Analysis--Management Science (3)

BUS 306 Business Communication (3)

BUS 320 Organization and Management (3)

BUS 330 Marketing (3)

BUS 340 Management Information Systems (3)

BUS 415 Financial Management (3)

4. Upper Division in the selected major

Goals: Develops specific occupational skills and knowledge in the areas of accounting, marketing, information technologies and management, and international business, with emphasis on (i) in-depth study and application of related theories and methods, and (ii) development of intellectual and professional skills designed to lead to post-baccalaureate employment, graduate study, or professional schools.

Student Learning Outcomes:

- a. apply the theories of the specialized fields to real situations, identifying their scope and limitations
- b. use analytical thinking skills and the knowledge of theoretical application to problem-solving
- c. design and manage a related system with capacity to overcome foreseen and unforeseen obstacles
- d. lead people working in the selected field with capacity to provide technical advice
- e. have a solid background for graduate study in the field selected

(1) Accounting (at least 21 units):

a. Required Courses (at least 15 units):

- BUS 310 Intermediate Accounting I (3)**
- BUS 311 Intermediate Accounting II (3)**
- BUS 312 Auditing (3)**
- BUS 313 Cost Accounting (3)**
- BUS 410 Advanced Accounting (3)**
- BUS 416 Investment Management (3)**
- BUS 417 Federal Tax Law (3)**
- BUS 440 Accounting Information Systems (3)**

b. Elective Courses (at least 6 units):

Electives from other major or from cross-cultural courses.

(2) Marketing (at least 21 units):

a. Required Courses (at least 15 units):

- BUS 331 Consumer Behavior (3)**
- BUS 345 Internet Marketing (3)**
- BUS 420 Marketing Management (3)**
- BUS 433 International Marketing (3)**
- BUS 434 Marketing Research (3)**
- BUS 435 Case Studies in Marketing (3)**
- BUS 436 Advertising (3)**
- BUS 439 Marketing in New Business (3)**

b. Elective Courses (at least 6 units):

Electives from other major or from cross-cultural courses.

(3) Computer Information Systems

a. Required courses (at least 15 units):

- BUS 241 Web Design and Development for Small Business (3)**
- BUS 341 Business Programming I (3)**
- BUS 342 Business Programming II (3)**
- BUS 443 Data Structure and Database Management (3)**
- BUS 444 Systems Analysis, Design, and Implementation (3)**
- BUS 445 Data Communications and Networking (3)**
- BUS 446 Computer Security, Control and Ethics (3)**
- BUS 447 Electronic-Commerce (3)**
- BUS 448 Decision Support Systems (3)**

b. Elective Courses (at least 6 credits)

Electives from other major or from cross-cultural courses.

(4) International Business

a. Required courses (at least 15 units):

- BUS 351 International Business (3)**
- BUS 429 International Management (3)**
- BUS 433 International Marketing (3)**
- BUS 452 Exporting and Importing (3)**
- BUS 453 International Finance (3)**
- BUS 454 International Business Law (3)**
- BUS 455 Seminar on Doing Business in the U.S. (3)**
- BUS 456 Seminar on Doing Business in Asia (3)**

b. Elective Courses (at least 6 credits)

Electives from other major or from cross-cultural courses.

Capstone

- BUS 480 CAPSTONE: Strategic Management (3)**

Students who lack real business knowledge/experience may take an additional class-- BUS 497 Business Practicum (1-3). Students may register for this class when they are working to gain the required knowledge/experience in the relevant subjects such as marketing, management, accounting, international business, finance, and computer information systems. This class is repeatable up to 3 semesters.

(5) Minor in Finance or Management. A student with a major in Business Administration at UWest may have a minor in Finance or Management by completing additional 15 units of courses in the selected subject.

a. Minor in Finance(at least 15 units):

- BUS 416 Investment Management (3)**
- BUS 426 Risk Management and Insurance (3)**
- BUS 453 International Finance (3)**
- BUS 442 Technical and Fundamental Analysis of Financial Securities (3)**

BUS 463 Financial Security Trading and Analysis (3)

BUS 464 Financial Institutions and Markets (3)

BUS 465 Financial Derivatives (3)

b. Minor in Management (at least 15 units):

BUS 331 Consumer Behavior (3)

BUS 416 Investment Management (3)

BUS 420 Marketing Management (3)

BUS 425 Chinese Management Philosophy(3)

BUS 426 Risk Management and Insurance (3)

BUS 427 Human Resources Management (3)

BUS 429 International Management (3)

Undergraduate Certificate Program in Business Administration

In order to receive a Certificate in Business Administration, students must complete at least 18 units of courses from a selected concentration/field.

Eleven concentrations/fields are offered in the certificate program:

General Management

Nonprofit Organization Management

Executive Management

Human Resources Management

International Business

Accounting

Finance

Marketing

Computer Information Systems

Small Business/Entrepreneurship

Quantitative Analysis/Analytical Methods

Additional concentrations may be offered if necessary to facilitate special needs.

Graduate Courses: Master of Business Administration (MBA)

The MBA program is designed to have a completion time of two years for full-time students, although students who study during summer sessions may graduate earlier if all graduation criteria are met. Students are required to complete 15 units of prerequisites, 21 units of core courses, at least 9 units of the selected concentration courses, 3 units of capstone courses, and 6 units of electives to graduate. The requirement of the 15 units of prerequisites may be waived if a student has taken relevant courses in previous studies at degree level. All students must maintain a cumulative grade point average of 3.0 or higher. No comprehensive examination, thesis or foreign language is required. Concentrations are offered in Computer Information Systems, International Business, Finance, and Nonprofit Organization Management. Each student must complete an internship or field study in his/her concentration. A maximum of 6 (six) graduate-level units in Business Administration at another college or university may be applied to the MBA at University of the West.

The curriculum emphasizes differences in cultures and practical, hands-on experience. It also emphasizes the advances of information technologies and their impact in organizations and management. Students are encouraged to take courses from other programs to further their understanding of the cultural context of organization management. Courses on ethics and Buddhism offered by the Religious Studies program are highly recommended. Courses are also available for students who need to

improve their English communication skills communication skills.

Graduate Courses: Executive Master of Business Administration (EMBA)

The EMBA program intends to educate middle- and upper-level managers from a cross-functional and cross-cultural perspective and develop them into well-rounded managers with strategic thinking skills. The program is designed to have a completion time of three semesters of full-time study. Students need at least 42 semester units to graduate, including 30 units in core courses, 3 units in the capstone course, 6 units in required courses and 3 units in electives.

The MBA and EMBA programs were created to address the issues of management in different cultural contexts and to prepare men and women for leadership positions in for-profit businesses and nonprofit organizations. The two-year MBA program and one-year EMBA program pay particular attention to cultural diversity within an organization and to cultural differences in different countries and teach students how to effectively manage such differences. In order to carry out this mission, the MBA and EMBA programs educate students in a friendly and caring learning community and in small, interactive classes, where they learn, acquire skills, and form attitudes and values appropriate for leading and serving in a global society. The programs build on the University's strengths in cross-cultural studies and community service based on Buddhist tradition.

The MBA and EMBA programs are aimed at providing a student with the following knowledge and abilities to conduct successfully a business/an organization, as an owner, a manager, a specialist, or a consultant:

- (1) Mastery of technical skills in the selected areas of expertise.
- (2) Broadly required managerial skills: interpersonal and conceptual skills.
- (3) A deep understanding of how to do business in the U.S.
- (4) An integrated body of knowledge of business operations and management.
- (5) Competence in organizing, planning, leading and controlling a meeting, a group or an organization.
- (6) Ability to diagnose organizational problems, and prescribe ways to solve them.
- (7) Capacity to link concepts and situations globally, and set up a vision and a sound strategy for an organization.
- (8) Competence to design an effective management style that incorporates not only factors of an adequate leadership style, but also concerns of morality, ethical values, social responsibilities and cultural settings.
- (9) Capability to deal with critical situations such as difficult times and trouble spots.

The Post-MBA certificate programs promote lifelong learning and help participants further their education and advance their careers. The programs enable those who have already earned a master's degree in business administration, or a similar advanced degree, to earn a certificate in one of UWest's eleven professional tracks by completing a set of six targeted courses, providing in-depth knowledge, practical skills, and first-hand experience.

The graduate-level certificate programs in Business Administration help participants further their education and advance their careers. The programs enable those who have already earned a Bachelor's degree in business administration or other majors, to earn a certificate in one of UWest's professional tracks by completing a set of six targeted courses, providing in-depth knowledge, practical skills, and first-hand experience.

MBA Concentrations and Course Requirements

Four concentrations are offered in the MBA program: **Computer Information Systems, International Business, Finance, and Nonprofit Organization Management.** The carefully crafted concentrations educate students from a cross-functional and cross-cultural perspective.

Students are required to complete 15 units of prerequisites, 21 units in core courses, 9 units in required courses, 6 units in elective courses and 3 units in the capstone. The requirement of the 15 units of prerequisites may be waived if a student has taken relevant courses in previous studies at degree level.

Prerequisites: (15 units)

Goals: create a foundation of business study for students whose undergraduate program was not in the field of business. The foundation courses include areas of business law, economic principles, management decision-making methodologies, managerial communication and financial accounting, which are necessary to follow either of the four concentrations in computer information systems, finance, international business, and non-profit management.

Student Learning Outcomes:

- a. have basic knowledge and skills of business management
- b. satisfy prerequisites for advanced courses in the related field
- c. be familiar with theories, concepts, methodologies and critical issues of the basic areas related to business
- d. be competent to participate in class discussion in advanced classes with students whose undergraduate program was in the business field

MBA 501 Legal Environment of Business (3)

MBA 503 Principles of Economics (3)

MBA 505 Analytic Methods for Managerial Decisions (3)

MBA 506 Managerial Communication (3)

MBA 512 Financial Accounting (3)

Core Courses (21 units)

Goals: develop and apply analytical and problem-solving skills in areas which are closely related to business, i.e. economics, organization and management, finance, accounting and information technologies, and create opportunities to deal with business realities and ethical issues.

Student Learning Outcomes:

- a. understand business problems and prescribe adequate solutions
- b. deal with current issues in business and management
- c. establish ways to mitigate negative effects of problems in business
- d. have solid background for specialized advanced study in the area selected

MBA 507 Managerial Economics (3)

MBA 513 Managerial Accounting (3)

MBA 515 Corporate Finance (3)

MBA 520 Organization and Management (3) or

MBA 504 Principles of Management (3)

MBA 530 Marketing (3)

MBA 540 Management Information Systems (3)

MBA 588 Business Philosophy and Ethics (1.5)

MBA 590 Internship (1.5) or

MBA 593 Field Studies (1.5)

Required and Elective Courses

Goals: While required courses highly specialize students in their field of choice with emphasis on knowledge and skills in policy and strategy setting and problem solving, elective courses broaden students' knowledge and skills in closely related areas.

Student Learning Outcomes:

- a. design a system in their selected field
- b. establish strategies or policies in their selected field
- c. have competence in solving and preventing related problems
- d. have a vision of the future of the area selected
- e. take leading positions related to area selected.

(1) Computer Information Systems

Required Courses (at least 9 units)

MBA 571 Systems Design, Analysis, and Implementation (3)

MBA 572 Data Structure and Database Management (3)

MBA 573 Decision Support Systems (3)

MBA 575 Data Communications and Networking (3)

MBA 578 Computer Security, Controls and Ethics (3)

MBA 581 Electronic Business (3)

Elective Courses (6 units) either from the following courses in Information Technologies, from other MBA concentrations, or from Religious Studies

MBA 502 Business Programming (3)

MBA/REL 582 Humanistic Buddhism and Management (3)

(2) Finance

Required Courses (at least 9 units)

MBA 516 International Finance (3)

MBA 517 Investment and Portfolio Management (3)

MBA 518 Cost Analysis and Budgeting (3)

MBA 547 Technical and Fundamental Analysis of Financial Securities (3)

MBA 548 Financial Security Trade and Analysis (3)

MBA 583 Financial Institutions and Markets (3)

MBA 584 Financial Derivatives (3)

Elective Courses (6 units) either from the following courses in Finance, from other MBA concentrations, or from Religious Studies

MBA 509 Business Forecasts (3)

MBA 514 Advanced Managerial Accounting (3)

MBA 519 Management Science (3)

MBA 526 Risk Management and Insurance (3)

MBA/REL 582 Humanistic Buddhism and Management (3)

(3) International Business

Required Courses (at least 9 units)

- MBA 516 International Finance (3)**
- MBA 529 Seminar on Leadership (3)**
- MBA 533 International Marketing (3)**
- MBA 550 International Business (3)**
- MBA 551 Importing and Exporting (3)**
- MBA 552 International Business Law (3)**
- MBA 556 Global Economy (3)**
- MBA 559 Seminar on Doing Business in the U. S. (3)**
- MBA 589 Seminar on Entrepreneurship (3)**

Elective Courses (6 units) either from the following courses in International Business, from other MBA concentrations, or from Religious Studies

- MBA 558 Seminar on Doing Business in Asia (3)**
- MBA/REL 582 Humanistic Buddhism and Management (3)**

(4) Nonprofit Organization Management

Required Courses (at least 9 units)

- MBA 511 Nonprofit Accounting (3)**
- MBA 529 Seminar on Leadership (3)**
- MBA 531 Services Marketing (3)**
- MBA 560 Managing Nonprofit Organizations (3)**
- MBA 563 Management of Memberships and Volunteers (3)**
- MBA/REL 582 Humanistic Buddhism and Management (3)**

Elective Courses (6 units) either from the following courses in Nonprofit Management, from other MBA concentrations, or from Religious Studies

- MBA 525 Chinese Management Philosophy (3)**
- MBA 528 Seminar on Organizational Change (3)**
- MBA 542 Project Management (3)**
- MBA 561 Comparative Studies of Nonprofit Organizations (3)**
- MBA 562 Corporate Philanthropy (3)**

Students who lack real business/management knowledge/experience may take an additional class-- MBA 597 Management Practicum (1-3). Students may register for this class when they are working to gain the required knowledge/experience in the relevant subjects such as marketing, management, nonprofit organizations, accounting, international business, finance, and computer information systems. This class is repeatable up to 2 semesters.

EMBA Course Requirements

Core Courses (30 units): (MBA 501, 505 and 506 may be waived if the student has taken these courses in his or her previous studies)

Goals:

Develop and apply analytical and problem-solving skills in areas which are closely related to business, i.e. economics, organization and management, finance, accounting and information technologies, create opportunities to deal with business realities and ethical issues, and develop effective strategies for business success.

Student Learning Outcomes:

- a. understand business problems and prescribe adequate solutions
- b. deal with current issues in business and management
- c. establish ways to mitigate negative effects of problems in business
- d. have solid background for specialized advanced study in the area selected
- e. establish strategies or policies in their selected field
- f. have competence in solving and preventing related problems

MBA 501 Legal Environment of Business (3)

MBA 505 Analytic Methods for Managerial Decisions (3)

MBA 506 Managerial Communication (3)

MBA 507 Managerial Economics (3)

MBA 513 Managerial Accounting (3)

MBA 515 Corporate Finance (3)

MBA 520 Organization and Management (3) or

MBA 504 Principles of Management (3)

MBA 530 Marketing (3)

MBA 540 Management Information Systems (3)

MBA 588 Business Philosophy and Ethics (1.5)

MBA 593 Field Studies (1.5)

Plus 6 units of courses from required courses in a selected MBA concentration.

Capstone (for both MBA and EMBA students)

MBA 580 CAPSTONE: Strategic Management (3)

Graduation Requirements

To graduate from University of the West with a Master of Business Administration (MBA), the student must meet the following standards:

Completion of a minimum of 39 semester units including the required core and concentration courses with a cumulative grade point average of 3.0 or higher. Students who have not taken the relevant foundation courses are required to complete an additional 15 units of prerequisites.

To graduate from University of the West with an Executive Master of Business Administration (EMBA), the student must meet the following standards:

Completion of a minimum of 42 semester units including the required core and elective courses with a cumulative grade point average of 3.0 or higher.

Post-Master of Business Administration (Post-MBA) Certificate Programs

Post-MBA certificate programs, offered jointly by the Department of Business Administration and Department of Continuing Education, are designed to help participants further their education and advance their careers. The programs enable those who have already earned a master's degree in business administration or a similar advanced degree, to earn a certificate in one of UWest's eleven professional tracks by completing a set of six targeted courses. Through the programs, participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of studies.

Eleven Post-MBA certificate programs are offered in the areas of General Management, Nonprofit Organization Management, Executive Management, Human Resources Management, International Business, Accounting, Finance, Marketing, Computer Information Systems, Small Business/Entrepreneurship, and Quantitative Analysis Methods. Students need to complete at least 18 units of courses to receive the Post-MBA Certificate. Courses already taken for the MBA or EMBA are not applicable to Post-MBA certificates.

Graduate-level Certificate Programs

Graduate-level certificate programs are designed to help participants further their education and advance their careers. The programs enable those who have already earned a Bachelor's degree in business administration or other major, to earn a certificate in one of UWest's professional tracks by completing a set of six targeted courses at UWest. Through the programs, participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of studies.

(a) Graduate-level certificate program in Accounting. This special program is designed for students to prepare a career in accounting or related field. Particularly, it is designed to help students fulfill the requirements to take CPA exams. Students need to complete at least 18 units of courses at UWest to receive the Graduate-level Certificate. 6 units of the undergraduate accounting major courses can be counted toward the Certificate requirement, but 6 units of prerequisites will not be counted toward the certificate requirements.

Prerequisites (6 units): BUS 210 Introduction to Financial Accounting (3) and BUS 211 Introduction to Managerial Accounting.

Undergraduate Accounting Major courses (at most 6 units can be counted toward the Certificate requirements):

- BUS 310 Intermediate Accounting I (3)**
- BUS 311 Intermediate Accounting II (3)**
- BUS 312 Auditing (3)**
- BUS 440 Accounting Information Systems (3)**

Graduate-level courses in Accounting (at least 12 units):

- MBA 511 Non-profit Accounting (3)**
- MBA 514 Advanced Managerial Accounting (3)**
- MBA 518 Cost Analysis and Budgeting (3)**
- MBA 564 Advanced Auditing (3)**
- MBA 565 Advanced Accounting Theory (3)**
- MBA 566 Financial Reporting and Disclosure (3)**
- MBA 567 Special Topic on Federal Taxation (3)**
- MBA 568 Special Topic on International Accounting (3)**
- MBA 569 Controllership (3)**

(b) Graduate-level Certificate Program in other concentrations. Based on a student's needs, the Department can also offer a graduate-level Certificate program in other concentrations such as ones in Management and Marketing. The course requirements and structure of the courses will be similar to the previous Certificate program in Accounting.

Course Descriptions: Department of Business Administration

BUS 200 Legal Environment of Business (3)

Prerequisite: None.

Briefly introduces laws and regulations affecting the business environment. Focuses on business laws, including laws regarding contracts, product liability, business organization, employment, antitrust, environmental protection. Incorporates ethical considerations and international perspectives.

BUS 201 Principles of Microeconomics (3)

Prerequisite: None.

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

BUS 202 Principles of Macroeconomics (3)

Prerequisite: None.

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

BUS 203/Math 201 Mathematics for Business (3)

Prerequisite: None.

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

BUS 207 Principles of Management (3)

Prerequisite: None.

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

BUS 210 Introduction to Financial Accounting (3)

Prerequisite: None.

Accounting concepts and techniques essential to the administration of a business enterprise: analyzing and recording financial transactions; accounting valuation and allocation practices; preparation, analysis and interpretation of financial statements; international accounting issues.

BUS 211 Introduction to Managerial Accounting (3)

Prerequisite: BUS 210 or approval of the instructor.

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

BUS 240 Computer and Information Technologies (3)

Prerequisite: None.

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

BUS 241 Web Design and Development for Small Business (3)

Prerequisite: BUS 240 or approval of the instructor.

Web page development and web site planning. Topics include web site planning, web page design and HTML. Students will demonstrate proficiency in web design tools, skills and practices. Projects focus on web presence requirements for small and mid-sized companies.

BUS 301 Managerial Economics (3)

Prerequisites: BUS 201 and BUS 303 are recommended.

Applications of microeconomic theory to managerial decisions and planning. Analysis of the resource and product markets of firms. Production functions, cost, output decisions and pricing strategies under various market constraints.

BUS 303 Quantitative Analysis- Probability and Statistics (3)

Prerequisite: None.

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

BUS 304 Quantitative Analysis--Management Science (3)

Prerequisite: BUS 303 or approval of the instructor.

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

BUS 305 Qualitative Research Methodologies (3)

Prerequisite: Upon approval.

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

BUS 306 Business Communications (3)

Prerequisite: None.

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

BUS 310 Intermediate Accounting I (3)

Prerequisite: BUS 211 or approval of the instructor.

Accounting principles as they relate to financial reporting. Income determination, asset valuation, and the form and contents of financial statements, long-term liabilities.

BUS 311 Intermediate Accounting II (3)

Prerequisite: BUS 310.

Intangibles and stockholders' equity, earnings per share, and long-term investment along with complex revenue recognition problems, pensions, leases, inter-period tax allocation and accounting for inflation.

BUS 312 Auditing (3)

Prerequisite: BUS 310 or approval of the instructor.

A study and critical appraisal of current auditing standards related to the examination of financial statements by an independent auditor. The significance of the audit report, the nature, accumulation and evaluation of evidence in an audit, and the moral and ethical problems of the auditor are some of the topics covered.

BUS 313 Cost Accounting (3)

Prerequisite: BUS 211 or approval of the instructor.

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

BUS 320 Organization and Management (3)

Prerequisite: BUS 207 or approval of the instructor.

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

BUS 330 Marketing (3)

Prerequisite: None.

An introduction to the understanding of basic marketing concepts. The nature of marketing activities in contemporary society and the firm. A study of marketing mix variables and decision processes involved when dealing with public agencies and corporations. Marketing concepts are integrated from the disciplines of behavioral science and economics, and from modern systems theory.

BUS 331 Consumer Behavior (3)

Prerequisite: BUS 330 or approval of the instructor.

Study of the decision processes of individuals and groups toward consumer products and their implications to marketers. Emphasis on individual, group, and external determinations of consumer attitudes and behavior.

BUS 340 Management Information Systems (3)

Prerequisite: BUS 240 or approval of the instructor.

Introduction to management information systems. Topics covered include foundation concepts of information systems in business; information technologies such as computer hardware, software, database and telecommunications and networks; business application of information technologies such as Internet, Intranet, Extranet, and electronic business and commerce, decision support; and a brief introduction of information system development life cycle.

BUS 341 Business Programming I (3)

Prerequisite: BUS 240 or approval of the instructor.

Introduction to basic programming including language syntax, event-driven and object-oriented design process, data types, variables, control logic, subroutines and functions.

BUS 342 Business Programming II (3)

Prerequisite: BUS 341 or approval of the instructor.

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

BUS 345 Internet Marketing (3)

Prerequisite: BUS 330 or approval of the instructor.

Focuses on how to apply marketing concepts, theory and methods in internet marketing settings. Discusses uniqueness and effective ways of internet marketing.

BUS 351 International Business (3)

Prerequisite: None.

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

BUS 405 Business Forecasts (3)

Prerequisite: BUS 303 or approval of the instructor.

Introduces basic forecast models with an emphasis on the use of the computer to run such models and solve actual problems.

BUS 410 Advanced Accounting (3)

Prerequisite: BUS 310.

Business combinations, inter-company transactions, and other aspects of inter-corporate stock ownership necessary for the preparation of consolidated financial statements. Foreign transaction and partnership accounting are also covered.

BUS 412 Advanced Auditing (3)

Prerequisite: BUS 312.

Current problems in auditing with an emphasis on the application of statistical sampling to auditing and audit of computer-based accounting records.

BUS 413 Cost Analysis and Budgeting (3)

Prerequisite: BUS 313 or approval of the instructor.

Basic cost analysis for decision making in pricing, product mix, capacity building and budgeting for operations and capital expenditures. Study of basic budgeting techniques.

BUS 414 International Accounting (3)

Prerequisite: BUS 211.

Accounting concepts, standards, and procedures for the international business environment. Accounting information systems under different legal, cultural, social, political, and economic conditions. International and national accounting reporting practices will be emphasized.

BUS 415 Financial Management (3)

Prerequisite: BUS 210 and BUS 211 or approval of the instructor.

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

BUS 416 Investment Management (3)

Prerequisite: BUS 415 or approval of the instructor.

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

BUS 417 Federal Tax Law (3)

Prerequisite: BUS 211 or approval of the instructor.

A survey of federal tax law including those relating to corporations and individuals. Estate, gift taxes, and taxation of the trusts will be covered. An introduction to federal tax research will be provided.

BUS 418 Nonprofit Accounting (3)

Prerequisite: BUS 211.

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

BUS 420 Marketing Management (3)

Prerequisite: BUS 330 or approval of the instructor.

Study of marketing strategies, programs, and plans on which sound marketing practices are based; special emphasis on analyzing marketing situations.

BUS 425 Chinese Management Philosophy (3)

Prerequisite: None.

Introduces major Chinese philosophies and their effects on management. Explores the unique tradition and practices of Chinese management in areas of decision making, leadership and personnel management.

BUS 426 Risk Management and Insurance (3)

Prerequisite: BUS 320 or approval of the instructor.

Insurance as an economic and business institution; survey of fire, casualty, and life insurance for potential consumers or professionals.

BUS 427 Human Resources Management (3)

Prerequisite: BUS 320 or approval of the instructor.

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

BUS 429 International Management (3)

Prerequisite: BUS 320 or approval of the instructor.

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

BUS 431 Service Marketing (3)

Prerequisite: BUS 330 or approval of the instructor.

Study of the unique characteristics of services and their implications for the development of effective marketing strategies and programs and plans for service businesses, including professional services, not-for-profit services, and international services.

BUS 433 International Marketing (3)

Prerequisite: BUS 330 or approval of the instructor.

A study of all aspects of the marketing unique to international business. Examines the impact of cultures, ethics, history, politics, and social customs on marketing thinking and practices worldwide.

BUS 434 Marketing Research (3)

Prerequisite: BUS 330 and BUS 303 are strongly recommended.

Addresses the managerial issues and problems of systematically gathering and analyzing information for making private and public marketing decisions. Covers the cost and value of information, research design, information collection, measuring instruments, data analysis, and marketing research applications.

