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ACADEMIC CALENDAR 2012-2013

FALL 2012 SEMESTER
August 20
August 31
September 3
October 5
November 22 - 25
December 3 - 8
December 8
December 9 - January 21, 2013
December 24 - January 1, 2013
January 1, 2013
January 2, 2013

SPRING 2013 SEMESTER
January 21
January 22
February 1
February 8
February 11
February 18
March 8
March 25 - 31
May 13 - 18
May 18
May 20
May 28

SUMMER 2013 SEMESTER
Summer Session I (9 weeks)
June 10
June 14
July 4
August 5 - 10
August 10
Summer Session II (6 weeks)
ESL classes take place in addition to other classes that are offered
July 1
July 4
July 5
August 5 - 10
August 10

FALL 2012 SEMESTER
August 26

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

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

C. S. Wu, Ph.D
President

ACADEMIC CALENDAR

PRESIDENT’S MESSAGE

Even though you had many choices of colleges and Universities, I want to commend you for choosing University of the West, or UWest as our school is fondly referred to. At UWest, our educational mission is to provide a whole-person education in a context informed by Buddhist wisdom and values, and to facilitate cultural understanding and appreciation between East and West. My colleagues, faculty, and staff are dedicated to making your educational journey a rewarding one, and we will be at your side throughout this journey. Your journey is our journey. Your future is our future. Your success is our success.

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

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

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

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

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

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

C. S. Wu, Ph.D
President

PRESIDENT’S MESSAGE
INTRODUCING UNIVERSITY OF THE WEST

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

MISSION

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

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

INSTITUTIONAL LEARNING OUTCOMES

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

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

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

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

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

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

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

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

FOUNDER

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

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

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

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

Venerable Master Hsing Yun served as the President of University of the West from its inception to the end of 1997. Since 1998, he has encouraged and given support to the WASC accreditation process, which University of the West successfully completed on February 16, 2006. The Venerable Master continues his work in fund raising for the University and attends some of its important ceremonies and international conferences. The day-to-day administrative and academic functions of the University are entrusted to the President of University of the West.
HSI LAI TEMPLE
Hsi Lai Temple was founded in 1978 by Venerable Master Hsing Yun in Hacienda Heights, California. After ten years of preparation and a cost of over 30 million dollars, it officially opened to the public in 1988. It is situated on 15 acres and includes ten major buildings, among which are the Main Shrine, the library, an auditorium, a convention hall, an exhibition hall, a Buddhist art museum, a memorial pagoda and a dining hall. The Temple is designed in the tradition of Chinese palatial architecture and is the most expansive Buddhist temple and monastic center in the Western hemisphere. Hsi Lai Temple has a regular schedule of ceremonies, chanting services, festivals, lectures and meditation programs to which students of the University are welcome. The Temple, thus, provides them opportunities to participate in Buddhist practice and to observe the discipline and values of monastic life. Students are also encouraged to experience Buddhist religious life by participating in celebrations and ceremonies at the Temple.

HISTORY OF UNIVERSITY OF THE WEST
University of the West was incorporated as Hsi Lai University in 1990 by Venerable Master Hsing Yun and commenced functioning in spring 1991. It is a pioneering effort among Chinese and American Buddhists to establish a Buddhist-affiliated university dedicated to providing a quality education based on American standards and traditions and to fostering mutual recognition and respect among diverse religious systems and cultures. University of the West opened in the spring semester of 1991 in facilities at Hsi Lai Temple and remained there through the spring semester of 1996. In the summer of 1996 the University moved to the City of Rosemead, where it has become an independent institution of higher learning based on the model of a United States university, dedicated to academic excellence in an ambience of academic freedom and objective advancement and dissemination of knowledge. It is situated on an attractive and peaceful campus with three 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. University of the West Press. The Institute of Chinese Buddhist Studies (ICBS), the Digital Sanskrit Buddhist Cannon Project (DSBCP), and the Center for the Study of Minority and Small Business (CSMSB) have also been established to further this mission.

EDUCATIONAL SERVICES
Degree Programs:
- Bachelor of Arts - General Studies
- Bachelor of Arts - Business Administration
- Bachelor of Arts - English
- Bachelor of Arts - Psychology
- Master of Arts - Religious Studies
- Master of Divinity - Buddhist Chaplaincy
- Master of Arts - Psychology
- Master of Business Administration
- Executive Master of Business Administration
- Doctor of Philosophy - Religious Studies

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

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

Bachelor of Arts programs are also offered in English with emphasis in Language or Literature, General Studies, and Psychology. TESOL certification is also offered through the Department of English, particularly for undergraduate English majors who wish to teach English as a second language. See the respective sections in this catalogue.

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

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

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

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

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

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

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

DIGITAL SANSKRIT BUDDHIST CANON PROJECT
The University of the West is engaged in a ground-breaking project to gather, digitize and distribute the original Sanskrit scriptures of the Buddhist faith. Although Buddhism disappeared from its Indian homeland hundreds of years ago, many of its sacred texts were preserved in Nepal. In year 2003, with the collaboration of Kathmandu’s Nagarjuna Institute, these texts are again being brought to the world. The Digital Sanskrit Buddhist Canon (DSBC) is an ambitious project to offer the original intellectual and spiritual heritage of Buddhism in digital form. Currently over three hundred scriptures are freely offered at our website: www.dsbcproject.org.

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

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

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

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

ACADEMIC FREEDOM
Academic freedom is a fundamental condition of university life and absolutely necessary for education, research, and the exchange of ideas to be productive. 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 this commitment; it is a community of learners, teachers, scholars, and students striving to foster and sustain academic freedom and to pursue knowledge, truth, and meaning individually and collectively.

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

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

The common and primary commitment of every member of the academic community at UWWest 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 constraint by institutional censorship (see Faculty Handbook for full text of the policy).

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

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

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

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

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

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

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

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

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

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

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

The library catalogue is online on the library web site. The online medium makes it easy to search for books with the same subject or author. The medium also makes it easy to link to various relevant web sites and nearby libraries. Integration with WorldCat, the largest database of library catalogs around the world, makes searching from the local catalogue to other catalogues worldwide an easy and intuitive process.
The library web site also puts students in touch with academic databases and online resources for various topics. From journals to subject guides, the web site presents a great starting point for research and a majority of the subscribed online databases are accessible off campus. Students with internet access and their school ID can log on to search for articles in journals and other reference materials, even when the library is closed. The library web site is produced in-house, so students can look forward to greater functionality and services on a periodic basis.

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

RELIGIOUS LIFE AND PRACTICE

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

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

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

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

BOOKSTORE and CAFÉ

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

STUDENT LIFE

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

STUDENT ACTIVITIES

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

ADVISING AND COUNSELING

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

WELLNESS CENTER

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

INTERNATIONAL STUDENT SERVICES (ISS)

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

International (F-1) students should make it a habit to check in with the ISS Officer at least once per semester and always before traveling outside the country or dropping any classes. It is extremely important for F-1 students to maintain full-time status every semester and to be aware of the regulations governing their legal stay in the U.S. For example, Federal Law requires F-1 students to report a change of address within 10 days of moving. The ISS Office is here to help you with these issues and many more: just ask! Contact us at iss@uwwest.edu or call 626-571-8811, extension 130.
STUDENT INTERNET ACCESS
All students are provided with campus-wide wireless access to the internet, an email account in the .edu domain, and an individual account to log onto the wireless network both with their personal devices and in the computer laboratory. After completing the registration and application for computer access, students acquire computer user names and passwords assigned by the Information Technology Department. The computer user name and password will be renewed each semester based on enrollment status. Go to the IT Department in ED 2nd Floor to set up student email and internet access.

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

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

RESIDENTIAL LIFE
The University provides on-campus housing for full-time or extended-stay students (those enrolled in intensive short-term courses). Residence Hall contracts are available for new and continuing students enrolling in the fall semester 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 in the Student Handbook or on the Residential Life page under Student Life on the University web site: www.uwest.edu.

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

STUDENT CLUBS
Student clubs provide students with a variety of opportunities to explore their academic, professional, social, cultural, recreational, spiritual, and community services interests. Recognized student clubs are administered by the UWest Student Association (UWSA). They are formed by currently enrolled students who share a common goal or interest, have properly completed the necessary forms, and agree to adhere to guidelines established by the UWIA. It is hoped that, through participation in these clubs, students can develop interpersonal, organizational and leadership skills in a challenging yet supportive environment.

Information about active student clubs, forms and instructions for how to create a new student club, and information on club funding are available on the UWSA website (www.uwsa.net) or at the UWSA Office (AD111).

FINANCIAL AID
University of the West participates in the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), as well as the William D. Ford Federal Direct Loan Program, private loan programs, institutional scholarships, and work-study (federal and institutional). To be apply for federal financial aid students must fill out a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov and ensure UWest is selected as a school the student plans to attend. UWest’s federal school code is 036963.

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

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

- Counseling students and their families on available financial aid.
- Determining the financial aid eligibility of UWest students for need and non-need-based funds.
- Providing assistance, information and application forms to students interested in obtaining private, donor-sponsored outside scholarships. Students are encouraged to apply for outside scholarships 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 or in the Financial Aid Office. The Financial Aid Handbook includes information on:
  - Eligibility Criteria
  - Evaluation guidelines for fellowships ad scholarships
  - Applications and Instructions
  - Satisfactory Academic Progress (SAP)
  - Refunds and Return of Federal Funds

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

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

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

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

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

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

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

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

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

According to Citizenship and Immigration Services guidelines, F-1 students are generally permitted to work part-time on the premises of the school that issued their current I-20 while they are attending that school and maintaining their F-1 status. There is no waiting period for F-1 students to work on-campus. They are eligible to start working and start attending the University upon obtaining their F-1 status.

Before an F-1 student can be hired, they must prove that they are maintaining their F-1 student status. Employment eligibility is determined whenever a student fails to maintain his or her status. F-1 students employed on-campus can be in any on-campus position that does not displace a U.S. worker, and such employment does not have to be related to their course of study. For all F-1 students, on-campus work is limited to no more than 20 total hours per week while school is in session. The University will offer on-campus employment exceeding 20 hours a week only during the summer and winter vacation for students who are eligible and intend to register for the subsequent academic term.

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

- University Fellowships and Scholarships
- UWest fellowships and scholarships may be awarded to the admitted incoming and continuing students who demonstrate exceptional leadership and service to their communities, academic achievement, and financial need. Applicants who wish to be considered for fellowships and scholarships are encouraged to submit all required financial aid documents when they apply for admission. Students need to reapply for the award annually.
- Golden Benefactor Awards
- Grouped by various donors and each donor has particular requirements. Scholarships are available only to continuing students who have completed the equivalent of one full-time semester. Most Golden Benefactor Awards require a minimum GPA of 3.5; for detailed information on eligibility and application process, see the Financial Aid pages at www.uwest.edu. These scholarships are awarded to continuing students based on academic achievement and service to the University of the West community, as well as demonstrated financial need and area of academic concentration. This scholarship needs to be renewed each semester.
- IBEF Scholarship
- Each semester the International Buddhist Education Foundation awards scholarships to new and continuing students enrolled full-time in an undergraduate, graduate, or doctoral program within the Department of Religious studies. The scholarships awarded range from $2,500 - $4,000 per semester. This scholarship requires a separate application and must be renewed each semester. For more information please contact the IBEF Scholarship Liaison – Ms. Grace Hsiao or the Department of Religious Studies.
- Lotus Scholarships
- Lotus Scholarships are available for domestic and international students entering in the 2012/13 school year. The scholarships awarded range from $5,000 - $10,000 for the academic year. Scholarships are set aside specifically for entering freshman, transfer students, local students, graduate students, and international students. This scholarship is awarded for one academic year and may be renewed for up to three years for undergraduates and up to two years for graduates (depending on length of program).

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

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

1) Minimum Cumulative Grade Point Average (GPA): The GPA is based on grades for credits earned at UWest and does not include grades transferred from another institution. An undergraduate student must maintain a 2.0 cumulative GPA. A graduate student is required to have a 3.0 cumulative GPA for graduate level coursework. Students who fall below these requirements will not be considered to be making satisfactory academic progress. Private scholarships (e.g. IBEF) may have more stringent minimum GPA standards.

2) Minimum Credit Earned: A student receiving aid must successfully complete a minimum 67 percent (22/33ths) of credits attempted each semester, applicable to his/her degree, and consistent with his/her enrollment/funding status. For example, if a student enrolls in 12 credits (minimum required for full-time undergraduate enrollment) in a semester, he/she must complete a minimum of 8 credits in that semester to maintain satisfactory academic progress. Students who fall below this requirement will not be considered to be making satisfactory academic progress. The attempted credit hours include all earned, unearned, and transfer credits, i.e. all courses for which a student is registered at the end of the drop-add period. Earned credits, for the purposes of this policy, are grades of “A”, “B”, “C”, “D”, “P” and all plus or minus variations on these grades.

3) Maximum Time Frame: A student must complete his/her degree by attempting no more than 150 percent of the credits normally required for attainment of the degree. A student is no longer eligible to receive financial aid after this maximum is reached. Pace of progression is calculated by means of dividing cumulative hours student successfully completed by cumulative hours students has attempted. For example, if undergraduate program can normally be completed with 120 credit hours, a student’s financial aid eligibility will be suspended once the student reaches one and a half times the attempted credit hours, whether the student has attained the degree or not. The 150 percent maximum time frame applies to both undergraduate and graduate students.

FINANCIAL AID WARNING, PROBATION, AND TERMINATION
Students who do not meet the standards of the Financial Aid SAP policy at the end of each payment period will be placed automatically on financial aid warning. Students who are on financial aid warning are continuing to be eligible to receive Title IV financial aid for one payment period (one semester). A student is on financial aid warning without an appeal or other action. If students are still unable to meet SAP after the subsequent payment period, students can make an appeal in writing to the Financial Aid Office (see
A student’s financial aid will be terminated for any of the following reasons:

- Cumulative GPA is lower than the required minimum standard for two consecutive semesters;
- Failure to complete 67 percent of cumulative credits attempted for two consecutive semesters;
- Accumulation of credits attempted equal to 100 percent of credits normally required for attainment of the degree.

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

- Raise GPA: To increase the GPA, a student must enroll and complete coursework at UWest. Grades transferred from other institutions are not included in the calculation of UWest GPA.
- Correct a Credit Deficiency: Credit deficiency can be made up by taking and completing additional courses at UWest. Undergraduates may also take General Education courses at a college with whom the UWest has a written transfer agreement. All transfer coursework must be applicable toward the student’s degree objective and not exceed the number of credits that are transferable to the UWest.
- Acceptable reasons for appeal include, but are not limited to, personal or family accident, illness or injury of the student, death of a close family member, or other extenuating and unavoidable circumstances beyond the student’s control. On-going, chronic medical problems do not meet the definition of “extenuating circumstances.” If the condition existed at the time aid was offered, it should have been taken into consideration when the student planned his/her classes and credit load.

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

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

WITHDRAWALS, REPETITIONS, INCOMPLETES, AND TRANSFER CREDITS

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

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

ENROLLMENT AND FUNDING STATUS

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

<table>
<thead>
<tr>
<th>Enrollment/Funding Status</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td>12 or more units</td>
<td>9 or more units</td>
</tr>
<tr>
<td>3/4 Time</td>
<td>9 - 11 units</td>
<td>7 - 8 units</td>
</tr>
<tr>
<td>1/2 Time</td>
<td>6 - 8 units</td>
<td>4.5 - 6 units</td>
</tr>
</tbody>
</table>

WITHDRAWAL AND LEAVE OF ABSENCE

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

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

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

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

RETURN OF TITLE IV FUNDS (R2T4)

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

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

DEFINITION OF A TITLE IV RECIPIENT

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

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

1. Direct Unsubsidized Stafford loans;
2. Direct Subsidized Stafford loans;
3. Direct PLUS loans;
4. Pell Grants;  
5. Federal Supplemental Educational Opportunity Grant (FSEOG)  
The institution does not participate in the Perkins loans programs.  

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

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

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

1. The student was residing in, employed in, or attending as institution that is located in an area in which the President has declared that a major disaster exists.  
2. The student withdrew because of the impact of the disaster on the student or the institution; and  
3. The student’s withdrawal occurred within the academic year during which the designation as a major disaster occurred or during the next succeeding academic year.  
The institution is not required to notify the student or the NSLDS of the overpayment, or refer any portion of the overpayment to the Department of Education. In addition, an institution must not apply any Title IV credit balance to pay down the grant overpayment. An institution must document in the student’s file the application of this waiver as well as the amount of any overpayment that has been waived.  

TREATMENT OF TITLE IV AID WHEN A STUDENT WITHDRAWS  
When a student withdraws during the payment period or period of enrollment, the amount of Title IV program assistance earned up to that point is determined by a specific formula  

1. If the amount disbursed to the student is/was greater than the amount earned, the unearned funds must be returned.  
2. If the amount disbursed to the student is less than the amount earned, students are eligible to receive a post-withdrawal disbursement of the earned aid that was not received.  
3. Refund calculations are not applied to students who withdraw from classes prior to the first day of attendance.  
4. Students who receive aid prior to the first day of attendance and who withdraw from all classes prior to the first day of attendance will be required to repay all of the Title IV Funds disbursed.  
The amount of assistance earned is determined on a prorated basis. For example, if a student completed 30 percent of the payment period or period of enrollment, the student earn 30 percent of the assistance he or she was originally scheduled to receive. Once the student has completed more than 60 percent of the payment period or period of enrollment, he or she earns all the assistance scheduled for that period.  

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

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

If the student receives (or the institution or parent receives on your behalf) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of:  
1. Your institutional charges multiplied by the unearned percentage of your funds, or  
2. The entire amount of excess funds.  
The institution must return this amount even if it didn’t keep this amount of the student’s Title IV program funds. If the institution is not required to return all of the excess funds, the student must return the remaining amount. Any loan funds that must be returned, the student (or your parent for a PLUS Loan) must repay in accordance with the terms of the promissory note. That is, the student must make scheduled payments to the holder of the loan over a period of time.  
Any amount of unearned grant funds the student must return is called an overpayment. The maximum amount of a grant overpayment that must be repaid is half of the grant funds received or scheduled to receive. The student must make arrangements with the institution or the Department of Education to return the unearned grant funds.  
The requirements for Title IV program funds when you withdraw are separate from any refund policy that the institution may have. Therefore, you may still owe funds to the institution to cover unpaid institutional charges. The institution may also charge you for any Title IV program funds that the school was required to return. For institution’s refund policy, please refer to the Chapter on Financial Information. The institution can also provide you with the requirements and procedures for officially withdrawing from school.  

