TABLE OF CONTENTS

President’s Message ......................................................... 01
Academic Calendar ......................................................... 03

INTRODUCTION
Mission, Values, and Institutional Learning Outcomes .................. 04
Founder ................................................................. 05
History ................................................................. 06
Administration and Board of Trustees .................................. 07
Faculty and Academic Senate ............................................. 08
Staff and Department Directory ......................................... 09
Accreditation ............................................................. 11
Special Projects ......................................................... 11
Institute of Chinese Buddhist Studies (ICBS) ............................ 11
Digital Sanskrit Buddhist Canon Project (DSBC) ...................... 11
Center for the Study of Minority and Small Business (CSMSB) .... 12
Academic Cooperation with Other Universities ......................... 12
Claremont Lincoln University Consortium Agreement .............. 12
Fo Guang Shan Universities Consortium Agreement ................ 12
Cooperation Agreements and Other Relationships .................. 13

UNIVERSITY LIFE
Rosemead Campus & San Gabriel Valley ................................ 15
Religious Life and Practice ............................................... 15
Library and Computer Center ............................................ 16
Bookstore and Café ....................................................... 17

STUDENT LIFE
Student Activities ......................................................... 18
Student Government ...................................................... 18
Student Clubs ........................................................... 19
Student Services ........................................................ 19
Student Success Center .................................................. 19
Wellness Center .......................................................... 20
Residence Life ............................................................ 20
Dining Services .......................................................... 21
Student Resources ........................................................ 21
Student Health Insurance ................................................ 21
Technology Resources ................................................... 21
Student Life Policies ....................................................... 22
Student Conduct ........................................................ 22
Student Grievance Policy ................................................ 24

ADMISSION AND ENROLLMENT
Admission Policy .......................................................... 25
Deadlines for Applications ................................................ 25
Undergraduate Admissions Requirements ............................... 26
Graduate Admissions Requirements ..................................... 27
Admissions for Open Enrollment ........................................ 27
Admission Deferment ...................................................... 28
Readmission .............................................................. 28

INTERNATIONAL STUDENTS
International Student Services ........................................... 29
International Students Admission Requirements ....................... 29
TOEFL and IELTS Requirements ......................................... 31
Registration and Enrollment Requirements for International Students 32

REGISTRATION AND RECORDS
Registration ................................................................. 34
Schedule Changes ......................................................... 35
Continuous Enrollment Policy ............................................. 35
Withdrawal, Leave of Absence, and Reentry ............................. 36
Transcripts, Diplomas, Certificates, and Enrollment Verification .... 37
Address and Name Change ............................................... 38
Student Email ............................................................ 38
Maintenance and Confidentiality of Student Records .................. 38
Transfer Credits .......................................................... 39

ACADEMIC POLICIES AND PROCEDURES
Academic Integrity ......................................................... 42
Academic Catalogue ...................................................... 42
Satisfactory Academic Progress .......................................... 43
Attendance ................................................................. 44
Class Level ............................................................... 44
Grading Standards ......................................................... 45
General Petition .......................................................... 48
Graduation ................................................................. 48

FINANCIAL INFORMATION
Financial Aid .............................................................. 51
Cost of Attendance ...................................................... 58
Tuition .................................................................... 64
Non-Refundable Fees ..................................................... 64
Housing and Dining ...................................................... 65
Tuition Payments ........................................................ 65
Refund Policies .......................................................... 66

PROGRAMS OF STUDY
Undergraduate Programs .................................................. 69
Graduate Programs ......................................................... 69
Non-Degree Enrollment .................................................. 69
Extended Studies (ExS) .................................................... 71

DEPARTMENT OF BUDDHIST CHAPLAINCY
Master of Divinity in Buddhist Chaplaincy ............................... 73
Divinity Course Descriptions ............................................ 80

DEPARTMENT OF BUSINESS ADMINISTRATION
Bachelor of Arts in Business Administration ............................ 85
Master of Business Administration & Executive Master of Business Administration 92
Graduate-Level Certificate in Business Administration ............... 102
Post-Master of Business Administration Certificate ................... 103
Business Administration Course Descriptions ......................... 104
PRESIDENT’S MESSAGE

At University of the West (UWest) we offer a unique blend of academic excellence and an opportunity for our students to develop their personal values in a learning community that is informed by Buddhist wisdom. As you pursue your studies with our talented faculty, you will be challenged in the classroom and outside the classroom to become the best person you can be. You will grow intellectually and personally as you pursue your chosen field of study. You will be encouraged to expand your store of knowledge, learn to think critically and to solve problems in the context of a values orientation that will guide your decisions and actions.

UWest is a diverse community of students and faculty who freely share their cultures and encourage a breadth of understanding that will serve you well as you move into your chosen career. As our world grows closer through instant communication, rapid transportation, and economic and social interdependence, UWest provides a unique environment that bridges Eastern and Western traditions and practices.

Our classes are small and we offer a highly personalized learning environment where faculty, students, and staff work closely to provide the experiences and support you need to prepare for both a rewarding and productive career and a rich and successful personal life.

I encourage you to study this catalogue to learn in detail the many opportunities for success that await you at University of the West.

Stephen Morgan
President
PRESIDENT’S MESSAGE

At University of the West (UWest) we offer a unique blend of academic excellence and an opportunity for our students to develop their personal values in a learning community that is informed by Buddhist wisdom. As you pursue your studies with our talented faculty, you will be challenged in the classroom and outside the classroom to become the best person you can be. You will grow intellectually and personally as you pursue your chosen field of study. You will be encouraged to expand your store of knowledge, learn to think critically and to solve problems in the context of a values orientation that will guide your decisions and actions.

UWest is a diverse community of students and faculty who freely share their cultures and encourage a breadth of understanding that will serve you well as you move into your chosen career. As our world grows closer through instant communication, rapid transportation, and economic and social interdependence, UWest provides a unique environment that bridges Eastern and Western traditions and practices.

Our classes are small and we offer a highly personalized learning environment where faculty, students, and staff work closely to provide the experiences and support you need to prepare for both a rewarding and productive career and a rich and successful personal life.

I encourage you to study this catalogue to learn in detail the many opportunities for success that await you at University of the West.

Stephen Morgan

President
# Academic Calendar 2013-2014

## Fall Semester 2013

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>August 26, 2013</td>
</tr>
<tr>
<td>Labor Day Holiday (campus closed)</td>
<td>September 2, 2013</td>
</tr>
<tr>
<td>Last Day to Change Fall Schedule</td>
<td>September 6, 2013</td>
</tr>
<tr>
<td>Last Day to Drop with a &quot;W&quot; or Change Grading Basis</td>
<td>October 4, 2013</td>
</tr>
<tr>
<td>Thanksgiving Holiday (campus closed)</td>
<td>November 28 - December 1, 2013</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>December 9 - December 14, 2013</td>
</tr>
<tr>
<td>Last Day Fall Semester</td>
<td>December 14, 2013</td>
</tr>
</tbody>
</table>

## Spring Semester 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring Semester Begins</td>
<td>January 13, 2014</td>
</tr>
<tr>
<td>Martin Luther King, Jr. Holiday (campus closed)</td>
<td>January 20, 2014</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>January 21, 2014</td>
</tr>
<tr>
<td>Chinese New Year's Eve (campus closes at 12 PM)</td>
<td>January 30, 2014</td>
</tr>
<tr>
<td>Chinese New Year (campus closed)</td>
<td>January 31, 2014</td>
</tr>
<tr>
<td>Last Day to Add/Drop Classes (change spring schedule)</td>
<td>February 3, 2014</td>
</tr>
<tr>
<td>Presidents’ Day Holiday (campus closed)</td>
<td>February 17, 2014</td>
</tr>
<tr>
<td>Last Day to Drop with a “W” or Change Grading Basis</td>
<td>February 28, 2014</td>
</tr>
<tr>
<td>Spring Break</td>
<td>March 24 - March 30, 2014</td>
</tr>
<tr>
<td>Buddha Day Holiday (campus closed)</td>
<td>May 6, 2014</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>May 12 - May 16, 2014</td>
</tr>
<tr>
<td>Last Day Spring Semester</td>
<td>May 17, 2014</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 17, 2014</td>
</tr>
<tr>
<td>Spring - Summer Recess</td>
<td>May 17 - June 8, 2014</td>
</tr>
<tr>
<td>Memorial Day Holiday (campus closed)</td>
<td>May 26, 2014</td>
</tr>
</tbody>
</table>