BUS 435 Case Studies in Marketing (3)

Prerequisite: BUS 330 or approval of the instructor.

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

BUS 436 Advertising (3)

Prerequisite: BUS 330 or approval of the instructor.

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

BUS 439 Marketing in New Business (3)

Prerequisite: BUS 330 or approval of the instructor.

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

BUS 440 Accounting Information Systems (3)

Prerequisite: BUS 240 and BUS 211.

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

BUS 442 Technical and Fundamental Analysis of Financial Securities (3)

Prerequisite: BUS 415 or approval of the instructor.

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

BUS 443 Data Structure and Database Management (3)

Prerequisite: BUS 240 or approval of the instructor.

Introduction to the in-depth view of the features and concepts of relational database structures. Stresses data modeling concepts using entity relationship and semantic object techniques, normalization, relational database implementation and concurrent database processing.

BUS 444 Systems Analysis, Design and Implementation

Prerequisite: BUS 340 or approval of the instructor.

Provides fundamental concepts and skills for analyzing and designing information systems. Introduces and studies various methodologies, documentation techniques, and communication processes. Utilizes systems analysis and design tools and project management techniques in project completion.

BUS 445 Data Communications and Networking (3)

Prerequisite: BUS 240 or approval of the instructor.

Introduction to the technology and management of telecommunications and networks, the Internet, Intranet, Extranet, and World Wide Web. Detailed analysis of the features and functionality of TCP/IP, LAN and WAN. Studies of network integration with rapidly evolving e-Commerce and e-Business.

BUS 446 Computer Security, Controls and Ethics (3)

Prerequisite: BUS 240 or approval of the instructor.

A survey of techniques to secure and protect computer hardware, software, data and facility. Studies controls for errors, disaster recovery and intentional attacks focusing on their effectiveness and cost. Assesses and mitigates the security risk implications from the legal, social, and ethical environment perspective.

BUS 447 E-Commerce (3)

Prerequisite: BUS 240 or approval of the instructor.

Introduction to building Web commerce sites, from planning through deployment. Study of front-end e-Commerce sites and e-Business infrastructure and fulfillment management. Explains how to identify the most familiar and the best Web commerce opportunities and how to capitalize on them.

BUS 448 Decision Support Systems

Prerequisite: BUS 340 or approval of the instructor.

Provides fundamental knowledge of how to apply information technologies to support managerial decision-making and to improve the quality of decision making. Topics include decision support systems (DSS), group decision support systems (GDSS), executive information and support systems (EIS/ESS), expert systems (ES) and data warehouse and data mining will be covered.

BUS 452 Exporting and Importing (3)

Prerequisite: BUS 351 or approval of the instructor.

Studies basic rules, principles and current practices in exporting and importing. Also examines practical harmonization of custom services and regulations of different countries, import/export procedures, intermediary services and roles of related international organizations.

BUS 453 International Finance (3)

Prerequisite: BUS 415 or approval of the instructor.

Provides a framework for evaluating the opportunities, costs, and risks of international operations. Focuses on financial, tax, economic, political, and legal issues that an international financial manager faces. Also covers foreign exchange rates, risk assessment, balance of payment, and financial alternatives and tradeoffs.

BUS 454 International Business Law (3)

Prerequisite: BUS 200 or approval of the instructor.

Examines business laws governing international operations. Focuses on international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, and how to establish a corporation in civil law countries. Case studies will be used.

BUS 455 Seminar on Doing Business in the U. S. (3)

Prerequisite: None.

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

BUS 456 Seminar on Doing Business in Asia (3)

Prerequisite: None.

Examines opportunities and barriers in doing business in Asia. Discusses successful and failed cases in doing business in Asia from language, cultural, social, economic, and political perspectives.

BUS 463 Financial Security Trading and Analysis

Prerequisite: BUS 415 or approval of the instructor.

Applies modern computer and data facilities to conduct fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation and strategies. Focuses on the application of modern portfolio theory and asset allocation models in selecting and evaluating stocks and bonds and practices investment of real money in the financial markets. Students in this class will manage UWest's special endowment.

BUS 464 Financial Institutions and Markets (3)

Prerequisite: BUS 415 or approval of the instructor.

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

BUS 465 Financial Derivatives (3)

Prerequisite: BUS 415 or approval of the instructor.

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

BUS 480 Strategic Management (3)

Prerequisite: BUS 320 and BUS 330 (Usually students must be in their last year of the program). A capstone course.

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

BUS 496 Special Topics (3)

Prerequisite: Completion of all required courses or upon approval.

Explores areas of interest not covered by other courses.

BUS 497 Business Practicum (1-3)

Prerequisite: Senior students only with the relevant professor's recommendation and Department Chair's approval.

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

BUS 499 Independent Studies (3)

Prerequisite: Completion of all required courses, or upon approval.

Student chooses an approved area of interest and works closely with a faculty member to gain and improve the understanding of the study subject. Graded Pass/No Pass.

MBA Courses

MBA 501 Legal Environment of Business (3 units)

Prerequisite: None.

Examines laws and regulations affecting the business environment and managerial decisions, including the legal system and methods of dispute resolution. Topics include torts, crimes, contracts, product liability, business organization, employment, antitrust, environmental protection. Incorporates ethical considerations and international perspective.

MBA 502 Business Programming (3)

Prerequisite: None.

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

MBA 503 Principles of Economics (3)

Prerequisite: None.

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

MBA 504 Principles of Management (3)

Prerequisite: None.

Reviews different theories of management; focuses on managerial functions, including planning, organizing, controlling, and leading. Emphasizes how to apply management theory/methods to solve problems of organizations.

MBA 505 Analytic Methods for Managerial Decisions (3)

Prerequisite: None.

Studies research methodologies and statistical tools for better decision-making. Topics include qualitative and quantitative methods, elementary statistics, correlation and regression analyses, interpretation of multivariate datasets, forecasting models, experimental design, and survey and sampling. Emphasizes computer-based programs and applications.

MBA 506 Managerial Communications (3)

Prerequisite: None.

Studies effective communications both as an essential professional skill and as an important function of management. Discusses the elements of oral and written communications, engages students in the thinking and writing process, and teaches essentials in interpersonal and organizational communications.

MBA 507 Managerial Economics (3)

Prerequisite: MBA 505 recommended.

Develops micro-economic concepts and employs them to examine decision making under uncertainty. Topics include goals of the firm, decision criteria, analysis and estimation of demand, production and costs, and pricing to achieve the firm's objectives under a variety of market conditions.

MBA 508 Qualitative Research Methodologies (3)

Prerequisite: None.

Advanced study of research methodologies used in the social (economics, history, and politics) and behavioral sciences (cultural anthropology, psychology, and sociology) and the application of those methodologies to education, business, management, religion, and other fields of study.

MBA 509 Business Forecasts (3)

Prerequisite: MBA 505 or approval of the instructor.

Principles and applications of forecasting in an accessible way; methods and processes in business forecasting, including time series, univariate, multivariate and qualitative methods.

MBA 511 Nonprofit Accounting (3)

Prerequisite: MBA 512 or MBA 513.

Examines core principles and practices of nonprofit accounting. Summarizes the accounting requirements and practices of specific types of nonprofit organizations, including educational institutions, hospitals, health and welfare organizations, religious groups, and public institutions. Discusses recent changes in nonprofit accounting and reporting rules.

MBA 512 Financial Accounting (3)

Prerequisite: None.

Accounting concepts and techniques essential to the administration of a business enterprise: analyzing and recording financial transactions; accounting valuation and allocation practices; preparation, analysis and interpretation of financial statements; international accounting issues.

MBA 513 Managerial Accounting (3)

Prerequisite: MBA 512 or approval of the instructor.

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

MBA 514 Advanced Managerial Accounting (3)

Prerequisite: MBA 513.

Advanced accounting theory as applied to modern business practice; background of accounting and its place in society and the economy; current development in accounting theory.

MBA 515 Corporate Finance (3)

Prerequisite: MBA 512 or MBA 513.

Advanced study of the financial management function of the corporation with special attention to cash flows and value, capital structure, cost of capital, capital budgeting, project evaluations, and issues in mergers, acquisitions and restructuring.

MBA 516 International Finance (3)

Prerequisite: MBA 515 or approval of the instructor.

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

MBA 517 Investment and Portfolio Management (3)

Prerequisite: MBA 515 or approval of the instructor.

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

MBA 518 Cost Analysis and Budgeting (3)

Prerequisite: MBA 512 or MBA 513.

Advanced study of cost analysis for decision making in pricing, product mix, capacity building and budgeting for operations and capital expenditures. Special emphasis on using budgeting as a planning and control tool of performance.

MBA 519 Management Science (3)

Prerequisite: MBA 505 or approval of the instructor.

Applications of the scientific methods, techniques, and tools to problems involving the operations of systems as a means to providing those in control of the operations with optimum solutions to the problems; focuses on the analysis and solutions of managerial decision-making problems.

MBA 520 Organization and Management (3)

Prerequisite: None.

Study of techniques and human behavior involved in managing an organization toward efficiency and effectiveness. Focus on job & organization design, motivation, problem solving, and diversity & change management.

MBA 522 Comparative Management (3)

Prerequisite: MBA 520 or approval of the instructor.

Studies behavior of people in organizations around the world and develops mental sensitivity to working in organizations. Explores similarities and differences in organizational values, practices and structures in firms between developed and developing countries.

MBA 525 Chinese Management Philosophy (3)

Prerequisite: None.

Advanced study of Chinese management philosophies and their practices, especially in areas of decision making, leadership and human resources management, all illustrated by practical cases. Emphasis made on how are these philosophies and practices apply to modern organizations.

MBA 526 Risk Management and Insurance (3)

Prerequisite: MBA 505 or approval of the instructor.

Studies theories of insurance; explores special features of different lines of insurance; emphasizes main elements of insurance, including determinants of premiums, coverage, deductibles, and co-payments.

MBA 527 Human Resources Management (3)

Prerequisite: MBA 520 or approval of the instructor.

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

MBA 528 Seminar on Organizational Change (3)

Prerequisite: MBA 520 or approval of the instructor.

Analyzes theories of change and their applications with special emphasis on planned organizational change, development and intervention methods, and current trends in organization design and change.

MBA 529 Seminar on Leadership (3)

Prerequisite: MBA 520 or approval of the instructor.

Examines the effectiveness of different approaches to leadership from both managerial and psychological viewpoints. Discusses issues in leadership and leadership training through case studies, workshops, and guest lectures.

MBA 530 Marketing (3)

Prerequisite: None.

Studies the processes involved in the creation, distribution, and sale of products and services. Explores the tasks and decisions facing marketing managers. Focuses on market and competitive analysis, consumer behavior, and design and implementation of marketing strategies.

MBA 531 Services Marketing (3)

Prerequisite: MBA 530 or approval of the instructor.

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

MBA 533 International Marketing (3)

Prerequisite: MBA 530 or approval of the instructor.

Focuses on application and further development of concepts learned in marketing to an international setting. Concentrates on strategic decisions pertaining to the marketing mix as they apply to specific regions, nations, and cultures.

MBA 534 Consumer Behavior (3)

Prerequisite: MBA 530 or approval of the instructor.

Focuses on and explains the relevant concepts upon which the discipline of consumer behavior is based. The student examines "real-world" examples of consumer buying in order to demonstrate how consumer behavior concepts are used by marketing practitioners to develop and implement effective marketing strategies. Course concludes with an examination of public policy issues and a discussion of consumer behavior research priorities for the next decade.

MBA 536 Small Business Marketing (3)

Prerequisite: MBA 530 or approval of the instructor.

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

MBA 537 Marketing Management

Prerequisite: MBA 530 or approval of the instructor.

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

MBA 540 Management Information Systems (3)

Prerequisite: None.

Management information systems for managers. Topics include the types of information systems that support individual, work-group and corporate goals, with an emphasis not only on the hardware/software but also managerial concerns with the design, implementation and management of information systems and how to compete with information technology in the Internet-based business environment.

MBA 542 Project Management (3)

Prerequisite: None.

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

MBA 547 Technical and Fundamental Analysis of Financial Securities (3)

Prerequisite: MBA 515 or approval of the instructor.

Advanced technical analysis of securities using graphs and equations; advanced fundamental analysis of securities based on corporate accounting data and business prospects.

MBA 548 Financial Security Trade and Analysis

Prerequisite: MBA 515 or approval of the instructor.

An applied investment analysis and practical course; using modern computer and data facilities to conduct extensive fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation and strategies. It emphasizes the application of modern portfolio theory and asset allocation models in selecting and evaluating stocks and bonds and practices investment of real money in the financial markets. Students in this class will manage UWest's special endowment.

MBA 550 International Business (3)

Prerequisite: None.

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

MBA 551 Importing and Exporting (3)

Prerequisite: MBA 550 or approval of the instructor.

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

MBA 552 International Business Law (3)

Prerequisite: MBA 501 or approval of the instructor.

Studies business laws in the United States. Examines international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, and how to establish a corporation in civil law countries. Topics include antitrust laws and international business transactions.

MBA 556 Global Economy (3)

Prerequisite: MBA 503 or approval of the instructor.

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

MBA 558 Seminar on Doing Business in Asia (3)

Prerequisite: None.

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

MBA 559 Seminar on Doing Business in the U. S. (3)

Prerequisite: None.

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

MBA 560 Managing Nonprofit Organizations (3)

Prerequisite: MBA 520 or approval of the instructor.

Compares and contrasts for-profit and non-profit organizations, major strategic management issues specially associated with nonprofits, and exposes students to the various management styles commonly found in the nonprofit sector.

MBA 561 Comparative Studies of Nonprofit Organizations (3)

Prerequisite: None.

Compares the development of nonprofit organizations in different countries. Examines similarities and differences with respect to target markets, membership profiles, government regulations, and management of the organizations.

MBA 562 Corporate Philanthropy (3)

Prerequisite: None.

Discusses the role of corporate philanthropy in America. Examines fundraising principles, values, and ethics, and explores strategies and techniques for planning and organizing fundraising activities.

MBA 563 Management of Memberships and Volunteers (3)

Prerequisite: None.

Discusses management of memberships and volunteers in nonprofit organizations. The importance of membership and voluntary contributions of time and resources, effective motivation and management of volunteers, and promotion of organizational objectives are discussed.

MBA 564 Advanced Auditing (3)

Prerequisite: BUS 310 & BUS 311 or approval of the instructor.

Study of the theory and practice of auditing as it applies to the internal and management controls function of the organization. Topics include statements of auditing standards, ethical and legal responsibilities, internal control structure considerations, statistical sampling applications, computer-assisted auditing techniques and regulatory agency requirements.

MBA 565 Advanced Accounting Theory (3)

Prerequisite: BUS 310 & BUS 311 or approval of the instructor.

Advanced topics in accounting, including business combinations, multinational operations and foreign currency transactions, liquidations, and reorganizations. Also, includes partnership formation, income distribution and liquidation.

MBA 566 Financial Reporting and Disclosure (3)

Prerequisite: BUS 310 & BUS 311 or approval of the instructor.

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

MBA 567 Special Topic on Federal Taxation (3)

Prerequisite: BUS 310 & BUS 311 or approval of the instructor.

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

MBA 568 Special Topic on International Accounting (3)

Prerequisite: BUS 310 & BUS 311 or approval of the instructor.

Critical examination of current developments in international accounting: the difficulty of preparing precise and universally accepted accounting principles; social, economical, and political influences on comparative accounting theory and practice. Financial reporting and control of multinational enterprises are also discussed.

MBA 569 Controllership (3)

Prerequisite: BUS 310 & BUS 311 or approval of the instructor.

In-depth study of accounting techniques, concepts and procedures related to the functions and responsibilities of the controller. Consideration of management reporting systems, planning and controlling functions, resource allocation, transfer pricing, the general ledger-based system, departmental expense control and investment planning.

MBA 571 Systems Design, Analysis, and Implementation (3)

Prerequisite: MBA 540 or approval of the instructor.

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

MBA 572 Data Structure and Database Management (3)

Prerequisite: MBA 540 or approval of the instructor.

Hierarchical, network and relational database structures are analyzed. Stresses data modeling concepts using entity relationship and semantic object techniques, normalization, relational database implementation and concurrent database processing.

MBA 573 Decision Support Systems (3)

Prerequisite: MBA 540 or approval of the instructor.

Explores decision-making processes, model-based development, and knowledge management. Examines design, implementation, and evaluation of decision support systems. Provides a broad understanding of how to encapsulate, expand and transfer knowledge by means of an intelligent machine.

MBA 575 Data Communications and Networking (3)

Prerequisite: MBA 540 or approval of the instructor.

Advanced study of technology and management of telecommunications and networks, the Internet, Intranet, Extranet, and World Wide Web. Comprehensive examination of the integration of organizational systems with rapidly evolving on-line services industry.

MBA 578 Computer Security, Controls and Ethics (3)

Prerequisite: None.

A survey of technological and organizational techniques to secure computer hardware, software, and data. Studies controls for errors, natural disasters and intentional attacks, focusing on their effectiveness and cost. Reviews implications from the legal, social, and ethical environment.

MBA 580 Strategic Management (3)

Prerequisite: MBA 520 or upon approval (this course is usually taken in the last semester before graduation).

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

MBA 581 Electronic-Business (3)

Prerequisite: None.

Shows step-by-step how to build Web commerce sites, from planning through deployment and ongoing management. Explains how to identify the best Web commerce opportunities and how to capitalize on them.

MBA 582 Humanistic Buddhism and Management (3)

Prerequisite: None.

Study of the breadth and depth approach that Humanistic Buddhism has developed in order to create an effective, productive and healthy environment in the workplace as well as on Earth. Students will learn to apply these principles and practices developed by Venerable Master Hsing Yun of the Fo Guang Shan Buddhist Order to management style and techniques in government, non-government and for-profit organizations.

MBA 583 Financial Institutions and Markets (3)

Prerequisite: None.

Analysis of financial institutions and markets. Term structure of interest rates, portfolio theory and flow-fund analysis, deposit-type intermediaries, insurance, pension funds and investment companies.

MBA 584 Financial Derivatives (3)

Prerequisite: MBA 515 or approval of the instructor.

Develops an understanding of mathematical and managerial tools necessary for the analysis, pricing, and design of financial derivatives. Includes stochastic processes, the Black-Merton-Scholes option pricing model, forward, futures, options, swaps, exotic options and special topics including fixed income portfolio management.

MBA 587 Seminar on Business Negotiations (3)

Prerequisite: None.

Teaches negotiation theory and practices with an emphasis on business aspects and cultural factors that affect the negotiation process and results. Discusses negotiation participants, negotiation strategy, and negotiation styles commonly found in negotiation sessions. Cross-cultural business negotiations are also discussed.

MBA 588 Business Philosophy and Ethics (1.5)

Prerequisite: Approval of the instructor.

Reviews different philosophies relevant to modern organizations and management; discusses ethics from different religious perspectives, particularly humanistic Buddhism, and emphasizes how such philosophy and ethics can be effectively used in modern organizations and management.

MBA 589 Seminar on Entrepreneurship (3)

Prerequisite: None.

Examines the nature of entrepreneurship, the factors underlying success in the start-up and early growth phases, and the factors that increase the likelihood of failure. Students become more familiar with the elements of a sound business plan and the issues facing a start-up by working on a project to create a new venture. Considers the forces that motivate, guide and constrain entrepreneurship activity, and explores the range of issues and challenges faced by start-up organizations and their leaders.

MBA 590/591/592 Internship (1.5)

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

Each student is assigned to a relevant organization and works part-time to gain first-hand experience. The student is required to finish an assigned project that addresses and solves one or more of the organization's problems.

MBA 593 Field Studies (1.5)

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

Each student is assigned to visit a number of relevant organizations to gain first-hand experience. The student is required to finish an assigned project that addresses and solves one or more of that organization's problems or the problems of the student's own organization.

MBA 596 Special Topics (3)

Prerequisite: Approval of the instructor.

Explores areas of interest not covered by other courses.

MBA 597 Management Practicum (1-3)

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

This is a course for students who lack real business/management knowledge/experience. Students will register this class when they are working to gain the required knowledge/experience in the relevant subjects such as marketing, management, nonprofit organizations, accounting, international business, finance, and computer information systems. Students may repeat this class for up to 2 semesters.

MBA 599 Independent Studies (3)

Prerequisite: Approval of the instructor.

Student selects an approved area of study and works closely with a faculty member. Graded Pass/No Pass.

MBA 715 Continuous Enrollment Research (1)

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

P/NP



Acting Chair

Darui Long

Faculty

Marcelo D'Asero, Amy Demyan, David Horner, Darui Long

Historical and psychological forces have played a central role in the development of human thought and civilization. These forces must be taken into account in any attempt to understand the phenomenon of human existence. History explores the events, individuals and transitions that have shaped human life and identity and attempts to explain their causes and conditions. Psychology analyzes the often hidden psychological forces that shape human thought, identity, conduct and character. Both disciplines have contributed greatly to humanity's understanding of itself.

The Department of Humanities and Social Sciences offers Bachelor of Arts degrees in history and psychology and a Master of Arts degree in psychology. The Department is dedicated to providing students enriched educational experiences through an emphasis on both Eastern and Western perspectives in the study of historical developments and the understanding of the human psyche.

Bachelor of Arts in History

History is the pursuit of knowledge of "what actually happened" within each cultural or geographical area studied, with a view toward developing a grasp of the patterns of development as well as the cross-cultural influences that have shaped human civilization. The focus on specific historical figures, events and movements enables students to identify the meaning and significance of historical patterns that have shaped the life of individual cultures.

A major in history provides students not only with detailed factual knowledge of the subject matter, but also with a variety of skills in historical research and analysis of primary and secondary documents in order to define and solve historical problems. Students learn how to write and speak effectively on a wide variety of historical subjects.

A major in history is a doorway to a wide variety of career opportunities. Options may include a career as a teacher, historian, academic or professional researcher, archivist, librarian, historical writer, museum specialist and documentary film or video maker or producer. A degree in history may also form the basis for the development of careers in government, law, business, marketing, journalism, foreign service and communication.

The major in history requires all students to gain foundational knowledge in Eastern and Western historical developments before specializing in either the Eastern or Western history track. The Eastern history track covers history of East, South, Southeast, and West Asia, whereas the Western history track covers history of America, Europe, Africa and Latin America.

Course Requirements

In keeping with the graduation requirements of University of the West, the Bachelor of Arts in History requires the completion of 120 semester units with a grade-point average of 2.0 or higher. These requirements include a minimum of 48 General Education units, of which 9 units must be at the upper-division level, and 42 units in the History major, of which 33 must be at the upper-division level. A minimum of 30 units, including 24 upper-division units, must be completed at University of the West. Full-time students can expect to complete the Bachelor of Arts program within four years, with a shorter completion time possible if summer school is also attended.

General Education Requirements (48 units)
(For details refer to General Education Requirements)

Prerequisites for History Major

HIST 110 World History: Origins – 1500 (3)

HIST 120 World History: 1500 – Present (3)

History Major Requirements (42 units)

Lower Division (9 units: One course from each section)

Surveys of Human Civilization

Section A:

HIST 210 History of the United States: Origins – 1865 (3)

HIST 220 History of the United States: 1865 – Present (3)

Section B:

HIST 230 Ancient and Medieval History: Antiquity – Early Renaissance (3)

HIST 240 History of Modern Europe: Renaissance – Present (3)

Section C:

HIST 250 Asian History: Earliest Times – 1600 (3)

HIST 260 Asian History: 1600 – Present (3)

Upper Division (33 units)

Theory and Methodology (3 units)

HIST 300 Historical Theory and Research Method (3)

Specializations (15 units: Choose either Asian or Western History Track)

A. Asian History Track (12 units: At least one course from each section)

Section A: East Asia

HIST 310 History of China: Shang Dynasty – Tang Dynasty (3)

HIST 315 History of China: Song Dynasty – Qing Dynasty (3)

HIST 318 History of China: Republican – Present (3)

HIST 320 History of Japan to 1850 (3)

HIST 325 History of Japan Since 1850 (3)

Section B: South and Southeast Asia

HIST 330 History of South Asia: Indus Valley – Mughal Invasion (3)

HIST 335 History of South Asia: 1200 – 1761 (3)

HIST 340 History of Southeast Asia: Ancient Times – 1600 (3)

HIST 345 History of Southeast Asia: 1600 – Present (3)

HIST 348 The Europeans in South and Southeast Asia Since 1500 (3)

Section C: West Asia

HIST 350 History of the West Asia: 500 – 1700 (3)

HIST 355 History of the West Asia: 1700 – Present (3)

Capstone Course for Asian History Track (3 units)

HIST 396 Special Topics in Asian History (3)

B. Western History Track (12 units: At least one course from each section)

Section A: United States History

HIST 360 Evolution of Democracy in the United States (3)

HIST 365 The Rise of the United States as a World Power (3)

HIST 368 The Immigrant Experience in the United States (3)

Section B: Ancient, Medieval and Modern European History

HIST 370 Ancient History of Greece and Rome (3)

HIST 375 History of Medieval Europe (3)

HIST 378 Cultural and Intellectual History of Modern Europe (3)

Section C: African and Latin American History

HIST 380 History of Africa: Earliest Times – 1500 (3)

HIST 385 History of Africa: 1500 – Present (3)

HIST 390 Colonial Latin America: Conquest to Independence (3)

HIST 395 Latin American Nations: Independence – Present (3)

Capstone Course for Western History Track (3 units)

HIST 398 Special Topics in Western History (3)

Thematic History (6 units: Choose 2 from the following courses)

HIST 410 The Rise and Development of Modern Science (3)

HIST 415 The Industrial Revolution (3)

HIST 418 Asian Contribution to Science and Medicine (3)

HIST 420 War and Conflict Resolution in Modern History (3)

HIST 430 Women and Revolution in the Modern World (3)

Electives (6 units: Choose 2 from any of the above courses not already taken)

Capstone Course (3 units)

HIST 495 The East and West in Cross-Cultural Interchange (3)

Bachelor of Arts in Psychology

Psychology is the study of human mental processes and behavior. The Psychology program at University of the West adds a dimension of human interests, values, dignity and worth to both the understanding of the mind and its development and transformation. Understanding our total consciousness and developing our minds can be accomplished through education, self development and guidance (including psychotherapy and counseling). Philosophical, scientific and practical aspects are the three foundations of this program.