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

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

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

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

DEADLINES FOR APPLICATION

<table>
<thead>
<tr>
<th>Type of Application</th>
<th>Spring Semester</th>
<th>Summer Semester</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>*Int'l Applicants (F-1 Visa)</td>
<td>November 15</td>
<td>April 1</td>
<td>June 15</td>
</tr>
<tr>
<td>Domestic</td>
<td>November 15</td>
<td>April 1</td>
<td>June 15</td>
</tr>
<tr>
<td>Non-Degree Seeking</td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>Ongoing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Application deadlines for transfer students may be extended. Contact the Office of Admissions for more information.
GRADUATE ADMISSION REQUIREMENTS
Applicants for admission as graduate students must submit evidence of completion of a bachelor’s degree from a regionally accredited or state approved college or a comparable foreign institution of higher learning, with a cumulative grade point average of 2.5 or higher. Graduates of recognized Buddhist colleges are eligible for admission to the Master of Arts in Religious Studies specializing in Buddhist Studies.

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

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

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

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

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

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

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

Note: Admission as an Open Enrollment student does not constitute admission to the University.
two degree-program courses. Students with these scores may take the UWest English Placement Test (EPT) and be admitted into an undergraduate degree program with a qualifying score.

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

Information concerning TOEFL tests may be obtained from: Test of English as a Foreign Language, P.O. Box 6151, Princeton, New Jersey 08541. An official TOEFL score report should be sent directly from the Educational Testing Service to the Office of Admissions at University of the West. Photocopies are unacceptable. The code number for University of the West is 4347.

IELTS (International English Language Testing System) Requirement

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

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

ENGLISH PLACEMENT TEST (EPT)

All international applicants not admitted to a degree program may take the English Placement Test when they report to UWest. Based on the student’s score on that test, he/she may be admitted directly to the degree program or placed in the ESL/Academic English Skills Bridge sequence, beginning with the level at which he/she is assessed. Students enrolled in Academic English (ENGL 100A/B; see Course Descriptions for ESL/Academic English Program) may enroll concurrently in a maximum of two degree-program courses. Students with these scores may take the UWest English Placement Test (EPT) and be admitted into a graduate degree program with a qualifying score.

EPT SCORES

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

<table>
<thead>
<tr>
<th>Student</th>
<th>Clear to Register</th>
<th>Bridge Courses Required + Regular Course</th>
<th>Bridge Courses Only Until Score Improves</th>
<th>ESL Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>80</td>
<td>75 - 79</td>
<td>65-74</td>
<td>64 or lower</td>
</tr>
<tr>
<td>Graduate</td>
<td>85</td>
<td>75 - 84</td>
<td>70 - 7 4</td>
<td>69 or lower</td>
</tr>
</tbody>
</table>
ACADEMIC POLICIES AND PROCEDURES

SOCIAL CONDUCT

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

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

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

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

ACADEMIC INTEGRITY POLICY

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

Cheating

The University defines cheating in examinations in the following terms:
1. Engaging in any form of unauthorized communication with any other person;
2. Using any unauthorized materials or resources;
3. Copying directly from another student’s materials or papers.

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

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:

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

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

Plagiarism

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

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

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

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

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

Procedure for Handling Violations

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

FULL-TIME AND PART-TIME STUDENTS

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

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

International students (F-1 visa holders) must be enrolled full-time to maintain their F-1 status. Graduate students enrolled in fewer than 9 units per semester may be considered full-time for the purpose...
Students may be conditionally admitted if their academic or personal histories indicate that they may have difficulty carrying a full-time course load at University of the West. Students in this category will be restricted to a maximum of 9 units. The conditional status will be dropped following the completion of a minimum of 9 units of credit with a satisfactory scholastic record.

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

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

Academic Probation
Students are placed on academic probation according to the following guidelines:
1. Undergraduate students who, in any semester, fail to earn a 2.0 GPA or have a cumulative GPA below 2.0;
2. Graduate students whose cumulative GPA falls below 3.0;
3. Graduate-level certificate program students whose cumulative GPA falls below 3.0;
4. ESL Program students whose semester and/or cumulative GPA falls below 2.0.

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

Academic Dismissal
Any student whose semester or cumulative GPA has not reached the satisfactory minimum listed above for two consecutive semesters is subject to academic dismissal from the University. Students who wish to appeal an academic dismissal must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success if allowed to continue at UWest. Students may be conditionally admitted if their academic or personal histories indicate that they may have difficulty carrying a full-time course load at University of the West. Students in this category will be restricted to a maximum of 9 units. The conditional status will be dropped following the completion of a minimum of 9 units of credit with a satisfactory scholastic record.

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

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

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

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

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

Students who are uncertain about withdrawing from the University are strongly urged to contact their Department Chair or Program Coordinator.
Note: Any monies in the form of financial aid tuition waivers, scholarships, fellowships, etc. will be forfeited and cannot be applied to a future reenrollment date.

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

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

If a student leaves the University in good standing and returns within one year of his or her last completed semester, the student will retain the right to be placed back under their original admission catalogue and elect program requirements in effect at the time of leaving UWest and will not need to reapply for admission. The student will retain the right to elect for either General Education, major/degree requirements, and limitations of credit in effect for that student at the time of leaving UWest or adopt requirements in effect at the time of re-enrollment, so long as:
1. The major is still being offered;
2. The major is not an impacted major calling for selective admission;
3. The major has not had significant changes due to regulatory requirements.

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

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

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

Students who have completed all course work, but who have not satisfactorily completed a comprehensive examination, thesis, dissertation, etc. are expected to maintain continuous enrollment until award of the degree. The student is required to register for continuous enrollment in the course designated under his/her program of study (i.e., MBA 71B, PSYCH 71B, and REL 71B). Registration in this course carries 1 credit, does not require class attendance, and is restricted to conditionally classified or classified graduate students. Registration in this course in each semester when no other course work is taken will be necessary until award of the degree. The fee for continuous enrollment is equal to one credit of tuition charged per program as well as all other student fees and will allow students to remain in active status as well as enable them to utilize University resources for completion of the thesis/project.

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

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

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

<table>
<thead>
<tr>
<th>Classification</th>
<th>For-credit units</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-year student</td>
<td>1-29</td>
</tr>
<tr>
<td>Sophomore</td>
<td>30-59</td>
</tr>
<tr>
<td>Junior</td>
<td>60-89</td>
</tr>
<tr>
<td>Senior</td>
<td>90</td>
</tr>
<tr>
<td>Graduate</td>
<td>Engaged in M.A. or Doctoral-Level Studies</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Level</th>
<th>For-credit units</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 – 199</td>
<td>Freshman level, lower division, first-year courses.</td>
</tr>
<tr>
<td>200 – 299</td>
<td>Sophomore level, lower division, second-year courses.</td>
</tr>
<tr>
<td>300 – 399</td>
<td>Junior level, upper division courses to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor’s consent. First-year students are admitted by petition with written consent of advisor and instructor.</td>
</tr>
<tr>
<td>400 – 499</td>
<td>Senior level, upper division courses to which sophomores may be admitted, provided that they meet the prerequisites and have their advisor’s consent. First-year students are not admitted to 400 level courses.</td>
</tr>
<tr>
<td>500 – 799</td>
<td>Graduate level courses towards a Masters or Doctoral degree.</td>
</tr>
<tr>
<td>800 – 899</td>
<td>Continuing education courses.</td>
</tr>
</tbody>
</table>

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

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

EMAIL ADDRESS
Following admission, each student will be assigned a University email address which will be used for all official email communication. (Prior to admission, another personal email address may be used to correspond.) The University email address will follow the Firstname.Lastname@my.uwest.edu format. Student email can be accessed via the University website (www.uwest.edu). If a student has trouble
logging into or using this account, they should see the Information Technology Department. Email can be set up to forward from this account to a personal account with another service, but official university emails will not be sent to any other account.

ACADEMIC COOPERATION WITH OTHER UNIVERSITIES

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

I. Universities which we have signed cooperation agreement with

- Shanghai Business School
- Shanghai Bangde Vocational Technical College
- Beijing Geely University
- Nanjing University
- Nanchang University
- Nanchang Institute of Technology
- Wuhan International Trade University
- Hebei Foreign Language Professional College
- Wenzhou University
- Wuhan Media and Communications College of Huangzhong Normal University
- East China Jiaotong University
- Southwest University for Nationalities
- Nan Tien Institute
- I-Shou Institute
- Dongguk University Gyeongju Campus
- Dongguk University, Seoul
- Gyeongang University
- Asia University
- Fo Guang University
- Nanhua University
- Taipei Municipal Educational University
- National Tatung University
- National Pingtung Institute of Commerce
- National Taiwan Ocean University
- National Taiwan Sport University
- National Kaohsiung First University of Science and Technology
- Ta Hwa Institute of Technology
- De Lin Institute of Technology
- Wenzao Ursline College of Language
- Transworld University of Science and Technology
- I-Shou University
- Fooyin University
- Claremont Lincoln University
- Montecito Fine Arts College of Design
- Mt. Sierra College
- Kingston University

II. High Schools which we signed cooperation agreement with

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

III. Universities which we keep contact with

- Jiangxi Institute of Education
- Jiangxi University of Finance and Economics
- Department of Buddhist Studies, University of Delhi
- Mahabodhi International Meditation Centre
- School of Management Studies, Bangalore University
- Kyonggi University
- Gyeongsang University
- Silla University
- Kyungsun University
- Nanyang Technology University
- National University of Singapore
- Buddhist College of Singapore
- Buddhahood Sangha College
- Vietnam Buddhist University

CREDIT BY EXAMINATION

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

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

RESIDENCE REQUIREMENTS

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

Grades and corresponding grade points are as follow:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>A</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>D-</td>
</tr>
<tr>
<td>Minimum Passing</td>
<td>D</td>
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<tr>
<td>Failing</td>
<td>F</td>
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<tr>
<td>Failing to Withdraw</td>
<td>FW</td>
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<tr>
<td>Pass</td>
<td>P</td>
</tr>
<tr>
<td>No Pass</td>
<td>NP</td>
</tr>
<tr>
<td>In Progress</td>
<td>IP</td>
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<tr>
<td>Incomplete</td>
<td>I</td>
</tr>
<tr>
<td>Withdraw</td>
<td>W</td>
</tr>
<tr>
<td>Not Reported</td>
<td>NR</td>
</tr>
<tr>
<td>Reported Delayed</td>
<td>RD</td>
</tr>
<tr>
<td>Audit</td>
<td>AU</td>
</tr>
</tbody>
</table>

Explanations of transcript notations are as follows:

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

P: Indicates that a course was taken for Pass/No Pass and was passed. It 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 third week of instruction unless approved by both the instructor and the Department Chair or Program Coordinator.

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

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

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

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

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

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

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

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

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

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 semester for which the “I” was received.

II: 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 “II” a student must complete and submit an Incomplete Petition Form before the end of the semester for which the “II” was received.

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

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

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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.

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

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

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

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

I: Indicates a course was taken for Pass/No Pass and was passed. It 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 third week of instruction unless approved by both the instructor and the Department Chair or Program Coordinator.

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

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

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

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

Incompletes
The grade of incomplete may be assigned by an instructor if a student has not completed the coursework for a specified, justifiable reason (i.e., health, serious personal problem, or other unforeseeable problems). In order to receive an “I” a student must complete and submit an Incomplete Petition Form before the end of the course. When the missing course work is completed, the notation “I” will, by submitting a Change of Grade form, be replaced by the grade the student has earned. It is the student’s responsibility to ensure that all missing course work is completed and submitted before the deadline. This deadline is given by the lecturer, but must be within one year of the end of the semester for which the “I” was received.
Audit
Many classes at UWest can be taken for audit. No credit is earned from audited classes. A grade of "AU" is assigned to audited classes, which is not used in computing the grade point average. Course requisites are enforced in determination of registration eligibility for the course. Audit fees are assessed as listed in the Financial section. It is strongly recommended that students confer with their advisor prior to officially auditing a course.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

RELEASE OF TRANSCRIPTS, DIPLOMAS, AND CERTIFICATES
No transcripts, diplomas, or certificates are released to any student with an unpaid balance to UWest or any UWest sponsored agency. Students must also complete Financial Aid exit interviews.
Diplomas are mailed out approximately four to six weeks after the date of conferral of the degree. This allows time for confirmation from the Office of the Registrar that all degree requirements have been met. Under no circumstances will a diploma be released prior to the conferral date.

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

REGISTRATION AND SCHEDULE CHANGES

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

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

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

GRADUATION REQUIREMENTS

GRADUATION REQUIREMENTS FOR THE BACHELOR OF ARTS DEGREE
Total Number of Units Required (120 Units)
A minimum of 120 units with a minimum grade point average of 2.0 are required to qualify for the Bachelor of Arts degree. A maximum of 6 units in physical education activity classes, 12 units in applied arts, and 15 units of credit by examination may be applied to the 120 units.

Upper-Division Units Required (45 Units)
Undergraduates must complete a minimum of 45 upper-division units (61 for General Studies majors), including at least 24 upper-division units at UWest.

Requirements in the Major (42 Units)
Undergraduates must complete at least 42 units in the major, including at least 36 upper-division units.

General Studies: 72 units with at least 42 upper-division units.

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

1. Core Competencies 12 units
   1.1 English Composition (ENGL 101)
   1.2 Oral Communication (SPCH 101)
   1.3 Mathematics (MATH 025, MATH 101)
   1.4 Critical Thinking (PHIL 103)

2. Historical Foundations 6 units
   A minimum of 3 units from each section
   Section A:
   2.1 World History (HIST 110, 120, 37B)
   2.2 U.S. History (HIST 210, 220)
   Section B:
   2.2 Asian History (HIST 250, 260, 318, 418)

3. Advanced Mathematics and Natural Sciences - 6 units
   A minimum of 3 units from each section:
   Section A: MATHEMATICS
   3.1 Descriptive and Inferential Statistics (MATH 205)
   3.2 History of Math (MATH 215)
   3.3 Mathematics for Generalists (MATH 225)
   Section B: NATURAL SCIENCES
   3.2 Life Sciences (BIO 100)
   3.3 Physical Sciences (PSC 100)

4. Religion and Philosophy 6 units
   A minimum of 3 units from 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, 301)
   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, 301T)
Section B: LANGUAGES
6.4 Chinese (CHN 101, 102)
6.5 Japanese (JPN 101, 102)
6.6 Canonical Chinese (CCHN 400, 402)
6.7 Pali (PALL 400, 401)
6.8 Sanskrit (SNSK 400, 401)
6.9 Tibetan (TIB 400, 401)
Section C: LITERATURE
6.10 American Literature (LIT 101)
6.11 Asian Literature (LIT 102)
6.12 Advanced Composition (LIT 301)
6.13 Creative Writing (LIT 302)
7. Wellness 2 units
Yoga for Body and Mind (WELL 100)
Kung Fu for Body and Mind (WELL 105)
Tai Chi for Body and Mind (WELL 110)
8. Service Learning 1 units
SRVLNG 100
9. Capstone 3 units
Religion, Science and Society (CAP 401)

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

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

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

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

Second Major with the Same Degree
Once a degree has been conferred:
• A student must apply for readmission to seek a second major in the same degree. However, if the student has not broken enrollment, the student need not apply for readmission. A second diploma will not be issued for the same degree; rather it will be noted on the official academic record.
• Completion of all requirements for the major.
• A minimum of 18 credits may not be duplicated by the second major.

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

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

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

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

Master of Business Administration (MBA)
The MBA program is designed to be completed in two years for full-time students (9 units per semester), although students who study during summer sessions may graduate earlier. In order to graduate, students are required to complete 15 units of prerequisites, 21 units of core courses, 3 units of the capstone course, at least 9 units of the selected concentration courses, and 6 units of electives. The 15-unit prerequisite requirement may be waived if students have taken relevant courses in their previous studies at the undergraduate degree level. All students must maintain a cumulative grade point average of 3.0 or higher. Concentrations are offered in Computer Information Systems, Finance, International Business, and Nonprofit Organization Management. Each student must complete an internship or field study in his/her concentration. A maximum of 6 graduate-level units in Business Administration earned at another College or University may be applied to the MBA at University of the West. The core and specialized courses required for the MBA are outlined in the section on Graduate Programs of Study.
Executive Master of Business Administration (EMBA)
The EMBA program is designed to be completed in three semesters of full-time study. Students need at least 42 units to graduate, including 30 units of core courses, 3 units of the capstone course, plus 6 units of the required courses and 3 units of electives. Students must maintain a cumulative grade point average of 3.0 or higher. The core and specialized courses required for the EMBA are outlined in the section on Graduate Programs of Study.

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

TRANSFER OF CREDITS

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

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

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

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

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

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

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

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

#### TUITION

<table>
<thead>
<tr>
<th>Course</th>
<th>UNDERGRAD</th>
<th>GRAD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration Program</td>
<td>$350/unit</td>
<td>$380/unit</td>
</tr>
<tr>
<td>Psychology Program</td>
<td>$350/unit</td>
<td>$385/unit</td>
</tr>
<tr>
<td>Buddhist Chaplaincy Program</td>
<td>$350/unit</td>
<td>$375/unit</td>
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<tr>
<td>Religious Studies Program</td>
<td>$350/unit</td>
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<tr>
<td>English Program</td>
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<tr>
<td>General Studies / Undecided Program</td>
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<tr>
<td>General Education Program</td>
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<tr>
<td>Audit</td>
<td>$150/unit</td>
<td>$150/unit</td>
</tr>
<tr>
<td>Credit by Examination</td>
<td>$100/unit</td>
<td>$100/unit</td>
</tr>
<tr>
<td>Investment Club Program Fee</td>
<td>$20/unit</td>
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<tr>
<td>On-line Extended Studies Class Fee</td>
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<tr>
<td>TOEFL (5 hours/week, 16 weeks)</td>
<td>$815</td>
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#### NON-REFUNDABLE FEES

<table>
<thead>
<tr>
<th>Category</th>
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<th>GRAD</th>
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</thead>
<tbody>
<tr>
<td>English as a Second Language</td>
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<tr>
<td>Spring and Fall (20 hours/week, 16 weeks)</td>
<td>$2,880</td>
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<tr>
<td>Summer (20 hours/week, 6 weeks)</td>
<td>$1,080</td>
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<tr>
<td>TOEFL (5 hours/week, 16 weeks)</td>
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#### OTHER FEES

<table>
<thead>
<tr>
<th>Fee</th>
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<th>GRAD</th>
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</thead>
<tbody>
<tr>
<td>One-Time Fees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Application (Domestic)</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Application (International)</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Identification Card</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Re-Admission Fee (Domestic)</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Re-Admission Fee (International)</td>
<td>$100</td>
<td></td>
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<tr>
<td>Per Semester</td>
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<tr>
<td>Mandatory Fees</td>
<td>$250</td>
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<tr>
<td>Late Payment</td>
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<tr>
<td>Student Association Fee</td>
<td>$15</td>
<td></td>
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<tr>
<td>Health Insurance (International Students)</td>
<td>$166/month (Rates subject to change)</td>
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<tr>
<td>Other</td>
<td></td>
<td></td>
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<tr>
<td>Add/Drop Fee after add class deadline</td>
<td>$5</td>
<td></td>
</tr>
<tr>
<td>Graduation Application Fee</td>
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<tr>
<td>Graduation Walk-in (Cap and Gown)</td>
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<td>Re-Application for Graduation Fee</td>
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<tr>
<td>Transcript Fee/Student Verification Fee</td>
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<tr>
<td>Rush (Same Day)</td>
<td>$25/copy</td>
<td></td>
</tr>
<tr>
<td>Next Day</td>
<td>$15/copy</td>
<td></td>
</tr>
<tr>
<td>Faxed Unofficial Transcript (per fax)</td>
<td>$15/copy</td>
<td></td>
</tr>
<tr>
<td>Diploma Re-order Fee</td>
<td>$50</td>
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<tr>
<td>Refund Service Charge</td>
<td>$20/refund</td>
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<td>Student ID Replacement</td>
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<tr>
<td>Dishonored/Replacement Check/Stop Payment</td>
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<tr>
<td>Doctoral Student Candidacy Fee</td>
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<tr>
<td>Finance Charge for past due balance</td>
<td>1%/per month</td>
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#### HOUSING (Non-Refundable)

<table>
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<tr>
<th>Plan</th>
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</thead>
<tbody>
<tr>
<td>Single Occupancy with 50-meal plan</td>
<td>$4,035/semester</td>
<td>$2,135/semester</td>
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<tr>
<td>Double Occupancy with 50-meal plan</td>
<td>$2,355/semester</td>
<td>$1,655/semester</td>
</tr>
<tr>
<td>Triple Occupancy with 50-meal plan</td>
<td>$2,880/semester</td>
<td>$2,225/semester</td>
</tr>
<tr>
<td>Additional 50-meal plan</td>
<td>$100</td>
<td>$50</td>
</tr>
<tr>
<td>Housing Application Fee</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Security Deposit (per person)</td>
<td>$150/semester</td>
<td>$25/person</td>
</tr>
<tr>
<td>Lost Key Fee</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>Mailbox Fee</td>
<td>$10</td>
<td></td>
</tr>
</tbody>
</table>

*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 minimum 50-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 of summer residency period. Separate contracts are available for those periods. See the Student Handbook or Residential Life page of our web site under Student Life at www.uwest.edu for more specific information on our residential program, and the Residential Life section of this catalogue.