## Summer Semester 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Session I Begins</td>
<td>June 2, 2014</td>
</tr>
<tr>
<td>Classes Begin - Session I (9 weeks)</td>
<td>June 9, 2014</td>
</tr>
<tr>
<td>Last Day to Change Schedule (Session I)</td>
<td>June 13, 2014</td>
</tr>
<tr>
<td>Classes Begin - Session II (6 weeks)</td>
<td>June 30, 2014</td>
</tr>
<tr>
<td>Independence Day Holiday (campus closed)</td>
<td>July 4, 2014</td>
</tr>
<tr>
<td>Last Day to Change Schedule (Session II)</td>
<td>July 7, 2014</td>
</tr>
<tr>
<td>Last Day to Drop with a “W” or Change Grading Basis</td>
<td>July 7, 2014</td>
</tr>
<tr>
<td>Final Exam Week</td>
<td>August 4 - 9, 2014</td>
</tr>
<tr>
<td>Last Day Summer Sessions I &amp; II</td>
<td>August 9, 2014</td>
</tr>
<tr>
<td>Summer - Fall Recess</td>
<td>August 10 - 24, 2014</td>
</tr>
<tr>
<td>Session I, June 2 - August 9, 2014</td>
<td></td>
</tr>
<tr>
<td>Session II, June 30 - August 9, 2014</td>
<td></td>
</tr>
</tbody>
</table>

## Fall Semester 2014

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>August 18 - December 13, 2014</td>
</tr>
</tbody>
</table>
INTRODUCTION

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

MISSION

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

VALUES

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

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

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

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

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

INSTITUTIONAL LEARNING OUTCOMES

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

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

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

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

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

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

This includes:
- Pluralism: Appreciation of cultural diversity that enables them to thrive in a pluralistic world.
- Environmental Justice: Recognition of the value of the natural environment and its impact on social and economic justice.
- Liberation from Suffering: Understanding of how social, economic, and environmental justice lead to liberation from suffering.

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

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

FOUNDER

UWest was founded by Venerable Master Hsing Yun in 1990. Born in Jiangdu, Jiangsu Province, China in 1927, Venerable Master Hsing Yun, a widely respected advocate of Humanistic Buddhism, is also the founder of the Fo Guang Shan (Buddha’s Light Mountain) Buddhist Order, which is one of the largest Buddhist organizations in the world. The Venerable Master went to Taiwan in 1949, and established the Fo Guang Shan Buddhist Order there in 1967. It now has over 200 branch temples and associated centers throughout the world.

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

In 1962, Venerable Master Hsing Yun established the Tsung Ling Buddhist College at Fo Guang Shan, and subsequently developed 15 other Buddhist colleges for the study of the Buddhist Dharma and the
education and development of monks and nuns. A related activity was the establishment of the Buddha’s Light International Association (BLIA) in 1992. This is a laity-based educational and service organization that now has over 130 chapters with several million members in over 60 countries. The establishment of post-secondary educational institutions combining Buddhist theory and practices with formal academic studies has been a lifelong commitment of Venerable Master Hsing Yun. After much planning and preparation, three such universities were founded. The first was University of the West in Los Angeles County, USA, which opened its doors in the spring of 1991. Nan Hua University in Jiayi, Taiwan began its instruction in 1996, and Fo Guang University in Ilan, Taiwan opened in 1999. In Australia, Nan Tien Institute was founded in 2001 and received accreditation from the Australian government to offer graduate degrees in Applied Buddhist Studies in 2009. All four universities combine Buddhist teaching and practice with academic disciplines and grant a variety of degrees from the bachelor’s level through the PhD. All three universities are associated with and connected to an extensive network of temple-sponsored research centers where scholars from many countries can engage in research projects.

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

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

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

HISTORY OF UNIVERSITY OF THE WEST

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

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

ADMINISTRATION

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

Dr. Stephen Morgan, President
Dr. Bill Chen, Chief Financial Officer
Dr. William Howe, Dean of Academic Affairs
Vanessa Karam, Dean of Student Affairs and Accreditation Liaison Officer

BOARD OF TRUSTEES

Overall governance of the University lies in the hands of its 15-member Board of Trustees. The Trustees select the President, oversee faculty and senior administrative appointments, monitor the budget, supervise the endowment, and protect University property. The Board of Trustees meets quarterly and has a diverse membership that includes Trustees with expertise in finance, strategic planning, law, academics, administration, and Buddhist values and learning. All members are highly committed to the success and continued growth of UWest.

Venerable Master Hsing Yun Shih, Founder and Chairman Emeritus
Venerable Hsin Ting Shih, Chairman
Venerable Yi-Kong Shih, PhD, Secretary
Venerable Hsin Bao (aka Venerable Hui Chi), Treasurer
Henry Chen, MBA, Entrepreneur
Roger Frank, MBA, Entrepreneur
Ph-Hsia Hsiao, Entrepreneur
Lewis Lancaster, PhD, Emeritus Professor
Darlene Lanham, MA, MPAFF
Venerable Hui Chuan Shih, Vice Abbot of Fo Guang Shan
Venerable Tsu Hui Shih, MA, Elder of Fo Guang Shan
Venerable Tsu Jung Shih, Secretary General of Buddha’s Light International Association
Jonathan Strum, JD, Attorney
Matthew Sitzer, JD, Attorney
Cecil Willis, Jr. Stafford City, Texas Councilman
ACADEMIC SENATE

OFFICERS:
Chair: Dr. Joshua Captanio
Vice Chair: (Vacant as of catalogue publication; check online for most recent information)
Secretary: Dr. Hiroshi Sasaki

Members Representing Religious Studies:
Dr. Bruce Long
Dr. Jane Iwamura
Dr. William Chu
Dr. Miroj Shakya
Dr. Darui Long

Members Representing Business Administration:
Meskerem Tadesse
Dr. Wuu-long Lin
John Robbins
Steve O’Sullivan

Members Representing English Department/ESL:
Michael Grosso
Edward Chong

Members Representing Psychology:
Dr. Kin Cheung (George) Lee

Members Representing General Education:
Dr. Janice Gore

Members Representing Buddhist Chaplaincy:
Rev. Victor Gabriel
Rev. Dr. Danny Fisher

Members Representing Alumni:
Eldor Choriev
John Shen

Members Representing Students:
UWest Student Government President

STAFF AND DEPARTMENT DIRECTORY

Office of the President
President – Dr. Stephen Morgan
Special Assistant to the President – Venerable Miaohong
Special Assistant to the Board of Trustees – Venerable Miaohong

Institutional Research, Assessment, and Accreditation
Accreditation Liaison Officer – Vanessa Karam
Accreditation Specialist – Monica Sanford
Institutional Research and Assessment Officer – Michael Oertel

Office of Legal Services
Legal Coordinator – Lisa Portillo

Office of the Chief Financial Officer
Chief Financial Officer – Dr. Bill Chen
Assistant to the CFO – Venerable Miao Zang

Accounting
Accounting Manager – Amy Chong
Finance and Accounting Assistant – Student Accounts – Linda Tran
Accountant – Accounts Payable – Jason Tseng
Accountant – Payroll & Contribution – Joey Chow

Human Resources
Human Resources Manager – Lisa Portillo
Human Resources Assistant – Alma Ramon

Facility & Purchasing
Director of General Services – Ricky Tan
Purchasing/Assistant to the Director of General Services – Sophia Lu
Facility Assistant – Carson Liu

Reception
Receptionist – TBA

Bookstore/Café
Bookstore Assistant – Teresa Chang

Repair/Maintenance
Maintenance Manager – Pedro Camacho
Maintenance Technician – Julio Seguro
Custodian – Maria Barajas
Custodian – Herlinda Magallanes
Custodian – Elizabeth Murrieta
Custodian – Ron Palacios
INTRODUCTION