Course offerings in Psychology at University of the West include introductory and advanced instruction in the major Eastern and Western systems of psychological theories and practices that have developed in human history. Students will focus their study on both of these systems as well as the integration, where appropriate, of the two into a new theory of integrative psychology which includes the theoretical foundation for a new and more comprehensive system of psychotherapy and counseling.

The BA degree in psychology can prepare students for further studies leading to a license for practicing as a psychotherapist or a career in counseling and/or teaching. The study of psychology not only assists students in developing a future career, it also supports their effort to know more about their own mind and existence.

Course Requirements

In keeping with the graduation requirements of University of the West, the Bachelor of Arts in Psychology requires the completion of 120 semester units with a grade-point average of 2.0 or higher. These requirements include a minimum of 48 General Education units, of which 9 units must be at the upper-division level, and 42 units in the Psychology major, of which 36 must be at the upper-division level. A minimum of 30 units, including 24 upper-division units, must be completed at University of the West. Full-time students can expect to complete the Bachelor of Arts program within four years, with a shorter completion time possible if summer school is also attended.

General Education Requirements (48 units)

(For details refer to General Education Requirements)

Prerequisites for Psychology Major:

PSYCH 100 Introduction to Western Psychology (3)

MATH 110 Introduction to Statistics (3)

Psychology Major Requirements (42 units)

Lower Division (6 units)

PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology (3)

PSYCH 220 Eastern and Western Perspectives on Affective Psychology (3)

Upper Division (36 units)

Methodology (3 units)

PSYCH 300 Research Design and Data Analysis in Psychology (3)

Core Courses (15 units)

PSYCH 310 Physiological Psychology (3)

PSYCH 320 Psychology of Learning (3)

PSYCH 330 Developmental Psychology (3)

PSYCH 340 Psychology of Personality (3)

PSYCH 350 Social Psychology (3)

Electives (15 units: Choose at least 2 courses from each of the following sections)

Section A

- PSYCH 410 Introduction to Western Psychotherapy (3)**
- PSYCH 415 Psychological Disorders (3)**
- PSYCH 418 Psychological Tests and Measurements (3)**
- PSYCH 420 Cross-Cultural Psychology (3)**
- PSYCH 425 Psychology and Education (3)**
- PSYCH 430 Industrial-Organizational Psychology (3)**
- PSYCH 440/REL 380 Psychology of Religion (3)**

Section B

- PSYCH 450/REL 460 Buddhist Psychology (3)**
- PSYCH 455 Buddhist and Scientific Approaches to Mind (3)**
- PSYCH 460 Buddhist Counseling (3)**
- PSYCH 465 Buddhist Practices and Mental Health (3)**
- PSYCH 470 Integrative Psychology of Living and Dying (3)**
- PSYCH 471 Legal and Ethical Issues in End-of-Life Care (3)**
- PSYCH 480 Integrative Psychology of Ethics and Morality (3)**

Capstone Course (3 units)

- PSYCH 495 Eastern and Western Perspectives on Contemporary Issues in Psychology and Counseling (3)**

Master of Arts in Psychology

The Master of Arts program in Psychology is designed to provide advanced studies in specialized areas in the field of psychology. Students will be exposed to not only theories and research methodology taught in classrooms but also field experiences in relation to the training in their chosen area of concentration. The graduates of the program may either continue their educational pursuit for a doctoral degree in psychology or related areas, or apply their knowledge in psychology to a career in an educational, research, or human service environment.

The Master of Arts in Psychology offers students two areas of concentration: (1) Buddhist Psychology and (2) Multicultural Counseling Psychology.

- Students in the graduate program in Buddhist Psychology are expected to fully grasp Buddhist psychological theories and perspectives and become able to apply that knowledge to personal daily life and in psychological services to other people. Students will also be exposed to the comparison of Buddhist and Western psychological systems. Graduates of the program may further their intellectual pursuit in Buddhist psychology or comparative study of Buddhist and Western psychology, or work in areas of mental and social services.
- Students in the Multicultural Counseling Psychology program are required to gain the knowledge and skills that will qualify them to provide counseling services to multicultural groups, with a special purpose to train students in the pursuit of a career in Marriage and Family Therapy (MFT). The program provides the academic preparation and pre-master supervised practicum hours for the State of California MFT license. The core courses are selected based on the coursework requirements specified in Business and Professions (B&P) Code Section 4980.40, regulating the licensing of Marriage and Family Therapists by the State of California. The concentration in Buddhist Psychology requires 33-units of coursework, including a 3-unit practicum and a Master thesis. The concentration in Multicultural Counseling Psychology requires 48 units of coursework, including a 12-unit practicum and a Master thesis.

Admission Requirements for the Master Program

1. A B.A. in Psychology, Philosophy or equivalent from an accredited university. Students with a different B.A. must have fulfilled (or must fulfill in their first semester doing the M.A.) the following undergraduate prerequisites:
 - a) For the M.A. in Buddhist Psychology: PSYCH 100: Introduction to Western Psychology, MATH 110: Introduction to Statistics, and PSYCH 210: Eastern and Western Perspectives on Cognitive Psychology.
 - b) For the M.A. in Multicultural Counseling Psychology: PSYCH 100: Introduction to Western Psychology, MATH 110: Introduction to Statistics, and PSYCH 210: Eastern and Western Perspectives on Affective Psychology.
2. An official transcript from the institutions/universities where highest degree awarded or last attended;
3. Copy of diplomas for all degrees earned;
4. Where such a degree is not in the field of psychology, proof of a comprehensive knowledge of the fundamentals of psychology. For this purpose, the candidate may be required to take designated foundational courses outside M.A. course work or take a comprehensive examination.
5. 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). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - or; official IELTS score report with a minimum score of 6.0. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the Department of Languages.
 - Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
 - 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, IELTS score or take the English Placement Test.
6. Three letters of recommendation written by people qualified to assess the applicant's abilities and academic promise. Letters are to be sent by those making recommendations directly to the Office of Admissions.
7. A typed, double-spaced essay of 400-500 words in English, written by the applicant describing his/her personal goals and aspirations, achievements, educational and career objectives and stating how enrollment at University of the West would further those objectives.
8. A non-refundable application fee of \$100.
9. Completed Financial Sponsor Agreement or Certification of Financial Resources with an official Bank Verification (international students only);
10. Copies of Passport/Visa/I-94 (international students only);
11. Copies of previous I-20 (transferring international students only).

Graduate Research and Writing Practicum (GRWP)

Students enrolled in the M.A. program in Psychology are encouraged, or may be required for those so identified by their academic advisor, to take PSYCH 500 Graduate Research and Writing Practicum (GRWP). The Practicum is a three-credit, three-level course in which students learn the basic writing and research skills required for graduate work, including search for relevant literature, thesis structure, citation of sources, and bibliography. The credits are not counted toward the M.A. degree requirements. Each level is graded Pass or No Pass based on submission of the following paper:

- Level 1: 10-page research paper with 10 references and bibliography.
- Level 2: 15-page research paper with 20 references and bibliography.
- Level 3: 20-page research paper with 30 references and bibliography.

Graduation Requirements for the M.A. in Psychology

- Removal of any deficiencies in admission requirements.
- Completion of semester units required for the chosen area of concentration, including at least 24 units at University of the West, with an overall grade point average of 3.0 or higher. A minimum of 18 units of coursework have to be at the level of 500 or above. Please consult the Bachelor of Arts in Psychology section for relevant courses at the 400 level. Courses below the 400 level are not applicable to the M.A.
- A Pass in the Graduate Research and Writing Practicum (GRWP) or an approval for a GRWP waiver.
- Approval of a proposal by the Thesis Committee and subsequent completion of the thesis with a successful oral defense or successful completion of a comprehensive exam where students must demonstrate insightful analysis, intellectual synthesis, critical evaluation, and sophistication in written communication.

Residence Requirement

After finishing all course work, but before completing the thesis, a student must keep his/her registration active by paying the registration and library fees until the degree is granted. Failure to maintain registration may interfere with residence requirement and may result in the delay of receiving the degree.

Course Requirements

For all the required and elective courses in the M.A. program in Psychology, letter grades are required with the exception of the following, which are graded Pass/No-Pass: Practicum (PSYCH 610A-C), Directed Research and Study (PSYCH 650) and Thesis (PSYCH 699). Although the required semester units vary among the four areas of concentration, all concentrations require at least 24 units be taken at University of the West, with an overall grade point average of 3.0 or higher. A minimum of 18 units of coursework must be at the level of 500 or above. Courses below the 400 level are not applicable to the M.A.

Practicum in the two areas of concentration will be arranged by the program administrators. The field experience cannot start prior to the completion of 12 semester units of graduate courses in the area of concentration. Training sites include mental health care facilities, social service agencies, religious centers, school districts, business and industrial companies, and government agencies. Students may have to go through application and screening procedures required by some sites.

The two concentrations require the following foundation courses:

Foundation Courses (9 units: Including PSYCH 300 and two courses from the following; not included in the M.A. course work; may be waived if the student has taken them or their equivalents in his/her previous degree study)

PSYCH 300 Research Design and Data Analysis in Psychology

PSYCH 310 Physiological Psychology

PSYCH 320 Psychology of Learning

PSYCH 330 Developmental Psychology

PSYCH 340 Psychology of Personality

PSYCH 350 Social Psychology

The course requirements and prerequisites for each area of concentration are listed below.

(1) Master of Arts in Psychology: Concentration in Buddhist Psychology (33 UNITS)

Prerequisites (6 units: Not included in the M.A. course work)

PSYCH 450/REL 460 Buddhist Psychology (3)

PSYCH 500 Graduate Research and Writing Practicum (3)

Core Courses (15 units)

PSYCH 501 Experimental Design and Statistical Analysis (3)

PSYCH 510/REL 565 History of Buddhist Psychology (3)

PSYCH 515 Buddhist Psychology of Human Development (3)

PSYCH 520 Buddhist Psychotherapeutic Approaches (3)

PSYCH 525/REL 630 Seminar: Buddhism and Cognition (3)

Electives (6 units: Choose any two of the following)

PSYCH 460 Introduction to Buddhist Counseling (3)

PSYCH 470 Integrative Psychology of Living and Dying (3)

PSYCH 480 Integrative Psychology of Ethics and Morality (3)

PSYCH 495 Eastern and Western Perspectives on Contemporary Issues in Psychology and Counseling (3)

REL 625 Cultural and Social Aspects of Buddhism (3)

PSYCH 601 Multivariate Research Methods and Analysis (3)

PSYCH 605 Qualitative Methods in Psychology (3)

Field Experience Requirement (3 units)

PSYCH 610A Practicum in Buddhist Psychology (3)

Capstone Course (3 units)

PSYCH 620A Current Issues and Literature in Buddhist Psychology (3)

Research Requirement (6 units)

PSYCH 650 Directed Research and Study

PSYCH 699 Thesis

(2) Master of Arts in Psychology: Concentration in Multicultural Counseling Psychology (48 UNITS)

Prerequisites (9 units: Not included in the M.A. course work)

PSYCH 330 Developmental Psychology

PSYCH 420 Cross-Cultural Psychology (3)

PSYCH 500 Graduate Research and Writing Practicum (3)

Core Courses (27 units)

- PSYCH 501 Experimental Design and Statistical Analysis (3)**
- PSYCH 530A Psychopathology and Counseling: Alcohol and Chemical Dependency (1)**
- PSYCH 530B Psychopathology and Counseling: Human Sexuality and Spousal Abuse (1)**
- PSYCH 530C Psychopathology and Counseling: Child Abuse (1)**
- PSYCH 531 Theories and Techniques of Counseling and Psychotherapy (3)**
- PSYCH 532 Legal and Ethical Issues in Counseling and Psychotherapy (3)**
- PSYCH 533 Seminar: Counseling of Multicultural Groups (3)**
- PSYCH 536 Marriage and Family Counseling (3)**
- PSYCH 538 Psychological Testing (3)**
- PSYCH 540 Adult Development and Aging (3)**
- PSYCH 545 Psychopharmacology (3)**

Field Experience Requirement (12 units)

- PSYCH 610B Practicum in Multicultural Counseling Psychology (6)**
- PSYCH 615 Advanced Practicum in Multicultural Counseling Psychology (6)**

Capstone Course (3 units)

- PSYCH 620B Current Issues and Literature in Multicultural Counseling Psychology (3)**

Research Requirement (6 units)

- PSYCH 650 Directed Research and Study**
- PSYCH 699 Thesis**

For further information about the psychology programs, please contact:
Dr. Amy Demyan, Assistant Professor of Psychology at amyd@uwest.edu

Course Descriptions: Department of Humanities and Social Sciences

The prerequisites listed for each course described below are designed for the students majoring in the particular programs where the courses are offered. All other students need to obtain consent of instructor before registering in the course if they do not meet the requirements of the prerequisites.

HIST 110 World History: Origins - 1500 (3)

Prerequisite: None.

A survey of the development of world civilization and major cultures from the Neolithic Revolution until the European conquest of the Americas. The civilizations of the Ancient, Classical, and Postclassical periods will be studied, with focus on rise of cities, organization of society, varieties of religious expression, the examination of political, social, and gender structures in relation to economic and demographic development, and interaction between civilizations and major cultures.

HIST 120 World History: 1500 - Present (3)

Prerequisite: HIST 110.

Broad thematic survey of the origin and development of the modern world, emphasizing both regional histories and global interactions. Major themes include global implications of imperialism, intellectual and cultural adjustments to modernity, total war, the birth of nations, changes in women's rights and roles, and eclipse of world communism.

HIST 210 History of the United States: Origins -1865 (3)

Prerequisite: HIST 120.

A survey of the social, political and cultural history of the U.S. from early human migration and the founding of the colonies to the end of the Civil War.

HIST 220 History of the United States: 1865 - Present (3)

Prerequisite: HIST 120.

A survey of the social, political and cultural history of the U.S. from the end of the Civil War to the present.

HIST 230 Ancient and Medieval History: Antiquity - Early Renaissance (3)

Prerequisite: HIST 120.

A survey of ancient and medieval history, including the Greeks and Romans, early Christianity, the Christian Middle Ages and the Renaissance. Topics include history and institutions of the Greeks and of Rome, the rise of Christianity, the barbarian invasions, Byzantine and Islamic cultures, the Crusades and the Religious Wars.

HIST 240 History of Modern Europe: Renaissance - Present (3)

Prerequisite: HIST 120.

A survey of European history covering the rise and fall of European empires. Topics include the High Renaissance, Reformation, Enlightenment, Industrial Revolution and two World Wars.

HIST 250 Asian History: Earliest Times - 1600 (3)

Prerequisite: HIST 120.

A survey of Asia from ancient times to the end of the sixteenth century. The content covers the historical developments of China, Japan, India, and West and Southeast Asia in social structures, political systems, cultural values, and religions. Similarities and differences among these civilizations are also compared and contrasted.

HIST 260 Asian History: 1600 - Present (3)

Prerequisite: HIST 120.

A survey of Asia from the beginning of the seventeenth century to the present. The impact of Western colonialism/imperialism on Asian Society is also explored.

HIST 300 Historical Theory and Research Method (3)

Prerequisite: HIST 120.

Examination of theory that shapes historical writing and research, with an introduction to historiography, oral history methods, and other methodological issues in the study of history.

HIST 310 History of China: Shang Dynasty - Tang Dynasty (3)

Prerequisite: HIST 300.

A survey of Chinese history from ancient times to the Tang Dynasty. Major topics include the Shang tribal polity, the Zhou State, Warring States period, the hundred schools of thought, the creation of the imperial system in the Qin-Han period, the Period of Disorder, when China was divided into the Northern and Southern dynasties, as well as the age of glory of Chinese civilization during the Tang.

HIST 315 History of China: Song Dynasty – Qing Dynasty (3)

Prerequisite: HIST 300.

An investigation of four dynasties: the problematic situations of the Song Dynasty, the Chinese under the Mongol Yuan Dynasty, the reestablishment of Chinese rule by the Ming Dynasty, and the Manchu invasion and rule of China. Examination of the political systems, ethnic relations, socio-economic developments, and cultural diversifications during these dynasties.

HIST 318 History of China: Republican - Present (3)

Prerequisite: HIST 300.

A study of modern Chinese history from the overthrow of imperial rule to the present. Topics include the interactions between China and the West, democracy and modernization in China, the May Fourth Movement, the Nationalistic Revolution, the Sino-Japanese Wars, the rise of Communism, the Cultural Revolution and reform since the 1980s.

HIST 320 History of Japan to 1850 (3)

Prerequisite: HIST 300.

Survey of Japanese history from prehistory to the nineteenth century, with emphasis on social and cultural developments, Chinese influence on Japanese culture, the evolution of political institutions, and the development of early modern society.

HIST 325 History of Japan Since 1850 (3)

Prerequisite: HIST 300.

Examination of Japanese development from mid-nineteenth century to the present. Topics include collapse of the Tokugawa bakufu and rise of the Meiji state, industrialization and social change, the Pacific War, creation of the modern state in the last century, and impact of Western civilization on Japanese culture.

HIST 330 History of South Asia: Indus Valley - Mughal Invasion (3)

Prerequisite: HIST 300.

A history of South Asia, from the Indus Valley civilization, the development of Indian civilization to 1200 CE, including the history of Sri Lanka from 500 BCE to the Polonnaruwa Period.

HIST 335 History of South Asia: 1200-1761 (3)

Prerequisite: HIST 300.

An exploration of South Asia from 1200 CE to the earliest incursions of European explorers and merchants into the Indian subcontinent.

HIST 340 History of Southeast Asia: Ancient Times - 1600 (3)

Prerequisite: HIST 300.

An overview of the ancient civilizations and early kingdoms of the region (e.g. Sriksetra, Waytharlee and first and second empires of Myanmar, Bang Chiang, Dvaravati, Lanna Thai, Sukhothai and Ayutthaya of Thailand, Funan and Angkor kingdom of Cambodia, Hindu-Buddhist Period, Sri Vijaya and Shailendra of Malaysia-Indonesia); the spread of Buddhism with special reference to Southern Pali Buddhism; the advent of Islam and European colonization.

HIST 345 History of Southeast Asia: 1600 - Present (3)

Prerequisite: HIST 300.

An overview of the history of Myanmar from the Taung Ngoo dynasty, of Thailand from the restoration of Ayutthaya and Chiang Mai, of Cambodia from the Thai invasion of 1431, of Laos from the partition into Luangprabhang, Vientiane and Champasak in 1545, and Malaysia-Indonesia from the advent of the Portuguese and the Dutch to the present.

HIST 348 The Europeans in South and Southeast Asia Since 1500 (3)

Prerequisite: HIST 300.

A study of South and Southeast Asia under the rule of Europeans: the earliest invasions, consolidation of power, the prelude to independence, the independence movements and the new nations in the region.

HIST 350 History of West Asia: 500 – 1700 (3)

Prerequisite: HIST 300.

Introduction to the history of the Muslim world from the rise of Islam to the end of the seventeenth century, with an emphasis on the background and circumstances of the rise of Islam, the creation and development of the Islamic empire, the rise of dynastic successor states and modern nation states, European encroachment, and integration of West Asia into the emerging world system.

HIST 355 History of West Asia: 1700 – Present (3)

Prerequisite: HIST 300.

A survey of the history of West Asia from the beginning of the eighteenth century to the present, with focus on modernization and reform of the region, problems and impact of modernity and imperialism in social, political, and economic aspects, as well as Islamic revivalism.

HIST 360 Evolution of Democracy in the United States (3)

Prerequisite: HIST 210, 220, 300.

A survey of the ideas, persons, forces and events that shaped American democratic thought from the first colonists to the outbreak of the Civil War.

HIST 365 The Rise of the United States as a World Power (3)

Prerequisite: HIST 210, 220, 300.

An investigation into the rise of the United States as a world power. Topics include the Spanish-American War, the two World Wars, the growing Cold War confrontation with the Soviet Union, the Korean and Vietnamese conflicts and the fall of the Communist Block.

HIST 368 The Immigrant Experience in the United States (3)

Prerequisite: HIST 210, 220, 300.

An examination of the immigrant experience of Europeans, Asians, Latinos, South Americans and Africans from the mid-nineteenth century to the present.

HIST 370 Ancient History of Greece and Rome (3)

Prerequisite: HIST 230, 300.

A history of ancient Greece from the time of Homer and Hesiod through the Hellenistic period, with an emphasis on the Archaic and Classical periods (800 BCE through 325 CE), combined with an overview of the history of the Roman Republic.

HIST 375 History of Medieval Europe (3)

Prerequisite: HIST 240, 300.

A survey of the European Middle Ages, with an emphasis on the spread of Christianity throughout Europe, the Byzantine and Islamic worlds, the Christian-Muslim conflict, the chivalric culture, and the Inquisition.

HIST 378 Cultural and Intellectual History of Modern Europe (3)

Prerequisite: HIST 240, 300.

A survey of cultural and intellectual history of modern Europe. Topics include the life and work of Martin Luther, John Calvin, Ulrich Zwingli and Philip Melancthon, theory and practice of art and architecture, and civic and religious humanism in historical context of Europe since the Renaissance.

HIST 380 History of Africa: Earliest Times – 1500 (3)

Prerequisite: HIST 300.

Exploration of the development of African societies from earliest times to the late fifteenth century.

HIST 385 History of Africa: 1500 – Present (3)

Prerequisite: HIST 300.

Survey of social, economic, and political developments in Africa since the beginning of the sixteenth century, with focus on slave trade, imperialism and colonialism, and nationalism and independence.

HIST 390 Colonial Latin America: Conquest to Independence (3)

Prerequisite: HIST 300.

Introduction to Latin American history from contact period to independence, with emphasis on discovery and conquest, development of colonial institutions and societies, convergence of Native American, European, and African cultures in Latin America, wars of independence, and emergence of local and national identities.

HIST 395 Latin American Nations: Independence – Present (3)

Prerequisite: HIST 300.

Survey of the political, economic, social and intellectual evolution of Latin America in the nineteenth and twentieth centuries.

HIST 396 Special Topics in Asian History (3)

Prerequisite: HIST 300 and consent of instructor.

Selected topics in Asian history. Topics may vary from year to year.

HIST 398 Special Topics in Western History (3)

Prerequisite: HIST 300 and consent of instructor.

Selected topics in Western history. Topics may vary from year to year.

HIST 410 The Rise and Development of Modern Science (3)

Prerequisite: HIST 300.

A study of the advent of the scientific revolution beginning with the Arab and Indian influence and continuing through the writings of Bacon, Galileo, Descartes and Newton, and the rise of philosophical rationalism in the writings of Hobbes and Locke.

HIST 415 The Industrial Revolution (3)

Prerequisite: HIST 300.

A survey of the technological and theoretical forces that made the Industrial Revolution during the period of 1776 to 1914. Also covered are the Industrial Revolution's impacts on politics, society and culture.

HIST 418 Asian Contribution to Science and Medicine (3)

Prerequisite: HIST 300.

A survey of the Asian contribution to science and medicine, with special reference to developments in the Indian subcontinent and China in the fields of mathematics, astronomy, medicine, chemistry and metallurgy.

HIST 420 War and Conflict Resolution in Modern History (3)

Prerequisite: HIST 300.

Survey of changing patterns of warfare and diplomatic attempts to resolve conflicts and ideological confrontations between and within nations, with an emphasis on origins, course and effects of two World Wars, the Cold War, divided and reunified Germany, and other major wars in modern history.

HIST 430 Women and Revolution in the Modern World (3)

Prerequisite: HIST 300.

A study of the changing roles and status of women as a result of economic and social change in the modern world.

HIST 495 The East and West in Cross-Cultural Interchange (3)

Prerequisite: Prior completion of at least 22 upper-division units in History major.

The Asian cultural contributions to the making of the West and the Western cultural contributions to the making of Asia.

PSYCH 100 Introduction to Western Psychology (3)

Prerequisite: None.

A general survey of the field of Western psychology, including topics in physiological, cognitive, social, developmental, personality, and clinical psychology.

PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology (3)

Prerequisite: PSYCH 100.

An introduction to Buddhist and Western concepts and theories of perception, understanding, imagination, thinking, reasoning and other cognitive functions, with comparisons and contrasts between the two systems.

PSYCH 220 Eastern and Western Perspectives of Affective Psychology (3)

Prerequisite: PSYCH 100.

Studies in ancient and modern Eastern and Western views of the degree and extent that emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 300 Research Design and Data Analysis in Psychology (3)

Prerequisite: PSYCH 100.

Research methods and statistical procedures commonly used in psychological studies, including strategies for conducting literature searches, designing research studies, treating participants ethically, interpreting and reporting research results, correlation, regression, tests of significance, and nonparametric statistics.

PSYCH 310 Physiological Psychology (3)

Prerequisite: PSYCH 300.

An overview of the biological basis of behavior (including genetics) with an emphasis on the relationship between brain function and thought, emotion, perception, language, learning, memory and motivation. The central nervous system and the autonomic nervous system functions will be studied.

PSYCH 320 Psychology of Learning (3)

Prerequisite: PSYCH 300.

Theoretical and experimental analysis of human learning and related cognitive processes, including short-term and long-term memory, coding and retrieval processes, transfer and interference, and mechanisms of forgetting.

PSYCH 330 Developmental Psychology (3)

Prerequisite: PSYCH 100.

An introduction to the psychological development of the person from the pre-natal period through subsequent life stages until death according to Western and Eastern philosophies. Both cognitive and affective aspects of development will be explored.

PSYCH 340 Psychology of Personality (3)

Prerequisite: PSYCH 300.

A survey of traditional and contemporary theories of personality, including psychoanalytic, neo-psychoanalytic, humanistic-existential, behavioral, cognitive, dispositional, social learning, and Buddhist theories. Topics also covered include personality assessment and the physiological, behavioral, and cultural role in the development of personality.

PSYCH 350 Social Psychology (3)

Prerequisite: PSYCH 300

A general survey of theories, methods, and research on individual and collective behavior in a social context. Topics include aggression, interpersonal attraction, affiliation, person perception, attitudes, group processes, and social influence.

PSYCH 360 Fieldwork (1-4)

Prerequisite: Approval of advisor/department chair.

This course requires hands-on experience in a field placement. It is for those students who wish to augment their studies with specialized training and/or experience outside the University in their own field of study. The field experience project must have significant bearing on the professional goals of the student and must be in addition to the student's regular commitment. As a general rule, 5 hours a week of qualified experience are equivalent to 1 unit of credit.

PSYCH 410 Introduction to Western Psychotherapy (3)

Prerequisite: PSYCH 300.