#### REFUND POLICIES

**Tuition Refunds**

Tuition for any class dropped by a student is refundable according to University policy. The date of withdrawal for purposes of tuition credit shall be the date on which the 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 refund schedule for fall and spring semester:**
- Withdraw prior to the beginning of semester 100%
- Withdraw within the first week of semester 90%
- Withdraw within the second week of semester 70%
- Withdraw within the third week of semester 50%
- Withdraw within the fourth week of semester 10%
- Withdraw after the fourth week of semester 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 one or more courses at 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.

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

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

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

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

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

Students must have authorized anticipated aid (e.g., grants, loans, and scholarship awards) or 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 course 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 Refund Policy as follows. Signing the Enrollment Agreement constitutes a contract between the student and the University. Failure to pay any amount to the University when due is considered sufficient cause for the University, 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.

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 the student does not receive notice from the Bureau, 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 awards, 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.
UNDERGRADUATE AND CERTIFICATE PROGRAMS OF STUDY

BACHELOR OF ARTS 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
• Business Administration
• Psychology
• English
• General Studies

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 these certificate programs, please refer to the section for the Department of Business Administration.

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

Languages
UWest 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
UWest’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 Bridge course sequence, the University both expects and enables students to acquire a mastery of oral and written English that will meet the requirements of public and academic discourse.

Teaching English as a Second Language (TESOL)
The Department of English is also pleased to offer TESOL certification to students enrolled in the B.A. English program, other degree programs, and domestic non-degree students (currently, enrollment in a TESOL certification program is not sufficient grounds for an F-1 Visa). This professional certificate prepares students to become effective language teachers in high demand in today’s globalized society. TESOL certification requires 18 units of TESOL coursework at the regular undergraduate tuition rate.

Humanistic Buddhism and Leadership
This online certificate program is a study of Buddhism and its application in daily life. This program is designed for those who are interested in Buddhism and Buddhist leadership in practice. Buddhists, non-Buddhists, beginners and advanced students in Buddhism are welcome. It involves three online courses:
• HBL100 Introduction to the Study of Buddhism
• HBL200 Introduction to Dunhuang Studies
• HBL250 Buddhist Leadership in Practice

Students may enroll online at any time. Please visit the University website (www.uwest.edu) for more information.

GRADUATE PROGRAMS OF STUDY
• Master of Business Administration (MBA)
• Executive Master of Business Administration (EMBA)
• Post-Master of Business Administration (Post-MBA)
• Graduate-level Certificate Programs in Business Administration
• Master of Arts in Religious Studies
• Master of Divinity in Buddhist Chaplaincy
• Master of Arts in Psychology
• Doctor of Philosophy (Ph.D.) in Religious Studies
GENERAL EDUCATION PROGRAM

COORDINATOR: Vanessa Karam

FACULTY: Rob Allison, Michael Grosso, Darui Long, Kanae Omura, Jim Stewart, Mark Treston, Scott Underwood

INTRODUCTION

In order to be eligible to receive the Bachelor of Arts degree, all students must complete 48 units of General Education as described in this section. The General Education Program is an integral part of UWest’s undergraduate programs.

PHILOSOPHY AND OBJECTIVES OF GENERAL EDUCATION

UWest’s General Education requirements coincide with similar requirements in colleges and universities in the U.S. and conform to California standards. GE course selections reflect UWest’s conviction that the higher education of the whole person requires a breadth of knowledge beyond the specialized study and training covered in the majors. UWest has designed its General Education Program to 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 and integrative studies of 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, balanced, versatile, intellectually capable, socially sensitive, and ethically committed person in whatever field of study. In doing so, UWest carries out its mission of educating the whole person in a context based on Buddhist wisdom and values, and developing in them an appreciation of the cultures of East and West.

GENERAL EDUCATION REQUIREMENTS FOR THE BACHELOR OF ARTS

Undergraduate students are required to complete a total of 48 General Education units, a minimum 9 units of which must be in upper-division courses (i.e., numbered 300 or higher). These 48 units must be taken in the nine subject categories listed in the table below. Courses in the Category 1, the Core Competencies, constitute the foundation of a university education and impart fundamental skills and knowledge. Categories 2 through 8 give students structured exposure to a wide variety of academic fields as well as experience in service learning. Category 9 is the capstone course in General Education, which integrates knowledge and skills developed in core and breadth.

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<tbody>
<tr>
<td></td>
<td>1 course in each section</td>
<td>1 course in each section</td>
<td>1 course in each section</td>
<td>1 course in each section</td>
<td>2 courses in one or more sections</td>
<td>1 course in each 2 different sections</td>
<td>2 units in one or more areas</td>
<td>Total: 1 unit</td>
<td>Total: 1 unit</td>
<td>Total: 3 units</td>
<td>48 units</td>
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<td>Total: 12 units</td>
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<td>Total: 6 units</td>
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<td>Total: 6 units</td>
<td>Total: 2 units</td>
<td>Community Service (1 unit)</td>
<td>CAP 401 Religion, Science and Society</td>
<td>Total: 3 units</td>
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<td></td>
<td>English Composition (3 units)</td>
<td>U.S./World History (3 units)</td>
<td>Advanced Math (3 units)</td>
<td>Religion (3 units)</td>
<td>Anthropology (3 units)</td>
<td>Fine Arts (3 units)</td>
<td>Yoga (1 unit)</td>
<td>Community Service (1 unit)</td>
<td>CAP 401 Religion, Science and Society</td>
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<tr>
<td></td>
<td>Oral Communication (3 units)</td>
<td>Asian History (3 units)</td>
<td>Science (3 units)</td>
<td>Philosophy (3 units)</td>
<td>Sociology (3 units)</td>
<td>Languages (3 units)</td>
<td>Kung Fu (1 unit)</td>
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<tr>
<td></td>
<td>Algebra (3 units)</td>
<td>Critical Thinking (3 units)</td>
<td>Total: 6 units</td>
<td>Total: 6 units</td>
<td>Total: 6 units</td>
<td>Literature (3 units)</td>
<td>Tai Chi (1 unit)</td>
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* For students majoring in Business Administration, courses in Business cannot be applied toward the General Education requirement. Therefore, Business Administration students need to select courses from the remaining sections: Anthropology, Psychology, Sociology, or Political Science.

General Education Program Learning Outcomes

UWest’s mission-driven General Education Program integrates program-level learning outcomes (PLOs) with the University’s comprehensive institutional learning outcomes (ILOs).

- ILO No. 1 Wisdom and Skillful Means: Students are thoroughly prepared for academic and professional success.
- Knowledge
  - Historical Foundations: Students can explain and evaluate the events and developments in Eastern and Western history that have shaped the modern world.
• Mathematics: Students can perform and apply the principles, operations, and strategies of arithmetic, algebra, and statistics.
• Natural Sciences: Students are able to express and apply the key teachings and principles in the biological and/or physical sciences.
• Religion and Philosophy: Students can describe and discuss questions concerning the nature, meaning, and value of human existence. They are able to assess different worldviews and moral teachings.
• Social and Behavioral Sciences: Students can express and apply key teachings and principles of human behavior and social relations.
• Humanities: Students can express an appreciation of diverse cultural, linguistic, and literary environments.

Praxis
• Students can integrate or use knowledge and skills learned in General Education in their daily life and work.

Ethics
• Students are able to identify ethical issues raised in their General Education courses and explore how they relate to modern humans and the world.
• Academic Integrity: Students maintain their academic integrity by attending class regularly and punctually.

Critical Thinking
• Students are able to evaluate new information and identify and question underlying assumptions in a broad range of General Education courses.
• Information Literacy: Students are able to determine nature and extent of information needed, access information effectively and efficiently, evaluate information and its sources critically, and access and use information ethically and legally.

Communication
• Written Communication: Students are able to communicate information and ideas clearly and persuasively following the conventions of academic writing.
• Oral Communication: Students are able to present information and ideas clearly and persuasively following the conventions of public speaking.

• ILO No. 2 Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.
• Balance
• Students are able to apply insights gained in General Education courses to explore, integrate, and balance mind, body, and spirit.
• Character
• Students are able to relate General Education course content to their own self-exploration and character development.
• Expression
• Students are able to use knowledge and skills gained in General Education to explore and express ideas about themselves.
• Relationship
• Students demonstrate effective teamwork skills.

• ILO No. 3 Liberation: Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.

• Pluralism
• Students recognize the central role pluralism plays in the modern world and are able to appreciate cultures/worldviews other than their own and actively engage with them.

• Environmental Justice
• Students recognize the value of the natural environment and its impact on social and economic justice.

• Liberation from Suffering
• Students are able to apply General Education course content and insights to questions of social, economic, and environmental justice and find approaches to the liberation from suffering.

• ILO No. 4 Interdependence: Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

• Service
• Students recognize the importance of service-oriented approaches to people, society, and the environment, and are able to serve others.

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

• Interconnectedness
• Students demonstrate compassionate sensitivity, toward themselves and others.

GENERAL EDUCATION COURSE DESCRIPTIONS

Category 1: Core Competencies (12 units)
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 100A
Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Coordinator. 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 101 English Composition (3)
Prerequisite: Successful completion of ENGL 100A or qualifying score on the English Placement Test or Writing Assessment Test.
Training in effective written composition. Assignments include expository and argumentative essays, and preparation of a documented short research papers on themes that include issues of East/West cultural understanding. Instruction on conducting library research also included.

1.2 Oral Communication
SPCH 101 Oral Communication (3)
Prerequisite: Successful completion of ENGL 100B, where appropriate.
Training in clear and effective public speaking, including impromptu, expository and persuasive styles of presentations. Students learn how to prepare and deliver an effective presentation in a variety of scenarios and situations.

1.3 Mathematics
MATH 025 Preparation for Algebra (3)
Undergraduate students are required to take this course, or may test out of it by passing the UVWest Math Assessment Test.
Prepares students to take MATH 101. Topics include operations with signed numbers, the order of operations, operations with integers, the solution of linear equations, an introduction to graphing, operations with polynomials, and an introduction to the properties of exponential expressions. Practice involves word problems and applications of algebraic concepts. This pre-collegiate course is not degree applicable.
Section A: U.S. AND WORLD HISTORY

HIST 110 World History: Origins - 1500 (3)
Prerequisite: ENGL 101.
A survey of world civilization and major cultures from the Neolithic Revolution until the European conquest of the Americas. The civilizations of the Ancient, Classical, and Post-classical 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.

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.
An overview of the principal themes, trends, and methodologies involved in the study of Modern European history. Acquaints students with the themes and issues dominating the field. Readings introduce both classic and current research in the field, ranging from more “traditional” topics such as the French and Russian revolutions, the industrial revolution and World War One to very recent explorations of cultural, political, and economic history.

Section B: ASIAN HISTORY

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 318 History of China: Republican to Present (3)
Prerequisite: ENGL 101.
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 418 Asian Contribution to Science and Medicine (3)
Prerequisite: ENGL 101.
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: Advanced Mathematics and Natural Sciences (6 units)
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

MATH 101 Algebra (3)
Prerequisite: Grade of C or better in MATH 025 or equivalent, or qualifying score on the Math Assessment Test.
Includes the fundamental operations on algebraic expressions, solutions of equations and inequalities, exponentiation, graphs of algebraic, exponential and logarithmic functions, systems of equations and inequalities. Applications are addressed in a variety of word problems.

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.

Category 2: Historical Foundations (6 units)
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.
Section B: 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 300 Dimensions of Religion (3)
Prerequisite: ENGL 101.
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: 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: ENGL 101. REL 202 recommended.
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: ENGL 101. REL 201 recommended.
A study of the indigenous religious traditions of China, Korea, and Japan with an emphasis on Confucianism, Daoism, Shinto, and/or folk religion.

REL 310T Religions Indigenous to South Asia (3-9)
Prerequisite: ENGL 101. REL 201 recommended.
A survey of the religious traditions of the Indian subcontinent with an emphasis on Hinduism, Jainism or Sikhism.

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.

ANTHR 301 Special Topics in Anthropology; Ethnicity and National Identity (3)
Prerequisite: ENGL 101; ANTHR 101, or SOC 100, or permission of instructor.
A cross-cultural study of ethnicity and nationalism. It examines the concepts of social identity, and considers how gender, language, religion and national identity co-interact. It also explores the historical and societal macro process for the development of ethnic identities.
5.2 Psychology

**PSYCH 100 Introduction to Western Psychology (3)**
Prerequisite: None.
A survey of the broad field of Western Psychology that takes students on a journey of the various concepts utilized to understand individual thought and behavior over the lifespan. Topics include biological, cognitive, social, developmental, and personality influences on behavior. Also offers a basic introduction to research methodology for the social sciences as well as a basic introduction to abnormal psychology, and the DSM. Course introduces and explores prominent clinical and counseling theories and interventions. The impact of culture and the way in which Eastern thought has influenced Western perspectives 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 sub-selves, 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 Business

**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.

**POL201 Public Policy (3)**
Prerequisite: ENGL 101.
Introduction to political science by examining public policy. Will examine what makes a particular issue a “public issue.” Will develop analytical tools to address the burning issues of the day to critically assess messaging from all sides in order to draw useful conclusions.

**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: Humanities (6 units)
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.

Section A: FINE ARTS

6.1 Music

**MUS 101 History of Rock and Roll (3)**
Prerequisite: None.
Traces the progression of rock and soul music between the 1960s and the 1990s. Students will be able to identify the songs, genre, and musical characteristics associated with the most influential popular musicians during select periods. Course also addresses the sociopolitical climate in which the music was made.

**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).

**ART 311 Art as Activism (3)**
Prerequisite: None.
A survey of socio-political movements and the art that is inspired and embraced by them. Murals, music, posters, film and performance will be examined as tools used by resistance movements in order to change the world. Course includes at least two student projects (midterm and final).

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 or permission of instructor.
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.

JPN 301 Intermediate Japanese I (3)
Prerequisite: JPN 102 or permission of instructor.
Building on the skills of JPN 102, this course further develops intermediate-level skills of communication in Japanese: speaking, listening, reading and writing. It also introduces various aspects of Japanese life, culture and tradition.

6.6 Canonical Chinese

CCHN 400 First Year 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 402 First Year Canonical Chinese II (3)
Prerequisite: CCHN 400 or permission of instructor.
A review of the phonology, morphology, and syntax of Canonical Chinese with emphasis on reading selected texts.

6.7 Pali

PALI 400 First Year Pali I (3)
Prerequisite: None.
Introduction to the devanagari script as well as the phonology, morphology, and syntax of the Pali language with the goal of developing a reading knowledge of Pali.

PALI 402 First Year Pali II (3)
Prerequisite: PALI 400 or permission of instructor.
A study of advanced Pali grammar and reading of selected Pali literature: folk poems, maxims, and modern literature, including the biography of Mi-la-ras-pa.

6.8 Sanskrit

SNSK 400 First Year 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 402 First Year Sanskrit II (3)
Prerequisite: SNSK 400 or permission of instructor.
A review of the phonology, morphology, and syntax of the Sanskrit language with an emphasis on reading selected Sanskrit texts.

6.9 Tibetan

TIB 400 First Year 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 402 First Year Tibetan II (3)
Prerequisite: TIB 400 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.

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.

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.

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.

6.13 Category 7: Wellness (2 units)

Teaches and practices skills conducive to integrating and balancing mind, body, and spirit.
BACHELOR OF ARTS PROGRAM IN GENERAL STUDIES

COORDINATOR: Vanessa Karam

Bachelor of Arts in General Studies (120 units):
University of the West offers the Bachelor of Arts degree in General Studies. This major is designed for students who are interested in obtaining a broad-based education that allows them to explore their personal interests among a variety of disciplines.

Flexibility within the program makes it attractive to students who had to interrupt their college education for various reasons (e.g. family, work, military service) and who are looking for a program that will honor previously earned college credit. Similarly, students who are making a late change in their majors will also find this major advantageous. The General Studies major is also suited for those preparing for graduate studies in a field related to one of the many General Studies concentrations.