Security/Safety
Safety Coordinator – Julio Seguro
Information Technology
IT Manager – James Liao
Systems IT Engineer – Rafael Wu
IT Assistant – Peter Zhou

Academic Affairs
Office of the Dean of Academic Affairs
Dean of Academic Affairs – Dr. William Howe
Registrar – Jeanette Anderson
Assistant to the Academic Program Heads – Alma Ramon
Library
Library Director – Ling Ling Kuo
Librarian – Judy Hsu
Office of Extended Studies
Coordinator of Extended Studies – Glenn Dunki-Jacobs

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

Student Affairs
Office of the Dean of Student Affairs
Dean of Student Affairs – Vanessa Karam
Marketing/Recruitment
Enrollment Counselor: Community and Media Relations – Jason Kosareff
Enrollment Assistant – Pepper Lopez
Enrollment Assistant – Benjamin Baron
International Exchange Officer – Jennifer Li
Management Analyst, Admissions – Grace Hsiao
Graphic Design and Production Coordinator – Jesse Chang
Wellness Center
Wellness Center Coordinator – April Afoa
Office of Financial Aid
Financial Aid Officer – Lezli Fang
Financial Aid Officer – Jamie Johnston
International Student Services
International Student Services Assistant – Jennifer Derry

Student Life
Student Life Coordinator – Eddie Escalante
Residence Hall Coordinator – Juan Tinoco

Student Success Center
Student Success Center Coordinator – Dr. Keith Brown
Career Services Assistant – Stephanie Lyn

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

ACCREDITATION

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

SPECIAL PROJECTS

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

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

• Digital Sanskrit Buddhist Canon Project (DSBCP)
  Coordinator: Dr. Miroj Shaky, Assistant Chair of Religious Studies
UWest is engaged in a ground-breaking project to gather, digitize, and distribute the original Sanskrit scriptures of the Buddhist faith. Although Buddhism disappeared from its Indian homeland hundreds of years ago, many of its sacred texts were preserved in Nepal. Since 2003, with the collaboration of Kathmandu’s Nagarjuna Institute of Exact Methods (NIEM), these texts are again being brought to the world. The Digital Sanskrit Buddhist Canon (DSBC) is an ambitious project to offer the original intellectual and spiritual heritage of Buddhism in digital form. Currently over three hundred scriptures are freely offered on the project’s website: www.dsbcp.org.
• Center for the Study of Minority and Small Business (CSMSB)
Director: Meskerem Tadesse, Business Administration Faculty
The Center for the Study of Minority and Small Business (CSMSB) serves as a link between the University and the minority and small business community, providing regular seminars, lectures, conferences, business counseling, and an annual publication. It also seeks to develop itself into an outreach link to connect area minority and small businesses with governmental and non-governmental organizations in order to broaden their exposure to current business realities and changing governmental regulations. As the Center strives to strengthen its efforts to play a more meaningful role in the long-term growth and sustainability of minority and small businesses, it is mindful of the fundamental need for the broad-based support and partnership of area stakeholders and the community at large to bring about substantive results.

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

ACADEMIC COOPERATION WITH OTHER UNIVERSITIES

UWest has developed cooperative agreements with universities, institutes of higher education, and research institutes in China, India, Korea, Nepal, Taiwan, and the United States. These include two major consortium agreements, which allow students registered at UWest to also enroll in courses at other institutions in the consortium, as well as several general cooperation agreements.

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

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

Fo Guang Shan Universities Consortium Agreement
UWest is proud to be a member of the consortium universities of the Fo Guang Shan System. This consortium is comprised of four universities located in three countries. The consortium allows member universities to integrate available resources and facilitate the sharing of academic research. In addition, students enrolled in one consortium university have the opportunity to apply to study and earn credits toward their degree at other schools in the system.

Cooperation Agreements and Other Relationships
UWest maintains cooperation agreements with the following universities:

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

Korea
Donggu University, Gyeongju Campus
Donggu University, Seoul
Geumgang University
Honam University
Ulduk University

Taiwan
Asia University
De Lin Institute of Technology
Fooyin University
I-Shou University
National Kaohsiung First University of Science and Technology
National Pingtung Institute of Commerce
National Taitung University
National Taiwan Ocean University
National Taiwan Sport University
Ta Hwa Institute of Technology
Taipei Municipal Educational University
Transworld University of Science and Technology
Wenzao Ursuline College of Languages

United States
Mt. Sierra College

UWest maintains cooperation agreements with the following public schools:

China
Huaxia Traditional Chinese Culture School
Middle School attached to Nanchang University
Shenzhen Chinese School

<table>
<thead>
<tr>
<th>University of the West</th>
<th>Rosemead, California</th>
<th>Founded 1991</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fo Guang University</td>
<td>Ilan, Taiwan</td>
<td>Founded 1999</td>
</tr>
<tr>
<td>Nanhua University</td>
<td>Jiayi, Taiwan</td>
<td>Founded 1996</td>
</tr>
<tr>
<td>Nan Tien Institute</td>
<td>New South Wales, Australia</td>
<td>Founded 2009</td>
</tr>
</tbody>
</table>
UWest maintains ongoing relationships, though no formal agreements, with the following schools:

**China**
- Jiangxi Institute of Education
- Jiangxi University of Finance and Economics

**India**
- Department of Buddhist Studies, University of Delhi
- Mahabodhi International Meditation Centre
- School of Management Studies, Bangalore University

**Korea**
- Gyeongsang University
- Kyonggi University
- Kyungsung University
- Silla University

**Singapore**
- Buddhist College of Singapore
- Nanyang Technology University
- National University of Singapore

**Vietnam**
- Buddhahood Sangha College
- Vietnam Buddhist University
UNIVERSITY LIFE

ROSEMEAD CAMPUS AND SAN GABRIEL VALLEY

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

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

On-campus housing is available and convenient, especially for those students coming from out of state or other countries. Finding a residence off campus is also an option, as off-campus housing is abundant and affordable. For more information regarding housing both on and off campus, please contact the Office of Student Life.

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

Prospective students and visitors are welcome to visit the campus. Parking is free in all lots on campus. The Office of Admissions is open for walk-in inquiries Monday through Friday from 9:00 a.m. to 5:00 p.m. and tours of the campus are available. The campus has a 24-hour security patrol, including an all-night security guard who makes regular rounds and monitors cars coming on and off campus. UWest serves as a disaster relief site for the surrounding community in the event of earthquake, fire, or other natural disaster.

RELIGIOUS LIFE AND PRACTICE

UWest is a Buddhist-affiliated university with a mission to provide a whole-person education in a context informed by Buddhist wisdom and values. While UWest feels that religious life and spiritual practice are important aspects of whole persons, the school does not mandate any specific religious courses, programs, or worship. The University welcomes people of any religion, creed, or worldview. As a result, UWest students and employees represent a wide variety of faiths, including those with no religious or faith affiliation.

Many opportunities and resources for religious practice are available both at the Rosemead campus and at Hsi Lai Temple. The meditation center on campus is open to faculty, staff, and students. Several student-led groups provide for religious life on campus, including the Chaplaincy Club, UWest Contemplative Council, and UWest Buddhist Students Association (BudaWest). These groups hold meditation events, interfaith, ecumenical Buddhist, and traditional Buddhist services, ceremonies, rituals, talks, academic lectures, exhibitions, and charity and service opportunities on a regular basis. Student groups also frequently visit local religious sites such as churches, synagogues, mosques, Buddhist retreat centers and monasteries, and Buddhist, Jain, and Hindu temples.
Hsi Lai Temple is a magnet for religious leaders from around the world. Their visits provide students with an opportunity to benefit from teachings otherwise inaccessible. Because the connection between University and Temple includes the presence of monastics and exchange students from other parts of the world, students are provided with a rich opportunity for friendships and cross-cultural exchange as well as academic and religious instruction. The UWest campus welcomes monastics from many different Buddhist traditions and other faiths.