An introduction to the theories, concepts, methods and research of Western scholars, psychotherapists and researchers. This is an in-depth study of the philosophies and practices which have played a major role in the development of Western psychotherapy. The philosophies and methods of Freud, Jung, Skinner, Maslow, Rogers, Ellis, Wertheimer, Beck, Freger, Moreno and others are included in this study of individual and group psychotherapy.

PSYCH 415 Psychological Disorders (3)

Prerequisite: PSYCH 300.

An introduction to personality disorders and diagnostic techniques. The classification of psychological disorders according to the DSM-IV as well as several common pathologies based on the categories of personality disorders, neuroses and psychoses are studied.

PSYCH 418 Psychological Tests and Measurements (3)

Prerequisite: PSYCH 300.

Administration of psychological tests and scales as well as the interpretation and use of results form the core elements of this course. Several cognitive and affective measuring tools are explored as well as the historical and philosophical backgrounds on which they are based.

PSYCH 420 Cross-cultural Psychology (3)

Prerequisite: PSYCH 300.

An examination of the multi-cultural environments of society, home, schools and work-place and their influences on human behavior and mental health, with an emphasis on cultural awareness, sensitivity and tolerance. Also includes different approaches to and methods of psychotherapy and counseling for people from different cultures.

PSYCH 425 Psychology and Education (3)

Prerequisite: PSYCH 300.

Application of principles of cognitive development, learning, perception, memory, and language development to educational problems, including general instructional issues, gifted and talented children, early childhood education, and education of the disadvantaged.

PSYCH 430 Industrial-Organizational Psychology (3)

Prerequisite: PSYCH 300.

A study of practices of modern organizational and personnel psychology. Topics include selection, placement, training, motivation, job analysis, evaluation, human factors, counseling in the work-place, and the processes involved in developing and maintaining organizations.

PSYCH 440/REL 380 Psychology of Religion (3)

Prerequisite: PSYCH 300.

A study of religious experience through the lenses of psychological methods and theories. Topics include differences between religious experience and other experiences, theories of spiritual growth, conversions, forms of possession, mysticism, visions and consideration of the constructive and destructive aspect of religious behavior.

PSYCH 450/REL 450 Buddhist Psychology (3)

Prerequisite: PSYCH 300.

An examination of the Buddhist views of mental functions, motivation, emotion, personality, human development, social ethics and psychotherapy according to Buddhist scriptures (Abhidharma, Yogacarabhumi, and others), with comparison to corresponding Western views.

PSYCH 455 Buddhist and Scientific Approaches to Mind (3)

Prerequisite: PSYCH 300.

An exploration of Buddhist teachings regarding the mind and their comparisons with neuroscientific findings about the brain. A series of dialogues between His Holiness the Fourteenth Dalai Lama and Western neuroscientists and psychologists is used as the basis for instruction.

PSYCH 460 Buddhist Counseling (3)

Prerequisite: PSYCH 300.

An introduction to Buddhist philosophies and their implications for counseling in helping service and self development. Various practice methods, such as meditation, chanting, self-reflection, repentance and their applications in school, family, marriage, career, loss, and relationships are explored.

PSYCH 465 Buddhist Practices and Mental Health (3)

Prerequisite: PSYCH 300.

An examination of a variety of Buddhist practices and precept observations and their application in mental health. Students have the opportunity to practice some of the methods inside and outside of class to experience personally the benefits to their own psychological well-being.

PSYCH 470 Integrative Psychology of Living and Dying (3)

Prerequisite: PSYCH 300.

An exploration of issues related to psychological and spiritual thoughts of life and death, mechanisms for coping with dying and loss, and cultural differences in encounters with death. These issues are discussed from both Western and Buddhist psychological perspectives. The ultimate goal is for students to improve their quality of life through an understanding of death.

PSYCH 471 Legal and Ethical Issues in Hospice Care and Counseling (3)

Prerequisite: PSYCH 300.

Legal and ethical issues for both hospices and hospitals required by the Joint Commission on Accreditation of Health-care Organizations are covered in this course, along with counseling skills specific to hospice/hospital patients and their families.

PSYCH 480 Integrative Psychology of Ethics and Morality (3)

Prerequisite: PSYCH 300.

An integrative study of ethics and moral reasoning based on the theories and practices of both Buddhist and Western psychology, with an emphasis on the development and formation of concepts of right and wrong, good and bad, and the application of moral principles to daily life.

PSYCH 495 Eastern and Western Perspectives on Contemporary Issues in Psychology and Counseling (3)

Prerequisite: Prior completion of at least 24 upper-division units in the Psychology major.

Studies of contemporary issues from the perspectives of both Eastern and Western psychological views, with a special focus on applications of counseling and psychotherapy techniques promoted by the two traditions to deal with specific human behavior issues.

PSYCH 500 Graduate Research and Writing Practicum (3)

Prerequisite: Graduate status.

The Practicum is a three-credit, three-level course in which students learn the basic writing and research skills required for graduate work, including search for relevant literature, thesis structure, citation of sources, and bibliography.

PSYCH 501 Experimental Design and Statistical Analysis (3)

Prerequisite: Graduate status.

Introduces the advanced methods for designing psychology experiments, conducting those experiments, and interpreting and presenting the results. The course follows a “hands-on” approach to research methods.

PSYCH 515 Buddhist Psychology of Human Development (3)

Prerequisite: Graduate status.

Introduces the psychology of human development and why it might be important for the student to know something about human development. Deals with both the constructs of consciousness and its development. Offers suggestions for how consciousness development is related to spiritual development in the perspective of Buddhism.

PSYCH 520 Buddhist Psychotherapeutic Approaches (3)

Prerequisite: Graduate status.

It introduces various Buddhist practices and precepts along with their implication and psychotherapeutic applications. Existing literature on the study of Buddhist practices in mental health and Western psychotherapeutic theories and methods are reviewed, compared and contrasted.

PSYCH 525 Seminar: Buddhism and Cognition (3)

Prerequisite: Graduate status.

Advances in cognitive science have resolved and clarified some of the great questions of Western philosophy: What is the structure of the world and how do we come to know it? Does everyone represent the world the same way? What is the best way for us to act in the world? Specific topics include color, objects, categories, similarity, inductive inference, space, time, causality, reasoning, decision-making, morality and consciousness. Course examines how the insights of Buddhist psychology and meditation practices are making an impact on cognitive science.

PSYCH 530A Psychopathology and Counseling: Alcohol & Chemical Dependency (1)

Prerequisite: Graduate status.

This course examines conditions in self and society associated with the use and abuse of addictive substances, particularly alcohol and drugs, and explores a variety of traditional and nontraditional treatment models. Further topics include medical aspects, evaluation, theories of etiology, legal issues, prevention, and follow-up for the abuser and family. Some attention will be given to family issues of substance abuse, and to addictive issues related to work, gambling, eating and sexuality.

PSYCH 530B Psychopathology and Counseling: Human Sexuality & Spousal Abuse (1)

Prerequisite: Graduate status.

Human sexual anatomy and response, sex roles, sexual orientation, female and male sexual dysfunction and contemporary clinical treatment methods for sexual problems are studied in this class. There is consistent focus on students' own beliefs, attitudes and feelings, and on examination of sexual morals, ethical issues, and sociocultural perspectives. Issues related to domestic violence are also a focus of this course, including dynamics of spousal, child and elder abuse, family issues and multigenerational patterns.

PSYCH 530C Psychopathology and Counseling: Child Abuse (1)

Prerequisite: Graduate status.

This course explores the fundamental tenets of child advocacy and of social policies affecting children. Scholarly studies will be examined on a broad range of societal issues related to the healthy development and education of children in society. Topics may include ethnic violence, drugs, poverty, the juvenile justice system, health and mental health care, and child abuse. The class is designed to assist students in building an ongoing professional commitment to advocating for the welfare and rights of children in society and focuses on the legal and ethical obligations (i.e. mandated reporting) of mental health care providers.

PSYCH 531 Theories and Techniques of Counseling and Psychotherapy (3)

Prerequisite: Graduate status.

This course is designed to provide students with knowledge and experiences in counseling and helping skills with an emphasis on traditional counseling and psychotherapy theory and skills. This course presents a theoretical and empirically supported approach to intervention strategies for dealing with psychological, emotional, relationship, and adjustment problems.

PSYCH 532 Legal & Ethical Issues in Counseling and Psychotherapy (3)

Prerequisite: Graduate status.

This course exposes the student to the relevant ethical codes, practice standards, legal statutes, and expectations of professional conduct. Ethical decision-making skills will be presented along with contemporary ethical issues. Professional and public responsibility and the meaning of the professional counseling relationship will be discussed.

PSYCH 533 Seminar: Counseling of Multicultural Groups (3)

Prerequisite: Graduate status.

This course focuses on developing an understanding of the human experience through recent developments in the examination of various cultures around the world. It is designed to introduce students to psychological issues concerning human systems, self and group identity, conflict, consciousness, development, gender, cultural values, spirituality, race/ethnicity, individualism-collectivism, and evolution. The discussions are geared toward promoting an increase in psychological adjustment and peace in our multicultural world.

PSYCH 536 Marriage/Couples and Family Counseling (3)

Prerequisite: Graduate status.

This course is a survey of contemporary, multicultural, and contextual analyses of the major models of marriage and family therapy, the integration of various approaches in relationship therapy, and the research outcomes which document the state of MFT effectiveness with couples and families.

PSYCH 538 Psychological Testing (3)

Prerequisite: Graduate status.

This course includes discussion of topics such as clinical interviewing, evidence-based diagnostic assessment, and behavioral assessment. It also explores the theory and practice of cognitive and personality assessment for both adults and children, with an emphasis on evidence-based measures. Personality assessment training will include exposure to objective and projective methods. Issues related to ethics in assessment are also covered.

PSYCH 540 Adult Development & Aging (3)

Prerequisite: Graduate status.

In-depth understanding of the developmental processes related to aging from a bio-psychosocial perspective. Students will explore age-change theories and human adaptations in terms of mental health, personality stability, sensory aging related to cognitive processes, learning, and social cognition. The course includes discussions of the unique psychological needs of this population including; relationship issues, aging and diversity, death and bereavement, spirituality, occupational patterns, retirement, and leisure.

PSYCH 545 Psychopharmacology (3)

Prerequisite: Graduate status.

This course provides an orientation to understanding current drug therapies for psychological problems. Topics include medications in general use, criteria for referring patients for psychopharmacological evaluation, cultural and interpersonal issues, and how and when medications can contribute to effective treatment. Frequently voiced philosophical, ethical, and legal concerns regarding biological factors and drug treatment are discussed, along with the risks and benefits of drug therapies.

PSYCH 560 Fieldwork (1-4)

Prerequisite: Approval of advisor/department chair.

This course requires hands on experience in a field placement. It is for those students who wish to augment their graduate studies with specialized training and/or experience outside the University in their own field of study. The field experience must have significant bearing on the professional goals of the student and must be in addition to the student's regular commitment. As a general rule, 5 hours a week of qualified experience are equivalent to 1 unit of credit.

PSYCH 610A Practicum in Buddhist Psychology (6)

Prerequisite: PSYCH 501 and must have completed 20 hours of graduate level coursework.

The practicum training program provides students hands on clinical experience, with a focus on Buddhist theory and related interventions. During the course of the semester, practicum students will be expected to develop their skills on both a personal and professional level through individual supervision, discussing clinical cases and professional issues in the training seminar, and working with clients individually and in groups. Permission is required and arrangements must be made to obtain an approved practicum placement within the community.

PSYCH 610B Practicum in Multicultural Counseling Psychology (6)

Prerequisite: PSYCH 501 and must have completed 20 hours of graduate level coursework.

The practicum training program provides students hands on clinical experience, with a focus on multicultural psychotherapy theory and related interventions. During the course of the semester, practicum students will be expected to develop their skills on both a personal and professional level through individual supervision, discussing clinical cases and professional issues in the training seminar, and working with clients individually and in groups. Permission is required and arrangements must be made to obtain an approved practicum placement within the community.

PSYCH 615A Advanced Practicum in Buddhist Psychology (6)

Prerequisite: PSYCH 610, and must have completed 26 hours of graduate level coursework.

The advanced practicum training program provides students hands on clinical experience, with a focus on Buddhist theory and related interventions. During the course of the semester, practicum students will be expected to develop their skills on both a personal and professional level through individual supervision, discussing clinical cases and professional issues in the training seminar, and working with clients individually and in groups. Permission is required and arrangements must be made to obtain a practicum placement within the community. PSYCH 610 and 615 should be taken consecutive semesters.

PSYCH 615B Advanced Practicum in Multicultural Counseling Psychology (6)

Prerequisite: PSYCH 610, and must have completed 26 hours of graduate level coursework.

The practicum training program provides students hands on clinical experience, with a focus on multicultural psychotherapy theory and related interventions. During the course of the semester, practicum students will be expected to develop their skills on both a personal and professional level through individual supervision, discussing clinical cases and professional issues in the training seminar, and working with clients individually and in groups. Permission is required and arrangements must be made to obtain an approved practicum placement within the community. PSYCH 610 and 615 should be taken in consecutive semesters.

PSYCH 650 Directed Research (3)

Prerequisite: PSYCH 501 and permission from instructor.

This course involves hands on experience with the research process; from investigating research questions, writing literature reviews, designing studies and analyzing results, as well as interpreting results and discussing the related implications.

PSYCH 699 Thesis (3)

Prerequisite: PSYCH 501, PSYCH 650 and permission from instructor.

This course requires hands on research experience where the student serves as the principle investigator. As principle investigator, the student is responsible for identifying an appropriate research question, drafting the literature review, designing and analyzing results, as well as interpreting results and the related implications.

PSYCH 715 Continuous Enrollment Research (1)

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



Chair

Vacant

Faculty

Beatriz Amaya-Anderson, Jennifer Cheng, Edward Chong, Mark Glover, Kris Hoover, Vanessa Karam, Darui Long, Oscar Martinez, Scott Underwood

Introduction

Language has played a key role not only in human self-expression but also in the development of civilization itself. It is through language that humans first became aware of themselves and began to interact on a more sophisticated level with each other and their environment. As language has played, and continues to play, a foundational role in human identity and self-realization, it is a key to understanding cultural development. Through language, human creativity finds expression in such literary forms as poetry, drama, and fiction. Language does not just express human knowledge and understanding, it makes them possible.

The Department of Languages offers students the opportunity to explore the rich nuances of human language and literature. The Department's major in English introduces students to the complex historical, cultural, and linguistic traditions that have shaped the multifaceted cultures of English language communities primarily in England and the United States.

Other Language Courses

In order to give students access to a diversity of languages and cultures, the Department offers courses in Chinese, Japanese and other foreign languages to all interested students (see course descriptions at the end of this section).

Courses designed as preparation for advanced research in Religious Studies, such as Sanskrit, Pali, Tibetan, and Canonical Chinese are offered through the Department of Religious Studies. For course descriptions, please consult the Religious Studies section of this catalogue.

English as a Second Language and Academic English Program

For the Department of Languages' affiliated English as a Second (ESL) Program, please go to English as a Second Language section of this catalogue.

The B.A. in English

Purpose and Mission

The Bachelor of Arts program in English explores the dynamic and reciprocal relationship between language, culture, and literature. The major is designed to help students develop superior communication skills and understand the nature of language and the way language can be described and analyzed. Students experience the esthetic and intellectual enjoyments of literature, and recognize the cultural values reflected in the various literary genres.

The B.A. program in English contributes to UWest's mission of facilitating cultural understanding and appreciation between East and West by incorporating into its core offerings, courses that explore such topics as the depiction of Asia in English literature, Asian-American voices in US literature, and issues of language acquisition, politics, variety and change.

Program Design

The English major requires all students to gain foundational knowledge in English language and literature (through shared lower and upper division courses), before specializing in either the Literature or the Language track. The program culminates in a comprehensive capstone course that examines literary imagination and cultural identity in their linguistic construction.

Literature Track

The mission of the Literature track is to provide knowledge of the broad field of English literature, in-depth knowledge of its diverse aspects, as well as the reading, writing, and research tools necessary for exploring the field and its boundaries. It provides an array of literary experiences centered upon the formal study of literature and writing. Students have the opportunity to pursue a variety of approaches to the study of literary culture beyond the strictly historical – literary criticism, for example, or those that draw on the resources of such disciplines as comparative religion, psychology, and philosophy.

Language Track

With an emphasis on the English language, the Language track introduces students to the field of linguistics and the questions of how people use language and what they must know to do so. English is studied as a formal system and as a human and social phenomenon. Students become familiar with the tools and methods of the major linguistic fields and learn how they can be applied to matters of practical concern. In accordance with the department's mission, the relationship between language and culture is highlighted and explored in terms of its manifestations and implications.

Professional Opportunities

The major in English provides a solid foundation of knowledge and skills for those who wish to pursue a graduate degree in English literature, linguistics, TESOL, or a related field. In addition, the major imparts the intellectual and analytical skills necessary to make balanced critical judgments. As students progress through the program, they develop the ability to write the English language persuasively, with point and effect. Such skills are essential to success in a variety of professions for which the major in English can provide excellent preparation, including law, administration, business, and teaching.

Course Requirements

The Bachelor of Arts with a major in English requires the completion of a minimum of 120 semester units with a cumulative grade point average of 2.0 or higher. These requirements include a minimum of 48 General Education units, of which 9 units must be at the upper-division level, and 42 units in the major, of which 36 must be at the upper-division level. A minimum of 30 units, including at least 24 upper-division units, must be completed at University of the West.

General Education Requirements (6 units):

All students majoring in English must complete the following courses in the Humanities (Literature) section of General Education:

LIT 101 Introduction to American Literature (3)

LIT 301 Advanced Composition (3) or

LIT 302 Creative Writing (3)

(For all other General Education Requirements, see the General Education section in this catalogue.)

English Major Requirements (42 units)

Shared Lower Division (6 units)

ENGL 201 Introduction to Literary Studies (3)

LANG 220 Structure of Modern English (3)

Shared Upper Division (12 units)

A. LIT: Take the following two courses

ENGL 300A English Literature I (3)

ENGL 300B English Literature II (3)

B. CRIT: Choose at least one course

ENGL 340 Literary Theory and Criticism (3)

ENGL 345 Critical Reading, Writing and Analysis of Literary Forms (3)

C. LANG:

LANG 301 Introduction to Linguistics (3)

Choose either Literature Track or Language Track.

Literature Track (15 units):

A. Literary Genre (Choose at least one course):

ENGL 315 Reading Poetry (3)

ENGL 320 Reading Drama (3)

ENGL 325 Reading Fiction (3)

B. Literary Figures and Historical Periods (Choose at least two courses):

ENGL 445 Chaucer and the English Medieval Period (3)

ENGL 460 Romanticism (3)

ENGL 470 Studies in Contemporary Literature (3)

ENGL 475 Shakespeare: Selected Plays (3)

C. The American Experience (Choose at least one course):

ENGL 480 Literature of the United States I (3)

ENGL 481 Literature of the United States II (3)

ENGL 482 Minority Voices and Diversity in Am. Literature (3)

Capstone for LIT track:

ENGL 490 Writing American Historical Memory and the Immigrant Experience (3)

Language Track (15 units)

A. Theoretical Linguistics (Choose at least two courses):

LANG 350 Phonology (3)

LANG 370 Semantics and Pragmatics (3)

LANG 390 Morphology and Syntax (3)

B. Applied Linguistics (Choose at least two courses):

LANG 410 Sociolinguistics: Varieties of English (3)

LANG 450 History of the English Language (3)

LANG 470 Multilingualism (3)

TESOL 400: Foundations of Teaching English to Speakers of Other Languages (3)

Capstone for LANG track:

LANG 490 Language, Power and Identity (3)

Electives for both tracks (6 units)

A. East-West (Take at least one course):

ENGL 336 Asian American Writers (3)

ENGL 426 Depictions of Asia in English Literature (3)

B. Special Interest

(Choose from the following or other upper-division ENGL or LANG courses not otherwise taken:)

ENGL 326 Women Writers (3)

ENGL 425 History of the English Novel (3)

ENGL 465 Prose and Poetry of the Victorian Age (3)

LANG 340 Language and Literature (3)

Comprehensive Capstone for English Major (both tracks) (3 units):

ENGL 495 Writing Culture: Literary Imagination and Cultural Identity (3)

Course Descriptions: Department of Languages

English B.A.

General Education Prerequisite Courses for the English major

(For other General Education courses, see the General Education section of this catalogue.)

LIT 101 Introduction to American Literature (3)

Prerequisite: None.

An introduction to the influential writings of American Literature from 1800 to the present.

LIT 301 Advanced Composition (3)

Prerequisite: ENGL 101 or consent of instructor.

Intensive practice in writing expository prose with an emphasis on written response to literature. Aims to help the writer develop to a high degree, clarity of purpose, logical development of ideas, effective argument, and precision of linguistic expression.

LIT 302 Creative Writing (3)

Prerequisite: ENGL 101 required. Also LIT 101 or ENGL 201 or consent of instructor.

Explores the role of author and audience in the process of interactive narrative, poetry, and drama. Narrative, poetic, and dramatic issues such as, theme, character conflict, imagery, rhyme, meter, plot, and others are explored through reading, writing, and analysis of short stories, poems, and dramatic works. Students search for an interactivity that allows the artist to engage active readers while cultivating a unique voice.

Courses in the English Major

ENGL 201 Introduction to Literary Studies (3)

Prerequisite: None.

Introduction to literary research, and training and practice in the examination of literary texts from various theoretical and critical approaches. Coursework includes poetry, fiction, and drama and emphasizes close reading skills as students develop effective strategies for critical thinking and writing about literature.

ENGL 300A English Literature I (3)

Prerequisite: ENGL 101, ENGL 201.

Study of the most important works and authors in English literature before 1800, including Chaucer, Shakespeare, Marlowe, Milton, Pope, and Swift viewed in relation to the background of their time.

ENGL 300B English Literature II (3)

Prerequisite: ENGL 101, ENGL 201.

Study of several major writers of English literature since 1800, chosen from such writers as Wollstonecraft and Blake in the 18th century; Mary Shelley, Wordsworth, Coleridge and Keats in the Romantic Period; Emily Bronte, Dickens, Browning and Hardy in the Victorian Era.

ENGL 315 Reading Poetry (3)

Prerequisite: None.

Study of critical issues (metrics, diction, figurative language, symbolism, irony and ambiguity, form and structure) and aesthetic issues, including evaluative criteria, followed by close critical analysis of a selection of representative poems.

ENGL 320 Reading Drama (3)

Prerequisite: None.

Examination of representative plays; readings may range from Greek to modern drama. Emphasis on critical approaches to dramatic text; study of issues such as plot construction, characterization, special uses of language in drama, and methods of evaluation.

ENGL 325 Reading Fiction (3)

Prerequisite: None.

Introduction to prose narrative, its techniques and forms. Analysis of short and long narratives and of critical issues such as plot, characterization, setting, narrative voice, and realistic and nonrealistic forms.

ENGL 326 Women Writers (3)

Prerequisite: ENGL 201.

Examination of literature by women and their tradition in English. Survey of literary works by women writers with emphasis on roles of women, portrayal of nature and society, and evolution of forms and techniques in writing by American women.

ENGL 336 Asian American Writers (3)

Prerequisite: ENGL 201.

Examines literary styles, themes, and topics of representative Asian-American authors. Discusses the interaction and mutual influence between Asian-American writers and American culture, society, and politics at large. May include drama, poetry, short stories, and the novel.

ENGL 340 Literary Theory and Criticism (3)

Prerequisite: ENGL 201.

Survey of the history and development of literary criticism from Aristotle's Poetics to twentieth-century theories such as New Criticism, Structuralism, Deconstruction, Psychoanalysis, Feminism, and Post-colonialism.

ENGL 345 Critical Reading, Writing, and Analysis of Literary Forms (3)

Prerequisite: LIT 301 or 302, ENGL 201.

Introduction to the theory and practice of literary analysis. Examination of the concept of literary tradition; consideration of research methods; application of critical theory to textual analysis and the writing of literary criticism.

ENGL 425 History of the English Novel (3)

Emphasizing form, this course examines the development of the English novel from its beginnings to the present day.

Prerequisite: ENGL 201; ENGL 345 or 340. *Recommended:* ENGL 325.

ENGL 426 Depictions of Asia in English Literature (3)

Prerequisite: ENGL 201. *Recommended:* ENGL 340.

Examines and analyzes the various depictions of Asia and Asians in British and US literature with an emphasis on Post-colonial and Feminist criticism.

ENGL 445 Chaucer and the English Medieval Period (3)

Prerequisite: ENGL 201. *Recommended:* ENGL 315, LANG 450.

Study of Chaucer's language, versification, and historical and literary background, including analysis and discussion of the major works such as, *The Canterbury Tales* and, *Troilus and Criseyde* as well as a selection of his minor works.

ENGL 460 Romanticism (3)

Prerequisite: ENGL 201, LIT 301 or 302. *Recommended:* LANG 340.

Intensive study of the works of early Romantic writers such as Blake, Wollstonecraft, W. Wordsworth, Coleridge, and Austen, with collateral readings from such authors as Godwin, Burke, Paine, Radcliffe, Burns, Southey, D. Wordsworth, Lamb, and Scott; and a study of later Romantic writers such as Byron, Keats, Percy Shelley, and Mary Shelley.

ENGL 465 Prose and Poetry of the Victorian Age (3)

Prerequisite: ENGL 201. *Recommended:* ENGL 315, LANG 340.

Study of early and late poetry and prose of the Victorian age. This course examines Victorian literature from the passage of the first Reform Bill through the high Victorian period, including such authors as Tennyson, Browning, Arnold, and Mill; further study will include later Victorian prose and poetry from Pre-Raphaelitism through the aesthetic and decadent movements, along with other intellectual trends, including such authors as Hopkins, Hardy, Wilde, and Yeats.

ENGL 470 Studies in Contemporary Literature (3)

Prerequisite: ENGL 201, LIT 301 or 302.

Study of drama, fiction, nonfiction, prose, and poetry by selected British and American writers of the 20th and 21st centuries.

ENGL 475 Shakespeare: Selected Plays (3)

Prerequisite: ENGL 201, ENGL 300A. *Recommended:* LANG 340.

A close textual study of selected comedic and tragic plays by William Shakespeare. Sheds light on the prescribed plays in reference to time period, dramatic structure and the genius of the bard himself.