Graduation Requirements:
• 48 units of General Education (of which 9 units must be upper-division)
• 72 units of General Studies Electives (of which 42 units must be upper-division)
• UWest’s Residency Requirements for the Bachelor of Arts

General Studies Concentrations (18 units):
Students of General Studies can choose from among a number of 18-unit concentrations that provide an in-depth focus to their program. Students work with their program advisor in mapping out their concentration. The concentrations are part of the General Studies Electives requirement and include:
• Global Studies: course work in business, history, political science, religion, foreign language and culture, and related fields
• Diversity and Multiculturalism: course work in anthropology, sociology, psychology, religion, language, and related fields
• Contemplative Studies: course work in Buddhist studies, meditation, philosophy, psychology
• Liberal Arts: course work in English, history, philosophy, religion, art, music, foreign language, literature
• Psychology

General Studies Business Concentrations (18 units):
• General Management
• Nonprofit Organization Management
• Executive Management
• Human Resources Management
• International Business
• Accounting
• Finance
• Marketing
• Computer Information Systems
• Small Business/Entrepreneurship, and
• Quantitative Analysis/Analytical Methods

Student-developed Concentrations (18 units):
In addition to the concentrations already described, students may choose to develop their own concentration. Like the other concentrations, each student-developed concentration must include 18 units of courses, each of which should have relevance to the theme of the concentration. Students should seek the advice and approval of the Coordinator of the General Studies program in developing such concentrations. The purpose of these concentrations is to provide students with the opportunity to pursue, through a coherent focus, their special interests and passions.

Examples of student-developed concentrations might include the following:
• Social Justice and Human Rights
• Contemporary and Historical Relations between East and West
• Interdisciplinary Perspectives and Practices
• Ethics and Morality
• Communication and Information Systems
• Contemporary Issues
• Mind and Mindfulness
• Science and Religion
• Leadership in the 21st Century
• Learning and Knowing in a Digital Age
• Buddha and the Information Age

WELL 100 Yoga for Body and Mind (1)
Prerequisite: None.
A basic Hatha Yoga course that includes pranayama (breathing techniques) combined with asanas (physical postures), meditation and relaxation. Appropriate for all levels, emphasizing proper alignment, modifications and restorative, leaving the mind and body renewed, restored and rejuvenated.

WELL 105 Kung Fu for Body and Mind (1)
Prerequisite: None.
Covers basic self-defense situations, stressing both physical and mental aspects of the art. Includes history and philosophy of kung fu.

WELL 110 Tai Chi for Body and Mind (1)
Prerequisite: None.
Practice this “internal martial art” to improve cardiovascular endurance, tone and strengthen muscles, increase balance and flexibility, and relieve stress through meditative practice.

Category 8: Service Learning (1 unit)
Service Learning reflects the mission and values of UWest by embracing the education of the whole person through a commitment to serve with compassion, work for justice, and prepare ethical, moral and dedicated leaders.

SRVLG 100 Service Learning (1)
Prerequisite: None.
Students engage in supervised service learning experiences in the local community. Course examines social justice issues such as violence against women, hunger and homelessness, and environmental justice. Learning is theoretical and experiential.

Category 9: Capstone Course in General Education (3 units)
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.

Examples of student-developed concentrations might include the following:
• Social Justice and Human Rights
• Contemporary and Historical Relations between East and West
• Interdisciplinary Perspectives and Practices
• Ethics and Morality
• Communication and Information Systems
• Contemporary Issues
• Mind and Mindfulness
• Science and Religion
• Leadership in the 21st Century
• Learning and Knowing in a Digital Age
• Buddha and the Information Age
DEPARTMENT OF BUSINESS ADMINISTRATION

CHAIR: Yueyun (Bill) Chen

FACULTY: Michael Arnold, Peng Chan, Jim Chen, Michael Eng, Hank Ching, Gary Guan, Fredrick Ho, Murray Johannsen, Joaquin A. Lim, Wuu-long Lin, Jerry Liu, Daryl Ono, Steve O’Sullivan, Richard Phan, Dennis Pollard, John G. Robbins, Chi Sheh, Farhana Siddiqi, Meskerem Tadesse, Dang Tran, Stephen Wu

The programs in business administration educate students to be professionals with solid technical knowledge and skills in the field and a high moral spirit of responsibility. The curricula of the programs are guided by the mission, institutional learning outcomes, and four principles: excellence, self-cultivation, social responsibility, and skill development.

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

1) B. A. in Business Administration with four concentrations: Accounting, Marketing, International Business, and Computer Information Systems;
2) Master’s Degree in Business Administration (MBA) with four concentrations: Computer Information Systems, Finance, International Business, and Nonprofit Organization Management;
3) Executive MBA (EMBA);
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 Management.

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

The Department offers the Bachelor of Arts in Business Administration with concentrations in Accounting, Marketing, Computer Information Systems, or International Business, and also offers minors in Finance and Management. The program instills the following knowledge and skills in students:

Program Learning Outcomes

• ILO No. 1 Wisdom and Skillful Means: Students are thoroughly prepared for academic and professional success.
  Knowledge
  • Students will be able to summarize and explain business operations and management.
  • Students will be able to summarize and explain business related legal issues.
  • Students will demonstrate skills in quantitative analysis.

  Praxis
  • Students will be able to apply Information Technology skills to the academic study of Business Administration.
  • Students will be able to use the technical skills required in their field, such as accounting, marketing, computer inf. systems, or international business

  Ethics
  • Students will be able to integrate ethical values, social responsibilities and personal beliefs to form effective business and management styles.
  • Students will maintain their academic integrity.

  Critical Thinking
  • Students will be able to utilize business theories and practices to locate, analyze and solve problems.
  • Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of business administration.

  Communication
  • Students will be able to clearly articulate their study of business administration in speech.
  • Students will be able to clearly articulate their study of business administration in writing.

• ILO No. 2 Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

Character
• Students will be able to relate issues of effective business administration to their own self-exploration and character development.
• Students will be able to demonstrate effective leadership skills.

Expression
• Students will be able to use their knowledge of business administration and management to explore and express ideas about themselves.

Relationship
• Students will demonstrate effective teamwork skills.

• ILO No. 3 Liberation: Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.
  Pluralism
  • Students will be able to explain the impact modern pluralism is having on business practices.
  • Students will be able to explain the global context in which business and management practices take place.

  Environmental Justice
  • Students will be able to describe environmental issues and relate them to effective and sustainable business and management practices.

Liberation from Suffering
• Students will be able to relate issues in business administration and management to social, economic and environmental issues.

• ILO No. 4 Interdependence: Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.
  Service
  • Recognizing the importance of the service-oriented approaches to people, business and society; and willing to serve others.

Interconnectedness
• Students will demonstrate compassionate sensitivity, toward themselves and others.

B.A. in Business Program Requirements

1. General Education Requirements (48 units)
Refer to the section on General Education.

2. Lower-division Requirements in Business and Management (15 units):

The lower-division courses are to 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, computer information systems and international business.

BUS 200 Legal Environment of Business (3)
BUS 201 Principles of Microeconomics (3)
BUS 202 Principles of Macroeconomics (3)
BUS 210 Introduction to Financial Accounting (3)
BUS 240 Computer and Information Technologies (3)

3. Upper-division Requirements in Business and Management (36 units):

Building on the foundation of knowledge and skills provided in the lower-division courses, the upper-division courses are to widen the foundation with additional fields of study in statistics, communication, marketing and finance, and deepen the knowledge and skills of the previously taught courses of economics, organization, information technologies and entrepreneurship.

DEPARTMENT OF BUSINESS ADMINISTRATION

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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 307 Managerial Accounting (3)
BUS 308 Principles of Management (3)
BUS 320 Organization and Management (3)
BUS 330 Marketing (3)
BUS 340 Management Information Systems (3)
BUS 415 Financial Management (3)
BUS 470 Business Philosophy and Ethics (3)

4. Upper Division in the Selected Concentration (at least 18 units)

A) Accounting (at least 18 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 Course (at least 3 units): Electives from other majors or from cross-cultural courses.

B) Marketing (at least 18 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 Course (at least 3 units): Electives from other majors or from cross-cultural courses.

C) Computer Information Systems (at least 18 units)
   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 Course (at least 3 units): Electives from other majors or from cross-cultural courses.

D) International Business (at least 18 units)
   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 Course (at least 3 units): Electives from other majors or from cross-cultural courses.

5. Capstone

   BUS 480 CAPSTONE: Strategic Management (3)
   Students who lack recent practical business knowledge/experience will be asked to take an additional class: BUS 497 Business Practicum (1-3). Students will register this class when they are practicing one or many of the following business areas of marketing, management, accounting, international business, finance, and computer information systems. Students may repeat this class for up to 3 semesters.

6. 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 462 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. Eleven concentrations are offered in the certificate program:

- General Management
- Nonprofit Organization Management
- Executive Management
- Human Resources Management
- International Business
- Accounting
- Finance
- Marketing
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 30 units of prerequisites, 21 units of core courses, and at least 9 units of the selected concentration courses, 3 units of capstone courses, and 6 units of electives to graduate. The requirements of the 15 units of prerequisites may be waived if a student has taken relevant courses in previous studies at the undergraduate 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. With the special approval from the Chair of the Department, MBA students may take up to 6 units of upper division B.A. courses in Business Administration. Lower division courses from the B.A. program will not be counted toward the MBA requirements, except as prerequisites. A maximum of 6 (six) graduate-level units in Business Administration at another college or university may be applied to the MBA at the University of the West.

The curriculum emphasizes:
- Differences in cultures as reflecting ways of management or solving problems.
- Practical or hands-on experience as incorporated closely to theoretical knowledge in courses syllabi.
- Business ethnic including cause-effect analysis and responsibility toward self and society.

Program Learning Outcomes:
- ILO No. 1 Wisdom and Skillful Means: Students are thoroughly prepared for academic and professional success.
  - Knowledge: Students will be able to summarize and explain business functions.
  - Students will be able to summarize and explain business practices.
  - Students will be able to explain business and management theories and compare and contrast them to Buddhist wisdom and values.
  - Students will demonstrate skills in quantitative analysis.
- Praxis: Students will be able to use the technical skills required in their field, such as finance, computer inf. systems, international business or nonprofit management.
- Students will be able to apply information technology skills to the academic study of Business Administration.
- Ethics: Students will be able to integrate ethical values, social responsibilities and personal beliefs to form effective business and management styles.
- Students will maintain their academic integrity.
- Critical Thinking: Students will be able to utilize business theories and practices to locate, analyze and solve problems.
- Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of business administration.
- Communication: Students will be able to clearly articulate their study of business administration in speech.
- Students will be able to clearly articulate their study of business administration in writing.
- ILO No. 2 Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.
- Character: Students will be able to relate issues of effective business administration to their own self-exploration and character development.
- Students will be able to demonstrate effective leadership skills.
- Expression: Students will be able to use their knowledge of business administration and management to explore and express ideas about themselves.
- Relationship: Students will demonstrate effective teamwork skills.
- ILO No. 3 Liberation: Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.
- Pluralism: Students will be able to explain the impact modern pluralism is having on business practices.
- Students will be able to explain the global context in which business and management practices take place.
- Environmental Justice: Students will be able to describe environmental issues and relate them to effective and sustainable business and management practices.
- Liberation from Suffering: Students will be able to relate issues in business administration and management to social, economic and environmental issues.
- ILO No. 4 Interdependence: Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.
- Service: Recognizing the importance of the service-oriented approaches to people, business and society; willing to serve others.
- Interconnectedness: Students will demonstrate compassionate sensitivity toward themselves and others.

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 not only to provide more in-depth technical studies in specialized fields, but also to address the issues of management in different cultural contexts and ethical aspect in decision-making to prepare men and women for leadership positions in for-profit and nonprofit organizations. The two-year MBA program and one-year EMBA program pay particular attention to cultural diversity within an organization, to cultural differences in different countries, and teach students how to effectively and responsibly manage such differences. In order to carry out this mission, the MBA and EMBA programs educate students in a friendly and caring learning community with small, interactive classes. Students learn, acquire knowledge, skills, responsibility, and form attitudes and values appropriate for leading and serving in a global society. The programs build on the University’s strengths in cross-cultural studies and community service based on Buddhist values of excellence, self-cultivation and responsibility.

Post-MBA Certificate Program

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 similar advanced degree. Students 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.

With the special approval from the Chair of the Department, both MBA and Post-MBA students may take some upper-division B.A. courses in Business Administration. Lower-division courses from B.A. program will not be counted toward the MBA or Post-MBA requirements, except for some MBA prerequisites.
MBA 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 with an ethical emphasis.

Students are required to complete:
1) 15 units of prerequisites
2) 21 units in core courses
3) 9 units in concentration courses
4) 6 units in elective courses
5) 3 units in the capstone

Prerequisites (15 units)
The prerequisites create a foundation of business study for students whose undergraduate program was not in the field of business. The prerequisite 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.

Core Courses (21 units)
The core courses aim at developing and applying 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 creating opportunities to deal with business realities and ethical issues.

Concentration Courses
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.

1) Computer Information Systems 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 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 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 557 Social Entrepreneurship (3)
MBA 558 Seminar on Doing Business in Asia (3)
MBA 559 Seminar on Doing Business in the U. S. (3)
MBA 589 Seminar on Entrepreneurship (3)

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 Courses (at least 9 units)
MBA 511 Nonprofit Accounting (3)
MBA 529 Seminar on Leadership (3)
MBA 531 Services Marketing (3)
MBA 557 Social Entrepreneurship (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 updated or practical business/management knowledge/experience will be asked to take an additional class--MBA 597 Management Practicum (1-3). Students will register this class when they are practicing one or many of the following business areas of marketing, management, nonprofit organizations, accounting.
Elective Courses (8 units)
Elective Courses either from the following courses in Nonprofit Management, from other MBA concentrations, or from Religious Studies.

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)
- 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.

Elective Course (3 units) either from electives in a selected MBA concentration or from Religious Studies.

Capstone (for both MBA and EMBA students)
- MBA 580 CAPSTONE: Strategic Management (3)

GRADUATION REQUIREMENTS
To graduate from the 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 the 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 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 Bachelor’s degree in business administration or other major (but not an MBA or other similar graduate degree) to earn a certificate in one of UWest’s eleven professional tracks by completing a set of six targeted courses (18 units) at UWest. Participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of 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 and Entrepreneurship
- 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 in Business Administration
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 (but not an MBA or other similar graduate degree) to earn a certificate in one of UWest’s eleven professional tracks by completing a set of six targeted courses (18 units) at UWest. Participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of studies.

1) 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
- 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)

2) Graduate-level Certificate Program in other concentrations.
Based on the students’ needs, the Department can also offer a graduate-level Certificate program in other concentrations such as 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 302 Entrepreneurship (3)  
Prerequisite: None.  
Considers the forces that motivate, guide and constraint Entrepreneurship activity. Explores the range of issues and challenges faced by start-up organizations and their leaders.

BUS 303 Quantitative Analysis- Probability and Statistics (3)  
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 307 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 308 Principles of Management (3)  
Prerequisite: None.  
Introduces management principles and the manager's basic responsibilities including planning, organizing, staffing, coordinating, reporting and budgeting.

BUS 310 Intermediate Accounting I (3)  
Prerequisite: BUS 307 or approval of the instructor  
Accounting principles as they relate to financial reporting. Income determination, asset valuation, and the form and contents of financial statements, long-term liabilities.

BUS 311 Intermediate Accounting II (3)  
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 307 or approval of the instructor.  
Analysis of cost data and other accounting information necessary for internal decision-making and evaluation of financial performance.

BUS 320 Organization and Management (3)  
Prerequisite: BUS 307 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, databases, 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: BUS 330 or approval of the instructor.
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 352 Nonprofit Accounting (3)**
Prerequisite: BUS 307 or approval of the instructor.
An integrated approach to financial management, including intermediate-level studies of financial theory and its application to financial decision-making.

**BUS 354 Human Resource Management (3)**
Prerequisite: BUS 330 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 361 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 365 Business Forecasting (3)**
Prerequisite: BUS 310.
Business forecast models with an emphasis on the use of the computer to run such models and solve actual problems.

**BUS 366 Investment Management (3)**
Prerequisite: BUS 310 or approval of the instructor.
Introduction to investment management including portfolio theory, risk and return, asset allocation, and security analysis. Focuses on investment strategies and policies of selected institutional investors.

**BUS 367 Real Estate Analysis (3)**
Prerequisite: BUS 330 or approval of the instructor.
Study of the unique characteristics of services and their implications for the development of effective models and data analysis techniques.

**BUS 371 Management Information Systems (3)**
Prerequisite: BUS 307 or approval of the instructor.
An integrated approach to management information systems, including the role of information technology in decision making, and the design and implementation of information systems in business. Emphasis on the use of computer-based information systems in businesses.

**BUS 372 Accounting Information Systems (3)**
Prerequisite: BUS 307 or approval of the instructor.
Accounting information systems under different legal, cultural, social, political, and economic conditions. International and national accounting reporting practices will be emphasized.

**BUS 373 Financial Management (3)**
Prerequisite: BUS 310 and BUS 307 or approval of the instructor.
An integrated approach to financial management, including intermediate-level studies of financial theory and its application to financial decision-making.

**BUS 374 Risk Management and Insurance (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 375 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 376 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 377 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 models and data analysis techniques.
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 307. The design and operation of electronic data processing systems in accounting and the use of the auditor.

**BUS 442 Technical and Fundamental Analysis of Financial Securities (3)**
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 (3)**
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 (3)**
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 customs 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 (3)
Prerequisites: BUS 415 or approval of the instructor
Applies modern computer and data facilities to conduct fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation and strategies. Focuses on the application of modern portfolio theory and asset allocation models in selecting and evaluating stocks and bonds and practices investment of real money in the financial markets. Students in this class will manage UWest's special endowment.

BUS 464 Financial Institutions and Markets (3)
Prerequisites: BUS 415 or approval of the instructor
Introduction to financial institutions, including commercial and investment banks and insurance companies; discusses financial markets and its functions and regulations, including stock and bond markets, currency trading, and financial derivative markets.

BUS 465 Financial Derivatives (3)
Prerequisites: BUS 415 or approval of the instructor
Introduction to financial derivatives and its markets. Focuses on forwards, futures and options, and its pricing.

BUS 470 Business Philosophy and Ethics (3)
Prerequisites: complete at least 75 units or approval of the Dept. Chair
Discusses ethical problems in modern organizations and its negative effects on the society; reviews different philosophies relevant to business and ethics from different religious perspectives, particularly humanistic Buddhism, and explores how such philosophy and ethics can be better used in solving modern business ethical problems.

BUS 480 Strategic Management (3)
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: BUS 415 or approval of the instructor
This is a special course for students who lack real business 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, 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.

MBA Courses

MBA 501 Legal Environment of Business (3)
Prerequisite: None.
Examines laws and regulations affecting the business environment and managerial decisions, including the legal system and methods of dispute resolution. Topics include torts, crimes, contracts, product liability, business organization, employment, antitrust, environmental protection. Incorporates ethical considerations and international prospective.

MBA 502 Business Programming (3)
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 consumers' and firms' optimal choices, quantitative analysis and estimation of demand, production and cost functions, and market structures and firms' pricing strategies.

MBA 508 Qualitative Research Methodologies (3)
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.
Use and interpretation of financial statements; evaluation of accounting information systems; accounting for and analysis of costs; managerial use of accounting data for planning and decision making.