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

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

**LIBRARY AND COMPUTER CENTER**

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

At the heart of the library's collection are the volumes of books on religion, with an emphasis on Buddhism. The library currently holds 20 sets of sutras (Buddhist scriptures) in various languages, including Chinese, English, Pali, and Sanskrit. The library participates in interlibrary lending of our specialized collection to other academic institutions throughout the world. The library also acquires items in 14 other areas of study, such as history, language, and business. For books or journals the library does not have, document deliveries from other academic libraries can be initiated on the patron's behalf.

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

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

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

**BOOKSTORE AND CAFÉ**

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

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

STUDENT ACTIVITIES

A range of activities that enhance learning and physical and mental well-being are available to students outside of the classroom. These activities include lectures, concerts, seminars, non-credit classes, religious celebrations, observances, and Dharma (doctrinal) classes at Hsi Lai Temple, to name a few. Recreational facilities are available for students, staff, and faculty, including a swimming pool, spa, basketball court, exercise equipment, and game rooms. The University regularly hosts community-wide events, inviting students, staff, and faculty to join together in celebration of holidays such as New Year, Chinese New Year, Moon Festival, Halloween, Thanksgiving, and Christmas. Additional student activities are organized by various student-led clubs and the UWest Student Government (UWSG). These include social gatherings, music practices and recitals, hiking, travel and sightseeing in the local area, temple and monastery visits, meditation events and Dharma talks, interfaith religious services, exercise and fitness activities, cooking lessons and groups, games and competitions, picnics, lectures, student forums, study groups, and many other activities and events. There is always something to do at UWest.

Student Government

University of the West Student Government (UWSG) is the official UWest student government and is an incorporated non-profit organization in the State of California. The UWSG includes all students currently enrolled in UWest classes who have paid the UWSG fee. The fee is used to support the activities and events of the UWSG and its sponsored student clubs (see below). The UWSG is not an official department or branch of University of the West. Its opinions and activities are its own and its relationship with UWest is governed by a Memorandum of Understanding.

Leaders for the UWSG are elected once a year from the student body and include Officers, Senators, and Delegates. These leaders oversee the daily operations of the UWSG, plan special events, and represent the student voice to the University administration. However, the UWSG encourages all students to become involved in UWSG affairs and operations by attending the regular Assembly meetings. The UWSG operates on an open consensus model, meaning any student can bring forth any issue at any time and decisions are made by consensus (all agree). For more on the UWSG’s structure, see the Constitution and Bylaws on the website (www.uwsa.net). A list of elected government members is below.

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

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

President: Benjamin Baron, Buddhist Chaplaincy
Vice President: Thomas Guwor, Business Administration
Secretary: Karla Duran, Psychology
Treasurer: Xiaoxi Wang, Business Administration
Activities Officer: Dalin Lemuz, Psychology
Student Issues Officer: Jeff Gilbert, Buddhist Chaplaincy
Doctoral Students Delegate: Bin Wu, Religious Studies
Business Administration Delegate: Ke Shan, Business Administration
Business Administration Delegate: Yuli "Anny" Shih, Business Administration
English/ESL Senator: Brittany Herrera, English
Monastic Students Delegate: Ven. Hong Tran, Religious Studies
General Studies Senator: Albert Gutierrez, General Studies

STUDENT SERVICES

Student Success Center

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

- Academic tutoring: to clarify student understanding of course-specific concepts and materials or to provide study skills, learning tools, or research strategies designed to foster academic success at the university level.
- Career services: to enhance student understanding of the employment market, to prepare students to make the transition from the classroom into the professional workplace, and to provide students with practical, professional skills through workshops and career exploration services.
- Language: designed to assist Non-Native English Speakers (INNES) and English as a Second Language (ESL) students to develop their understanding and application of the English language; to help graduate students with reading, speaking, and/or translating classical Chinese.
- Multiliteracy: to support members of the University working on academic and/or professional writing, speaking, or multimedia projects or presentations throughout the creative process.
Tutors help individuals or small groups identify and work towards desired outcomes by providing access to tools that decrease academic anxiety and foster growth in student confidence and skill. The Center also conducts workshops in areas such as academic writing, oral presentation skills, academic integrity, study strategies, and employment preparation. The Student Success Center is committed to cultivating relationships with other departments within the University to enhance writing across the curriculum.

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

Wellness Center
U-Well at UWest: The Wellness Center is a place to strengthen the well-being of UWest students via counseling, education, consultation and referrals – at no additional cost. The Wellness Center is supported by student fees paid at the start of each semester. Educational workshops are presented each semester addressing different dimensions of the whole person (i.e. emotional, physical, spiritual, occupational, etc.). Topics of past workshops have been stress management and relaxation, study skills, getting restful sleep, effective communication, healthy relationships, and job-seeking skills.

The primary services of the center are mental health assessment and counseling to help students address a variety of challenges and stresses in their daily life. Counseling sessions are time-limited, supportive, and confidential within the parameters of state law. Students in need of more extensive support will be assisted in finding an appropriate off-campus referral. Consultation is also available for students, staff, or faculty who may have concerns regarding a particular student.

Further, the Wellness Center occasionally facilitates or promotes other campus offerings such as social exchanges, community service, fitness classes or sessions, and the sharing of health information through sources such as the national monthly online magazine, Student Health 101.

The center is staffed by a licensed mental health provider. Hours and availability are posted and updated each semester on the Wellness Center’s website as well as the door to AD107. Come by, call 626.571.8811 extension 344, or email wellness@uwest.edu for more information or to schedule an appointment.

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

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

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

For more detailed information on the cost of meal plans please refer to the section on Financial Information.

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

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

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

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

Technology Resources
All students are provided with campus-wide wireless access to the internet, an email account in the .edu domain, and an individual account to log onto the wireless network both with their personal devices and in the computer laboratory. After completing the registration and application for computer access, students acquire computer user names and passwords assigned by the Information Technology Department. The computer user name and password will be renewed each semester based on enrollment status.
Internet access provided by the University is for academic use only, and is not for individual personal business or entertainment use. Computers and internet access provided by the University are for research and class assignments only. University of the West is not responsible for providing internet service that supports on-line gaming, Skype, or excessive video downloads of movies, etc. Abuse of internet privileges may result in the temporary loss of internet privileges. Please go to the IT Department in ED 2nd Floor to set up email and internet access.

STUDENT LIFE POLICIES

Student Rights and Responsibilities
At UWest, all students enjoy freedom of expression both in and out of the classroom, provided that they do not infringe on the rights of others. Such infringements include disruption of classes, physical violence, and verbal or written threats. Students also have the right to participate in any association that does not engage in illegal behavior or activities.

Students have the right to due process in any action taken by UWest that may reasonably be expected to affect their standing with the University. Due process rights include the right to notification and explanation of charges made and actions taken, a prompt, fair, and impartial hearing, and an appeals process.

University of the West policies are designed to guarantee that each student enjoys certain rights as a member of the academic community. University of the West does not discriminate on the basis of race, ethnicity, sex, national origin, religion, age, gender, disability, sexual orientation, or any other classification that deprives any person of his or her rights as a valued individual.

Students have the right to participate in the formulation and application of institutional policy related to both academic and non-academic student affairs. Student participation shall include the right to access information, to express views, and to have these views respectfully considered by other members of the UWest community.

As part of the University community, students enrolled at UWest are expected to show commitment to their studies and behave in ways that reflect the University’s mission and values. At UWest, we all share the task of creating and maintaining a safe and open atmosphere.

Student Conduct
University of the West fosters a whole-person learning environment where students, faculty, and staff live and work together peacefully and productively. The curricular and co-curricular programs are designed to promote individual and collective pursuits of academic excellence, social responsibility, and personal growth and happiness.

University rules are put into place in order to create and maintain an environment that allows students, faculty and staff to work freely under the safest and most equitable conditions possible. These rules are driven by the UWest mission and values and serve as the guidelines that help protect each campus member’s well-being. UWest treats violations of these rules as matters of serious concern because such violations disrupt the individual lives of its students and the shared life of its community.