ENGL 480 Literature of the United States I (3)

Prerequisite: ENGL 201, LIT 301 or 302. *Recommended:* LANG 340.

Survey of the literature of the United States from Colonial literature through 1914, including fiction, nonfiction, prose, and poetry from the Puritans through American Romanticism and the American Renaissance. This course will include writings from Irving, Cooper, Melville, Poe, Whitman, and Dickinson, to name but a few.

ENGL 481 Literature of the United States II (3)

Prerequisite: ENGL 201, LIT 301 or 302. *Recommended:* LANG 340.

Survey of the literature of the United States from 1914 to the emergence of Postmodernism, including all major literary genres. This writings of authors such as Pound, Eliot, Hughes, Frost, Cather, O'Neill, Fitzgerald, and Faulkner.

ENGL 482 Minority Voices and Literary Diversity in American Literature (3)

Prerequisite: ENGL 201. *Recommended:* LANG 410.

Intensive study of literature which reflects diversity, especially of race, gender, sexual orientation, and culture in the United States. Study of literary texts produced by people from different ethnic backgrounds living in the U.S. and providing comparative cultural perspectives on living in a multiethnic society. Topics include labor and literature; identity, visions of 'America'; immigration, migration, and exile; autobiography and historical change. Themes are related to such persistent problems as generational differences, gender politics, and interethnic encounters.

ENGL 490 (LIT Capstone): Writing American Historical Memory and the Immigrant Experience (3)

Prerequisite: Successful completion of a minimum of 9 units in the Literature track.

A comparative study of the American immigrant experience designed to integrate the knowledge of literary history, criticism, and literary forms that students have gained from other literature courses in the major. Through a multiplicity of cultural perspectives and literary narratives, this course explores American literature as a powerful venue for documenting our histories, memories, and families. This course will focus on the immigrant experience in America by addressing the issues of assimilation, exclusion, acculturation, Americanism, ethnicity, monolingualism, and multiculturalism through the close textual reading of a selection of literary forms such as autobiographies, plays, poems, short stories, novels, essays, and biographies. In reading a variety of literatures, students will be encouraged to draw upon their accrued knowledge and experience with the study of literature and its forms in order to examine and ultimately reflect on the dynamics of American society in relation to immigration and ethnicity, both old and new.

ENGL 495 Writing Culture: Literary Imagination and Cultural Identity (Comprehensive English Capstone) (3)

Prerequisite: Permission of English B.A. Program advisor.

Explores the relationship between language, literature, and culture, specifically the ways in which literature represents, expresses and defines the perception/reception of culture through its linguistic construction. Central to the course is the question: Does culture speak language or does language speak culture? In answering this question, students draw upon their background in English linguistic and literary theory as they study a variety of texts from across genres, cultures and literary history.

Topics include the politics of language and the role non-standard English plays as a form of resistance, power/empowerment and an assertion of cultural identity through the use of vernacular, paralinguistic, colloquial, pidgin/hybrid, idiomatic and slang expressions that are perceived as 'culturally' specific. Examples may be drawn from the writings of Twain, Joyce, Kingston, Tan, Faulkner, Williams, and others.

LANG 220 Structure of Modern English (3)

Prerequisite: None.

The grammar and usage of contemporary English, with emphasis on morpho-syntactical description and analysis of Standard English.

LANG 301 Introduction to Linguistics (3)

Prerequisite: LANG 220.

An introduction to linguistics, the scientific study of human language, with a focus on English. Considers languages as structured systems of form and meaning, with attention also to the biological, psychological, cultural, and social aspects of language and language use.

LANG 340 Language and Literature (3)

Prerequisite: ENGL 201; *Recommended:* LANG 301.

Examines the literary uses of language. Topics include poetic language and meter, poetic language and syntax, and literature and cognitive metaphor, and the representation of speech and thought through fictional narrative. Includes the relationship between syntactic patterning and the author's world-view, the social conventions surrounding literary utterances, and issues of literature and translation.

LANG 350 Phonology (3)

Prerequisite: LANG 301.

A study of sound patterns and word-formation rules with an emphasis on how the sound system of English is structured and how and why it differs from other languages. Course includes practice in phonological analysis, issues of pronunciation and prosody.

LANG 370 Semantics and Pragmatics (3)

Prerequisite: LANG 301. *Recommended:* LANG 220.

With an emphasis on English, a look at how language provides words and idioms for fundamental concepts and ideas (lexical semantics), how the parts of a sentence are integrated into the basis for understanding its meaning (compositional semantics), and the role of context in assessing meaning.

LANG 390 Morphology and Syntax (3)

Prerequisite: LANG 301.

Studies how words are internally structured and how word formation takes place. Looks at the phrase structure properties of English, the different properties of main and embedded clauses, and movement operations. Also includes the effects that some morphological processes have on syntax.

LANG 410 Sociolinguistics: Varieties of English (3)

Prerequisite: LANG 201.

With an emphasis on English in America, students examine the place of language in society and how the divisions of societies into social classes, ethnic, religious and racial groups are mirrored by linguistic differences. Includes the way language is used differently by men and women, and the interaction between language and politics.

LANG 450 History of the English Language (3)

Prerequisite: ENGL 201, LANG 301. *Recommended:* LANG 220.

A study of the kinds of change which languages may undergo as an aid to understanding present-day pronunciation, spelling, word formation, grammar and usage in English. Covers the nature and motivation of linguistic evolution, and the methods by which unattested early stages of known languages may be reconstructed. Guided linguistic analysis of literary examples from Old, Middle, and Modern English.

LANG 470 Multilingualism (3)

Prerequisite: LANG 201.

Examines questions such as how two or more languages exist in an individual mind and how bilinguals decide when to switch from one language to the other. Topics range from language contact phenomena (language change, pidgins and creoles) to issues of language politics.

LANG 490 Capstone: Language, Power and Identity (3)

Prerequisite: Successful completion of a minimum of 9 units within the Language track.

American English, its role in American history and such institutions as schools, corporations, government and the media is put into relation to the other languages of America, Native American as well as languages of immigrants and minorities. Topics may include mutual linguistic influence, social pressure and stratification, acculturation, language maintenance and language planning, and the "official language" debate.

TESOL 400: Foundations of Teaching English to Speakers of Other Languages (3)

Prerequisite: LANG 220 or consent of instructor..

Introduces students to theories of language acquisition and methodological approaches to language teaching. Students learn how to plan a lesson, design language learning activities, and assess student learning. Includes mentored practice teaching in UWest ESL Program.

Foreign Languages

CHN 201 Intermediate Mandarin I (3)

Prerequisite: CHN 101, 102 or equivalent or consent of instructor

Speaking, listening, reading and writing skills in Chinese at the intermediate level for those with limited prior knowledge of the language. Refines knowledge of the Mandarin Chinese sound system and increases vocabulary. Expansion of Chinese grammatical rules with an emphasis on developing abilities to read and write simple Chinese texts independently.

CHN 202 Intermediate Mandarin II (3)

Prerequisite: CHN 201

Offers high-intermediate level work in speaking, listening, reading and writing. Course content aimed at improving linguistic abilities while introducing Chinese geography, history and culture. Computing skills such as inputting Chinese characters and using Chinese e-mail, newsgroups and websites covered as well.

CHN 301 Advanced Mandarin I (3)

Prerequisite: CHN 201, 202

For students who have completed two years of college-level training in Chinese. Continues to develop receptive and expressive skills. Students solidify ability to comprehend and produce paragraph-level Chinese and understand face-to-face conversations on most familiar topics, as well as give factual accounts, read materials written in formal Chinese and write simple essays, reports and all types of correspondence.

CHN 302 Advanced Mandarin II (3)

Prerequisite: CHN 301

Reading is used as an integrated approach to the honing of various linguistic skills. Rigorous reading of both literary and non-literary texts on a wide range of topics. Elaborate discussions on readings to develop abstract reasoning, narration and description skills. Weekly writing assignments based on materials covered in class.

JPN 101 Beginning Japanese I (4)

Prerequisite: None.

Introduction to the foundations of Japanese including pronunciation, grammar, and basic reading and writing of Hiragana, with an emphasis on speaking and listening to standard conversational Japanese.

JPN 102 Beginning Japanese II (4)

Prerequisite: JPN 101 or consent of instructor.

Continuation of JPN 101, with the aim of developing intermediate-level proficiency in conversational Japanese.

Focuses on grammar, reading, and writing, including the reading and writing of Katakana and approximately 200 Kanji characters.



Chair

Kenneth A. Locke

Faculty

Michihiro Ama, Joshua Capitanio, William Chu, Ananda W. P. Guruge, Lewis Lancaster, Bruce Long, Darui Long

The study of religion offers a deep and fascinating exploration into humanity's search for meaning. Even in this secular age all individuals are sooner or later faced with questions about their existence. Does life have meaning? Is there an answer to suffering? What is good? Humanity's attempts to address these questions have left a deep mark on human history and civilization. Even today it is nearly impossible to understand human desires and cultures without reference to the religious traditions that influenced them. Through the study of religion students acquire a deeper understanding of ideas, beliefs and concerns that have influenced and continue to influence human existence.

The appreciation of religious diversity and open academic inquiry is a hallmark of the Department of Religious Studies. The Department is dedicated to fostering an environment that furthers religious understanding between East and West. Students from all religious persuasions (or no religious persuasion) are encouraged to enroll and to bring their own unique and enriching perspective to the study of religion.

Bachelor of Arts in Religious Studies

The undergraduate program in Religious Studies offers the Bachelor of Arts in Religious Studies with majors in Buddhist Studies or Comparative Religious Studies.

Major in Buddhist Studies

The Buddhist Studies major engages students in the study of the history of Buddhism and Buddhist doctrine, literature and practice. It also requires that students be familiar with non-Buddhist religious traditions and with the perspectives and methods of contemporary critical theory.

Major in Comparative Religious Studies

The major in Comparative Religious Studies requires students to be familiar with comparative and cross-cultural studies of religious subjects, to complete upper-division courses in at least three different religious traditions, and to be acquainted with the perspectives and methods of contemporary critical theory.

Certificate programs in Buddhist Studies and Comparative Religious Studies are also available to undergraduates.

The Bachelor of Arts in Religious Studies requires the completion of a minimum of 120 semester units with a cumulative grade point average of 2.0 or higher, including a minimum of 48 General Education units, 45 upper-division units, and 42 units in the major with a concentration in either Buddhist Studies or Comparative Religious Studies. A minimum of 30 units, including 24 upper-division units, must be completed at the University of the West.

The B.A. programs in Religious Studies are designed to have a completion time of four years for full-time students although students who attend summer school may graduate early if all graduation criteria are met.

Major in Buddhist Studies

General Education Requirements (48 units)

(For details refer to General Education Requirements)

Lower-division Requirements (6 units)

REL 201 Religions of the East (3)

REL 202 Religions of the West (3)

Goals:

Students will gain a working understanding of the basic teachings and rituals of eastern and western religion.

Student Learning Outcomes:

- a) Summarize the basic teachings of Zoroastrianism, Judaism, Christianity, Islam, Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Daoism and Shinto;
- b) Describe the central rituals of these belief systems;
- c) Outline the ideas of Platonism and Neo-Platonism and their influence on western religious thought;
- d) Describe the ancient religions of Egypt, Mesopotamia and Greece.

Upper-division Requirements (33 units)

Required Courses in Buddhist Studies (24 units)

Core Requirements (12 units):

REL 301 Fundamentals of Buddhism (3)

REL 415 Theravada/Southern Buddhist Tradition (3)

REL 420 Buddhism in China (3)

REL 435 Tibetan Buddhism (3)

Goals:

Students will acquire more detailed knowledge of Buddhist teachings and the three major Buddhist traditions.

Student Learning Outcomes:

- a) Explain in greater details historical development and spread of Buddhism;
- b) Critically evaluate and explain such Buddhist teachings as the Four Noble Truths, Dependent Origination, Emptiness, No-Self, Karma, Rebirth, Nirvana;
- c) Describe the developments and ideas of Theravada, Mahayana and Vajrayana Buddhism.

Electives in Buddhist Studies (6 units: one course from each section)

Section A: Buddhist thought and literature

REL 402T Buddhist Sutras in English (3-9)

REL 450 Buddhist Ethics (3)

REL 460 Buddhist Psychology (3)

Section B: Buddhist culture and traditions

REL 405 Buddhist Meditation Traditions (3)

REL 410 Early Buddhism (3)

REL 411 History of Indian Buddhism (3)

REL 445 Humanistic Buddhism (3)

REL 455 Buddhist Sociology (3)

Goals:

Students will gain deeper and more critical understanding of select aspects of Buddhism.

Student Learning Outcomes:

- a) Describe a more detailed aspect of Buddhist thought or literature;
- b) Describe a more detailed aspect of Buddhist culture and traditions.

Required Courses in Non-Buddhist Religions (6 units)

REL 302T Religions Indigenous to the Near East (3-9)

REL 310T Religions Indigenous to East Asia (3-9)

REL 330T Religions Indigenous to South Asia (3-9)

Goals:

Students will acquire deeper knowledge of two non-Buddhist religions.

Student Learning Outcomes:

- a) Offer more detailed and critical descriptions of two of the following religions: Judaism, Christianity, Islam, Hinduism, Sikhism, Confucianism, Daoism.

Required Courses in Critical Theory (3 units)

Core Requirement:

REL 300 Dimensions of Religion (3)

Goals:

Students will acquire a deeper understanding of the role religion plays in human life.

Student Learning Outcomes:

- a) Be able to critically discuss the question "What is Religion?"
- b) Summarize different dimensions of religion, including religion as sacrament, silence, mysticism and action;
- c) Critically evaluate the similarities and differences between religion and science.
- d) Explain the impact of modernity on religion.

Electives in Comparative Studies (6 units):

REL 380 Psychology of Religion (3)

REL 470 Women and Religion (3)

REL 490 Comparative Philosophy of Religion (3)

REL 550 Mysticism East and West (3)

Capstone Course (3 units)

REL 465: Buddhist Philosophy (3)

Goals:

Students will be able to integrate the knowledge they have gained about Buddhism in their other courses into a more detailed and comprehensive understanding of Buddhist thoughts and beliefs.

Student Learning Outcomes:

- a) Integrate their knowledge of the history and traditions of Buddhism into a better understanding of Buddhist thought and philosophy;
- b) Express detailed knowledge and critically evaluate Buddhist ideas and teachings;
- c) Demonstrate advanced familiarity with Buddhist history, culture, texts and philosophy philosophy;
- b) Express detailed knowledge and critically evaluate Buddhist ideas and teachings;
- c) Demonstrate advanced familiarity with Buddhist history, culture, texts and philosophy

Major in Comparative Religious Studies

General Education Requirements (48 units)

(For details refer to General Education Requirements)

Lower-division Requirements (6 units)

REL 201 Religions of the East (3)

REL 202 Religions of the West (3)

Goals:

Students will gain a working understanding of the basic teachings and rituals of eastern and western religion.

Student Learning Outcomes:

- a) Summarize the basic teachings of Zoroastrianism, Judaism, Christianity, Islam, Hinduism, Jainism, Buddhism, Sikhism, Confucianism, Daoism and Shinto;
- b) Describe the central rituals of these belief systems;
- c) Outline the ideas of Platonism and Neo-Platonism and their influence on western religious thought;
- d) Describe the ancient religions of Egypt, Mesopotamia and Greece.

Upper-division Requirements (33 units)

Required Courses in Critical Theory and Comparative Studies (15 units)

Core Requirements (9 units):

REL 300 Dimensions of Religion (3)

REL 470 Women and Religion (3)

REL 485 Comparative Religious Ethics (3)

Goals:

Students will gain a deeper understanding of religious concerns and problems.

Student Learning Outcomes:

- a) Critically discuss the question "What is Religions?"
- b) Explain the effect religious beliefs have on gender roles, and vice versa;
- c) Outline religious understandings of morality and ethical discernment.

Electives (Select one of the following courses):

REL 380 Psychology of Religion (3)

REL 550 Mysticism East and West (3)

REL 590 Comparative Religion Seminar (3)

Courses Required in Non-Buddhist Religious Traditions (12 units)

REL 302T Religions Indigenous to the Near East (3-9)

REL 310T Religions Indigenous to East Asia (3-9)

REL 330T Religions Indigenous to South Asia (3-9)

Goals:

Students will acquire deeper knowledge of four non-Buddhist religions.

Student Learning Outcomes:

Offer more detailed and critical descriptions of four of the following religions: Judaism, Christianity, Islam, Hinduism, Sikhism, Confucianism, Daoism.

Required Course in Buddhist Studies (3 units)

Core Requirement:

REL 301 Fundamentals of Buddhism (3)

Electives (6 units)

REL 402T Buddhist Sutras in English (3-9)

REL 405 Buddhist Meditation Traditions (3)

REL 410 Early Buddhism (3)

REL 411 History of Indian Buddhism (3)

REL 415 Theravada/Southern Buddhist Tradition (3)

REL 420 Buddhism in China (3)

REL 435 Tibetan Buddhism (3)

REL 445 Humanistic Buddhism (3)

REL 460 Buddhist Psychology (3)

REL 465: Buddhist Philosophy (3)

Goals:

Students will acquire more detailed knowledge of Buddhist teachings.

Student Learning Outcomes:

- a) Explain in greater details historical development and spread of Buddhism;
- b) Critically evaluate and explain such Buddhist teachings as the Four Noble Truths, Dependent Origination, Emptiness, No-Self, Karma, Rebirth, Nirvana.

Capstone Course (3 units)

REL 490 Comparative Philosophy of Religion (3)

Goals:

Students will be able to integrate the knowledge they have gained about religion in their other courses into a more detailed and comprehensive understanding of religious thought, practice and beliefs.

Student Learning Outcomes:

- a) Integrate their knowledge of the history, traditions and philosophy of religion into a better understanding of religious thought and practice;
- b) Express detailed and critical knowledge of the problem of defining the “essence” of religion;
- c) Demonstrate advanced familiarity with different theories of religion.

Master of Arts in Religious Studies

The Master of Arts in Religious Studies offers students two areas of concentration: Buddhist Studies and Comparative Religious Studies. Students in the graduate program in Buddhist Studies are expected to acquire a critical appreciation and mastery of Buddhist thought and traditions and an increased familiarity with non-Buddhist traditions and contemporary critical theory. Students in the Comparative Religious Studies concentration are required to be familiar with contemporary critical theory in the academic study of religion and the doctrines of different religious belief systems, including a working knowledge of at least two major religious traditions.

Admission Requirements for the Master's Program

1. A B.A. in Religious Studies, Theology, Philosophy or equivalent from an accredited university. Students with a different B.A. must have fulfilled (or must fulfill in their first semester doing the M.A.) the following undergraduate prerequisites:

- a) For the M.A. in Buddhist Studies: REL 201: Religions of the East, REL 202 Religions of the West, and REL 301 Fundamentals of Buddhism
- b) For the M.A. in Comparative Religions: REL 201: Religions of the East, REL 202 Religions of the West, and REL 300 Dimensions of Religion

2. An official transcript from the institutions/universities where highest degree awarded or last attended;

3. Copy of diplomas for all degrees earned;

4. Where such a degree is not in the field of religion, proof of a comprehensive knowledge of the fundamentals of Buddhism and/or the religions chosen for comparative study. For this purpose, the candidate may be required to take designated foundational courses outside doctoral course work or take a comprehensive examination.

5. 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). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
- or; official IELTS score report with a minimum score of 6.0. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
- Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the Department of Languages.
- Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
- 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, IELTS score or take the English Placement Test.

6. Three letters of recommendation written by people qualified to assess the applicant's abilities and academic promise. Letters are to be sent by those making recommendations directly to the Office of Admissions.

7. A typed, double-spaced essay of 400-500 words in English, written by the applicant describing his/her personal goals and aspirations, achievements, educational and career objectives and stating how enrollment at the University of the West would further those objectives.

8. A non-refundable application fee of \$100;
9. Completed Financial Sponsor Agreement or Certification of Financial Resources with an official Bank Verification (international students only);
10. Copies of Passport/Visa/I-94 (international students only);
11. Copies of previous I-20 (transferring international students only).

Graduation Requirements for the M.A. in Religious Studies

1. Completion of 33 semester units, including at least 27 units at the University of the West, with an overall grade point average of 3.0 or higher. Students must complete a minimum of 18 units of coursework numbered 500 or above. Please consult the Bachelor of Arts in Religious Studies section for relevant courses at the 400 level. Courses numbered below 400 are not applicable to the M.A. Letter grades are required in all courses with the exception of the following, which are graded Pass/No-Pass: Directed Reading and Research (REL 499 and REL 599), the Comprehensive Examination (REL 699), and the Thesis (REL 700).

2. Language Requirement:

- a) Concentration in Buddhist Studies: 6 undergraduate units in a language associated with Buddhist Canonical literature (i.e. Canonical Chinese, Pali, Sanskrit, or Tibetan) are required for the Master of Arts in Buddhist Studies. These 6 units are not counted as part of the required 33 semester units. Students who already possess reading proficiency in these languages can take a special written examination to fulfill the language requirement.
- b) Concentration in Comparative Religious Studies: 6 undergraduate units in a research language associated with religious studies (e.g. German, French) are required for the Master of Arts in Comparative Religious Studies. These 6 units are not counted as part of the required 33 semester units. Students who already possess reading proficiency in these languages can take a special written examination to fulfill the language requirement.

3. Research Training: Successful completion of a thesis or comprehensive examination. Candidates for the Master of Arts in Religious Studies may elect to complete a Thesis (Plan One) or a Comprehensive Examination (Plan Two).

Thesis (Plan One)

Students who elect Plan One must enroll in REL 700 (Thesis Research) at the outset of the semester in which they intend to write their thesis and submit a thesis on a research subject agreed to with the professor who has consented to supervise the project. The thesis proposal must be at least 250 words in length and must include the title and abstract of the subject with a list of bibliographical sources. The Master's candidate must have a Thesis Committee composed of three faculty members (including the student's advisor) approved by the Dean of Academic Affairs in consultation with the student prior to the end of the semester during which the thesis class is taken.

Comprehensive Examination: Terminal Degree (Plan Two)

The Comprehensive Examination consists of a written set of four questions that are given to the student by an instructor of REL 699 at the beginning of the student's final semester. The student is required to enroll in REL 699 (Comprehensive Examination Research) and to submit the completed examination to the student's M.A. Committee three weeks before the end of the semester in which they intend to graduate. The M.A. Committee must include at least two faculty members, including the instructor of 699, and be approved by the instructor of 699 in consultation with the student. Students may be required to defend their examination answers orally before the M.A. Committee.

Note: Students who complete the Comprehensive Examination rather than a Thesis cannot progress to the Doctoral Program in Religious Studies.

Residence Requirement

After finishing all course work, but before completing the Comprehensive Examination, a student must keep his or her registration active by paying the registration and library fees until the degree is granted. Failure to maintain registration may interfere with residence requirements and may result in having to repeat REL 699 or 700.

Course Requirements for the Master of Arts in Religious Studies

Core Courses (6 units) (to be taken during the first two semesters):

REL 600 History and Theory of the Study of Religion (3)

REL 601 Seminar on Historical and Textual Methodologies (3)

Goals:

Students will acquire knowledge of the tools and theories used for the advanced academic study of religion.

Student Learning Outcomes:

- a) Explain and apply different theories of religion to their academic studies;
- b) Be able to discuss and understand the complex issues raised by the questions “What is History?” and “What is a Text?”
- c) Comprehend the nature of and engage in academic research.

Language (6 units)

Students must begin fulfilling their language requirement as soon as the relevant courses are offered.

Goals:

Students will acquire basic working knowledge in one of the following Buddhist canonical languages: Canonical Chinese, Pali, Sanskrit or Tibetan.

Student focused on Comparative Religious Studies will acquire intermediate knowledge of a research language. They will also gain basic knowledge of a second language.

Student Learning Outcomes:

Students focused on Buddhist Studies will be able to do the following:

- a) Express basic understanding of the grammar, “alphabet,” and vocabulary of one of the four Buddhist canonical languages.
- b) Be able to read easier Buddhist sutra with the help of a dictionary.

Students focused on Comparative Religious Studies will be able to do the following:

- a) Express a basic understanding of the grammar, “alphabet,” and vocabulary of the chosen research language;
- b) Be able to read easier texts in the chosen research language with the help of a dictionary.

Additional Course Requirements (24 units)

Note: These courses are to be chosen by the M.A. student in consultation with Director of the MA Program.

Concentration in Buddhist Studies:

Students must complete 21 units of course work in Buddhism. At least 3 units must be taken from each of the following areas:

- (i) Buddhist Philosophy
- (ii) Buddhist Texts
- (iii) Buddhist History

Students must also complete 3 units in Comparative Religious Studies.

Goals:

Students will acquire deeper knowledge of Buddhist thought, texts and history and comparative religious issues.

Student Learning Outcomes:

- a) Express detailed knowledge of an aspect of Buddhist thought;
- b) Outline and critically evaluate select Buddhist texts;
- c) Summarize critically a topic in Buddhist history;
- d) Critically summarize a detailed topic in Comparative Religious Studies.

Concentration in Comparative Religious Studies:

Students must complete 21 units of course work in Comparative Religious Studies.

Students must also complete 3 units of course work in Buddhist Studies.

Goals:

Students will acquire deeper knowledge of key issues in Comparative Religious Studies.

Student Learning Outcomes:

- a) Express detailed knowledge of a number of issues in Comparative Religious Studies;
- b) Critically summarize a detailed topic in Buddhist Studies.

Thesis or Comprehensive Examination (3 units)

REL 700 Thesis Research (at least 3 units)

or

REL 699 Comprehensive Examination (3 units)

Goals:

Students will be able to undertake intermediate graduate level research and writing.

Student Learning Outcomes:

Students completing the thesis will be able to do the following:

- a) Choose and properly research an academic topic at the MA Thesis level.
- b) Correctly utilize academic research tools and express their findings in an acceptable style of academic writing.
- c) Correctly follow the rules of formatting, including proper thesis structure and the correct use of citation and bibliographic conventions.

Students taking the Comprehensive Examination will be able to do the following:

- a) Properly research answers to four given questions.
- b) Express their answers to these questions in an acceptable style of academic writing;
- c) Correctly follow the rules of formatting, including proper thesis structure and the correct use of citation and bibliographic conventions.