MBA 514 Advanced Managerial Accounting (3)
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 and organization design, motivation, problem solving, and diversity and 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 532 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. 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 (3)
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 (3)
Prerequisite: MBA 516 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.

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 557 Social Entrepreneurship (3)
Prerequisite: None.
Focuses on how to produce positive social changes by having a business. Discusses as a social entrepreneur, your skills, beliefs, and characters; how to grow into a great founder; covers how to build a team and key steps in getting started, ownership, the message, the business model, and funding options. An applied project is required.

MBA 558 Seminar on Doing Business in Asia (3)
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 and 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 and BUS 311 or approval of the instructor.
Advanced topics in accounting, including business combinations, multinational operations and foreign currency transactions, liquidations, and reorganizations. Also, includes partnership formation, income distribution and liquidation.

MBA 566 Financial Reporting and Disclosure (3)
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
An in-depth study of financial accounting, reporting, and disclosure. Professional accounting and reporting standards will be examined.

MBA 567 Special Topic on Federal Taxation (3)
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
A study of the federal tax law applicable to C corporations, S corporations, partnerships, estates and trusts. In addition to income tax law, the course also addresses the major issues relating to the transfer of property through gifts and the estate. Methods and procedures of tax research also are stressed in the course.

MBA 568 Special Topic on International Accounting (3)
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
Critical examination of current developments in international accounting: the difficulty of preparing precise and universally accepted accounting principles; 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 and BUS 311 or approval of the instructor.
In-depth study of accounting techniques, concepts and procedures related to the functions and responsibilities of the controller. Consideration of management reporting systems, planning and controlling functions, resource allocation, transfer pricing, the general ledger-based system, departmental expense control and investment planning.

MBA 571 Systems Design, Analysis, and Implementation (3)
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 database 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 574 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. 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. Graded Pass/No Pass.

MBA 593 Field Studies (1.5)  
Prerequisite: Completion of the core courses or approval of the Chair.  
Each student is assigned to a relevant organization 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 or the problems of the student's own organization. Graded Pass/No Pass.

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. Graded Pass/No Pass.  
This is a special 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.

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.

Program Learning Outcomes (PLOs)  
• Students will maintain their academic integrity.  
• Students will be able to apply psychological principles to personal, social and organizational issues.  
• Students will be able to express realistic ideas on how to implement their psychological knowledge, skills and occupational pursuits in a variety of settings.  
• Students will demonstrate information competency (i.e. they can explain how technology is used and data analysis.  
• Students will be able to describe how psychology uses the scientific method, research design, and data analysis.  
• Students will demonstrate information competency (i.e. they can explain how technology is used in the field of psychology).  
• Students will be able to weigh evidence, tolerate ambiguity, act ethically, and reflect the values that are the underpinning of the discipline of psychology.  
• Students will maintain their academic integrity.  
• Students will be able to apply psychological principles to personal, social and organizational issues.  
• Students will be able to apply critical and creative thinking, skeptical inquiry and, when possible, the scientific method to discern, evaluate and criticize specific issues in psychology.
• ILO No. 2 Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

Character
• Students will be able to relate their training in psychology to their own self-exploration and character development.
• Students will be able to demonstrate effective leadership skills.

Expression
• Students will be able to use their knowledge of psychology to explore and express ideas about themselves.

Relationship
• Students will demonstrate effective teamwork skills.

• ILO No. 3 Liberation: Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.

Pluralism
• Students will be able to recognize, understand and respect sociocultural and international diversity, especially in regard to its impact on psychology.

Liberation from Suffering
• Students will be able to relate issues in psychology to social, economic and environmental issues.

ILO No. 4 Interdependence: Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

Service
• Students will recognize their ability to increase wellness and reduce suffering of self and others through service-oriented activities.

Culture
• Students will demonstrate an understanding and respect for diverse contributions (e.g. Eastern) to Western Psychology theory, research, and practice.

Interconnectedness
• Students will demonstrate compassionate sensitivity toward themselves and others.

Lower Division Courses (6 units)
Goals and Objectives: Coursework for the psychology major is divided into lower and upper division courses. Students who have completed the lower division courses will be able to demonstrate a breadth of familiarity with psychological terms, concepts, theories, and major debates within the field. They will also gain increased awareness of their own cultural identity and related values and beliefs.

PSYCH 100 Introduction to Western Psychology (3)
PSYCH 101 Psychology of Learning (3)
PSYCH 200 Psychology of Personality (3)
PSYCH 201 Introduction to Western Psychotherapy (3)
PSYCH 202 Modern Psychological Approaches to Living and Dying (3)
PSYCH 203 Social Psychology (3)
PSYCH 204 Research Methods in Psychology (3)
PSYCH 205 Descriptive and Inferential Statistics (3)
PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology (3)
PSYCH 220 Eastern and Western Perspectives on Affective Psychology (3)

Upper Division Courses (36 units)
Goals and Objectives: Upper division coursework will result in students’ ability to demonstrate real life applications of psychological terms, concepts, theories, and major debates within the field of psychology. Students will also have a more sophisticated awareness of their cultural identities and be able to transfer this self awareness into an awareness of the pervasive influence of culture. Cultural awareness includes, but is not limited to, cultural distinctions in values and beliefs, as well as issues of power, privilege, discrimination, and bias. Furthermore, students having completed upper division courses will demonstrate depth in select topic areas of coursework completed.

Core Courses (18 units)
PSYCH 300 Research Design and Data Analysis in Psychology (3)
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 – select at least 2 courses from each of the following sections)
Section A
PSYCH 404 Introduction to Child and Adolescent Theory and Intervention (3)
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)
Section B
PSYCH 440 Psychology of Religion (3)
PSYCH 450 Buddhist Psychology (3)
PSYCH 455 Buddhist and Scientific Approaches to Mind (3)
PSYCH 445 Buddhism Practices and Mental Health (3)
PSYCH 470 Integrative Psychology of Living and Dying (3)

Capstone Course (3 units)
PSYCH 498 Eastern and Western Perspectives on Contemporary Issues in Psychology and Counseling (3)

MASTER OF ARTS IN PSYCHOLOGY
Multicultural Counseling with Generalist Focus or Buddhist Psychology Track

Minimum of 60 units required

The M.A. Psychology Program at UWest prepares students for careers in a wide variety of applied counseling and consultation settings. Furthermore, the psychology program is designed to meet the pre-requirements for the Marriage and Family Therapy (MFT) license.

The Multicultural Counseling M.A. program is based on regulations provided by the California Board of Behavioral Sciences and on guidelines suggested by the American Association for Marriage and Family Therapy and the California Association of Marriage and Family Therapists. Coursework is designed to prepare the student for the California MFT license examinations. More information about the MFT license can be found at http://www.bbs.ca.gov.

Unique to UWest is a Multicultural Generalist focus, as well as a one-of-a-kind Buddhist Psychology track. In such a globally connected world, it has become imperative to train psychology professionals who are proficient in working with a wide variety of cultural identities. For this reason, the M.A. Psychology at UWest focuses on exploring both the Western and Eastern contributions to psychology.

The Buddhist Psychology track holds the same multicultural emphasis as the Multicultural Generalist track, but with the additional inclusion of Buddhist perspectives. Buddhist concepts and practices have been successfully used in Western counseling settings, and many are central to current best practices in psychotherapy. For example, the concept of mindfulness and meditation has been empirically supported and widely integrated into contemporary Western psychology practices. Students following this track will gain additional expertise in these areas.
Both the Multicultural Generalist and the Buddhist Psychology specialty track require a minimum of 60 semester units. Units are divided into 3 introductory units, 15 foundational course units, 21 core level course units, 3 advanced level units, 6 units of practicum at an approved practicum site, and a minimum of 12 units to be taken from a list of electives. Specialty tracks (i.e. Buddhist Psychology) require 12 units of coursework in the area of specialty which are taken in lieu of electives. Furthermore, all students are required to pass a comprehensive exam in their final semester.

Program Learning Outcomes (PLOs)
- **ILO No. 1 Wisdom and Skillful Means:** Students are thoroughly prepared for academic and professional success.
  - **Knowledge**
    - Students will be able to demonstrate the knowledge needed to synthesize various psychotherapeutic approaches.
    - Students will be able to describe and explain the ethics and laws pertaining to mental health services for MFTs.
  - **Praxis**
    - Students will be able to conduct thorough intake interviews (including suicide/homicide assessments), summarize the themes of the interview, and identify goals and potential treatment plans for therapy.
    - Students will be able to demonstrate competency in the assessment, detection, and intervention for spousal abuse as well as for abuse reporting (for child, elder, dep. adult).
  - **Ethics**
    - Students will be able to effectively apply the field’s (MFT) ethics, and California State and U.S. Federal laws to case vignettes and in vivo counseling sessions.
    - Students will maintain their academic integrity.
  - **Critical Thinking**
    - Students will be able to use critical and creative thinking, skeptical inquiry and, when possible, the scientific method to discern, evaluate and criticize specific issues in psychology.
  - **Communication**
    - Students will be able to clearly articulate their study of psychology in writing and speech.
  - **ILO No. 2 Self-Awareness:** Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.
  - **Character**
    - Students will be able to be fully present, mindful aware of the moment, during client sessions.
  - **Expression**
    - Students will be able to express an increased level of self-awareness as it applies to their role as therapists, which includes an understanding and ability to articulate their own cultural values and biases.
  - **Relationship**
    - Students will demonstrate case conceptualizations which reflect a refined understanding of the impact their own cultural identities and related values have on the therapeutic process (specifically the therapeutic alliance/relationship).
  - **ILO No. 3 Liberation:** Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.
  - **Pluralism**
    - Students will develop cultural responsiveness in terms of intake, diagnosis, treatment planning, and intervention selection.
  - **Liberation from Suffering**
    - Students will be able to discuss the various types of privilege and oppression that often arise for select cultural identities (i.e. select racial and ethnic groups, socioeconomic status, gender, sexual orientation, age, physical and mental ability) and how to use this knowledge to connect with and empower others.
  - **ILO No. 4 Interdependence:** Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.
  - **Service**
    - Students will recognize their ability to increase wellness and reduce suffering of self and others through service-oriented activities.
  - **Culture**
    - Students will demonstrate an appreciation for diverse cultures as it applies to the therapeutic process and outcome, and be able to identify potential limitations in mainstream, Western psychological practices.
  - **Interconnectedness**
    - Students will demonstrate an awareness of the impact their thought, speech, and behavior have on others – specifically the impact it may have on their clients.

Program Requirements
1) **Introductory Course, 3 units**
   - PSY 499 Professional Seminar in Multicultural/Buddhist Marriage Family Therapy (3)
2) **Foundation Courses, 18 units**
   - PSYCH 501 Experimental Design and Statistical Analysis (3)
   - PSYCH 530 Psychopathology: Assessment and Diagnosis in Counseling (3)
   - 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/Couples and Family Counseling (3)
3) **Core Courses, 18 units**
   - PSYCH 538 Psychological Testing (3)
   - PSYCH 540 Adult Development and Aging (3)
   - PSYCH 545 Psychopharmacology (3)
   - PSYCH 550 Psychopathology II (3)
   - PSYCH 551 Theories and Techniques of Counseling and Psychotherapy II (3)
   - PSYCH 556 Marriage/Couples and Family Counseling II (3)
4) **Advanced level Courses and Competencies (3 units required)**
   - PSYCH 600 Advanced Counseling Group Process and Skills (3)
   - PSYCH 604 Advanced Child and Adolescent Interventions in Therapy (3)
   - PSYCH 602 Advanced Couples Counseling (3)
   - PSYCH 605 Advanced Family Therapy (3)
   - PSYCH 607 Advanced Seminar in Culture and Psychotherapy (3)
5) **Fieldwork (6 units required)**
   - PSYCH 700 and PSYCH 710 are required and are to be taken consecutively. PSYCH 560 is optional additional fieldwork. All fieldwork and practicum placements must be approved by the department chair, or training director. All training sites must have a written contract with University of the West indicating their commitment to abide by the supervisory conditions required for the pre-MFT licensure requirements, as guided by California’s Board of Behavioral Sciences (BBS).
   - PSYCH 560 Fieldwork (1-6)
   - PSYCH 700 Practicum in Buddhist/Multicultural Counseling Psychology (3)
   - PSYCH 710 Advanced Practicum in Buddhist/Multicultural Counseling Psychology (3)
6) **Electives (12 units required – specialty track courses may also be taken as electives for the Multicultural Generalist track)**
   - PSYCH 504 Introduction to Child and Adolescent Theory and Intervention
   - PSYCH 529 Stress and Stress Management (3)
   - PSYCH 537 Dream Work in Counseling (3)
   - PSYCH 611 The Essential Yalom (3)
7) Comprehensive Exam/Thesis
   PSYCH 699b Comprehensive Exam (0 units)
   PSYCH 699a Thesis (1-6 units)*

*The thesis option is reserved for those students who would like to pursue a Ph.D. upon completion of their M.A. With Department Chair permission, a thesis may be completed instead of the comprehensive exam.

8) Specialized level competency
Buddhist psychology track (select at least 12 units from the courses listed below. Other courses may be considered with permission from the department chair.)

   Students with a Buddhist focus will obtain the above competencies. They will furthermore demonstrate expertise in Buddhist wisdom that will essentially guide their application of the aforementioned competencies.

   REL 505 Women in Buddhism (3)
   REL 530 Topics in Buddhist Studies: Buddhist Meditation (3)
   REL 560 Religion and the Meaning of Existence (3)
   PSYCH 614 Religion and Psychology Seminar (3)
   PSYCH 617 The Application of Mindfulness in Western Therapy
   REL 625 Cultural and Social Aspects of Buddhism (3)

COURSE DESCRIPTIONS: DEPARTMENT OF PSYCHOLOGY

PSYCH 100 Introduction to Western Psychology (3)
Prerequisite: None.
This introductory course surveys the broad field of Western Psychology by introducing theories and concepts to understand individual thought and behavior over the lifespan. Topics include biological, cognitive, social, and developmental influences on behavior. Research methods for the social sciences and abnormal psychology are also introduced. Lastly, the impact of culture and the influence of Eastern thought on Western perspectives are explored.

PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology (3)
Prerequisite: None.
This course introduces Buddhist and Western concepts and theories of perception, understanding, imagination, thinking, reasoning, and other cognitive functions, with comparisons and contrasts between the two systems. Students are provided with opportunities for self-exploration, particularly though these lenses.

PSYCH 220 Eastern and Western Perspectives of Affective Psychology (3)
Prerequisite: None.
This course explores how emotions influence motivation, attitudes, personality, and other related psychological constructs. Special attention is paid to comparing and contrasting Eastern and Western views of emotion (i.e. distinct affective preferences). Students are provided opportunities for self-reflection and observation surrounding such topics as equanimity vs. emotion (i.e. dysregulation, self-control vs. interpersonal neurobiology, how culture shapes affect expression, and the ways in which understanding diverse views of affect increases cross-cultural compassion, sympathy, and celebration.

PSYCH 300 Research Design and Data Analysis in Psychology (3)
Prerequisite: None.
Psychology is informed by psychological research. This course introduces how to formulate psychological research questions, how research studies are created through quasi-experimental and experimental (quantitative and qualitative) designs, various ways in which research data are analyzed, and the implications of data interpretation. The course will examine these areas through the key lenses of ethics and culture.

PSYCH 310 Physiological Psychology (3)
Prerequisite: None.
This course focuses on the biological basis of individual thought and behavior. Brain structure, hormones, biochemical, and genetic factors are explored. Special attention is paid to behavioral health interventions and the mind-body connection.

PSYCH 320 Psychology of Learning (3)
Prerequisite: None.
This course introduces the ways in which learning affects behavior. Additionally, it covers the history of behaviorism and the principles and applications of behavior modification, including the contributions of Pavlov, Watson, Skinner, and Bandura. Ethical issues and cultural implications are discussed.

PSYCH 330 Developmental Psychology (3)
Prerequisite: None.
This course provides an examination of human development across the lifespan. Major theories of human development, including those from physical, cognitive, psychological, and social perspectives are studied and covered from a multicultural perspective. Special attention is paid to issues related to aging and long-term care.

PSYCH 340 Psychology of Personality (3)
Prerequisite: None.
Prominent and influential views of personality development are covered in this course. Examples include behavioral and learning perspectives, biological views, cognitive theory, humanistic theories, and trait approaches. Lastly, cultural implications, such as cultural sensitivity, application of personality theory to diverse populations, and multicultural and cross-cultural limitations of select theories will be addressed throughout.

PSYCH 350 Social Psychology (3)
Prerequisite: None.
Society is the mirror in which we see ourselves. This course explores society’s impact on individual thoughts, beliefs, values, and behaviors. Historical and influential theories and related research investigations will be introduced and discussed. Furthermore, the influence of culture and current socio-political norms will be investigated.

PSYCH 360 Fieldwork (1-4)
Prerequisite: Approval of advisor/department chair.
This course requires a field placement, and is designed for students who wish to gain hands-on and/or specialized training in mental health service delivery. The student must demonstrate how the placement/project is related to their studies in psychology and their related professional career goals. Special permission from the department chair is required to enroll in this course.

PSYCH 404 Introduction to Child and Adolescent Theory and Intervention (3)
Prerequisite: None.
This course surveys contemporary, multicultural, and contextual approaches to child/adolescent counseling theory and intervention. Students will gain hands-on experience through role play in art and play therapy techniques. Special attention is given to mindfulness based approaches. Laws and ethical considerations in the treatment of children, including informed consent and mandated reporting, will be covered. Special attention is paid to cultural considerations, including but not limited to, access to care, socioeconomic status, and level of acculturation.

PSYCH 410 Introduction to Western Psychotherapy (3)
Prerequisite: None.
Various historical, contemporary, and empirically supported approaches to psychotherapy are explored in this course. Benefits and limitations of each are discussed. Cross-cultural implications, including problems with treatment generalizability, as well as problems with justice and care access for select multicultural groups are also covered.
PSYCH 415 Psychological Disorders (3)
Prerequisite: None.
This course will explore the historical views and current perspectives of abnormal behavior, including categorical versus dimensional perspectives. Major diagnostic categories and criteria, individual and social factors of maladaptive behavior, and types of therapy are reviewed. Additionally, various methods of clinical assessment and research strategies are covered. Special attention is paid to the impact of culture on abnormality.

PSYCH 418 Psychological Tests and Measurements (3)
Prerequisite: PSYCH 100 and PSYCH 300.
Various psychological assessment procedures will be covered in this course, including structured and unstructured interviews, self-report inventories, objective personality tests, ability and preference tests, individual intelligence (IQ) tests, and projective tests. Test administration ethics and the importance of psychometrics, such as validity and reliability, will be covered. Cultural limitations of each will be discussed throughout.

PSYCH 420 Cross-cultural Psychology (3)
Prerequisite: None.
In this course the dynamic influence of cultural group identity is explored. Students taking this course will gain an increase in their awareness of their own complex and dynamic cultural identities. Values, beliefs, and differential cultural expectations will be covered. Furthermore, various multicultural and cross-cultural psychological theories and influential research investigations will be discussed.