All members of the University community, in order to preserve an environment that facilitates learning and supports students in achieving their personal and academic objectives, are expected to display conduct consistent with the values of the University (see Introduction). This pertains when on campus, on the student network, or at an authorized University function.

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

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

- dishonesty, cheating, multiple submissions (i.e., the submission of any work which has been used in fulfillment of any other academic requirement), or plagiarism;
- knowingly furnishing false information to the University;
- forgery or other misuse of University documents, keys, and identification cards;
- unauthorized reproduction of copyrighted software or material for oneself or others, or receipt of unauthorized copies*;
- theft of or damage to UWest property;
- unauthorized entry onto University properties;
- disrupting the teaching, research, administration, disciplinary procedures, or other University activities;
- physical abuse or threats of violence;
- disorderly conduct or disturbing the peace;
- harassment, sexual harassment, exploitation or intimidation;
- the use, possession, or sale of narcotics, illegal drugs, or alcohol on campus or at official University functions;
- the use, possession, or sale of firearms, knives, swords, fireworks, or any kind of explosive or dangerous substance on campus or at official University functions;
- other violations of University policies or campus rules and regulations;
- any other action that violates local, state, or federal laws.

Careful note should be taken that the University is not and cannot be considered a protector or sanctuary from the existing laws of the city, state, or federal government.

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

The University reserves the right to dismiss any student, without refund, if the student fails to abide by the University’s regulations or when dismissal is deemed to be in the best interest of either the student or the University. Students may appeal a dismissal for cause by submitting such a request in writing to the appropriate Dean (Student Affairs or Academic Affairs).

*Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, at its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.
Admission and Enrollment

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

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

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

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

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

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

Application information and materials may be obtained in person or by mail from:
Office of Admissions
University of the West
1409 Walnut Grove Ave
Rosemead, CA 91770
Telephone: 626-571-8811
Fax: 626-571-1413
Web site: http://www.uwest.edu
E-mail: admission@uwest.edu

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

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

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

ADMISSIONS POLICY

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

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

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

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

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

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

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

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

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

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

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

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

Submit the following to the Office of Admissions:

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

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

ADMISSION FOR OPEN ENROLLMENT

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

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

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

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

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

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

READMISSION

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

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

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

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

INTERNATIONAL STUDENT SERVICES (ISS)

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

Termination of I-20

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

Building a relationship

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

The ISS Office, located in AD 103, is here to help.
Email: ISS@uwest.edu
Phone: 626-571-8811, extension 322.

INTERNATIONAL STUDENT ADMISSION REQUIREMENTS

UWest welcomes international students to all of its programs. International students comprise a significant population on campus and include those who hold temporary U.S. visas as students and certain other non-immigrant classifications. International students must meet some specific admission requirements in addition to those that apply to all students. Verification of both English proficiency and financial resources are important considerations. Specific guidelines for degree type and English proficiency are listed below.
International students who are transferring from another U.S. college or university must also submit:
1. Copy of most recent I-20 form;
2. Transfer Release form.

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

Students who are transferring from another U.S. college or university must also submit:
12. Copy of most recent I-20 form;

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

Students who are transferring from another U.S. college or university must also submit:
11. Copy of most recent I-20 form;
12. Transfer Release form.

TOEFL and IELTS (English Proficiency) Requirements
All instruction at University of the West is in English; therefore all students admitted to degree programs must demonstrate English proficiency. International applicants are required to submit a TOEFL or IELTS score as evidence of English language proficiency. Based upon this score, an international student may be
required to complete UWest’s English Placement Test (EPT) when he or she arrives on campus to verify preparedness for degree-level coursework.

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

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

<table>
<thead>
<tr>
<th>Program</th>
<th>TOEFL IBT</th>
<th>TOEFL CBT</th>
<th>TOEFL PBT</th>
<th>IELTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Bridge Program + Undergraduate Coursework</td>
<td>59</td>
<td>173</td>
<td>500</td>
<td>5.0</td>
</tr>
<tr>
<td>Undergraduate Degree Programs (EPT not required)</td>
<td>69</td>
<td>196</td>
<td>525</td>
<td>5.5</td>
</tr>
<tr>
<td>English Bridge Program + Graduate Coursework</td>
<td>69</td>
<td>196</td>
<td>525</td>
<td>5.5</td>
</tr>
<tr>
<td>Graduate Degree Programs (EPT not required)</td>
<td>79</td>
<td>213</td>
<td>550</td>
<td>6.0</td>
</tr>
</tbody>
</table>

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

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

REGISTRATION AND ENROLLMENT REQUIREMENTS FOR INTERNATIONAL STUDENTS

Continuous Enrollment, Leave, and Withdrawal

Graduate students (MA or PhD) who have completed all course work, but who have not satisfactorily completed a comprehensive examination, thesis, dissertation, etc. are required to register for the Continuous Enrollment course assigned for their specific program and degree level. This course is one semester unit, and does not require class attendance. Eligibility for continuous enrollment requires the Academic Advisor’s or Department Chair’s approval, and is restricted to conditionally classified or classified graduate students. The fee for continuous enrollment is equal to one unit of tuition plus all applicable student fees. Continuous enrollment is considered full-time for purposes of maintaining F-1 visa status at the University. International students should submit a “Request for Reduced Enrollment” form each fall and spring semester when registering for continuous enrollment.

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

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

Address Changes for International Students

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

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

REGISTRATION

Calendar
UWest operates on a semester calendar, offering two standard semesters and a shorter summer session each academic year. The summer and fall semesters are sixteen weeks in length. Degree students must register for fall and spring semester each year to maintain status in their enrollment. Enrolment in the summer session is optional. While the summer session is reduced in length, the credits earned are equivalent to semester units due to the accelerated pace of the summer session.

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

Students attending on an F-1 Visa are required to maintain continuous full-time enrollment. International students who begin their studies during the summer term must enroll in at least 6 units to fulfill this requirement.

Students who have completed all course work, but who have not satisfactorily completed a required course assigned to their specific program and degree level. This one-unit course does not require class attendance. Eligibility for continuous enrollment requires the Academic Advisor’s or Department Chair approval or recommendation.

Undergraduates may enroll in a maximum of 18 units per semester, while graduate students may enroll in 9 units for MA or MBA students and 12 units for MDiv students. Students requesting more than this maximum should file a General Petition to obtain approval from the Dean of Academic Affairs.

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

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

Basic Steps to Creating a Good Schedule:
1. Meet with advisor to discuss progress and options.
2. Schedule the optimal number of units – a student who works full-time may find that taking an extra class is not a sound idea. On the other hand, a student who is trying to graduate as quickly as possible, is doing well in school, and has the time to dedicate to his or her studies, will find that an extra class each term hastens completion.
3. Undergraduate students should complete all general education core competencies during their first year.

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

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

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

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

SCHEDULE CHANGES

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

CONTINUOUS ENROLLMENT POLICY

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

A graduate student who fails to register for either fall or spring semester without applying for an authorized leave of absence will be considered to have discontinued enrollment in the graduate degree program. In order to resume study, the student must reapply for admission to the University and degree program. If the program is still active and readmission is granted, the student will be required to meet all degree requirements in effect at the time of re-entry.

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

Students who have completed all course work, but who have not satisfactorily completed a required comprehensive examination, thesis, or dissertation are required to register for the continuous enrollment course assigned to their specific program and degree level. This one-unit course does not require class attendance. Eligibility for continuous enrollment requires the Academic Advisor’s or Department Chair approval.
Chair’s approval, and is restricted to conditionally classified or classified graduate students. The fee for continuous enrollment is equal to one unit of tuition plus all applicable student fees.

Continuous enrollment is considered full-time for purposes of maintaining F-1 visa status at the University. International students should submit a “Request for Reduced Enrollment” form each semester when registering for continuous enrollment.

WITHDRAWAL, LEAVE OF ABSENCE, AND REENTRY

Leaving college is a serious decision. Students are urged to discuss their options with their advisor, department chair, or dean before finalizing any plans to withdraw temporarily or permanently from the University. Students considering taking time off should also meet with Financial Aid to determine the financial impact of the decision.