Doctor of Philosophy (Ph.D.) in Religious Studies

The University offers two doctoral programs:

(1) Doctor of Philosophy (Ph.D.) in Religious Studies with an emphasis in Buddhism: This is for advanced research students specializing in the comparative study of Buddhism in relation to another religion, or the intensive study of an aspect of Buddhism, leading to a dissertation. The Ph.D. in Religious Studies is a research degree that prepares students to work at the university level. Research, writing and lecturing skills are developed to the level necessary to participate in professional academic discourse.

(2) Doctor of Philosophy (Ph.D.) in Religious Studies with an emphasis in Comparative Religions. This is for advanced research students specializing in the comparative study of Religions. It prepares students to work at the university level. Research, writing and lecturing skills are developed to the level necessary to participate in professional academic discourse.

A doctoral degree is awarded on the basis of evidence that the recipient possesses knowledge of a broad field of learning and expert mastery of a particular area of concentration within it.

Admission Requirements for the Doctoral Programs

1. A B.A. in Religious Studies, Theology, Philosophy or equivalent from an accredited university. If the B.A. is in a different field, the student must have at least an MA in Religious Studies, Theology Philosophy or equivalent. If neither criteria can be met, the student can not be admitted into the Ph.D. program. Student may be admitted into the M.A. programs, but must then meet the M.A. admission requirements.
2. An official transcript from the institutions/universities where highest degree awarded or last attended;
3. Copy of diplomas for all degrees earned;
4. 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). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - or; official IELTS score report with a minimum score of 6.0. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the Department of Languages.
 - Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
 - 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, IELTS score or take the English Placement Test.
5. Three letters of recommendation written by people qualified to assess the applicant's abilities and academic promise. Letters are to be sent by those making recommendations directly to the Office of Admissions.
6. A typed, double-spaced essay of 400-500 words in English, written by the applicant describing his/her personal goals and aspirations, achievements, educational and career objectives and stating how enrollment at the University of the West would further those objectives.
7. Copy of MA Thesis (Only applicable to students who have completed an M.A. in Religious Studies, Theology, Philosophy or equivalent).
8. A non-refundable application fee of \$100;
9. Completed Financial Sponsor Agreement or Certification of Financial Resources with an official Bank Verification (international students only);
10. Copies of Passport/Visa/I-94 (international students only);
11. Copies of previous I-20 (transferring international students only).

Admission will be on the basis of an evaluation of academic records, the essay and letters of recommendation by the Admission Committee consisting of the Dean of Academic Affairs, the Chair and/or Assistant Chair of Religious Studies, and the Office of Admissions.

Graduation Requirements for the Doctoral Programs

- (1) A minimum of 63 post-baccalaureate semester 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 requirements;
- (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;
- (6) A research dissertation demonstrating critical judgment, intellectual synthesis, creativity, and skill in written communication.

Progress through the doctoral program is determined both by course work and by the successful completion of Preliminary, Candidacy and qualifying examinations. As a means of tailoring the program to the needs and interests of individual students, the number and content of these examinations will be personally determined for each student on an individual and ongoing basis by the Doctoral Committee. Failure to successfully complete any qualifying examination after two attempts in a row may result in termination of the student's enrollment in the program.

Dissertation (Ph.D.)

Upon being granted candidacy status, the candidate will be ready for the dissertation phase. A Ph.D. student is required to register for REL 710 (at least 12 units).

The Doctoral Committee supervises the student's program, approves the dissertation and conducts the final oral examination. The chair of the Doctoral Committee is the member of the faculty responsible for providing primary guidance for the student's dissertation. Ordinarily, the final oral examination will be given just prior to completion of the dissertation and while the student is in residence during a regular academic session, and will be open to all members of the academic community.

After approval by the Doctoral Committee appointed for each candidate by the Academic Policy Committee, the student will make any final revisions necessary and submit at least two (2) copies to the University of the West Library for binding.

Submission to UWest Library and Binding Guidelines

The University of the West Library collects copies of all Ph.D. dissertations completed by UWest graduate students, binds them, and catalogues them for inclusion in the University collection. The student pays for the binding. Students are urged to consult with their advisors well in advance of final dissertation/research project preparation on any departmental need for additional copies.

All dissertation must conform to the following UWest Library submission guidelines:

- a) Two identical loose-leaf copies must be submitted to the Library, one for circulation and inter-library loan purposes and one for archival purposes;
- b) Use 8 1/2 inch, acid-free, 20-24lb., white, at least 25% cotton paper. Examples of acceptable paper brands: Crane's Thesis Paper, Permalife, Perma-Dur, Hollinger Acid-Free. Do not punch holes in the margins;
- c) At least one copy must contain the original signatures of the three members of the Examiners Committee. This copy will function as the Library's archival copy, which constitutes the official copy of the dissertation/research project;
- d) Submit the copies in a covered box in order to reduce the possibility of damage or loss (Boxes of this kind can be purchased from copy shops, such as Kinko's).

e) Attach a check or money order for made out to the University of the West with "Dissertation/Thesis Binding" written in the memo line. For the current cost of binding please consult the Librarian.

(The Library will bind additional copies for the student's personal use for an additional charge. When the additional copies return from the bindery, the Library will contact the student by phone and/or mail and request the copies' prompt pick-up at the Library. The total cost of binding may be submitted in one check.)

The final copy must meet the University's requirements for style, format, and appearance before the degree can be conferred. Reports must be filed by the deadline published in the semester Schedule of Classes in order for them to be reviewed and accepted in time for the degree to be conferred in that semester.

Important Note:

Prior to the beginning of the semester in which an advanced degree is to be conferred, the student must have advanced to candidacy for that degree and should have received formal notice confirming candidacy from the Dean of Academic Affairs. The student should consult the departmental graduate advisor to determine which degree requirements, if any, have not yet been satisfied.

Doctor of Philosophy (Ph.D.) in Religious Studies

The Doctor of Philosophy (Ph.D.) in Religious Studies is an advanced research degree meant for those specializing in the comparative study of Buddhism in relation to another religion or the intensive study of an aspect of Buddhism, leading to a dissertation.

Residence Requirement

The Ph.D. degree requires a minimum of three years of full-time graduate education or the equivalent in part-time study. Four to six years of full-time academic work beyond the bachelor's degree typically is required to complete the degree. After finishing all course work, but before submitting his or her Dissertation, a student must keep his or her registration alive by paying the registration and library fees until his or her Dissertation is completed. Failure to maintain registration may interfere with residence requirements and lead to lapse of Candidacy Status.

Language Requirement

Emphasis in Buddhist Studies:

12 units of study of a Buddhist Canonical language (i.e. Chinese, Pali, Sanskrit, Tibetan) to a level of competence needed to read and translate a sutra text, and 6 units of study of a research language (i.e. French, German or Japanese). Language courses below the 500 series, while covering these language requirements, are not counted as part of the 60 post-baccalaureate semester units required for the Ph.D. Students who already possess reading proficiency in one of these languages can fulfill the requirement by passing a special examination.

Emphasis in Comparative Religious Studies:

12 units of study in one research language and 6 units of study in another research language (e.g. French, German). Language courses below the 500 series, while covering these language requirements, are not counted as part of the 60 post-baccalaureate semester units required for the Ph.D. Students who already possess reading proficiency in one of these languages can fulfill the requirement by passing a special examination.

Note: Students determine with the help of their mentor which language they should study.

Preliminary Examination

(Not applicable to students who have successfully completed an M.A. Thesis in Religious Studies, Theology, Philosophy or equivalent. Students who have completed an M.A. Thesis need only take the Candidacy Examination) When the candidate has completed a minimum of 18 units of doctoral course work, he or she must petition in writing their mentor to take the Preliminary Examination. The student's petition must contain the following:

- (1) The topic of the 35-45 page research paper. This paper must represent scholarly analysis and research relating to one or more courses taken by the candidate;
- (2) The names of three Professors to sit on the student's Doctoral Committee;
- (3) Desired date of the oral examination by the Doctoral Committee.

The research paper must be submitted to the student's mentor at least two weeks prior to the date of the oral examination.

When the candidate has successfully demonstrated a high level of scholarship, the Doctoral Committee will advise him/her either to proceed to study for the Candidacy Examination or, where necessary, to appear for one or more Qualifying Examinations after further study. As a means of tailoring the program to the needs and interests of individual students, the number and content of these qualifying examinations will be personally determined for each student on an individual and ongoing basis by the Doctoral Committee. Failure to successfully complete an examination in two attempts in a row may result in termination of the student's enrollment in the program.

Candidacy Examination

When the candidate has completed a minimum of 48 units of doctoral course work, has fulfilled the language requirements, and has passed the Preliminary Examination and all qualifying examinations required by the Doctoral Committee, he or she must petition in writing their mentor to take the Candidacy Examination. The student's petition must contain the following:

- (1) The topic of the 35-45 page dissertation proposal;
- (2) Acknowledgement that they will receive four questions covering the following areas of study:
 - a) Emphasis in Buddhist Studies
 - (i) Buddhist Studies (3 questions);
 - (ii) Comparative Religious Studies (1 question);
 - b) Emphasis in Comparative Religious Studies
 - (i) Comparative Religious Studies (3 questions);
 - (ii) Buddhist Studies (1 question);
- (3) Desired date of the oral examination by the Doctoral Committee.

The dissertation proposal and answers to the Four Questions must be submitted to the student's mentor at least two weeks prior to the date of the oral examination.

Students are recommended for the advancement to candidacy by unanimous vote of the Doctoral Committee.

The Report on Candidacy Examination for Doctoral Degrees must be signed by the Committee at the time the Candidacy Examination is concluded.

Following a unanimous favorable vote of the Committee, the student will be advanced to candidacy upon payment of the \$25 Candidacy Fee.

Candidacy will lapse automatically if the student loses graduate standing by academic disqualification or failure to comply with the University policy on continuous registration.

A readmitted student who was a candidate must again advance to candidacy and thereafter enroll as a candidate for at least one academic semester before the degree may be conferred.

Course Requirements for the Ph.D. in Religious Studies

Core Courses (9 units) (to be taken during the first two semesters):

REL 600 History and Theory of the Study of Religion (3)

REL 601 Seminar on Historical and Textual Methodologies (3)

REL 605 Research Methods (3)

Goals:

Students will acquire knowledge of the tools and theories used for the advanced academic study of religion. They will gain practical experience in the application of these tools

Student Learning Outcomes:

- a) Explain and apply different theories of religion to their academic studies;
- b) Be able to discuss and understand the complex issues raised by the questions "What is History?" and "What is a Text?"
- c) Engage in advanced research and writing.

Languages (1st Language 12 units; 2nd Language 6 units)

Students must begin fulfilling their language requirements as soon as the relevant courses are offered.

Goals:

Students focused on Buddhist Studies will acquire intermediate working knowledge in one of the following Buddhist canonical languages: Canonical Chinese, Pali, Sanskrit or Tibetan. They will also gain basic knowledge of a second language.

Student focused on Comparative Religious Studies will acquire intermediate knowledge of a research language. They will also gain basic knowledge of a second language.

Student Learning Outcomes:

Students focused on Buddhist Studies will be able to do the following:

- a) Express an intermediate understanding of the grammar, "alphabet," and vocabulary of one of the four Buddhist canonical languages.
- b) Be able to read more advanced Buddhist sutras with the help of a dictionary.
- c) Have a basic knowledge of the grammar, "alphabet," and vocabulary of a second language.

Students focused on Comparative Religious Studies will be able to do the following:

- a) Express an intermediate understanding of the grammar, "alphabet," and vocabulary of the chosen research language;
- b) Be able to read more advanced texts in the chosen research language with the help of a dictionary.
- c) Have a basic knowledge of the grammar, "alphabet," and vocabulary of a second language.

Additional Course Requirements (42 units)

Note: Additional courses are to be chosen by the Ph.D. student in consultation with their mentor.

Emphasis in Buddhism:

Students must complete 30 units of course work in Buddhism. At least 3 units must be taken from each of the following areas:

- (i) Buddhist Philosophy
- (ii) Buddhist Texts
- (iii) Buddhist History

Students must also complete 12 units of course work in Comparative Religious Studies.

Goals:

Students will acquire advanced knowledge of Buddhist thought, texts and history and comparative religious issues.

Student Learning Outcomes:

- a) Express advanced detailed knowledge of aspects of Buddhist thought;
- b) Outline and critically evaluate select Buddhist texts;
- c) Give advanced descriptions of aspects of Buddhist history;
- d) Critically summarize detailed topics in Comparative Religious Studies.

Emphasis in Comparative Religious Studies:

Students must complete 30 units of course work in Comparative Religious Studies.

Students must also complete 12 units of course work in Buddhist Studies.

Goals:

Students will acquire advanced knowledge of key issues in Comparative Religious Studies.

Student Learning Outcomes:

- a) Express detailed knowledge of a number of issues in Comparative Religious Studies;
- b) Critically summarize detailed topics in Buddhist Studies.

Research Training (12 units)

REL 710 Dissertation Research (at least 12 units)

Goals:

Students will be able to undertake advanced graduate level research and writing.

Student Learning Outcomes:

- a) Choose and properly research an academic topic at the Ph.D. Dissertation level.
- b) Correctly utilize academic research tools and express their findings in an acceptable style of academic writing.
- c) Correctly follow the rules of formatting, including proper thesis structure and the correct use of citation and bibliographic conventions.
- d) Orally defend their Dissertation before three academic examiners and the academic community.

Master of Divinity (M. Div.) in Buddhist Chaplaincy

The Buddhist Chaplaincy program provides students with the necessary knowledge and skills to excel as Buddhist practitioners working in the field of professional chaplaincy. The program is designed to meet the needs of those who wish to engage in spiritual care and counseling work and become properly trained and certified professionals. The program incorporates the requirements of the Association of Professional Chaplains (APC) by offering 75 semester hours that cover the nine core educational areas specified by the APC. By the end of their training, students will have acquired the following knowledge and skills:

1. Knowledge and application of Buddhist values;
2. Knowledge of the religions of the world;
3. An understanding of how society, culture, language and customs influence religious belief;
4. Knowledge of best practices in clinical settings;
5. Ability to engage in critical, scholarly analysis of religious beliefs and practices;
6. Ability to facilitate and construct opportunities for inter-religious collaboration;
7. Knowledge and practical skills for the application of spiritual care and counseling.

Admission Requirements for the M. Div. Program

1. A B.A. in any major from an accredited college of university with a GPA of 2.5 or higher.
2. An official transcript from the institutions/universities where highest degree awarded or last attended;
3. Copy of diplomas for all degrees earned;
4. 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). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - or; official IELTS score report with a minimum score of 6.0. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the Department of Languages.
 - Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
 - 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, IELTS score or take the English Placement Test.
5. Three letters of recommendation written by people qualified to assess the applicant's abilities and promise. Letters are to be sent by those making recommendations directly to the Office of Admissions.
6. A typed, double-spaced essay of 400-500 words in English, written by the applicant describing his/her personal goals and aspirations, achievements, educational and career objectives and stating how enrollment at the University of the West M. Div. Program would further those objectives.
7. A non-refundable application fee of \$100;
8. Completed Financial Sponsor Agreement or Certification of Financial Resources with an official Bank Verification (international students only);
9. Copies of Passport/Visa/I-94 (international students only);

10. Copies of previous I-20 (transferring international students only).

11. A two-day, stay-on-campus interview (individual/group) to assess interpersonal skills. A psychological evaluation will also take place.

Admission will be on the basis of an evaluation of academic records, the essay, letters of recommendation, and on-campus interview by the Admission Committee consisting of the Chair and/or Assistant Chair of Religious Studies, the Coordinator of the Buddhist Chaplaincy Program, and others.

Residence Requirement

On-campus housing is available to students, but they are not required to live on campus. Students living off-campus should be aware that the requirements are such that it would be very difficult to live too far outside of Los Angeles County and complete this program. The long hours and intensive nature require regular attendance on campus for classes, as do group processes and other events. This program was designed to serve students living locally, and is not a low-residency or "online" program.

Internship Requirements

Students are required to participate in one clinical internship during their studies. This requirement is typically met by completing one unit of Clinical Pastoral Education (C.P.E.). However, another kind of internship may be appropriate depending on the clinical setting in which the student would like to specialize. (Military chaplain candidates, for example, have their own unique training.) The internship will be done under the supervision of the institution the student serves. That institution will report back to UWest on the student's progress.

Other Requirements

Students should have a plan in place for meeting the other requirements for professional certification with whatever chaplaincy organization serves and supports spiritual care work in the setting they choose to work. By the time the students graduate, for example, they should probably have a written endorsement from their respective senior Dharma teachers, lineage or tradition.

Course Requirements for the Master of Divinity

1st Year

Fall Semester

REL 410 Early Buddhism (3)

REL 565 Developments in Buddhist Psychology (3)

REL 405 Buddhist Meditation Traditions (3)

MDIV 510 Communication Skills for Chaplaincy (3)

(practicum w/ Buddhist Meditation Traditions) (1)

(practicum w/ Communication Skills for Chaplaincy) (1)

Goals:

Students will acquire a clear understanding of the basic concepts and practices associated with chaplaincy. Students will also be able to attend to others in accordance with fundamental principles for effective spiritual care and counseling. In addition, students will demonstrate an understanding of the origins of Buddhism. They will also be able to articulate clearly the tradition's ideas about human psychology. Students will also begin or continue their practice of meditation, giving special attention to its importance and applications in their work as caregivers.

Student Learning Outcomes:

- a) Practice active listening and assess needs in the context of counseling/caregiving.
- b) Demonstrate an understanding of the history of early Buddhism
- c) Demonstrate an understanding of Buddhist psychology, particularly as it was taught by the Buddha and later discussed in the Abhidharma texts
- d) Practice meditation and articulate something about its importance and applications in their work as caregivers

Spring Semester

REL 411 History of Indian Buddhism (3)

REL 465 Buddhist Philosophy (3)

REL 590 Comparative Study of Religion (3)

MDIV 515 Groups, Systems, and Chaplaincy (3)

(practice/meditation requirement) (1)

(practicum w/ Groups, Systems, and Chaplaincy) (1)

Goals:

Students will acquire a clear understanding of the basic concepts and practices associated with chaplaincy in the context of working with groups and/or systems. Students will also be able to work with groups and/or systems in accordance with fundamental principles for effective spiritual care and counseling. In addition, students will demonstrate an understanding of the history of Indian Buddhism and the comparative study of religion. They will also gain a nuanced understanding of schools of thought within the Mahayana Buddhist tradition. Students will also continue their practice of meditation, with special attention placed on how to teach meditation to others for the purposes of stress reduction and/or self-care.

Student Learning Outcomes:

- a) Offer care and counseling in group/system settings.
- b) Demonstrate an understanding of the history of Indian Buddhism
- c) Demonstrate an understanding of the comparative study of religion
- d) Demonstrate an understanding of the various schools of thought within Mahayana Buddhism, particularly the Madhyamika and Yogacara schools
- e) Practice and teach meditation and articulate something about its importance and applications in their work as caregivers

2nd Year

Fall Semester

REL 651 Seminar on East Asian Buddhism (3)

REL 610 Religion and Ethics Seminar (3)

MDIV 520 Buddhist Scriptural Foundations for Chaplaincy (3)

MDIV 525 Chaplaincy Roles and Competencies (3)

(practice/meditation requirement) (1)

(practicum w/ Chaplaincy Roles and Competencies) (1)

Goals:

Students will acquire a clear understanding of the basic roles and competencies for professional chaplains. As part of this learning, they will be asked to perform those roles and demonstrate those competencies in the context of campus activities through the campus chaplain's office. Students will also be able to point to textual sources within the Buddhist tradition for caregiving and counseling. In addition, students will demonstrate an understanding of the ways in which the subject of religion and ethics is important in their work as chaplains. They will also gain an understanding of the history of Buddhism in East Asia. Students will also continue their practice of meditation, and begin to offer instruction to students and members of the UWest community.

Student Learning Outcomes:

- a) Demonstrate an understanding of the roles and competencies for professional Chaplains, as well as perform those roles and demonstrate those competencies in the context of campus activities through the campus chaplain's office
- b) Demonstrate an understanding of the textual sources within the Buddhist tradition for caregiving and counseling
- c) Demonstrate an understanding of the ways in which the subject of religion and ethics is important in their work as chaplains
- d) Demonstrate an understanding of the history of East Asian Buddhism
- e) Teach meditation to fellow students on campus, as well as continue their personal practice

Spring Semester

REL 652 Seminar on Tibetan and Central Asian Buddhism (3)

MDIV 530 Interfaith Chaplaincy (3)

MDIV 535 Practical Psychology for Chaplains (3)

MDIV 540 Biblical Texts for Buddhist Chaplains (3)

(practice/meditation requirement) (1)

(practicum w/ Interfaith Chaplaincy) (1)

Goals:

Students will gain an understanding of the character and history of Vajrayana Buddhism. In addition, they will acquire a clear understanding of the responsibilities entailed in professional interfaith chaplaincy. As part of this learning, they will be asked to perform interfaith services and rituals in the classroom and on campus. In addition, students will demonstrate an understanding of the psychological principles crucial to their work as chaplains. Students will also gain an understanding of the books of the Bible and how to use them in the context of interfaith chaplaincy. Students will also continue their practice and instruction of meditation.

Student Learning Outcomes:

- a) Demonstrate an understanding of the character and history of Vajrayana Buddhism
- b) Demonstrate an understanding of interfaith chaplaincy, as well as practice it in the context of both classroom exercises and campus activities
- c) Demonstrate an understanding of the psychological principles crucial to their work as chaplains. This includes, but is not limited to, understanding personality theories, recognizing psychoses, working with addictions, and knowing when to refer a patient.
- d) Demonstrate an understanding of the books of the Bible and how to use them in the context of interfaith chaplaincy
- e) Teach meditation to fellow students on campus, as well as continue their personal practice

Summer Semester

CPE unit (no credit)

MDIV 545 Spiritual Care and Counseling (3)

Goals:

Students will undertake one unit of Clinical Pastoral Education (C.P.E.). In addition, they will learn about spiritual care and counseling theory back at campus as they undergo this learning.

Student Learning Outcomes:

- a) Complete one unit of Clinical Pastoral Education (C.P.E.)
- b) Demonstrate an understanding of the spiritual care and counseling theories that have shaped contemporary professional chaplaincy

3rd Year

Fall Semester

MBA 560 Managing Non-Profit Organizations (3)

REL 450 Buddhist Ethics (3)

MDIV 550 Pastoral Theology (3)

MDIV 555 Spiritual Formation for Buddhist Chaplains (3)

(practice/meditation requirement) (1)

(chaplaincy work on campus/through the university) (1)

Goals:

Students will gain the skills and education necessary for managing non-profit organizations. In addition, they will acquire a clear understanding of how the different varieties of Buddhist practitioners conceive of ethics. Students will also demonstrate a knowledge and understanding of the classic literature in the field of pastoral theology. They will also learn and think about the “stages of faith” from traditional Judeo-Christian as well as Buddhist perspectives. Students will also continue their meditation practice and instruction, as well as their chaplaincy work on campus.

Student Learning Outcomes:

- a) Demonstrate the skills and education necessary for managing non-profit organizations
- b) Demonstrate an understanding of how the Buddhist religions conceive of ethics
- c) Demonstrate a knowledge and understanding of the classic literature in the field of pastoral theology
- d) Demonstrate understanding and thought about spiritual formation from both Judeo-Christian and Buddhist perspectives
- e) Teach meditation to fellow students on campus, as well as continue their personal practice Continue chaplaincy activities on UWest campus

Spring Semester

REL 660 Seminar on Buddhist-Christian Dialogue (3)

MDIV 560 Buddhist Theology (3)

MDIV 565 Buddhist Homiletics: Writing and Giving Dharma Talks (3)

MDIV 570 Spiritual Leadership (3)

(practice/meditation requirement) (1)

(chaplaincy work on campus/through the university) (1)

Goals:

Students will gain an understanding of interfaith dialogue as it pertains to Buddhists and Christians. In addition, they will acquire a clear understanding of how practicing Buddhist scholars write about and reflect upon their faith. Students will also demonstrate a knowledge and understanding of how to deliver a “Dharma talk.” They will also learn and think about various models of spiritual leadership. Students will also continue their meditation practice and instruction, as well as their chaplaincy work on campus.

Student Learning Outcomes:

- a) Demonstrate an understanding of and ability to practice Buddhist-Christian dialogue
- b) Demonstrate an understanding of and ability to practice “Buddhist theology”
- c) Demonstrate the ability to give a “Dharma talk”
- d) Demonstrate understanding of various models of spiritual leadership
- e) Teach meditation to fellow students on campus, as well as continue their personal practice
- f) Continue chaplaincy activities on UWest campus

M.Div. Course Breakdown

(This shows how the courses fulfill the nine areas of education required by the Association of Professional Chaplains.)

Ritual/Liturgy

MDIV 525 Chaplaincy Roles and Competencies

MDIV 530 Interfaith Chaplaincy

(practicums and chaplaincy work)

Comparative Religions

REL 590 Comparative Study of Religion

REL 610 Religion and Ethics Seminar

REL 660 Seminar on Buddhist-Christian Dialogue

Religious Education

REL 405 Buddhist Meditation Traditions

MDIV 565 Buddhist Homiletics: Writing and Giving Dharma Talks

(practice/meditation requirements)

Pastoral Care and Counseling

MDIV 510 Communication Skills for Chaplaincy

MDIV 515 Groups, Systems, and Chaplaincy

MDIV 545 Spiritual Care and Counseling

MDIV 535 Practical Psychology for Chaplains

Spiritual Formation

REL 565 Developments in Buddhist Psychology

MDIV 555 Spiritual Formation for Buddhist Chaplains

MDIV 570 Spiritual Leadership

Religious History

REL 410 Early Buddhism

REL 411 History of Indian Buddhism

REL 651 Seminar on East Asian Buddhism

REL 652 Seminar on Tibetan and Central Asian Buddhism

Institutional Organization and Administration

MBA 560 Managing Non-Profit Organizations

Sacred Literature

MDIV 520 Buddhist Scriptural Foundations for Chaplaincy

MDIV 540 Biblical Texts for Buddhist Chaplains

MDIV 550 Pastoral Theology

Theology/Philosophy

MDiV 560 Buddhist Theology

REL 450 Buddhist Ethics

REL 646T Seminar on Mahayana Schools

Course Descriptions: Department of Religious Studies

Languages

CCHN 301 Beginning Canonical Chinese I (3)

Prerequisite: None.