PSYCH 425 Psychology and Education (3)
Prerequisites: None.
Educational applications of principles of cognitive development, learning, perception, memory, and language development are covered in this course. This includes general instructional issues, multicultural perspectives, gifted and talented children, early childhood education, education of traditionally underrepresented groups and special needs populations.

PSYCH 430 Industrial-Organizational Psychology (3)
Prerequisites: None.
This course offers 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, multicultural concerns, and the processes involved in developing and maintaining organizations.

PSYCH 440 Psychology of Religion (3)
Prerequisites: None.
This course explores cross-cultural spiritual and religious experience through the framework of psychological methods, concepts, and theories. It offers a study of the integration of spirituality and psychology as seen in counseling practice. Topics include psychosocial development, death, conversion, mysticism, morality, guilt, mental health, wellness, coping, and counseling strategies.

PSYCH 450 Buddhist Psychology (3)
Prerequisites: None.
This course examines Buddhist views of mental functions, motivation, emotion, personality, human development, social ethics and psychotherapy according to Buddhist concepts and beliefs. Moreover, it includes comparison to corresponding and contrasting Western views.

PSYCH 455 Buddhist and Scientific Approaches to Mind (3)
Prerequisite: None.
This course offers an exploration of Buddhist teachings regarding the mind and their comparisons with neuroscientific findings about the brain.

PSYCH 465 Buddhist Practices and Mental Health(3)
Prerequisite: None.
This course covers the ways in which Buddhist wisdom is being integrated into Western mental health care. Historical and contemporary theory, research, and practice will be reviewed.

PSYCH 470 Integrative Psychology of Living and Dying (3)
Prerequisite: None.
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 and their connection to others through an understanding of death.

PSYCH 495 Eastern and Western Perspectives on Contemporary Issues in Psychology and Counseling (3)
Prerequisite: Permission from advisor needed.
This course serves as a psychology capstone course. Contemporary issues from the perspectives of both Eastern and Western psychological views are explored. Special focus is placed on applications of counseling and psychotherapy techniques promoted by the two traditions.

PSY 499 Professional Seminar in Multicultural/Buddhist Marriage Family Therapy (3)
Prerequisite: Graduate Status
This course offers an introduction into University of the West's master's program in Marriage Family Therapy. It focuses on values exploration and acculturation/orientation to the school and professional identity, with an emphasis on selfhood, culture/family of origin, professionalism, best practice, self-compassion and self-care. Core learning areas include: acculturation to graduate studies (rights, responsibilities, and professional customs surrounding communication, Western conflict management, interpersonal learning, plagiarism/citation, and university resources); orientation to MFT professional identity (including an overview of the professional journey from this class through post-license career); acculturation and implicit values (personal/familial/cultural strengths, as well as awareness of biases/prejudices and the research on implicit stereotyping); recovery-oriented practice (liberating psychology, empowerment counseling, and social justice advocacy); and orientation to Eastern Buddhist wisdom in the context of western Marriage Family Therapy.

PSYCH 500 Graduate Research and Writing Practicum (3)
Prerequisite: Graduate status or permission of department chair.
This course offers students the opportunity to learn basic writing and research skills required for successful graduate work. This includes APA format style, searching for relevant literature, thesis structure, citation of sources, and use of references.

PSYCH 501 Experimental Design and Statistical Analysis (3)
Prerequisite: Graduate status.
Psychology is informed by psychological research. This course will cover the ways in which sound psychological research questions are determined. It will also review advanced quasi-experimental and experimental design methods (quantitative and qualitative) utilized to execute a research study. It also covers various ways in which research data are analyzed, and discusses the implications of data interpretation. Ethics and culture are highlighted.

PSYCH 504 Introduction to Child and Adolescent Theory and Intervention (3)
Prerequisite: Graduate status.
This course surveys contemporary, multicultural, and contextual approaches to child/adolescent counseling theory and intervention. Students will gain hands-on experience through role play in art and play therapy techniques. Special attention is given to mindfulness based approaches. Laws and ethical considerations in the treatment of children, including informed consent and mandated reporting, will be covered. Special attention is paid to cultural considerations, including but not limited to, access to care, socioeconomic status, and level of acculturation.

PSYCH 504L Introduction to Child and Adolescent Theory and Intervention Lab (3)
Prerequisite: Concurrent enrollment in PSYCH 504.
This course requires hands-on experience practicing supportive play therapy with child/adolescent volunteer pseudo clients. Students are required to video/audio tape their pseudo therapy session. Sessions are reviewed and critiqued by the class and instructor. Laws and ethical considerations in the treatment of children, including informed consent and mandated reporting, will be covered. Special attention is paid to cultural considerations.
PSYCH 530 Psychopathology and Counseling (3)
Prerequisite: Graduate status.
This course reviews the current taxonomy of Western psychopathology including, but not limited to, clinical disorders, personality disorders, select medical, psychosocial and environmental problems, and trauma, across the lifespan. Etiologies, prevalence, symptoms, and treatments are introduced and discussed for each. Sexual identity, sexual dysfunction, and gender identity disorders are given special attention. 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. Additionally, there is consistent focus on students’ own beliefs, attitudes and feelings, and on examination of sexual morals, ethical issues, and sociocultural perspectives. Lastly, 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 treatment models. Further topics include medical aspects, evaluation, theories of etiology, legal issues, prevention, and follow-up for the abuser and family. Opportunities to interact with various consumers and families of consumers of mental health services will be provided.

PSYCH 531 Theories and Techniques of Counseling and Psychotherapy (3)
Prerequisite: Graduate status.
This course provides students with knowledge and experiences in counseling and helping skills with an emphasis on traditional counseling and psychotherapy theory and skills including individual (adult, child, and adolescent) and group process therapy skills. This course presents theoretical and empirically supported approaches to intervention strategies for dealing with psychological, emotional, relationship, and adjustment problems in individuals, couples and groups. Cultural sensitivity and limitations of traditional therapy approaches for diverse populations are also included, with a focus on recovery-oriented practice.

PSYCH 532 Legal and Ethical Issues in Counseling and Psychotherapy (3)
Prerequisite: Graduate status.
This course exposes the student to the relevant ethical codes, practice standards, legal issues, and expectations of professional conduct. Ethical decision-making skills will be honed using case studies and vignettes. Professional and public responsibility and the meaning of the professional counseling relationship will be discussed. Furthermore, this course explores the fundamentals of child advocacy and of social policies affecting children. Scholarly studies will be examined on a broad range of social issues. Topics may include ethnic violence, drugs, poverty, the juvenile justice system, health and mental health care, and child abuse. California laws and ethics related to domestic violence are also a focus of this course, including dynamics of spousal, child and elder abuse, family issues and multigenerational patterns. The course will also address professional writing, including documentation of services, progress notes, and the need for treatment plans.

PSYCH 533 Seminar: Counseling of Multicultural Groups (3)
Prerequisite: Graduate status.
This course fosters an understanding of the human experience through the values and beliefs of various multicultural and cross-cultural identities. Students are introduced to psychological issues concerning human systems, self and group identity, conflict, consciousness, development, gender, culture, identity, social settings, individualistic-collectivism, evolution, implicit bias, poverty, social stress, oppression, stigma, and their impact on counseling process and outcome. These and other key constructs such as acculturation and racial/ethnic identity development will be used to better work with California’s diverse populations. Lastly, students will gain awareness and understanding of self and others’ cultural perspectives.

PSYCH 536 Marriage/Couples and Family Counseling (3)
Prerequisite: Graduate status.
This family systems course is a survey of contemporary, multicultural, and contextual analyses of the dynamics of families, couples and family therapy, the integration of various approaches in relationship therapy, and the process and outcome research that document the state of MFT effectiveness with couples and families. Key touchstones include sexuality and sexual identities, ethics and reporting/safety issues, and domestic violence, all through the lens of culture.

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. Various psychological assessment procedures will be covered, including structured and unstructured interviews, self-report inventories, objective personality tests, ability and preference tests, individual intelligence (IQ) tests, and projective tests. Test administration ethics and the importance of psychometrics, such as validity and reliability, will be covered. Cultural limitations and ethical concerns of each will be discussed throughout.

PSYCH 540 Adult Development and Aging (3)
Prerequisite: Graduate status.
This course provides an in-depth exploration of the developmental processes related to aging from a bio-psychosocial perspective. Students will explore age-change theories and human adaptations in the areas of mental health, personality stability, sensory aging related to cognitive processes, learning, and social cognition. The course includes discussions of the unique ethical concerns and psychological needs of an aging population including implicit ageism, relationship issues, aging and diversity, death and bereavement, spirituality, occupational patterns, retirement, and leisure. Research-based best practices and ethics of working with diverse older adults are emphasized throughout.

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. Cultural and ethical concerns are emphasized throughout.

PSYCH 550 Psychopathology II (3)
Prerequisite: PSYCH 530.
This course serves as a follow-up course to PSYCH 530. It is designed to expand students’ knowledge and experiences in the current taxonomy of Western psychopathology including, but not limited to, clinical disorders, personality disorders, select medical, psychosocial and environmental problems, and trauma, across the lifespan. Etiologies, prevalence, symptoms, and treatments are introduced and discussed for each. Sexual identity, sexual dysfunction, and gender identity disorders are given special attention. 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. Additionally, there is consistent focus on students’ own beliefs, attitudes and feelings, and on examination of sexual morals, ethical issues, and sociocultural perspectives. Further topics include medical aspects, evaluation, theories of etiology, legal issues, prevention, and follow-up for the abuser and family. Opportunities to interact with various consumers and families of consumers of mental health services will be provided.

PSYCH 551 Theories and Techniques of Counseling and Psychotherapy II (3)
Prerequisite: PSYCH 531.
This course serves as a follow-up course to PSYCH 531. It is designed to expand students’ knowledge and experiences in counseling and helping skills with an emphasis on traditional counseling and psychotherapy theory and skills including individual (adult, child, and adolescent) and group process therapy skills. This course presents theoretical and empirically supported approaches to intervention strategies for dealing with psychological, emotional, relationship, and adjustment problems in individuals, couples and groups. Cultural sensitivity and limitations of traditional therapy approaches for diverse populations are also included, with a focus on recovery-oriented practice.
PSYCH 556 Marriage/Couples and Family Counseling (3)
Prerequisite: PSYCH 536.
This course is a continuation of PSYCH 536 and expands students’ systemic understandings of the major models of couples and family therapy, the integration of various approaches in relationship therapy, and the process and outcome research that document the state of NFT effectiveness with couples and families. Key touchstones include sexuality and sexual identities, ethics and reporting/safety issues, and domestic violence, all through the lens of culture.

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.

PSYCH 600 Advanced Group Process and Skills (3)
Prerequisite: At least 18 units of graduate coursework must be completed.
This course provides graduate students with a broad understanding of group development, dynamics, and counseling theories. Group leadership styles are discussed in addition to basic and advanced group counseling methods and skills. Several different approaches to conducting group counseling are reviewed. Cultural/ethical issues and limitations are also discussed.

PSYCH 602 Advanced Couples Counseling (3)
Prerequisite: At least 18 units of graduate coursework must be completed.
This course offers an in-depth look at the current modalities of couples counseling including process and outcome effectiveness studies, as well as advanced assessment and intervention techniques. Cultural and ethical issues will also be discussed throughout.

PSYCH 604 Child and Adolescent Interventions in Therapy (3)
Prerequisite: PSYCH 531.
This course offers an in-depth look at the various theories, assessment, and intervention techniques specific to child and adolescent populations, including play therapy. Cultural and legal/ethical issues will also be discussed.

PSYCH 605 Advanced Family Therapy (3)
Prerequisite: At least 18 units of graduate coursework must be completed.
This course provides students with an advanced look at the history and current status of family therapy including family multi-systemic therapy, functional family therapy and/or other evidence-based practices. Much attention will be paid to cultural implications and multigenerational family patterns.

PSYCH 607 Advanced Seminar in Culture and Psychotherapy (3)
Prerequisite: At least 18 units of graduate coursework must be completed.
This course focuses on expanding students’ understanding of the human experience through a deep awareness of their own and others’ cultural identities and related values and beliefs and their impact on therapy process and outcome. Coursework is designed to provide an advanced investigation into psychological issues concerning human systems, self and group identity, conflict, consciousness, development, gender, cultural values, spirituality, race/ethnicity, individualism-collectivism, and evolution.

PSYCH 614 Religion and Psychology Seminar (3)
Prerequisite: None.
This course is a study of spiritual and religious experience utilizing psychological methods and theories, including a study of the integration of spirituality and psychology as seen in counseling practice. Topics include psychosocial development, death, conversion, mysticism, morality, guilt, mental health, wellness, coping, and counseling strategies.

PSYCH 617 Application of Mindfulness in Western Therapy (3)
Prerequisite: Graduate status.
This course provides a comprehensive introduction to the concept of mindfulness and its influence on Western psychotherapeutic research and practice. It furthermore reviews the historical and contemporary literature on the efficacy and effectiveness of mindful-based therapeutic approaches on the process and outcome of treatment. Cultural issues and limitations are also discussed.

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 699a Thesis (1-6)
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 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 699b Comprehensive Exam (0)
Prerequisite: Permission of Department Chair and Advisor. Student must be in their final semester.

PSYCH 700 Practicum in Buddhist/Multicultural Counseling Psychology (3)
Prerequisite: PSYCH 501, 531, 532, and completion of 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, and by discussing clinical cases and professional issues in the training seminar, working with clients individually and in groups, and connecting clients to the community. Emphasis will be placed on providing Marriage Family Therapy to low-income, highly impacted, urban individuals and families. 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 710 Advanced Practicum in Buddhist/Multicultural Counseling Psychology (3)
Prerequisite: PSYCH 501, 531, 532, and completion of 20 hours of graduate level coursework. The advanced 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, and by discussing clinical cases and professional issues in the training seminar, working with clients individually and in groups, and connecting clients to the community. Emphasis will be placed on providing Marriage Family Therapy to low-income, highly impacted, urban individuals and families. 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 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, thesis, etc. Course does not count toward minimum requirements for graduation. P/NP
DEPARTMENT OF ENGLISH

CHAIR: Michael Grosso

FACULTY: Edward Chong, Mark Glover, Vanessa Karam, Scott Underwood

The Department of English is dedicated to offering students a unique learning experience. This experience introduces the rigorous study of English, challenging students to explore the dynamic relationship among literature, language, and culture. As a part of this exploration, the Department encourages students to engage in mindful and critical reflection on a wide range of themes, concepts, and ideologies inherent to the study of English. Its focus is on cultivating student responses that demonstrate not only academic learning, but also a social awareness of cross-cultural perspectives. In this way, the program’s approach to English supports the intellectual and personal development of its students. Its aim is to challenge students to engage in self-reflection via the study of English.

BACHELOR OF ARTS IN ENGLISH

The Department offers a Bachelor of Arts in English. This program invites students to explore the different ways in which the field of English has been studied. The degree is designed to present an integrated approach to the study of English – one that delves into the nature of language, in its literary and practical forms.

Program Learning Outcomes

- ILO No. 1 Wisdom and Skillful Means: Students are thoroughly prepared for academic and professional success.
  - Knowledge
    - Students will be able to identify, explain and summarize major events, key traditions and literary periods important to the study of literature and its texts.
    - Students will be able to identify, explain and summarize principal genres, literary terms, and key critical and theoretical concepts important to understanding and evaluating core literary texts.
    - Students will demonstrate critical information literacy, applied to research writing and documentation consistent with scholarship in English Literary Studies.
  - Students will be able to identify, explain and appreciate contributions made by Asian and other diasporic minority communities writing in English.

- Language Concentration:
  - Students will be able to identify, explain, and summarize the major branches, terminology, theories, concepts, perspectives and methods of theoretical and applied linguistics.
  - Students will be able to identify, explain and evaluate diverse historical, social psychological, and political dimensions of language acquisition and use.
  - Literature Concentration:
    - Students will recognize and appreciate the breadth and depth of literary expression by a diverse field of authors across English and American literary history.
    - Students will be able to identify, explain and evaluate complex representation of the human condition presented in English and American literary texts across genres, traditions and major literary movements.

- Praxis
  - Students will be able to express and apply literary as well as linguistic and critical theories to analyze, interpret, and critique literary texts.

- Ethics
  - Students will be able to identify and engage ethical issues, cultural values, ideologies and philosophical positions investigated by authors/texts and how they inform the academic study of English literature.
  - Students will identify and engage ethical issues, cultural values, ideologies and philosophical positions raised and explored across genres and periods by non-Western communities writing in English and how they inform the academic study of English literature.
  - Students will maintain their academic integrity.

- Critical Thinking
  - Students will be able to independently identify, engage and question underlying ideological assumptions that shape canonicity, literary study and the production of textual interpretation.

- Students will be able to understand, apply, analyze, and synthesize content knowledge, including critical terms, history of English, elements of criticism and theories in the field.

Language Concentration:
- Students will be able to identify, engage and analyze the use of language in its literary, social, and political functions.

Literature Concentration:
- Students will identify, question and engage underlying institutional, peer and personal ideological assumptions that shape the academic study of literature.

Communication
- Students are able to clearly and persuasively articulate their engagement with language and literature, including textual analysis and interpretation following the conventions of public speaking.
- Students will be able to clearly and persuasively articulate their engagement with language and literature, including textual analysis and interpretation following the conventions of academic writing.

- ILO No. 2 Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

- Character
  - Students will be able to relate the philosophical, ethical, and moral issues surrounding language and literature with their own self-exploration/understanding, character formation and its continued development.

- Expression
  - Students will use knowledge gained from literary and linguistics study to explore and creatively express ideas about themselves.

- Relationship
  - Students will demonstrate effective teamwork and collaborative thinking skills.

- ILO No. 3 Liberation: Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.

- Pluralism
  - Students will recognize and respect diverse cultures/worldviews other than their own and appreciate the impact of those cultures/worldviews on the production, interpretation and valuation of literary texts as well as linguistic theory and praxis.

- Language Concentration:
  - Students will apply their learning to political, social, educational and moral questions related to issues of language and language diversity.

- Liberation from Suffering
  - Students will apply literary and linguistic philosophical, ethical, and moral questions and lessons to social, economic and environmental issues as individuals who are informed, aware and engaged in discovering approaches to liberation from suffering.

- ILO No. 4 Interdependence: Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

- Culture
  - Students will be able to recognize how an appreciation of English language and literature contributes to social and personal well-being.
  - Students will independently identify, engage and question underlying ideological assumptions and perceptions of artistic merit and literary value of individual texts as well as evaluate their cultural/national significance.

- Nature
  - Students will recognize and appreciate literature’s response to nature as well as demonstrate a working understanding of the role language plays in addressing the relationship between the environment, culture and identity.