A student may submit a leave of absence or withdrawal request at any time. Students who do choose to withdraw have the following options.

Leave of Absence (LOA)
- This option is open to students in good standing who plan on returning to UWest within one year, and allows students to return under their initial catalogue after a break of less than one year.
- Students who do not return from an approved LOA as scheduled will be withdrawn effective their last period of attendance.
- Federal regulations strictly limit leave for students attending on F-1 Visas. The International Student Advisor must review all F-1 requests for LOA before processing.
- Summer is considered a standard period of non-attendance; students do NOT need to submit an LOA if not attending in summer as long as they are registering for the fall semester.

Withdrawal
- This option is applicable to students who do not plan on returning to UWest.
- Students withdrawing from the University are requested to complete an exit survey.
- Students attending on an F-1 Visa should be aware that the University is required to report the change to withdrawal status promptly, and that withdrawing may result in the termination of their I-20. International students must meet with the International Student Advisor before withdrawing to discuss the impact upon their F-1 status.

Effective Date
- If submitted prior to the first day of the term, the student will not owe tuition or fees for that term, and the LOA/withdrawal will be considered effective the last day of the previous semester.
- If submitted on or after the first day of the term, the student may receive a pro rata refund as described in this catalogue under Financial Information. The withdrawal will be effective the date the form is received by the Registrar’s Office.

Impact on Grades
- If submitted on or before the close of the add/drop period the student will be unregistered from all classes.
- If submitted after the close of the add/drop period and on or before the withdrawal deadline, the student will receive W’s in all classes scheduled.
- If submitted after the withdrawal deadline, the student will receive a grade of FW in all scheduled classes, which is calculated as an F in the grade point average.
- See the Academic Calendar for pertinent dates.

A student who chooses to withdraw or go on leave must complete the LOA/Withdrawal form, obtain the following approvals, and submit the signed and approved form to the Registrar’s Office. All forms are available in the Registrar’s Office or from the UWest website.

Approvals needed for all students:
- Department Chair or Advisor
- Bursar’s Office
- Library

Additional approvals as required:
- Financial Aid – required for students who receive any financial aid such as loans, grants, scholarships.
- Students receiving aid must complete the Loan Exit Interview Form.
- International Student Advisor – required for students who are attending on an F-1 Visa.
- Student Life – required for students who reside on campus.

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

Reentry or Readmission

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

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

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

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

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

TRANSCRIPTS, DIPLOMAS, CERTIFICATES, AND ENROLLMENT VERIFICATION

Students may order transcripts and verifications of enrollment from the Registrar’s Office. This office will also distribute diplomas and certificates upon program completion. Forms are available in the Registrar’s office and on the UWest website. The University will not release transcripts, diplomas, certificates, and enrollment verifications to a third party without the express written approval of the student of record.

Transcripts, diplomas, and certificates may be released to students who have fulfilled all obligations to the University or any UWest sponsored agency. Transcripts, diplomas and certificates may not be released to students who have an unpaid balance or outstanding library materials, have not completed any required Financial Aid exit interviews or have any other unfulfilled obligation to the University.
Diplomas will be available approximately six to eight weeks following the date of degree conferral. Diplomas cannot be released prior to conferral date.

**ADDRESS AND NAME CHANGES**

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

Students submitting a legal name change will be asked to provide the following original documents to the Registrar’s Office. These documents will be copied and the originals returned to the student.

- Legal court document or
- Passport or
- Marriage license and social security card

International students have a legal requirement to submit Change of Address form AR-11 to USCIS within 10 days of moving, and to inform the International Student Advisor (iss@uwest.edu) so that their I-20 record may be appropriately updated.

**STUDENT EMAIL**

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

**MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS**

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

FERPA gives students certain rights with respect to their education records:

1. Students have the right to inspect and review their own education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for students to review the records. Schools may charge a fee for copies.
2. Students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the student has the right to place a statement with the record setting forth his or her view about the contested information.
3. Generally, schools must have written permission from the student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
   - School officials with legitimate educational interest;
   - Other schools to which a student is transferring;
   - Specified officials for audit or evaluation purposes;
   - Appropriate parties in connection with financial aid to a student;
   - Organizations conducting certain studies for or on behalf of the school;
   - Accrediting organizations;
   - To comply with a judicial order or lawfully issued subpoena;
   - Appropriate officials in cases of health and safety emergencies; and
   - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and allow students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify students annually of their rights under FERPA. The actual means of notification is left to the discretion of each school.

Except as specified above, UWest does not allow unauthorized release of student records. Students who would like to allow specific individuals or parties access to their education records must provide a signed Authorization to Release Records to the Registrar’s Office. Without this signed release, student records may not be released to a third party.

**TRANSFER CREDITS**

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

UWest may grant transfer credit for courses completed at accredited colleges or universities. Undergraduate courses completed with a minimum grade of C (2.0) are eligible for consideration, while a B (3.0) is required for graduate course work. Transfer credit will be included in the calculation of units earned and attempted, but is not calculated into the UWest grade point average. Transfer credit is not granted for correspondence courses or thesis research and is not applicable to non-degree and certificate programs.

Applicants to a degree program at UWest are responsible for the submission of official transcripts from all colleges and universities previously attended. Official transcripts must be received prior to the applicant’s first day in class. Applicants should request an evaluation through their Admissions Advisor prior to scheduling classes, and may be asked to provide a catalogue or course syllabi if such are needed to facilitate the evaluation process.

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

Students who anticipate transferring to a UWest undergraduate degree program after attending another college or university may position themselves for maximum credit by pursuing a liberal arts and sciences curriculum that parallels the General Education requirements at UWest. If attending a California community college, students should select general education courses that meet requirements for
Credit by Examination
Currently enrolled students who submit evidence of an extensive background and/or experience in a subject area, and who believe that their knowledge of the area is equivalent to the course content of an approved course in UWest’s curriculum may apply for credit by examination. Credit by Examination is graded on a PASS/NO PASS basis and does not affect GPA.

Applicants must have completed a minimum of 12 units at the University prior to requesting credit-by-examination and a maximum of 15 units may be completed through credit-by-examination. A General Petition Form should be submitted to the Registrar’s Office to request credit-by-examination, and the credit by examination fee must be paid prior to examination. Credit-by-examination units, unless otherwise specified, do not apply toward the residency requirement.

Advanced Placement
The University grants credit for selected Advanced Placement courses/exams. To be eligible for credit, the applicant must have successfully completed both the course and corresponding exam. Credit will be granted upon approval once the University receives both the official high school transcript showing a minimum grade of C in the course and the official College Board score report showing that the corresponding AP exam was passed with a minimum score of 3. If the high school transcript includes exam results, a separate College Board score report is not needed.
ACADEMIC POLICIES AND PROCEDURES

ACADEMIC INTEGRITY POLICY

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

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

Academic dishonesty includes, but may not be limited to, plagiarism, cheating, falsifying records, lying, obtaining and/or distributing examination materials prior to exams without the consent of the instructor, submitting another’s work as one’s own, submitting work completed for another course without the agreement of both instructors, and helping any other student in any act of dishonesty.

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

ACADEMIC CATALOGUE

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

SATISFACTORY ACADEMIC PROGRESS

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

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

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

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

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

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

Alternatively, a student may petition for reinstatement directly after dismissal. The petition should be addressed to the Chair and Dean of Academic Affairs, and should indicate what led to the dismissal as well as what has changed in the student’s situation that will allow the student to succeed if reinstated. Such petitions should be based upon mitigating circumstances such as a major life change, significant work issue, death in the family, etc. Documentation may be required. If approved, the student will be reinstated on probation for a period of one term, or on Academic Plan for a specified period.

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

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

Class attendance is a critical factor in student success. Successful attendance begins with an appropriate schedule; students should select a schedule that minimizes conflicts with work and other obligations. Once that schedule is selected, students have the responsibility to demonstrate their commitment to their education and respect for their instructors by attending each class session, arriving punctually, reporting to class fully prepared, and participating in class discussions.