Introduction to the history and basics of Canonical Chinese, including pronunciation, vocabulary, grammar and script, and minor translations.

CCHN 302 Beginning Canonical Chinese II (3)

Prerequisite: CCHN 301 or permission of instructor.

A review of the phonology, morphology, and syntax of Canonical Chinese with emphasis on reading selected texts.

CCHN 303 Intermediate Canonical Chinese (3)

Prerequisite: CCHN 302 or permission of instructor.

An advanced level of studies in Canonical Chinese grammar and syntax involving translation from Canonical Chinese.

CCHN 401 Buddhist Texts in Chinese (3)

Prerequisite: Reading proficiency in Canonical Chinese.

Selected readings from Chinese Buddhist Texts

CCHN 404 Advanced Canonical Chinese (3)

Prerequisite: CCHN 303.

Continuation of upper-level Canonical Chinese. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.

PALI 301 Beginning Pali I (3)

Prerequisite: None.

Introduction to the history and basics of the Pali language including pronunciation, vocabulary, grammar and script, and minor translations.

PALI 302 Beginning Pali II (3)

Prerequisite: PALI 301 or permission of instructor.

A review of the phonology, morphology, and syntax of the Pali language with emphasis on reading selected Pali texts.

PALI 303 Intermediate Pali (3)

Prerequisite: PALI 302 or permission of instructor.

An advanced level of studies in Pali grammar and syntax involving translation to and from Pali.

PALI 401 Buddhist Texts in Pali (3)

Prerequisite: Reading proficiency in Pali

Selected readings from Pali Buddhist Texts

PALI 404 Advanced Pali (3)

Prerequisite: PALI 303.

Continuation of upper-level Pali. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.

SNSK 301 Beginning Sanskrit I (3)

Prerequisite: None.

An introduction to the devanagari script as well as the phonology, morphology, and syntax of the Sanskrit language with the goal of developing a reading knowledge of Sanskrit.

SNSK 302 Beginning Sanskrit II (3)

Prerequisite: SNSK 301 or permission of instructor.

A review of the phonology, morphology, and syntax of the Sanskrit language with an emphasis on reading selected Sanskrit texts.

SNSK 303 Intermediate Sanskrit (3)

Prerequisite: SNSK 302 or permission of instructor.

An advanced level of studies in Sanskrit grammar and syntax, involving translation to and from Sanskrit.

SNSK 401 Buddhist Texts in Sanskrit (3)

Prerequisite: Reading proficiency in Sanskrit.

Selected readings from Sanskrit Buddhist texts.

SNSK 404 Advanced Sanskrit (3)

Prerequisite: SNSK 303.

Continuation of upper-level Sanskrit. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.

TIB 301 Beginning Tibetan I (3)

Prerequisite: None.

An introduction to fundamentals of Tibetan, including recognition and handwriting of 30 Tibetan letters and 4 vowel symbols, and the methods of pronunciation and rules of spelling.

TIB 302 Beginning Tibetan II (3)

Prerequisite: TIB 301 or permission of instructor.

A study of advanced Tibetan grammar and reading of selected Tibetan literature: folk poems, maxims, and modern literature, including the biography of Mi-la-ras-pa.

TIB 303 Intermediate Tibetan (3)

Prerequisite: TIB 302 or permission of instructor.

A study of selected readings of historical documents, letters and filed documents.

TIB 401 Buddhist Texts in Tibetan (3)

Prerequisite: Reading proficiency in Tibetan.

Selected readings from Tibetan Buddhist texts.

TIB 404 Advanced Tibetan (3)

Prerequisite: TIB 303.

Continuation of upper-level Tibetan. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.

Religious Studies

REL 201 Religions of the East (3)

Prerequisite: None.

A survey of the major religious traditions of India, China, and Japan, including major developments of the great traditions of these cultures.

REL 202 Religions of the West (3)

Prerequisite: None.

Basic themes of the Western religious traditions, including Bahai, Judaism, Christianity, Islam, Zoroastrianism, the mystery religions, and the religions of ancient Egypt, Mesopotamia, and Greece.

REL 300 Dimensions of Religion (3)

Prerequisite: None.

An introduction to the dimensions and functions of religion with an emphasis on religious beliefs, experience, institutions, language and rituals.

REL 301 Fundamentals of Buddhism (3)

Prerequisite: REL 201 recommended or by permission of instructor.

An overview of the Buddhist religious traditions (Southern/Theravada, Mahayana, and Vajrayana), the principal teachings, the position of the Buddha in the traditions, and the communities that comprise the traditions. Buddhist art and literature, devotion, meditation, ethics, and the Sangha will also be discussed.

REL 302T Religions Indigenous to the Near East (3-9)

Prerequisite: REL 202 recommended or by permission of instructor.

A broad survey of the history, beliefs, practices, and institutions of Christianity, Judaism, Islam or Zoroastrianism.

REL 310T Religions Indigenous to East Asia (3-9)

Prerequisite: REL 201 recommended or permission of instructor.

A study of the indigenous religious traditions of China, Korea, and Japan with an emphasis on Confucianism, Daoism, Shinto, and/or folk religion.

REL 330T Religions Indigenous to South Asia (3-9)

Prerequisite: REL 201 recommended or permission of instructor.

A survey of the religious traditions of the Indian subcontinent with an emphasis on the thought and practice of Hinduism, Jainism or Sikhism.

REL 380 Psychology of Religion (3)

Prerequisite: None.

A study of religious experience through the lenses of psychological methods and theories. Topics include differences between religious experience and other experiences, theories of spiritual growth, conversions, forms of possession, mysticism, visions and consideration of the constructive and destructive aspect of religious behavior.

REL 399 Directed Reading (1-3)

Prerequisite: Completion of 12 units in Religious Studies.

Directed reading in religion devised by the student with the approval of the supervising professor. Students may take a maximum of 3 units in a semester. Graded Pass/No Pass.

REL 395 Religious Studies Work Experience (1-3) (Area: Elective)

Prerequisite: Approval of advisor/department chair.

For students who wish to augment their studies with specialized training and/or experience outside the University in their own field of study. The field experience must have significant bearing on the professional goals of the student and must be in addition to the student's regular commitment.

REL 402T Buddhist Sutras in English (3-9) (Area: Buddhist Texts)

Prerequisite: REL 403.

A study of selected Buddhist texts in English translation. Topic to be announced each semester.

REL 405 Buddhist Meditation Traditions (3) (Area: Buddhist Philosophy)

Prerequisite: REL 403.

A survey of important forms of Buddhist meditation in all three Buddhist traditions and consideration of the relationship between meditation and the central teachings of Buddhism on spiritual development and enlightenment.

REL 410 Early Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 403 or consent of instructor.

A historical survey of the early development of Buddhism in India and Sri Lanka, including Buddhist teachings and schools, the monastic and lay practices that arose therein, and the beginnings of the Mahayana.

REL 411 History of Indian Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 403 or consent of instructor.

An exploration of the historical unfolding of Buddhist doctrines, schools, and practices in India through translations of primary texts and discussions from secondary works. The historical, philosophical and sociological aspects of Indian Buddhism will be analyzed.

REL 415 Theravada/Southern Buddhist Tradition (3) (Area: Buddhist History)

Prerequisite: REL 403 or REL 463.

A survey of the doctrinal and institutional development of Theravada Buddhism up to the unification of Buddhist schools in twelfth-century Sri Lanka, including its modern form in South and Southeast Asia.

REL 420 Buddhism in China (3) (Area: Buddhist History)

Prerequisite: REL 403 or REL 473.

A survey of the history, doctrines, and practices of Chinese Buddhism from ancient times to the present.

REL 435 Tibetan Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 301 or consent of instructor.

A survey of the Vajrayana traditions in India, Tibet, Mongolia, Japan and elsewhere.

REL 445 Humanistic Buddhism (3) (Area: Buddhist Philosophy)

Prerequisite: None.

An examination of Humanistic Buddhism with special attention to the life and teaching of Master Hsing Yun and the history, doctrine, and practice of the Fo Guang Shan Buddhist Order. Attention is also given to the roots of Humanistic Buddhism in traditional Buddhist teaching and to other contemporary expressions of Socially Engaged Buddhism.

REL 450 Buddhist Ethics (3) (Area: Buddhist Philosophy)

Prerequisite: None.

A survey of Buddhist discourses on ethics for the laity and an examination of the nature of ethics as found in Buddhist traditions, with inquiries into its application in modern biomedical, social and personal ethics.

REL 455 Buddhist Sociology (3) (Area: Buddhist Philosophy)

Prerequisite: None.

An examination of Buddhist concepts and practices regarding social organization and reform, forms of governance, social stratification, gender issues, economics, and ethics. The role of the laity and their impact on the evolution of Buddhist societies in relation to monasticism and other Buddhist institutions will also be explored.

REL 460 Buddhist Psychology (3) (Area: Buddhist Philosophy)

Prerequisite: None.

An examination of the Buddhist analysis of mental functions and perception with an emphasis on the differences between ordinary mind, mental states according to Buddhist scriptures (Abhidharma) and current psychological principles.

REL 465 Buddhist Philosophy (3) (Area: Buddhist Philosophy)

Prerequisite: For B.A. major in Comparative Religious Studies: None. For B. A. major in Buddhist Studies: Registration in final semester of undergraduate studies.

An analysis of the major Buddhist philosophical schools and philosophers.

REL 470 Women and Religion (3) (Area: Comparative Religions)

Prerequisite: None.

An overview of the role of women, both in the past and present, in the major world religions from the perspectives of society, sacred writings, and of the women themselves. Included will be an analysis of the modern controversies regarding the oppression and liberation of women within various religious traditions and cultures.

REL 490 Comparative Philosophy of Religion (3) (Area: Comparative Religions)

Prerequisite: For B.A. major in Buddhist Studies: None. For B. A. major in Comparative Religious Studies: Registration in final semester of undergraduate studies.

An analysis of philosophical thinking about religion through an examination of beliefs from both theistic and non-theistic traditions about the Ultimate, human nature and human destiny, evil, the cosmos and of issues related to the religious aspects of language and experience and to the truth claims of different religious communities.

REL 495T Topics on Buddhism (3-9)

Prerequisite: REL 403 and one other upper-division course in Buddhism.

An in-depth, critical examination of a doctrinal or historical issue. Specific topics to be announced each semester

REL 499 Directed Reading and Research (1-6)

Prerequisite: Completion of 18 units in Religious Studies.

A directed reading and research course in Religious Studies constructed by the student with the approval of the supervising professor. A paper is required. A maximum of 3 units may be taken in a semester. Graded Pass/No Pass.

REL 505 Women in Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 600.

The history of women in Buddhism, including their roles, status, education, value, and leadership. The course examines changes in the status of Buddhist women over time and examples of the female sacred and of women who have been regarded as exemplary models.

REL 515 Religions of China (3) (Area: Comparative Religions)

Prerequisite: REL 600.

A study of the complex religious developments within China, including Daoism and Confucian thought. Buddhism will be studied from its place within the sphere of popular religions and syncretic patterns.

REL 520 Religions of India (3) (Area: Comparative Religions)

Prerequisite: REL 600.

An examination of the Brahmanic/Hindu and Sramana/Samana traditions of India from the earliest accounts up to the present. Buddhism and Jainism will be viewed as heterodox traditions against the backdrop of the Vedic practices as well as the revival/continuation of pre-Aryan beliefs and practices.

REL 540 Buddhist Hermeneutics (3) (Area: Buddhist Texts)

Prerequisite: REL 601.

An examination of the methods that Buddhists have developed for the interpretation of sutras. Students are also introduced to modern historical and literary approaches to criticism and their application to Buddhist texts.

REL 542 Chinese Buddhist Hermeneutics (3) (Area: Buddhist Texts)

Prerequisite: REL 601 and completion of a course in Chinese Buddhist Sutras.

An examination of the methods that Chinese Buddhists have developed for the interpretation of sutras. Students are also introduced to modern historical and literary approaches to criticism and their application to Chinese Buddhist texts.

REL 545 Sacred Time and Sacred Space in the History of Religions (3) (Area: Comparative Religions)

Prerequisite: REL 600 and REL 601.

Explores two fundamental ways in which human beings have provided structure and order for their lives, by distinguishing between Sacred Time and Sacred Space, exemplified in Australian religions, Judaism, Christianity, Hinduism and Buddhism.

REL 550 Mysticism East and West (3) (Area: Comparative Religions)

Prerequisite: REL 600 and REL 601.

A study of mysticism, a phenomenon found in each of the world's major religious traditions. This course examines texts (in translation), doctrines, and methods found in each tradition as well as contemporary analysis of mystical phenomena.

REL 560 Religion and the Meaning of Existence (3) (Area: Comparative Religions)

Prerequisite: Graduate status or permission of instructor.

An exploration of religion as a response to basic existential questions, such as the problem of suffering, the nature of meaning, the anxiety surrounding death, and the problems of injustice.

REL 565 Developments in Buddhist Psychology (3) (Area: Buddhist Philosophy)

Prerequisite: Graduate status.

An advanced examination of the Buddhist analysis of mental functions and perceptions. Special attention is given to the Abhidhamma and current Buddhist psychological principles.

REL/MBA 582 Humanistic Buddhism and Management (3)

Prerequisite: None.

Introduces students to principles and practices of Humanistic Buddhism, as interpreted by Master Hsing Yun of Fo Guang Shan Buddhist Order, with a view to applying them to management style and techniques in nonprofit, government and for-profit organizations.

REL 590 Comparative Study of Religion (3) (Area: Comparative Religions)

Prerequisite: REL 600 and REL 601.

A comparative study of two or more religious traditions. Topics to be announced each semester.

REL 592 Myth and Mythology (3) (Area: Comparative Religions)

Prerequisite: REL 600 and REL 601.

An exploration of the nature and function of myths and mythology in the History of Religions with a focus on mythical expressions of a variety of themes: origin of the universe, origin of humans, death, evil and suffering, time and eternity salvation.

REL 595 Advanced Religious Studies Work Experience (1-3) (Area: Elective)

Prerequisite: Approval of advisor/department chair.

For students who wish to augment their graduate studies with specialized training and/or experience outside the University in their own field of study. The field experience must have significant bearing on the professional goals of the student and must be in addition to the student's regular commitment.

REL 599 Directed Reading and Research (1-6)

Prerequisite: Completion of 9 units at the graduate level.

A directed reading and research course for graduate students of Religious Studies. Enrollment requires the consent of the supervising professor. A paper is required. A maximum of 3 units may be taken in a semester. Graded Pass/No Pass.

REL 600 History and Theory of the Study of Religion (3) (Area: Core Course)

Prerequisite: Graduate status.

A study of the various ways in which religious practice and thought have been approached by scholars within the traditions and within the academic community. Religion will be examined in relation to cross-cultural studies as well as the competing claims of objective data and subjective awareness.

REL 601 Seminar on Historical and Textual Methodologies (3) (Area: Core Course)

Prerequisite: Graduate status.

A study of the nature and function of history and hermeneutics within religious traditions and modern critical theory. Methods of historical research and scripture criticism, their value and limitations will be covered.

REL 603 Philosophy of Religion Seminar (3) (Area: Comparative Religions)

Prerequisite: REL 600 and REL 601.

A study of issues in the philosophy of religion, including the nature of religion, the relation of philosophy to religion, the nature of religious language, problems of the verification of religious beliefs and the interpretation of religious experience.

REL 605 Research Methods (3) (Area: Core Course)

Prerequisite: REL 600 and REL 601.

This course is an advanced level research seminar intended to give assistance to graduate students who are preparing for the doctoral dissertation process. It is constructed at one level to provide a place for discussion between students regarding problems and issues in their own specific research topics. Approximately one half of the course time will be devoted to interaction between students as they describe the work they are doing and the difficulties they are encountering.

REL 604T Seminar on Buddhist Sutras in English: Mahayana Texts (3-9) (Area: Buddhist Texts)

Prerequisite: REL 600 and REL 601.

An analysis of the content and in-depth study of one or more Mahayana sutras in English. Topic to be announced each semester.

REL 610 Religion and Ethics Seminar (3) (Area: Comparative Religions)

Prerequisite: Graduate status or permission of instructor.

A study of the relationship of religion and ethics and of religious issues in ethics.

REL 615 Religion and Psychology Seminar (3) (Area: Comparative Religions)

Prerequisite: Graduate status or permission of instructor.

An examination of the history, development, and major theories found in the contemporary psychology of religion, with comparisons made with traditional religious psychological thought systems and methods.

REL 620 Buddhist Thought and Philosophy (3) (Area: Buddhist Philosophy)

Prerequisite: Graduate status or permission of instructor.

A study of the origin and development of Buddhist thought in India and beyond. The courses cover the development of Buddhist philosophical ideas and systems, the spread of Buddhist Thought and Philosophy along the land Silk Routes to Central and East Asia, and the spread of Buddhist Thought and Philosophy along the Maritime Silk Route. Specific topic to be announced each semester.

REL 623T Seminar on Chinese Buddhist Schools (3) (Area: Buddhist Philosophy)

Prerequisite: REL 600 and REL 601 and reading knowledge of Canonical Chinese.

A study of important schools of Chinese Buddhism. Compares and contrasts the different schools in terms of the forms of delusion they are meant to dispel and on explaining and teaching the material to others. Topics to be announced.

REL 625 Cultural and Social Aspects of Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 600.

An examination of the cultural and social history of Buddhism, the aspects of current scholarship that relate to the study, and an investigation of the problems that involve religion as an institution, with special reference to the emergence of the concepts of Humanistic Buddhism and Socially Engaged Buddhism.

REL 627T Yogacara tradition in China (3-9) (Area: Buddhist History)

Prerequisite: REL 600.

A study of origin and development of Yogacara tradition in the context of Chinese Buddhism. Besides reading main texts in Chinese translations of Yogacara tradition, it also introduces some key figures and their thoughts. Specific topic to be announced.

REL 630 Seminar on Buddhism and Cognition (3) (Area: Buddhist Philosophy)

Prerequisite: Graduate status or permission of instructor.

A study of Buddhist teachings regarding the mind, its structure and functions, its cultivation and purification, its relationship to the body and the life as a whole, and to the change of disposition and behaviors. Starting with an introduction of the Abhidharmamahavibhāṣā and Abhidharmakośa-sāstra, students will be further led to study the Samdhinirmocana-sūtra and selected sections from other important Yogacara treatises, including Mahāyāna-saṃparigraha-sāstra, Trisika-vijñapti-mātrata-siddhi, and Vijñaptimatratasiddhi. Both theoretical and practical aspects of meditation will be emphasized.

REL 631T Seminar on Pali Buddhist Texts (3-9) (Area: Buddhist Texts)

Prerequisite: REL 601 and reading proficiency in Pali.

A study of selected texts from the Pali Canon. Topic to be announced each semester.

REL 632T Seminar on Chinese Buddhist Texts (3-9) (Area: Buddhist Texts)

Prerequisite: REL 601 and reading proficiency in Canonical Chinese.

Selected readings from Chinese Buddhist texts. Topic to be announced each semester.

REL 633T Seminar on Tibetan Buddhist Texts in English (3-9) (Area: Buddhist Texts)

Prerequisite: REL 601.

Reading of Canonical texts from the bstan-'gyur and bha'-'gyur translated from the Sanskrit and supplemented with texts originating in Tibet.

REL 634T Seminar on Sanskrit Buddhist Texts in English (3-9) (Area: Buddhist Texts)

Prerequisite: REL 601 and reading proficiency in Sanskrit.

This course will cover texts in standard Sanskrit, Buddhist Hybrid Sanskrit, Prakrit, and inscriptional selections.

REL 635T Seminar on Buddhist Terminology (3-9) (Area: Buddhist Texts)

Prerequisite: REL 601.

A study of Buddhist Canonical and commentarial literature in English translation. Seminar will include translations from one or more of the following canonical languages: Pali, Sanskrit, Tibetan, or Chinese. Students will be required to deal with Buddhist vocabulary and the range of English equivalents for technical terminology.

REL 640 Topics in Comparative Religion (3) (Area: Comparative Religions)

Prerequisite: REL 600 and REL 601.

A comparative study of a religious concern or topic. Topic to be announced each semester.

REL 643T Buddhist Texts on Yogacara (Area: Buddhist Texts)

Prerequisite: REL 601.

An analysis of Buddhist Texts on Yogacara. Topic to be announced each semester.

REL 646T Seminar on Mahayana Schools (3-9) (Area: Buddhist Philosophy)

Prerequisite: REL 600 and REL 601.

A study of one or more Mahayana schools. Specific topic to be announced.

REL 647 Seminar on Indian Mahayana Buddhism (3) (Area: Buddhist Philosophy)

Prerequisite: REL 600 and REL 601.

A study of the rise of Mahayana Buddhism, ca. 100 CE, and its spread throughout India and beyond, with special emphasis on the development of the "Perfection of Wisdom" school of Buddhism and the Bodhisattva doctrine.

REL 650 Seminar on South and Southeast Asian Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 600 and REL 601.

This course covers the development of Buddhism in India and the way in which it spread into the Southeast. The interaction between Brahmanic practices and Buddhism is highlighted with reference to the practices in the various kingdoms that adopted Indian religious patterns.

REL 651 Seminar on East Asian Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 600 and REL 601.

A survey of the doctrinal and cultural evolution of Buddhism in the East Asian region, focusing on the transmission and adaptation of the religion in China and Japan, and to a lesser extent Korea and Vietnam.

REL 652 Seminar on Tibetan and Central Asian Buddhism (3) (Area: Buddhist History)

Prerequisite: REL 600 and REL 601.

A study of the interaction of Buddhism with the empires, nomadic confederations, and cultural patterns found in Central Asia and Tibet. The history of the regions along the trading routes will be considered as well as the ways in which Buddhism and other religions developed in the region.

REL 653T Chinese Esoteric Buddhism (3-9) (Area: Buddhist Philosophy)

Prerequisite: REL 600 and REL 601.

A study of the history of Esoteric tradition in China from its origin to contemporary revival. By reading some selections of Esoteric Buddhist texts, it focuses on key doctrinal issues, rituals, and cultural practices. Specific topic to be announced.

REL 654 The “Perfection of Wisdom” Tradition in Mahayana Buddhism (3) (Area: Buddhist Philosophy)

Prerequisite: REL 600 and REL 601.

A study of the history of the Prajnaparamita tradition from the production of the basic text through the appearance of Tantric influence and a close reading of the “Perfection of Wisdom in 8,000 Lines” in English translation.

REL 657 Humanistic Buddhism and Current Issues (1-4)

Prerequisite: Graduate Status.

This is a 1 (one) unit course taught by the Founder of Fo Guang Shan on a current issue. Topics are announced. Students may take this course up to 6 (six) times.

REL 660 Seminar on Buddhist-Christian Dialogue (Area: Comparative Religions)

Prerequisite: REL 600 and REL 601.

Under the guidance of a lecturer in Buddhism and a lecturer in Christianity, students explore the similarities and differences between Buddhism and Christianity. Topics covered include God, Nirvana, Concepts of Self, Suffering and Ethics.

REL 670 (On-Line) Spread of Buddhism from India to Central Asia and China (3) (Area: Buddhist History)

Prerequisite: REL 600 and REL 601.

This online course uses the cosmopolitan nature of the Silk Road trade route community, the geography which determined the area of travel, and the historic rise and fall of empires on and around the Indian subcontinent and Central Asia as a method of studying and understanding the development and spread of Buddhist thought and practice through the cultural and historical context. This course will be based on the recorded lectures of Dr. Lewis Lancaster, and will include two (2) live question and answer sessions with Dr. Lancaster. All grading and assessment of student work and participation will be by an assigned Instructor of Record from the UWest Faculty.

REL 672 (On-Line) Spread of Buddhism to Northeast Asia (3) (Area: Buddhist History)

Prerequisite: REL 600 and REL 601.

This online course is a sequel to REL 670: The Spread of Buddhism from India to Central Asia and China. Dr. Lewis Lancaster again uses the Silk Road and other trade routes to map the spread of Buddhist thought and influence and its development in China and the eventual spread to Korea and Japan. Once more, the role of trade and royal patronage are examined through the lens of historical context. This course will be based on the recorded lectures of Dr. Lewis Lancaster, and will include two (2) live question and answer sessions with Dr. Lancaster. All grading and assessment of student work and participation will be by an assigned Instructor of Record from the UWest Faculty.

REL 699 Capstone: Comprehensive Examination Research (3)

Prerequisite: Registration in final semester of M.A. studies.

A comprehensive take-home written examination which evaluates students' overall learning in the M.A. program. This examination is guided by a faculty advisor and is graded by an Advisory Committee consisting of an additional two professors. Examination includes an Oral Defense before the Advisory Committee. Graded Pass/No Pass.

REL 700 Thesis Research (at least 3)

Prerequisite: Registration in final semester of M.A. studies.

All M.A. students electing the thesis plan must enroll in this course. Students must maintain their registration in this course each semester until successful completion of their thesis. Graded Pass/No Pass.

REL 710 Dissertation Research (at least 12)

Prerequisite: Advancement to Candidacy for the Ph.D.

Research for the dissertation. Students must maintain their registration in this course each semester until successful completion of their dissertation. Graded Pass/No Pass.

REL 715 Continuous Enrollment Research (1)

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

Master of Divinity

MDIV 510 Communication Skills for Chaplaincy (3)

Prerequisite: Admission into M. Div. Program.

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

MDIV 515 Groups, Systems, and Chaplaincy (3)

Prerequisite: Admission into M. Div. Program.

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

MDIV 520 Buddhist Scriptural Foundations for Chaplaincy (3)

Prerequisite: Admission into M. Div. Program.

This course introduces students to Buddhist canonical literature relevant to spiritual care and counseling practice. Scriptures from across the Buddhist traditions and through the centuries will be examined. Special attention is given to critical reflection in light of professional chaplaincy standards. Students will explore the possibilities and problems in extrapolating theologies of care from certain key texts.

MDIV 525 Chaplaincy Roles and Competencies (3)

Prerequisite: Admission into M. Div. Program.

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

MDIV 530 Interfaith Chaplaincy (3)

Prerequisite: Admission into M. Div. Program.

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

MDIV 535 Practical Psychology for Chaplains (3)

Prerequisite: Admission into M. Div. Program.

The course equips students with the psychological tools and information necessary for professional chaplaincy work. Special attention will be paid to identifying mental illness and working with psychoses.

MDIV 540 Biblical Texts for Buddhist Chaplains (3)

Prerequisite: Admission in M. Div. Program.