- Interconnectedness
  - Students will practice compassionate sensitivity with special awareness of how their behavior and actions affect themselves, society and the world.
In accordance with the University’s mission statement, the relationship between language and culture is highlighted and explored in the Language concentration. Students examine the historical, psychological, social, and political dimensions of language, language learning, and language use. Course offerings delve into the concerns and issues related to language: bilingualism, multilingualism, language varieties, language assessment, literacy, language pedagogy, second language acquisition, pragmatics, and language planning and policies. The Language concentration challenges students to reflect on the ways language is internally tied to power, culture, and identity.

General Education Requirements (6 units):
As part of his or her 48 units of GE, 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) and
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.)

Course Requirements for Bachelor of Arts in English (42 units)

1) Required Lower Division Courses (6 units)
ENGL 201 Introduction to Literary Studies (3)
LANG 220 Structure of Modern English (3)

Goals:
Students will be introduced to the foundational theories, concepts, and methods of analysis to understand the art and the use of the English language. This set of courses prepares students for the shared upper-division units in the major.

2) Required Upper Division Courses (12 units)

To continue progressing through the B. A. in English, students must take a selection of courses listed under sections A, B, and C. (See below.)

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: Take the following course below.
LANG 301 Introduction to Linguistics (3)

Goals:
Students will build on the knowledge, perspectives, and skills learned in their lower-division courses to broaden their understanding of English literature and the English language. The courses in this section prepare students to select a degree concentration in the English program.

3) Concentration: choose either Language or Literature

Language Concentration (15 units)

Students who opt to take the Language Concentration in the English program must complete a selection of courses from sections A, B, and C. (See below.)

A. Literary Genre: Choose at least one course.
ENGL 315 Reading Poetry (3)
ENGL 320 Reading Drama (3)
ENGL 325 Reading Fiction (3)
B. Great Works, Literary Figures and Historical Periods: Choose at least two courses.
ENGL 460 Romanticism (3)
ENGL 401 Romanticism: Then and Now (3)
ENGL 482 Darwin to Wells, Victorian Science and Literature (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 American Literature (3)

Goals:
Students will deepen their knowledge and understanding of literary genres, figures, and movements in British and American literature. Like other courses in the program, the concentration continues to present a selection of canonical and noncanonical texts to demonstrate the diverse voices that have contributed to literature.

Capstone for Literature Concentration:
ENGL 490 Writing American Historical Memory and the Immigrant Experience (3)

Goals:
Students will apply the knowledge they have acquired in their lower- and upper-division courses and in the Literature concentration to read, interpret, analyze, and evaluate the work of minority and immigrant authors. The course prepares students to matriculate to the comprehensive capstone for the English major.

Language Concentration (15 units)
Like the students in the Literature Concentration, students in the Language Concentration must complete a selection of courses from sections A and B. (See below.)

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)

Goals:
Students will expand their knowledge of English and the English language, examining the different aspects of theoretical and applied linguistics. The concentration introduces the theories, concepts, perspectives, and methods according to which languages have been studied and analyzed.

Capstone for Language Concentration:
LANG 490 Language, Power and Identity (3)

Goals:
Students will apply the knowledge they have acquired in their lower- and upper-division courses and the Language concentration to examine how individuals, groups, and institutions use language.

4) Electives for Both Concentrations:
All students in the program must take at least one elective course from sections A and B. (See below.)

A. East-West: Take at least one course.
ENGL 336 Asian American Writers (3)
ENGL 426 Depictions of Asia in English Literature (3)
ENGL 427 Buddhism in American Literature (3)
ENGL 428 Introducing the Beat Generation: Beatitudes to Buddhism (3)

B. Seminars: Choose at least one course from the following or other upper-division ENGL or LANG courses not otherwise taken.
ENGL 342 Literary Landscape(s) of Los Angeles: Promised Land, Utopia, Apocalypse (3)
ENGL 326 Women Writers (3)
ENGL 425 History of the English Novel (3)
ENGL 472 Literary Non-Fiction (3)
LANG 340 Language and Literature (3)

Goals:
Students will delve further into additional literary topics, historical movements, and genre forms. These courses extend foundational knowledge in English along with other offerings in the major.

5) Comprehensive Capstone for the Bachelor of Arts in English (Both Concentrations) (3 units)
ENGL 495 Writing Culture: Literary Imagination and Cultural Identity (3)

Goals:
Students will apply the foundational theories, concepts, perspectives, and methods presented in the English program to analyze and evaluate the use of language in works of literature. The course challenges students to think comprehensively on the nature of language as an expression of literary imagination and as a reflection of cultural identity.

COURSE DESCRIPTIONS: DEPARTMENT OF ENGLISH
Literature Courses
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.

English Courses

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 342 Literary Landscape(s) of Los Angeles: Promised Land, Utopia, Apocalypse (3)  
Prerequisite: ENGL 101; ENGL 201.  
Examines the diverse literary heritage of Los Angeles by considering how the city is imagined  
through the optics of utopia and catastrophe, with special emphasis on LA as a representative space  
for critiquing and confronting American’s urban ecology past, present and future. Course will includes  
fiction, creative non-fiction, drama and poetry.

ENGL 345 Critical Reading, Writing, and Analysis of Literary Forms (3)  
Prerequisite: LIT 301, ENGL 201.  
Introduction to the theory and practice of literary analysis. Examination of the concept of literary  
tradition; consideration of research methods; application of critical theory to textual analysis and  
the writing of literary criticism.

ENGL 425 History of the English Novel (3)  
Prerequisite: None.  
Emphasizing form, this course examines the development of the English novel from its beginnings to  
the present day.

ENGL 426 Depictions of Asia in English Literature (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 427 Buddhism in American Literature (3)  
Prerequisite: ENGL 101; ENGL 201.  
Examines the rich literary response to the transmission, assimilation and indigenization of Buddhism  
in the United States, from its introduction in the 19th century to its post-War emergence through  
to the late-twentieth century by authors either Buddhist-influenced or consciously Buddhist. How  
authors embrace Buddhism and what, if any, impact that has on literary form and expression. Can  
the principles of Buddhism be used as a mode of literary critique? Authors, texts, interpretations that  
emerge in post-War writing as a potential explanatory model for the human condition.

ENGL 428 Introducing the Beat Generation: Beatitudes to Buddhism (3)  
Prerequisite: ENGL 101; ENGL 201.  
An overview of the uniquely American literary and cultural movement known as the Beat  
Generation, introducing major figures and key texts while examining their continued literary and  
social significance. Primary focus will be on major voices of the movement, Allen Ginsberg, Jack  
Kerouac and William S. Burroughs, while exploring the role of lesser-known artists, the contributions  
of women writers and the influence of jazz and the visual arts. Course will additionally highlight the  
ways in which Buddhist thought informs the writings of the Beats.

ENGL 481 Romanticism: Then and Now (3)  
Prerequisite: ENGL 101; ENGL 201.  
Explores the historical and philosophical ideas that contribute to the emergence of Romanticism, its  
influence on the development of new literary forms and the perspectives that continue to influence a  
variety of popular literary genres today. Students will study 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 462 Darwin to Wells, Victorian Science and Literature (3)
Prerequisite: ENGL 101; ENGL 201.
Examines the interplay of society, literature, technology, and scientific discourse in the emerging genre of Science Fiction during the Victorian Age. Course will focus on the development of the genre, its formal features and the cultural work it continues to perform. Authors considered: Darwin, Bulwer-Lytton, Shelley, Verne, Wells, Stevenson, and Doyle as well as authors and graphic novelists writing in the recent Steampunk tradition.

ENGL 472 Literary Non-Fiction (3)
Prerequisite: ENGL 101; ENGL 201.
Examines “The Literature of Fact” through a detailed reading and analysis of a wide variety of literary nonfiction, including autobiography and memoir, biography, journals and diaries, travel writing, humor writing, science writing, literary journalism, and personal essays. Course draws on critical theory to interrogate how authors deploy literary narrative techniques, such as internal narration, dialogue, compression of time and character, to construct “true” stories. Students will further engage what makes such texts “literary.”

ENGL 470 Studies in Contemporary Literature (3)
Prerequisite: ENGL 201, LIT 301.
Study of drama, fiction, nonfiction, prose, and poetry by selected American and British 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. Shed’s 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. 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. 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 487 Orientalism, Otherness, and Postcolonial Literature (3)
Prerequisite: ENGL 101; ENGL 201.
A study of postcolonial poetry, drama, autobiography, and fiction in English. Examines such issues as colonization and decolonization; influences of English and vernacular literatures; Orientalism; the influence of Western culture on Nonwestern societies. Selected readings in postcolonial theory will be used to explore the historical and cultural background to the literary works and to provide a framework for analysis.

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 concentration.
A comparative study of the American immigrant experience designed to integrate the knowledge of literary history, criticism, and literary forms that students have gained from other literature courses in the major. 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: Senior standing.
Explores the relationship between language, literature, and culture, specifically the ways in which literature represents, expresses and defines the perception/reception of culture through its linguistic construction. Central to the course is the question: Does culture speak language or does language speak culture? 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.

Language Courses

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 concentration. 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 pressures and stratification, acculturation, language maintenance and language planning, and the "official language" debate.

Teaching English to Speakers of Other Languages (TESOL) Courses

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.

DEPARTMENT OF RELIGIOUS STUDIES

Chair: Jane N. Iwamura
Assistant Chair: Miroj Shakya

Faculty: 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.

Religious Studies at UWest offers students the unique opportunity not only to academically study Buddhism and the world’s religions, but to explore whether these religions’ beliefs, histories and concerns offer insight into or guidance for the current human dilemma.

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.

Program Learning Outcomes (PLOs)
• ILO No. 1 Wisdom and Skillful Means: Students are thoroughly prepared for academic and professional success.
  • Knowledge
    • Students will be able to summarize and explain Buddhist thought, texts and history.
    • Students will be able to summarize and explain the ideas, texts and history of non-Buddhist religions.
    • Students will demonstrate a basic working knowledge of a research language.
  • Praxis
    • Students will be able to apply the tools and theories used in the academic study of Religion.
  • Ethics
    • Students will be able to identify ethical issues raised by Buddhism and explore how they relate to modern humans and the world.
    • Students will be able to identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.
    • Students will maintain their academic integrity.
  • Critical Thinking
    • Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of Religion.
  • Communication
    • Students will be able to clearly articulate their study of Religion in speech.
    • Students will be able to clearly articulate their study of Religion in writing.
DEPARTMENT OF RELIGIOUS STUDIES

5) Verification of English proficiency (for International Students or non-native English-speaking students) candidate may be required to take designated foundational courses or take a comprehensive examination.

2) An official transcript from the institutions/universities where highest degree awarded or last attended;

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 at the beginning of their M.A. studies) the following undergraduate prerequisites: REL 201 Religions of the East, REL 202 Religions of the West, REL 300 Dimensions of Religion, and REL 301: Fundamentals of Buddhism;

- Students will be able to relate religious teachings to their own self-exploration and character development.
- Students will be able to use their knowledge of religions to explore and express ideas about themselves.
- Students will demonstrate effective teamwork and/or interpersonal skills.

- Students will be able to explain the impact modern pluralism is having on religious identity.

- Students will be able to discuss, at least at a theoretical level, religious perspectives on service and how this service may increase and reduce suffering of self and others.

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

- Students will be able to express and assess the world’s religions’ contributions to eastern and western culture. They will be able to evaluate how religions have been a force in human culture.

- Students will demonstrate compassionate sensitivity toward themselves and others.

Admission Requirements

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 at the beginning of their M.A. studies) the following undergraduate prerequisites: REL 201 Religions of the East, REL 202 Religions of the West, REL 300 Dimensions of Religion, and REL 301: Fundamentals of Buddhism;

2) An official transcript from the institutions/universities where highest degree awarded or last attended;

- 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.

- 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.

- Students who already possess reading proficiency in these languages can take a special Language courses below the 500 level 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.

- Concentration in Comparative Religious Studies: 6 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 should be completed within the first year of coursework.

- Language courses below the 500 level 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.

- Students will be able to explain the impact modern pluralism is having on religious identity.

- Students will be able to relate religious teachings to social, economic and environmental issues.

- Students will be able to discuss, at least at a theoretical level, religious perspectives on service and how this service may increase and reduce suffering of self and others.

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

- Students will be able to express and assess the world’s religions’ contributions to eastern and western culture. They will be able to evaluate how religions have been a force in human culture.

- Students will demonstrate compassionate sensitivity toward themselves and others.
Course Requirements

1) 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.

2) Language (6 units):
Students must begin fulfilling their language requirement within their first year of coursework or as soon as the relevant courses are offered.

Goals:
Students will acquire basic working knowledge of a Buddhist canonical language.

Students focused on Comparative Religious Studies will acquire intermediate knowledge of a research language. They will also gain basic knowledge of a second language.

3) Additional Course Requirements (24 units)
Note: These courses are to be chosen by the M.A. student in consultation with the Director of the M.A. Program.

   • Concentration in Buddhist Studies:
     Students must complete 21 units of course work in Buddhism. 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.

   • 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.

4) 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.

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.

Program Learning Outcomes (PLOs)

- ILO No. 1 Wisdom and Skilful Means: Students are thoroughly prepared for academic and professional success.
  - Knowledge:
    • Students will be able to summarize and explain Buddhist thought, texts and history.
    • Students will be able to summarize and explain the ideas, texts and history of non-Buddhist religions.
    • Students will demonstrate an intermediate working knowledge of a research language.
    • Students will demonstrate a basic working knowledge of a second research language.
  - Praxis:
    • Students will be able to apply the tools and theories used in the academic study of Religion.
    • Students will be able to engage in doctoral level research and writing.
  - Ethics:
    • Students will be able to identify ethical issues raised by Buddhism and explore how they relate to modern humans and the world.
    • Students will be able to identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.
    • Students will maintain their academic integrity.
  - Critical Thinking:
    • Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of Religion.
  - Communication:
    • Students will be able to clearly articulate their study of Religion in speech.
    • Students will be able to clearly articulate their study of Religion in writing.
  - ILO No. 1 Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.
  - Character:
    • Students will be able to relate religious teachings to their own self-exploration and character development.
    • Students will be able to use their knowledge of religions to explore and express ideas about themselves.
  - Expression:
    • Students will be able to identify ethical issues raised by Buddhism and explore how they relate to modern humans and the world.
    • Students will maintain their academic integrity.
  - Relationship:
    • Students will maintain their academic integrity.
  - ILO No. 3 Liberation: Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.
  - Pluralism:
    • Students will be able to identify ethical issues raised by Buddhism and explore how they relate to modern humans and the world.
    • Students will be able to identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.
  - Liberation from Suffering:
    • Students will be able to engage in doctoral level research and writing.
  - Service:
    • Students will be able to relate religious teachings to social, economic and environmental issues.
  - Interconnectedness:
    • Students will be able to express and assess the world’s religions’ contributions to eastern and western culture. They will be able to evaluate how religions have been a force in human culture.

The University of the West • 2012-2013
Admission Requirements

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 M.A. in Religious Studies, Theology, Philosophy or equivalent. If neither criteria can be met, the student cannot be admitted into the Ph.D. program. Student may be admitted into the M.A. program, 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.
   • 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.

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 M.A. Thesis (Only applicable to students who have completed an M.A. in Religious Studies, Theology, Philosophy, or equivalent). If neither criteria can be met, the student must have at least an M.A. in Religious Studies, Theology, Philosophy, or equivalent. If neither criteria can be met, the student cannot be admitted into the Ph.D. program.

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);

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

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.

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 (e.g. Canonical 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 (e.g. French, German or Japanese). Language courses below the 500 series, while covering these language requirements, are not counted as part of the 63 post-baccalaureate semester units required for the Ph.D. Students are expected to begin fulfilling their language requirements in the first year of coursework. 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 63 post-baccalaureate semester units required for the Ph.D. Students are expected to begin fulfilling their language requirements in the first year of coursework. 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 advisor which languages 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 student has completed a minimum of 18 units of doctoral course work, he or she must petition in writing their counselor 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 advisor at least two (2) 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 51 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 advisor to take the candidacy examination. The student’s petition must contain the following:

1) The names of the three members of the student’s Doctoral Committee. At least two of the three committee members must be current faculty in University of the West.
2) The three subject fields for the examinations, to be determined individually between the student and members of the Doctoral Committee.
3) Desired date of the oral examination by the Doctoral Committee.

The field examinations will be written. Students are expected to consult with their committee members to prepare reading lists for each of the three field examinations, which will serve as the basis for the examination questions. The examinations will take place over a two-week period, and must be taken onsite at the University of the West campus. Each examination will take three hours, and students will not be allowed to consult any books, notes, or the Internet during the examination. Field examinations will be graded “pass,” “fail,” or “pass with distinction.” If a student should fail an examination, faculty will decide if and when it may be repeated; additional work may be required in order to retake an 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 $100 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.

Dissertation Status

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) while working on his/her proposal/dissertation. Immediately after completing the candidacy examination, the successful candidate will be expected to begin work on their dissertation proposal. In the proposal, the student will outline his/her proposed dissertation project, which is expected to be an original piece of research, based on primary sources, that makes a relevant contribution to the student’s field of study. The proposal should contain sufficient detail on the project, including:

- A substantial explanation of the central research problem;
- A review of previous scholarship on the topic and a discussion of the proposed contributions to the field that this dissertation is expected to make;
- An account of the research methodology to be employed and the sources to be utilized in the dissertation research;
- A provisional outline of the form that the finished dissertation will take, including chapter divisions;
- A preliminary bibliography of both primary and secondary sources.

The cover sheet of the proposal should contain the names of the three members of the student’s Doctoral Committee, and it is expected that the student will confirm these members’ willingness to serve on the Doctoral Committee prior to submitting the prospectus.

Once the proposal has been submitted, it will be reviewed by the members of the student’s Doctoral Committee, and the student will be asked to present their proposal and respond to questions before their committee members. After the proposal is submitted, the committee will decide whether it is to be accepted, accepted with revisions, or rejected.

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, 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.

After approval by the Doctoral Committee, the student will make any final revisions necessary and consult with the library regarding submission requirement and guidelines. 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.

Course Requirements

1) 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 607 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.

2) Languages (1st Language 12 units; 2nd Language 6 units)
   Students must begin fulfilling their language requirements during their first year of course work or as soon as the relevant courses are offered.

   Goals: Students focused on Buddhist Studies will acquire intermediate working knowledge in a Buddhist canonical language. They will also gain basic knowledge of a second language.

   Students focused on Comparative Religious Studies will acquire intermediate knowledge of a research language. They will also gain basic knowledge of a second language.

3) Additional Course Requirements (42 units)

   Note: Additional courses are to be chosen by the Ph.D. student in consultation with their advisor.

   - Emphasis in Buddhism:
     Students must complete 30 units of course work in Buddhism.
     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.
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.

4) 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.