Instructors determine policy for their classes, including the impact of excused absences, and will include this information on the course syllabus distributed at the beginning of each term. At a minimum, students are expected to maintain attendance of at least 80% of scheduled class sessions. Students who fall below 80% attendance (equivalent to 4 absences in courses that meet once per week for 16 weeks) may receive a reduction in grade. Students who fall below 70% attendance (6 absences) may be dismissed from that class upon recommendation of the instructor.

If the class dismissal occurs prior to the term withdrawal deadline, a grade of W will be posted to the student’s transcript; after this deadline, a grade of FW will be posted.

Students who attend no classes for two consecutive weeks without prior approval of the Department Chair may be considered to have voluntarily withdrawn from the University. A University initiated program withdrawal may be processed and grades assigned as above.

Students should be aware that course and program dismissals may negatively impact their ability to maintain satisfactory academic progress as well as their eligibility for aid and scholarships. International students on F-1 visas must be especially aware that if a course or program dismissal drops their status to less than full time, the University is obligated to notify the Department of Homeland Security of the change in status.

A student who is dismissed from a class or the program retains the right to petition the Department Chair for reinstatement. Upon consultation with the instructor, the Chair will render a decision. If the request is denied, the student may petition the Dean of Academic Affairs. The decision of the Dean is final. See the Registrar’s Office for a Petition to Reinstate.

The ESL attendance policy is unique to the ESL program and is explained in full under the ESL program information in this catalogue.

CLASS LEVEL

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

<table>
<thead>
<tr>
<th>Class Level</th>
<th>Semester Units Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Freshmen</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-graduation</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>Enrolled in Master’s or Doctoral-Level Program</td>
</tr>
</tbody>
</table>

Course Numbering System

Course numbers indicate the level of complexity of the courses.

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Type</th>
<th>Open To</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-099</td>
<td>Not degree applicable, Non-credit courses</td>
<td>ESL, Academic English students, and undergraduate students</td>
</tr>
<tr>
<td>100-199</td>
<td>Lower Division Freshman level, 1st year</td>
<td>All undergraduate students</td>
</tr>
<tr>
<td>200-299</td>
<td>Lower Division Sophomore level, 2nd year</td>
<td>Sophomore or above undergraduate students; freshmen admitted with advisor approval</td>
</tr>
<tr>
<td>300-399</td>
<td>Upper Division Junior level, 3rd year</td>
<td>Junior or above undergraduate students; freshmen and sophomore admitted with advisor approval</td>
</tr>
<tr>
<td>400-499</td>
<td>Upper Division Senior level, 4th year</td>
<td>Junior or above undergraduate students; sophomore admitted with advisor approval; freshmen not admitted</td>
</tr>
<tr>
<td>500-599</td>
<td>Graduate courses, introductory</td>
<td>Graduate students; advanced undergraduates admitted with approval</td>
</tr>
<tr>
<td>600-715</td>
<td>Graduate courses, intermediary</td>
<td>Graduate students only</td>
</tr>
<tr>
<td>800-899</td>
<td>Continuing education courses</td>
<td>All students, including non-degree seeking</td>
</tr>
</tbody>
</table>

GRADING STANDARDS

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

All grades, except incompletes (I), are final when posted by the instructor. No grade will be revised by reexamination or completion of extra work with the exception of official incompletes. A student who feels that there is an error in the recorded grade should meet with the instructor to determine if the grade was correctly recorded. If an error was made in grade entry, the instructor may request a correction by submitting a Grade Change form to the Registrar’s Office. The registrar is authorized to change a final grade only if a clerical or procedural error must be corrected.

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

A student who wishes to challenge a grade issued by a professor should refer to the Grade Grievance policy, available from the Office of the Dean of Academic Affairs.
The following grades are included in the calculation of the grade point average (GPA):

<table>
<thead>
<tr>
<th>Meaning</th>
<th>Grade</th>
<th>Quality Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Superior</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>Good</td>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td></td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>B-</td>
<td>2.7</td>
</tr>
<tr>
<td>Satisfactory*</td>
<td>C+</td>
<td>2.3</td>
</tr>
<tr>
<td></td>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td></td>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>D-</td>
<td>0.7</td>
</tr>
<tr>
<td>Failing</td>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>Failing to Withdraw</td>
<td>FW</td>
<td>0.0</td>
</tr>
</tbody>
</table>

* Some courses/programs may require grades above the C-level for passing. Such requirements will be noted in the academic catalogue under the program and course description.

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

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

<table>
<thead>
<tr>
<th>Pass</th>
<th>P</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Pass</td>
<td>NP</td>
</tr>
<tr>
<td>In Progress</td>
<td>IP</td>
</tr>
<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>

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

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

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

P/NP (Pass/No Pass): Students may select Pass/No Pass as a grading option at the time they initially register for courses or may change grading options up until the deadline posted on the Academic Calendar. Some courses are graded only on a P/NP basis; this will be indicated in the catalogue description. Undergraduates may take up to 12 units per year on a P/NP basis with the advisor's approval. Courses offered only on a P/NP basis are not included in the 12 unit limit. With the exception of courses graded only on a P/NP basis, graduate students should consult with the department chair or advisor as elective P/NP courses are generally not applicable toward graduation. Students who take a course for P/NP, cease attending in the course of the semester, and fail to withdraw will receive an “FW” grade.

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

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

W (Withdraw): Indicates official withdrawal from a class after the close of the add/drop period but before the posted withdrawal deadline. Failure to attend does not constitute withdrawal from a class without the filing of an approved Withdrawal Petition. A student who stops attending without submitting a withdrawal form will receive the earned grade for the class (usually an F) or an FW. Please see the Academic Calendar for official course add/drop deadlines and deadlines for receiving a W grade in a course. Instructions for withdrawing from a class or the University are provided under Registration and Records.

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

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

Change of Grading Option
When registering, students may select to take a course for a letter grade, as pass/no pass, or as an audit as permitted within their major of study. After initial registration in a course, students retain the right to change the grading option. To do so, students submit a Change of Grading System form to the Office of the Registrar. This form must be submitted by the deadline listed on the Academic Calendar. Once a course is graded, students cannot request a change in grading option.
Repeated Courses
Undergraduate Policy: Undergraduate students are allowed one repeat of any course in which they received a grade of C- or below to improve their grade point average (GPA). Each attempt will remain on the student’s permanent transcript, but only the highest grade earned will be used in the calculation of the GPA and credits earned toward graduation. Students seeking to repeat a course more than once will need the approval of their Department Chair. Please note that transfer credit for a course not passed at University of the West will not improve the GPA. Multiple repeats may affect financial aid eligibility.

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

GENERAL PETITION

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

GRADUATION

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

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

Undergraduate Residence Requirement

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

Earning a Second Degree

Two Concentrations in the Same Program

Concurrent Enrollment: A student who seeks to concurrently complete two concentrations in the same program must complete all requirements for both concentrations. A minimum of 18 unique units must be completed in each concentration. One diploma showing both concentrations will be awarded at the time of graduation.

Subsequent Enrollment: A graduate who wishes to re-enroll to complete the requirements of a second concentration after the award of a degree in the same program must apply for readmission. A minimum of 18 additional units specific to the second concentration must be completed. In addition, the student must complete any new program requirements in effect at the time of readmission.

Upon completion of the requirements, the University will not issue a second diploma; rather, the additional concentration will be noted on the official academic transcript. Please note that the graduate may be better served by enrolling in a graduate degree or certificate program.

Second Bachelor’s Degree

A UWest graduate who wishes to earn a UWest undergraduate degree in a second program of study must apply for admission to the program.

The student must complete a minimum of 30 units in residence beyond the minimum requirements for the first bachelor’s degree for a minimum total of 60 semester credits in residence and a minimum total of 150 semester credits. The student should request a degree evaluation by the Department Chair of the program of interest before beginning the program to determine which courses will be required.

The University strongly recommends that students who are considering the pursuit of a second bachelor’s degree first discuss this intent with an advisor. It may be of more benefit to the student to enter a master’s level program.