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

MDIV 545 Spiritual Care and Counseling (3)

Prerequisite: Admission into M. Div. Program.

The course will introduce students to theories and practices for clinical spiritual care and counseling work. Special attention will be paid to literature in the field of healthcare chaplaincy about medical ethics, measuring effective care, and working in diverse settings.

MDIV 550 Pastoral Theology (3)

Prerequisite: Admission into M. Div. Program.

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

MDIV 555 Spiritual Formation for Buddhist Chaplains (3)

Prerequisite: Admission in M. Div. Program.

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

MDIV 560 Buddhist Theology (3)

Prerequisite: Admission into M. Div. Program.

The course introduces students to the emergent area of study within Buddhist Studies known as "Buddhist Theology." Special attention will be given to looking at the ways in which this critical-constructive reflection might serve chaplains. In addition, students will consider the idea of "Buddhist practical theology" and produce some of their own pieces of work.

MDIV 565 Buddhist Homiletics: Writing and Giving Dharma Talks (3)

Prerequisite: Admission into M. Div. Program.

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

MDIV 570 Spiritual Leadership (3)

Prerequisite: Admission into M. Div. Program.

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



B.A./M.A.

The Dual Degree Program in Religious Studies is meant for students of a Buddhist college or university recognized for the purpose by University of the West. A Buddhist university or college, approved by a government or a monastic educational institution conducted by a Buddhist religious order in the USA or abroad, may apply to University of the West for recognition on a form to be obtained from the Dean of Academic Affairs.

Students who have earned a minimum of 60 baccalaureate level units are admitted into a two-in-one program: two degrees—the Bachelor of Arts and the Master of Arts—in one admission. The Dual Degree Program permits students to apply some of their upper-division undergraduate work in Religious Studies to the M.A., and thus allows them to complete both degrees with fewer units. Collectively, both degrees normally require the completion of a minimum of 153 units (120 units for the B.A. and 33 units for the M.A.). The Dual Degree Program can be completed with a minimum of 135 units, as 15-18 400-level units in Religious Studies can be applied to both degrees.

Requirements for Admission to the Dual Degree Program in Religious Studies

1. A minimum of 60 semester units (or 90 quarter units) of baccalaureate level courses completed at a Buddhist college or university recognized for the purpose by University of the West;
2. A minimum grade point average of 3.5 or higher;
3. Submission of the following:
 - a. An Application for Admission;
 - b. Official transcripts from all colleges attended;
 - c. Three letters of recommendation;
 - d. A 400-500 word essay in English;
4. 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). This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - or; official IELTS score report with a minimum score of 6.0. This is applicable only to international students who were educated at institutions where English was not the main language of instruction. In general, all international applicants admitted to the program will also be required to take the English Placement Test administered by the Department of Languages.
 - Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the Department of Languages.
 - Based on their score on the English Placement Test, students may either enter their degree program directly or be required to further improve their English skills by enrolling in Academic English courses, such as ENGL 100A, English 100B, or other suitable courses. These students usually may concurrently enroll in two courses in their major according to departmental advisement.
 - 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, IELTS score or take the English Placement Test.
5. Approval of the Chair of Religious Studies and the Admissions Office.

Requirements for Graduation

Requirements for graduation from University of the West with a Bachelor of Arts and Master of Arts in Religious Studies are briefly outlined below. Consult Chapter VII in this catalogue for more detailed information.

1. Bachelor of Arts requirements in Religious Studies:

- a. 120 units, including a minimum of 30 units, including 24 upper-division units, completed at UWest;
- b. 48 units of General Education;
- c. 45 upper-division units (includes units taken in Religious Studies);
- d. 42 units in Religious Studies
(in the Dual Degree program 15-18 400-level units are applicable to the M.A. as well as to the B.A. in Religious Studies);
- e. A grade point average of 2.0 or higher at UWest.

2. Master of Arts requirements:

- a. 33 units with a grade point average of 3.0 or higher, including completion of at least 24 units at UWest;
- b. Completion of four core courses and four area studies courses;
- c. 6 additional units in a Buddhist Canonical language (i.e. Sanskrit, Pali, Tibetan or Canonical Chinese is required for the concentration in Buddhist Studies);
- d. Thesis or Comprehensive Examination.

Evaluation of Student Records in the Dual Degree Program

An official assessment of transcripts (records) will determine what each student admitted to the Dual Degree Program needs in order to complete the requirements for the B.A. and M.A. in Religious Studies.

Transfers with a Minimum of 60 Units of Baccalaureate-Level Courses

Students entering the Dual Degree Program with 60-75 units of transferable baccalaureate level courses will require between 60-75 additional units to complete the Dual Degree (B.A./M.A.) Program. Domestic students are expected to satisfy UWest's requirements in General Education and the Religious Studies major to earn the B.A.

Some General Education requirements may be satisfied by international students who have 80-90 transferable baccalaureate level units and who have graduated from college preparatory schools in countries that have a two-track system of secondary education (college-preparatory and vocational).



Definition

The “Three-In-One” education plan is designed primarily for high school graduates with limited English proficiency to combine (1) fundamental communication skills in English with (2) general and humanistic courses for the Bachelor of Arts in Religious Studies, Languages, Humanities and Social Sciences or Business Administration, leading to (3) further specialization for the Master of Arts in Religious Studies or the Master of Business Administration.

The mission of this education plan is to provide high school graduates—and those with similar qualifications—facilities and opportunities for moral and spiritual development and the inculcation of socially desirable qualities such as tolerance, humility, justice, and perseverance. Students are prepared, in a congenial environment:

- to embark on a guided program of studies which, in the first place, will address and remedy their needs and deficiencies in English communication skills, and, in the second place, will heighten their appreciation of Eastern and Western cultures; and
- to pursue studies for a B.A. degree in Religious Studies, Languages, Humanities and Social Sciences or Business Administration according to their aptitude and career plans, and to proceed to graduate studies leading to the M.A. in Religious Studies or the MBA.

Admission Requirements

High School graduation or its equivalent or higher.

Program Contents

A. Language:

1. Fundamental English Skills Courses
2. Advanced English Language Courses
3. TOEFL Preparation

B. General Education:

1. General Education Courses
2. Humanistic Courses

C. Undergraduate Major

Religious Studies, Chinese Language and Literature, English Literary Studies, History, Psychology, Philosophy or Business Administration

D. Master of Arts

Master of Arts in Religious Studies or Master's in Business Administration (MBA)

Duration

- ESL as determined by the results of a placement test;
- B.A.: 4 years;
- Master of Arts in Religious Studies or Master in Business Administration (MBA): additional 2 years after receiving baccalaureate degree.

Main Features of the Plan

1. Each student will be assigned an advisor/mentor for guidance and counseling at the University.
2. The University faculty consists of professors who have doctorate degrees or advanced degrees and extensive teaching experience. Professional advisors are also available to help students.
3. The students are required to live on campus, but with parent permission, may live off campus.
4. The University has dormitories with air-conditioned rooms, and a dining hall, which serves a variety of meals.
5. Besides the focus on English skills, academic accomplishment, academic research, and work-related training, the University also pays special attention to life education and the inculcation of moral and spiritual values within the University's policy of a whole person education.



CONTINUING EDUCATION

Chair

Yueyun (Bill) Chen

The Continuing Education (CE) Department makes the educational resources of University of the West available to a wider community and provides an avenue by which students can take degree level courses without being officially enrolled in a degree or certificate program at the University. Continuing Education courses are offered for a fee and in a variety of formats (intensives, seminars, workshops, etc.) for interested members of the academic community and the general public.

Students can take for credit or audit any degree courses listed under Continuing Education in the Class Schedule each semester. In addition, special certificate programs and courses are offered to the interested CE students.

Students enrolled in Continuing Education courses sign an enrollment agreement which complies with the California Education Code Section 94312 and are afforded all of the same student rights and protections as students enrolled in other programs.

CULTURAL ENRICHMENT PROGRAM

Coordinator

Darui Long

Special cultural enrichment courses are also offered to the general public to enrich their cultural awareness and their personal as well as professional growth. The Cultural Enrichment Program makes the educational resources of UWest available to a wider community and provides an avenue by which students can take college level courses without being officially enrolled in a degree or certificate program at the University. Students enrolled in these courses will learn various aspects of Chinese and American cultures in an enjoyable and hands-on way. The courses most frequently offered include Chinese Brush Painting, Chinese Calligraphy, Chinese Zither, Computer Applications, Er-Hu, Floral Arrangement, Tai Chi, and Vegetarian Cooking.

Periodical announcements will be made of the courses available and the schedules. Interested students may join any of the courses offered under this program at any time for a prorated fee. For further information, please check the University website at www.uwest.edu.

Coordinator

William Owen

An experimental pilot program from 2004 to 2007, Extended Studies Programs now offers courses in Religious Studies and Business Administration through an innovative delivery system. Pre-recorded courses are made available on the web and supported by interactive e-mail (discussion forums) and live chat communications with instructors. Individual students may set their own schedules for viewing the lectures within the directed overall scheduling of assignments. Classes delivered live on campus similarly are “streamed” on-line to selected groups and individuals at several sites in North America and East Asia.

Students outside the State of California who are attached to educational institutions may earn credits according to the rules of such institutions. Students already admitted to University of the West programs may also take up to fifty percent of their required credits online through Extended Studies, as credits earned through Extended Studies can also be applied towards their degree study. Note: For the purposes of the F-1 visa, only 3 units of on-line or distance education course work per semester may be counted toward the “full course of study” required to maintain F-1 status.

Admission to the Extended Studies Online Certificate Programs is based on the standard admission policies of the relevant academic department at University of the West. Students may also register as Continuing Education students under Open Enrollment. Non-Credit Certificates of Completion in Personal and Professional Development are currently in planning stages for availability Fall 2009 –Spring 2010. These certificates will be earned through participation in online and blended (on-campus with online support) workshops.

Periodic announcements will be made of the courses available and the schedules. Interested students are requested to refer to the University of the West website. Financial Aid may be available to qualifying students.

Religious Studies

1) Certificate in Buddhist Thought and Traditions

The Religious Studies Certificate in Buddhist Thought and Traditions gives students an opportunity to learn about the vast and rich areas of Buddhist thought and history. The curriculum for this certificate is designed to improve one’s understanding of Buddhist belief, context and practice using the core courses in Fundamentals of Buddhism, Buddhist Philosophy, and Buddhist Psychology, among others.

The Certificate in Buddhist Thought and Traditions is designed for students who are not interested in the baccalaureate degree program but who desire to be more knowledgeable about Buddhism. Students admitted to the certificate program are not required to be officially enrolled in the undergraduate program. Courses may also be taken by Continuing Education students through Open Enrollment without formal admission to the certificate program.

The Certificate requires students to complete a total of 12 units including 6 units of core courses and 6 units of electives.

Core Requirements (6 units):

Buddhist Thought

XSREL 301 Fundamentals of Buddhism (3)

XSREL 460 Buddhist Psychology (3)

Electives (6 units):

Buddhist Traditions

XSREL 402T Buddhist Sutras in English: The “Perfection of Wisdom” Sutra (3)

XSREL 435 Tibetan Buddhism (3)

2) Religious Studies: Undergraduate and Graduate Level Online Courses

ExS offers several online courses that earn credit applicable to UWest undergraduate and graduate degree programs but which are not included in online degree or certificate program curriculum. Please check the University of the West website for updated information on these offerings.

XSREL 300 Dimensions of Religion (3)

XSREL 405 Buddhist Meditation Traditions (3)

XSREL 560 Religion and the Meaning of Existence (3)

XSREL 565 Developments in Buddhist Psychology (3)

XSREL 525 The History of Buddhist Influence in America

XSREL 605 Advanced Research Methodologies (3)

XSREL 670 The Spread of Buddhism to Central Asia and China (3)

XSREL 672 The Spread of Buddhism to Northeast Asia (3)

3) Non-credit Certificates in Religious Studies

After launching a distance education pilot program of for-credit online classes in August of 2008, University of the West Extended Studies Programs (ExS) is developing non-credit Certificates of Completion oriented towards the study Buddhism and Lay Dharma leadership.

Business Administration

The Online Certificate Programs in Business Administration are approved for development, and are being designed for students who are not interested in the baccalaureate or graduate degree program.

Please check the University of the West website for updated information on these offerings.

Certificates of Completion in Personal and Professional Development

After launching a distance education pilot program of for-credit online classes in August of 2008, University of the West Extended Studies Programs (ExS) is developing non-credit Certificates of Completion oriented towards studying Buddhism. Next, UWest ExS will be expanding into the Personal and Professional Development arena. UWest sees a need to offer support to our communities as they confront trying times. ExS will be designing workshops and classes on stress management, maximizing hidden potentials through skill development and financial literacy. Certificates of Completion will be awarded after designated requirements are met.

Please check the University of the West website for updated information on these offerings.



English Intensive Program

English as a Second Language (ESL) courses offer students an interactive and meaningful way to learn English in America. The English Intensive program meets 20 hours per week for a sixteen-week session in the Spring and Fall semesters, and for a six-week session in the Summer semester. Enrollment is on an ongoing basis, but students are encouraged to attend complete sessions.

English for Academic Purposes

The English Intensive Program helps students acquire the language skills and cultural understanding necessary for academic success and a fulfilling experience in the United States. Students from a variety of cultural and linguistic backgrounds come together in small classes to study and practice all fundamental English skills: reading, writing, grammar, speaking, and listening comprehension. Throughout the program, the focus of the courses is on English for academic purposes. Following a communicative approach, the program presents the language in meaningful and authentic contexts and integrates the cognitive skills students need to become critical thinkers and independent learners.

Academic English Bridge

English Language Learners (ELL students) who have gained a solid foundation in English but still need academic support in their transition into degree-program work are placed in Academic English courses that help them prepare for the writing and speaking requirements of the college classroom.

Instructors

UWest's ESL teachers hold advanced degrees in such fields as English, TESOL, linguistics, and cultural studies. Many of them also teach courses in the University's General Education and Academic English program, which gives them insight into the immediate academic needs of those students who plan to continue their education at UWest or another American university.

Certificate of Completion

At the end of each semester, UWest awards certificates of completion to full-time ESL students who have completed their courses with an average grade of C or better and have not received an F in any course. These certificates acknowledge completion of a semester of ESL courses. ESL courses are neither degree-applicable nor do they count as academic credit.

Attendance Policy

The ESL Program is an intensive language learning program. In order to succeed, students need to attend classes regularly and participate actively. 90% attendance is required to receive a passing grade in any course.

Moreover, students who miss more than 10 hours of a given ESL course during one semester and do not submit evidence of acceptable reasons for such absences may be dropped from the course by decision of the Dean of Academic Affairs. For international students (F-1 visa holders), being dropped from a course may result in their falling below a full course load (defined as 20 hours per week for language training). This, in turn, can lead to termination of the student's I-20. Please contact the International Student Services Officer if you have any questions about this policy.

American Culture Discovery Tour

Throughout the year, UWest offers special programs for people of all ages. The American Culture Discovery Tour is offered in conjunction with the Department of Continuing Education. The tour is designed for groups and combines English teaching with exciting cultural activities and excursions. In class, students are encouraged to speak out as they learn about the United States, its cultures, and customs. Outside of class, students practice what they have learned when they visit nearby cultural centers and popular attractions such as the Getty Center, Disneyland, Hollywood, and the many other exciting sights southern California has to offer.

The ESL curriculum as well as the excursions are tailored to the needs, interests and timetable of each group. For a further glimpse into the American way of life, arrangements can be made for students to live with local home-stay families.

Academic English Bridge Courses:

ENGL 100A College Writing (3)

Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Director. Minimum passing grade is B. Can be taken for-credit only. Credit may be applied toward UG electives.

A college-level writing course primarily for the non-native English speaker. Includes a review of advanced grammatical concepts, sentence structure, and writing mechanics. The focus of the course is on the development of the paragraph and essay for academic purposes. Students will also be instructed on the use of word processing tools.

ENGL 100B College Speech (3)

Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Director. Minimum passing grade is B. Can be taken for-credit only. Credit may be applied toward UG electives.

A college-level speech course primarily for the non-native English speaker. Focuses on speaking and listening requirements of the American college classroom, emphasizing group communication and presentation skills. Students improve oral communication skills in a variety of academic settings.

English As A Second Language Courses:

ESL 011 Introduction to Reading Comprehension

Prerequisite: None.

Fundamental vocabulary and reading skills. Students learn how to read and understand short selections and practice the sounds and spelling of English.

ESL 012 Introduction to English Writing

Prerequisite: None.

Instruction in basic written English. Students have written practice in grammar, usage, punctuation, spelling, and simple sentence structure.

ESL 013 Introduction to English Grammar

Prerequisite: None.

Fundamental rules of usage, parts of speech, basic sentence structure, questions, short answers, negations, and functions of simple verb tenses. Instruction focuses on contextualized and basic communicative exercises.

ESL 014 Introduction to Speaking and Listening

Prerequisite: None.

Basic oral and listening comprehension skills through natural communication activities and authentic English presented in themes and dialogs.

ESL 021 Beginning Reading Comprehension

Prerequisite: Completion of ESL 011 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Students develop basic reading and vocabulary skills in American English, learn how to read and understand short selections, and practice the sounds and spelling of English.

ESL 022 Beginning Composition

Prerequisite: Completion of ESL 012 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Focuses on English sentence structure and basic paragraph development.

ESL 023 Basic Grammar

Prerequisite: Completion of ESL 013 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Students acquire the form, meaning, and usage of basic structures in English—such as basic sentence patterns, questions and short answers, pluralization, pronouns, prepositions, and the forms and functions of simple and continuous verb tenses—and study the parts of speech.

ESL 024 Beginning Speaking and Listening Skills

Prerequisite: Completion of ESL 014 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Designed to build communication skills through the practice involving various speaking situations. Listening activities are thematically organized and provide practice in understanding and responding to spoken English. Students increase their conversational competence through exposure to authentic discourse and natural communication activities.

ESL 031 Intermediate Reading Comprehension

Prerequisite: Completion of ESL 021 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Introduces reading skills necessary to succeed in college classes. Focus is on high-interest reading selections with pre- and post-reading activities.

ESL 032 Intermediate Composition

Prerequisite: Completion of ESL 022 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Students begin to develop the skills necessary to cope with the writing demands of a university. Paragraph development and basic essays.

ESL 033 Intermediate Grammar

Prerequisite: Completion of ESL 023 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Contextual approach to English grammar and sentence analysis. Includes syntactic structures, verb forms and tenses, types of nouns, the use of articles and determiners, gerunds, and infinitives.

ESL 034 Intermediate Speaking and Listening Skills

Prerequisite: Completion of ESL 024 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West .

Class activities stimulate oral communication through high-interest listening activities, pronunciation and intonation practice, and theme-based conversation that incorporates relevant aspects of American culture and customs. Introduces basic oral presentations.

ESL 041 High-Intermediate Reading Comprehension

Prerequisite: Completion of ESL 031 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Students begin to develop the higher-level reading vocabulary and critical thinking skills necessary to become competent, independent, and actively involved readers. Course work includes critical reading exercises aimed at developing strategies that help readers approach texts independently and confidently.

ESL 042 High Intermediate Composition

Prerequisite: Completion of ESL 032 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Focuses on essay writing, both academic and creative. Emphasis is placed on editing and revision techniques for proper organization, structure and style.

ESL 043 High Intermediate Grammar

Prerequisite: Completion of ESL 033 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Course work may include the full verbal morphology, perfect tenses, modals, active and passive voice, the conditional, causative forms and various types of subordinate clauses. Grammar is presented in meaningful contexts, approached analytically and synthetically, and practiced both orally and in writing.

ESL 044 High Intermediate Speaking and Listening Skills

Prerequisite: Completion of ESL 034 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Students improve language competence and pronunciation through natural communication activities and authentic English input. Oral presentations and interview situations.

ESL 051 Advanced Reading Comprehension

Prerequisite: Completion of ESL 041 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Focuses on the academic reading skills needed to succeed in American universities using a variety of English texts, including magazine articles, short stories, and newspaper reports. Course work includes oral presentation and discussion as well as writing tasks designed as pre-and post-reading activities. Weekly paced readings help students to increase their reading speed.

ESL 052 Advanced Writing

Prerequisite: Completion of ESL 042 and ESL 043 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Focuses on preparing students for college-level writing. Writing projects focus on organization and logical development and help the student acquire more sophisticated syntactic structures and vocabulary. Students improve grammatical accuracy and develop effective editing skills.

ESL 053 Advanced Grammar

Prerequisite: Completion of ESL043 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.

Further develops language skills necessary for academic reading, writing and debate. Advanced grammatical concepts of, e.g., verb tense, modality, specificity, reference, number and agreement, as well as the different types of clauses used in English. Students practice identifying, analyzing, applying and paraphrasing more sophisticated grammatical structures.

ESL 054 Advanced Speaking and Listening

Prerequisite: Completion of ESL044 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West

Focuses on improving abilities in listening and speaking for academic purposes by giving advanced students the opportunity to improve their spoken English through advanced listening and speaking exercises. Emphasis is also placed on researched oral presentation, debates, and formulating critical questions and participating in classroom discussions.

ESL Electives

ESL 035 American English Pronunciation

Prerequisite: Permission of instructor.

Sounds, stress, intonation, and rhythm. Students improve their awareness of English pronunciation and learn how to monitor themselves. Coursework includes individual assessment, interactive exercises, songs and poetry, and recording assignments.

ESL 036 American Cultural Issues

Prerequisite: None.

Involves work in all fundamental English skills, including reading, vocabulary, listening, and speaking in an interactive environment. Students engage in discussion and relate contemporary political and social topics to their own lives. In addition, classes include cultural activities, which incorporate film presentation and field trips for a better understanding of American language and culture.

ESL 047 TOEFL Preparation

Prerequisite: Completion of ESL041, 042, and 043 with a minimum average grade of B or qualifying score on ESL Placement Test administered through University of the West.

Designed to prepare students for the IBt (Internet-based TOEFL (Test of English as a Foreign Language) and for success in an academic setting. Integrated skills approach to reading, writing, speaking and listening. Academic vocabulary skills and academic culture are also included.



SUMMER PROGRAMS

Credit and non-credit courses are available during the summer. The summer program is open to UWest students, students from other colleges, high school students and others who are interested. Students who are not officially enrolled in UWest are admitted as Continuing Education students.



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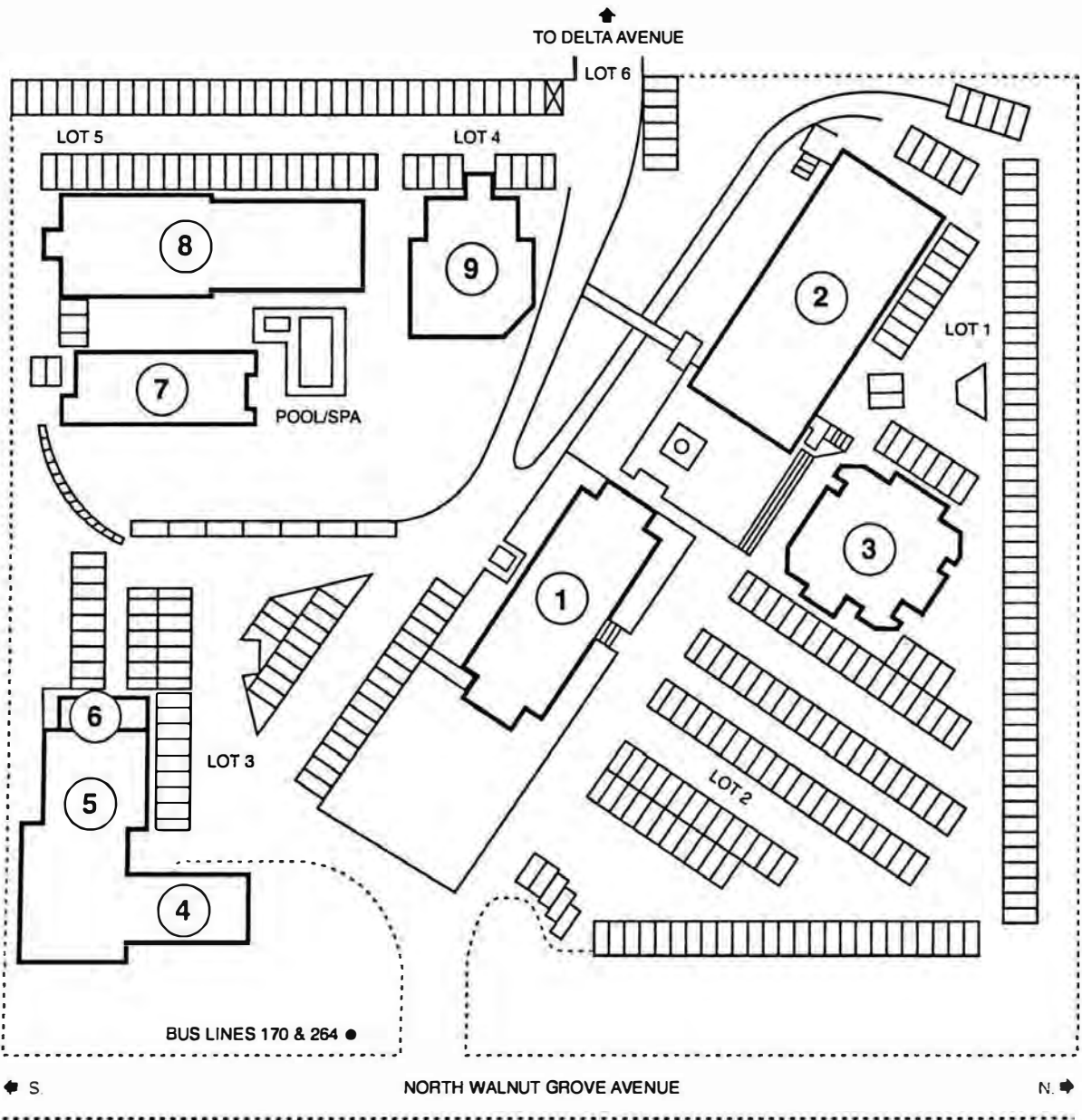
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 2nd Floor — Classrooms

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 1st Floor — Library
 2nd Floor — BOT
 3rd Floor — Classrooms

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④ Continuing Education Building (CE)

⑤ General Services

⑥ Maintenance Shop (MS)

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⑧ Dormitory A (DA)

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