COURSE DESCRIPTIONS: DEPARTMENT OF RELIGIOUS STUDIES

Languages

CCHN 200 Introduction to Literary Chinese (3)
Prerequisite: None.
An introduction to literary Chinese (wenyan) for students with no prior training in either modern or classical forms of Chinese. Students who are familiar with another language that uses Sinitic script (e.g. Japanese, Vietnamese, or Korean), but who have no training in the reading of classical Chinese, are eligible for the class. Topics covered: Pinyin pronunciation, Romanization, and orthography; composition and orthography of Chinese characters (hanzi); dictionary usage; and basic syntax and grammar of literary Chinese.

NOTE: This class does not count toward the Religious Studies Programs' 6- or 12-unit language requirement.

CCHN 400 First Year 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 402 First Year Canonical Chinese II (3)
Prerequisite: CCHN 400 or permission of instructor.
A review of the phonology, morphology, and syntax of Canonical Chinese with emphasis on reading selected texts.

CCHN 501 Second Year Canonical Chinese I (3)
Prerequisite: CCHN 402 or permission of instructor.
An advanced level of studies in Canonical Chinese grammar and syntax involving translation from Canonical Chinese.

CCHN 502 Second Year Canonical Chinese II (3)
Prerequisite: CCHN 501.
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.

TIB 400 First Year 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 402 First Year Tibetan II (3)
Prerequisite: TIB 400 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 501 Second Year Tibetan I (3)
Prerequisite: TIB 402 or permission of instructor.
A study of selected readings of historical documents, letters and filed documents.

TIB 502 Second Year Tibetan II (3)
Prerequisite: TIB 501.
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.

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 505 Women in Buddhism (3) (Area: Buddhist Studies)
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 comparative 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.
This course fulfills the “Comparative Religions” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 520 Religions of India (3) (Area: Comparative Religions)
Prerequisite: REL 600.
An examination and comparison 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.
This course fulfills the “Comparative Religions” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 530 Topics in Buddhist Studies: Buddhist Meditation (3) (Area: Buddhist Studies)
Prerequisite: REL 600.
A study of Buddhist approaches to and paradigms of meditation and the training of the mind. The class discusses theories and practices of mental developments across different Buddhist traditions, with special emphasis on how these practices pertain to foundational Buddhist teachings.
This course fulfills the “Religious Education” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 540 Buddhist Hermeneutics (3) (Area: Buddhist Studies)
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.
This course fulfills the “Theology/Philosophy” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

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.
This course fulfills the “Comparative Religions” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

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.
This course fulfills the “Comparative Religions” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

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 569A Buddhism and Art I (3)
Prerequisite: None.
A study of origin and evolution of Buddhist art as an integral part of Buddhism in South and East Asian countries by means of conveying the doctrinal understanding, and establishing the religious values in the society. Understanding of the symbolic aspects of Buddhist art is expected.

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, such as origin of the universe, origin of humans, death, evil and suffering, time and eternity, salvation.

REL 595 Advanced Religious Studies Work Experience (1-3) (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 607 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 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 612 Topics in Christian Studies: The Nicene Creed (3) (Area: Comparative Religions)
Prerequisite: REL 600 and REL 601.
This class studies the central teachings of Christianity as expressed in the Nicene-Constantinopolitan Creed of 381 C.E. Both primary and secondary sources are used to examine the historical, philosophical and religious issues that shaped the first 400 years of Christian thinking. Topics covered include God, creation, Christ, sin, salvation and the Church.

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 622 Topics in Buddhist Studies: Developments in Buddhist Philosophy (3) (Area: Buddhist Studies)
Prerequisite: Graduate status or permission of instructor.
This class conducts philosophical and critical analysis of Buddhist thought, including topics such as: philosophical justification and/or critiques of Buddhist ideas; Buddhist epistemology, ontology, and phenomenology, pertaining to the status of knowledge, the person, reality, and the connection of soteriology (liberation/ultimate freedom) with the above.
This course fulfills the “Theology/Philosophy” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 625 Cultural and Social Aspects of Buddhism (3) (Area: Buddhist Studies)
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 631 Seminar on Pali Buddhist Texts (3-9) (Area: Buddhist Studies)
Prerequisite: REL 601 and reading proficiency in Pali.
A study of selected texts from the Pali Canon, supplemented with relevant secondary scholarship. Topic to be announced each semester.

REL 632 Seminar on Buddhist Texts in Translation (3-9) (Area: Buddhist Studies)
Prerequisite: REL 601 and reading proficiency in Canonical Chinese.
Selected readings from Chinese Buddhist texts, supplemented with relevant secondary scholarship. Topic to be announced each semester.

REL 633 Seminar on Tibetan Buddhist Texts (3-9) (Area: Buddhist Studies)
Prerequisite: REL 601 and reading proficiency in Tibetan.
Reading of Canonical texts from the bstan-'gyur and bha-'gyur translated from the Sanskrit and supplemented with texts originating in Tibet and relevant secondary scholarship.

REL 634 Seminar on Sanskrit Buddhist Texts (3-9) (Area: Buddhist Studies)
Prerequisite: REL 601 and reading proficiency in Sanskrit.
This course will cover texts in standard Sanskrit, Buddhist Hybrid Sanskrit, Prakrit, and inscriptional selections, supplemented with relevant secondary scholarship.

REL 636 Seminar on Buddhism Texts: Buddhist Texts in Translation (3-9) (Area: Buddhist Studies)
Prerequisite: REL 600 and REL 601.
An analysis and close reading of one or more Buddhist literary works in English translation, supplemented with relevant secondary scholarship. Specific topic(s) to be announced each semester.
This course fulfills the “Sacred Literature” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

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 642 Topics in Buddhist Studies: Developments in Buddhist Psychology (3) (Area: Buddhist Studies)
Prerequisite: Graduate Status.
This class conducts a critical analysis of Buddhist understanding of psychological phenomena, and the current dialogues between modern psychology and Buddhism. Topics may include: early Buddhist understanding of experience; identity formation; the psychological mechanisms underlying suffering and enlightenment; Abhidhammic and Yogacara analysis of cittas and cittakas; comparative studies of Buddhist and modern psychology, applied Buddhist psychotherapy, and horizons of new fields of research in Buddhist psychology.

REL 644 Seminar on Regional Buddhist Traditions: Indian Buddhism (3) (Area: Buddhist Studies)
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. Specific topic(s) to be announced each semester.
This course fulfills the “Religious History” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 648 Seminar on Regional Buddhist Traditions: Southeast Asian Buddhism (3) (Area: Buddhist Studies)
Prerequisite: REL 600 and REL 601.
This course covers the early development of Buddhism in India and the ways 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. Specific topic(s) to be announced each semester.
This course fulfills the “Religious History” area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).
REL 649 Seminar on Regional Buddhist Traditions: East Asian Buddhism (3)  
(Area: Buddhist Studies)  
Prerequisite: REL 600 and REL 601.  
A study of the various aspects of Buddhist thought and practice in East Asia. Specific topics to be announced each semester. This course fulfills the "Religious History" area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 653 Topics in Buddhist Studies: Vajrayana Buddhism (3)  
(Area: Buddhist Studies)  
Prerequisite: REL 600 and REL 601.  
A study of the development, literature, and practices of the various types of Vajrayana (e.g. "Tantric" or "Esoteric") Buddhist traditions found historically in India, Tibet, and East Asia. Specific topics to be announced each semester.

REL 655 Perspectives in the Study of Chan/Zen Buddhism (3)  
(Area: Buddhist Studies)  
Prerequisite: REL 600 and REL 601.  
This course focuses on recent developments in the field of Chan/Zen Studies. Emphasis is placed on gaining a critical understanding of the history and context of the Chan/Zen movement through broad readings in current scholarly literature.

REL 656 Seminar on Regional Buddhist Traditions: Central Asian Buddhism (3)  
(Area: Buddhist Studies)  
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. Specific topics to be announced each semester. This course fulfills the "Religious History" area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

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 659 Buddhism in the U.S. (3)  
Prerequisite: None.  
An introduction to the history of Buddhism in the U.S., with special attention to key issues and methodological approaches.

REL 660 Seminar on Buddhist-Christian Dialogue (3)  
(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. This course fulfills the "Comparative Religions" area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 660 Seminar on Buddhist-Christian Dialogue (3)  
(Area: Comparative Religions)  
Prerequisite: REL 600 and REL 601.  
A study of the various aspects of Buddhist thought and practice in East Asia. Specific topics to be announced each semester. This course fulfills the "Religious History" area requirement for the Chaplaincy program; M.Div students can enroll without meeting the prerequisite(s).

REL 670 Spread of Buddhism to Central Asia/China (3)  
(Area: Buddhist Studies)  
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 is based on the recorded lectures of Dr. Lewis Lancaster, and includes two (2) live question and answer sessions with Dr. Lancaster. All grading and assessment of student work and participation is by an assigned Instructor of Record from the UWest Faculty.

REL 672 Spread of Buddhism to Northeast Asia (3)  
(Area: Buddhist Studies)  
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 is based on the recorded lectures of Dr. Lewis Lancaster, and includes two (2) live question and answer sessions with Dr. Lancaster. All grading and assessment of student work and participation is conducted by an assigned Instructor of Record from the UWest Faculty.

REL 698 Dissertation Proposal Seminar (3)  
Prerequisite: None.  
A seminar focused on the development of the Ph.D. dissertation proposal. Topics to be discussed include: selection of the dissertation topic, development of an original argument, situating one's topic, in relation to existing scholarship, and Buddhist-inspired strategies for writing and completing the project. Enrollment limited to ten students.

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. is completed. Course does not count toward minimum requirements for graduation. P/NP
DEPARTMENT OF BUDDHIST CHAPLAINCY

COORDINATOR: Danny Fisher

FACULTY: Victor Gabriel

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 72 semester hours that cover the nine core educational areas specified by the APC.

Program Learning Outcomes (PLOs)

• ILO No. 1 Wisdom and Skillful Means: Students are thoroughly prepared for academic and professional success.

Knowledge

• Students will be able to summarize and explain Buddhist thought, texts practices, rituals, and history.
• Students will be able to summarize and explain the ideas, texts, practices, rituals, and history of non-Buddhist religions.
• Students will be able to summarize and explain the classical normative literature and spiritual care and counseling theories that have shaped the roles and responsibilities of professional chaplaincy in clinical settings.

Praxis

• Students will be able to demonstrate an ability to practice Buddhism/their religion.
• Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.

Ethics

• Students will be able to identify ethical issues raised by Buddhism and explore how they relate to modern humans and the world.
• Students will be able to identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.
• Students will maintain their academic integrity.

Critical Thinking

• Students will demonstrate an understanding of interfaith chaplaincy and psychological principles crucial to spiritual care and counseling work.
• Students will be able to identify and question underlying assumptions and ideologies that shape chaplaincy work using the tools of the academic study of religion.

Communication

• Students will be able to clearly articulate their study and practice of Buddhism in speech.
• Students will be able to clearly articulate their study and practice of Buddhism in writing.
• ILO No. 2 Self-Awareness: Students are prepared to engage in an on-going process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

Balance

• Students will be able to practice meditation and express something about its importance and applications in their work as caregivers.

Character

• Students will be able to articulate the deepening of their learning and personal growth as they study in the nine areas of learning in the Master of Divinity (M.Div.) program.

Expression

• Students will be able to demonstrate an understanding of normative writing and Dharma talks, and be able to produce examples of these kinds of writing/expression.

Relationship

• Students will participate in group process with their M.Div. cohort, in which they have opportunity to practice offering and receiving spiritual care and counseling with others.

• ILO No. 3 Liberation: Students recognize the diversity and dignity of all beings and understand their own role in the pursuit of social justice.

Pluralism

• Students will be able to exhibit an understanding of a range of religious texts and how to use them in the context of interfaith chaplaincy.
• Students will be able to demonstrate an ability to facilitate and construct opportunities for interreligious collaboration.

Liberation from Suffering

• Students will be able to demonstrate an understanding of various models of spiritual leadership.
• Students will be able to demonstrate knowledge and application of Buddhist values.

ILO No. 4 Interdependence: Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.

Service

• Students will complete one unit of Clinical Chaplaincy Education (C.P.E.) or another appropriate clinical training.
• Students will organize and offer spiritual life activities on campus.
• Students will apply and articulate their learning about interfaith work, psychology, clinical practice, and scripture in the context of spiritual life activities on campus and their instruction of meditation/other contemplative practices.

Culture

• Students will work a broad appreciation of human endeavors into their individual learning goals developed in conjunction with their advisor and professors.

Interconnectedness

• Students will demonstrate active listening and the ability to assess needs in the context of spiritual counseling/caregiving.

Admission Requirements

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.
• 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.
• Applicants who are not international students and whose native language is not English are required to take an English Placement Test administered by the ESL/Academic English Program.
• 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.

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) An on-campus interview may be required.
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 Dean of Academic Affairs, the Chair and/or Assistant Chair of Religious Studies, the Coordinator of the Buddhist Chaplaincy Program, and the Office of Admissions.

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 strongly recommended to participate in one clinical internship during their studies. This is typically done 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 may report back to UWest on the student’s progress.

Practice Requirement
Students are expected to be engaged in some form of meditation/contemplative/religious/spiritual practice for as many hours a week as they are taking credit hours that semester. (For example, 12 credit hours = 12 hours of practice per week.)

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, community, or lineage.

Course Requirements for the Master of Divinity
In order to graduate, students must fulfill the nine areas of education required by the Association of Professional Chaplains:

1) RITUAL/LITURGY
   Students must complete all of the following
   MDIV 530 Interfaith Chaplaincy
   MDIV 565 Buddhist Homiletics: Writing and Giving Dharma Talks
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

2) COMPARATIVE RELIGIONS
   Students must complete three (3) courses from the following options
   REL 515 Religions of China
   REL 520 Religions of India
   REL 525 Sacred Time and Sacred Space in the History of Religions
   REL 550 Mysticism East and West
   REL 560 Religion and the Meaning of Existence
   REL 590 Comparative Study of Religion
   REL 592 Myth and Mythology
   REL 603 Philosophy of Religion Seminar
   REL 610 Religion and Ethics Seminar
   REL 615 Religion and Psychology Seminar
   REL 640 Topics in Comparative Religion
   REL 660 Seminar on Buddhist-Christian Dialogue
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

3) RELIGIOUS EDUCATION
   Students must complete all of the following
   MDIV 670 Spiritual Leadership
   REL 530 Topics in Buddhist Studies: Buddhist Meditation
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

4) PASTORAL CARE AND COUNSELING
   Students must complete all of the following
   MDIV 510 Communication Skills for Chaplaincy
   MDIV 515 Groups, Systems, and Chaplaincy
   MDIV 645 Spiritual Care and Counseling
   MDIV 635 Practical Psychology for Chaplains
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

5) SPIRITUAL FORMATION
   Students must complete all of the following
   MDIV 525 Chaplaincy Roles and Competencies
   MDIV 665 Spiritual Formation for Buddhist Chaplains
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

6) RELIGIOUS HISTORY
   Students must complete three (3) from the following courses
   REL 505 Women in Buddhism
   REL 625 Cultural and Social Aspects of Buddhism
   REL 644 Seminar on Regional Buddhist Traditions: Indian Buddhism
   REL 648 Seminar on Regional Buddhist Traditions: Southeast Asian Buddhism
   REL 649 Seminar on Regional Buddhist Traditions: East Asian Buddhism
   REL 656 Seminar on Regional Buddhist Traditions: Central Asian Buddhism
   REL 670 Spread of Buddhism to Central Asia/China
   REL 672 Spread of Buddhism to Northeast Asia
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

7) INSTITUTIONAL ORGANIZATION AND ADMINISTRATION
   Students must complete one (1) from the following courses
   MBA 560 Managing Non-Profit Organizations
   REL/MBA 582 Humanistic Buddhism and Management
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

8) SACRED LITERATURE
   Students must complete the following course
   MDIV 540 The Use of Sacred Texts in Spiritual Care and Counseling
   (substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)
9) THEOLOGY/PHILOSOPHY
Students must complete the following two courses:

MDIV 540 Pastoral Theology
In addition, students must take two (2) of the following courses
REL 540 Buddhist Hermeneutics
REL 622 Topics in Buddhist Studies: Buddhist Thought and Philosophy
REL 642 Topics in Buddhist Studies: Developments in Buddhist Psychology
REL 653 Topics in Buddhist Studies: Vajrayana Buddhism
(substitutions or transfer credit may be accepted with permission of the Coordinator of the Program; this must be noted with a signature on the student’s degree progress chart)

COURSE DESCRIPTIONS: DEPARTMENT OF BUDDHIST CHAPLAINCY (MDIV)

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 groups and systems. Students explore such topics as mediation, diversity, responsibilities and task accomplishment, roles and relationships, and communication patterns. Certain topics introduced in MDIV 510 will also be explored in greater depth here, including group process and conflict resolution.

MDIV 525 Chaplaincy Roles and Competencies (3)
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 The Use of Sacred Texts in Spiritual Care and Counseling (3)
Prerequisites: Admission in M. Div. Program
This course is designed to serve the Buddhist practitioner working in professional chaplaincy. It provides Buddhists with a macroscopic view of sacred texts and their contents, as well as resources for further exploration. Special attention is given to helping students develop some degree of comfort working with religious texts in the context of Buddhist chaplaincy.

MDIV 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)
Prerequisites: Admission in M. Div. Program
This course looks at the ways influential thinkers have understood stages of transformation in spiritual development. In particular, the works of the Buddhists Caroline Brazier, Thich Nhat Hanh, Jack Kornfield and Chögyam 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 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.
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 interested CE students.

Students enrolled in Continuing Education courses sign an enrollment agreement which complies with California Education Code Section 84312 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 and 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.

Periodic 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 web site at www.uwest.edu.

EXTENDED STUDIES PROGRAM (ExS)

COORDINATOR: Glenn Dunki-Jacobs

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

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

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

ESL / ACADEMIC ENGLISH PROGRAM

(Affiliated with the Department of English)

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. Ninety percent (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. The 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.

PACE Program (Program in American Cultural Education)

Throughout the year, UWest offers special programs for people of all ages. The PACE Program is offered in conjunction with the Department of Continuing Education. The tour is designed for groups and combines English language classes 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 COURSE DESCRIPTIONS

ENGL 100A College Writing (3)
Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Coordinator. Minimum passing grade is B. Can be taken for-credit only. Credit may be applied toward UG electives.

A college-level writing course that 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 are also 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 Coordinator. 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.

ENGL 100C English Skills for Business Majors (3)
Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Coordinator. Minimum passing grade is B. Can be taken for-credit only. Credit may be applied toward UG electives.

The course is tailored to meet the specific language needs of students majoring in business-related fields, with emphasis upon interpersonal communication, presentation skills, and reading and writing skills specific to the American business environment.

ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS

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 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 ESL 043 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 ESL 044 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 ESL 041, 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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