Commencement

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

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

1. Have met all degree requirements prior to the spring semester in which commencement is held and were conferred the previous summer or fall terms.
2. Have officially filed with the Registrar’s Office, an Intent to Graduate form for the current spring term in which commencement is to be held and have completed or be pending completion of all degree requirements by the end of the current spring semester, as determined by the Registrar’s Office.
   A. Graduate students must complete any required comprehensive examinations on or before the deadline established for the spring semester.
   B. PhD candidates must successfully defend their dissertation on or before the deadline established for the spring semester.
3. Have officially filed with the Registrar’s Office an Intent to Graduate form, and by the end of the current spring semester have remaining only the following for completion of degree requirements, as determined by the Registrar’s Office:
   A. Bachelor’s degree students – 9 units.
   B. Master’s degree students – 6 units; however, no graduate student is permitted to participate in commencement until he or she has completed and passed all required comprehensive examinations prior to the deadline established for the current spring semester.
Graduation with Honors
Responsibility and excellence are two of the values central to University of the West’s vision and governance. Superior academic performance is a demonstration of these two values. The University recognizes undergraduate degree students graduating with a cumulative grade point average (GPA) of at least 3.7. The appropriate honor is printed on the final transcript and diploma. To be eligible, a student must earn a minimum of 54 units in graded classes completed at UWest.

Cumulative GPA
3.7 – 3.79 cum laude with praise
3.8 – 3.89 magna cum laude with great praise
3.9 – 4.0 summa cum laude with highest praise

The University has expanded its recognition of academic success. Beginning with the Spring 2013 semester, full-time undergraduate degree students may earn a place on the Dean’s or President’s List by achieving a minimum term GPA. To be eligible, a student must successfully complete at least 12 units in the fall or spring semester. Courses taken in the summer session are not included in the review for this honor.

Term GPA
3.5 - 3.99 Dean’s List
4.0 President’s List

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

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

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

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

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

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

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

FINANCIAL AID

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

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

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

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

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

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

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

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

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

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

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

Fellowships & Scholarships

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

- University Fellowships and Scholarships: UWest fellowships and scholarships may be awarded to admitted incoming and continuing students who demonstrate exceptional leadership and service to their communities, academic achievement, and financial need. Applicants who wish to be considered for fellowships and scholarships are encouraged to submit all required financial aid documents when they apply for admission. Students need to reapply for the award annually.

- Lotus Scholarships: Lotus Scholarships are available for eligible domestic and international students matriculating into the University’s BA, MA and MDiv programs. The scholarships award up to a maximum of $10,000 for an academic year. Scholarships are set aside specifically for entering freshman, transfer students, local students, graduate students, and international students. This scholarship is initially awarded for one academic year and may be renewed for up to three years for undergraduates and up to two years for graduates (depending on length of program).

- Golden Benefactor Awards: Golden Benefactor Awards are available to continuing students who have completed the equivalent of one full-time semester. The scholarships are awarded to continuing students based on academic achievement and service to the UWest community, as well as demonstrated financial need and area of academic concentration. Most Golden Benefactor Awards require a minimum GPA of 3.0 - 3.5 but requirements vary based on donor. For detailed information on eligibility and application process, see the Financial Aid Web page at www.uwest.edu/financialaid. Golden Benefactor Awards must be renewed each semester.

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

Study Abroad

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

Work-Study Program

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

Veterans Affairs

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

Standards for Satisfactory Academic Progress (SAP)

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

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

Qualitative Standard (GPA)

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

Qualitative Standard (PACE)

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

The attempted credit hours include all earned, unearned, and transfer credits, i.e. all courses for which a student is registered at the end of the drop/add period. Earned credits, for the purposes of this policy, are grades of “A”, “B”, “C”, “D”, “P” and all plus or minus variations on these grades.
Maximum Time Frame
A student must complete his/her degree by attempting no more than 150 percent of the credits normally required for attainment of the degree. A student is no longer eligible to receive financial aid after this maximum is reached. Pace of progression is calculated by dividing cumulative credit hours the student earned by cumulative credit hours attempted. For example, undergraduate programs normally are completed with 120 credit hours, therefore a student’s financial aid eligibility will be suspended once the student reaches 180 cumulative attempted credit hours, whether the student has attained the degree or not. The 150% maximum time frame applies to both undergraduate and graduate students.

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

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

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

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

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

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

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

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

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

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

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

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

Enrollment & Funding Status
A student receiving aid must earn a minimum number of credits each semester, applicable to his/her degree and consistent with his/her enrollment/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 & Leave of Absence (LOA)
After financial aid has been disbursed, if a student withdraws from UWest or earns zero credit, the student may be required to return all or part of the funds received, including funds credited to pay tuition and fees.

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

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

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

Return of Title IV Funds (R2T4)
Effective October 7, 2000 Title IV Refund Regulations require students who withdraw from all of their classes prior to the 60 percent point of the payment period to return the unearned portion of their Title IV financial aid to the Department of Education. Additionally, institutions may be required to return a portion of unearned funds to the Department of Education, and some students may be entitled to a post withdrawal disbursement.

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

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

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

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

The institution does not participate in the Perkins loans programs.

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

Return of Title IV Funds for Students who Withdraw Due to Military Deployment
If a student must withdraw due to military deployment, the student must submit a copy of the military deployment order to the Registrar’s Office and the Financial Aid Office. If a Title IV eligible student withdraws upon being called to active duty, or has otherwise been impacted by military mobilization, the University must perform Return of Title IV calculations that are required by statute and regulations. Based upon this calculation, the University may be required to return funds to one or more Title IV programs.

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

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

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

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

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

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

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

Some Title IV funds that the student was scheduled to receive may not be disbursed because of other eligibility requirements. For example, if a first-time, first-year undergraduate student has not completed the first 30 days of a program before withdrawal, the student will not receive any Direct Loan funds that he or she would have received had he or she remained enrolled past the 30th day.
If the student receives (or the institution or parent receives on the student’s behalf) excess Title IV program funds that must be returned, the institution must return a portion of the excess equal to the lesser of:

- The student’s institutional charges multiplied by the unearned percentage of his or her funds, or
- The entire amount of excess funds.

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

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

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

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

**Leave Of Absence (LOA)**

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

**COST OF ATTENDANCE**

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

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

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

<table>
<thead>
<tr>
<th></th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$4,368</td>
<td>$4,368</td>
<td>$4,368</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>$375</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$4,935</td>
<td>$3,035</td>
<td>$2,555</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$855</td>
<td>$855</td>
<td>$855</td>
</tr>
<tr>
<td>Transportation</td>
<td>$774</td>
<td>$774</td>
<td>$774</td>
</tr>
<tr>
<td>Student Loan Fees</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,413</td>
<td>$1,413</td>
<td>$1,413</td>
</tr>
<tr>
<td>Semester Totals</td>
<td>$12,920</td>
<td>$11,020</td>
<td>$10,540</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$25,840</td>
<td>$22,040</td>
<td>$21,080</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,573</td>
<td>$3,573</td>
<td>$3,573</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>$375</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$4,935</td>
<td>$3,035</td>
<td>$2,555</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$855</td>
<td>$855</td>
<td>$855</td>
</tr>
<tr>
<td>Transportation</td>
<td>$774</td>
<td>$774</td>
<td>$774</td>
</tr>
<tr>
<td>Student Loan Fees</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,413</td>
<td>$1,413</td>
<td>$1,413</td>
</tr>
<tr>
<td>Semester Totals</td>
<td>$12,125</td>
<td>$10,225</td>
<td>$9,745</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$24,250</td>
<td>$20,450</td>
<td>$19,490</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th></th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,627</td>
<td>$3,627</td>
<td>$3,627</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>$375</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$4,935</td>
<td>$3,035</td>
<td>$2,555</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$855</td>
<td>$855</td>
<td>$855</td>
</tr>
<tr>
<td>Transportation</td>
<td>$774</td>
<td>$774</td>
<td>$774</td>
</tr>
<tr>
<td>Student Loan Fees</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,413</td>
<td>$1,413</td>
<td>$1,413</td>
</tr>
<tr>
<td>Semester Totals</td>
<td>$12,179</td>
<td>$10,279</td>
<td>$9,799</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$24,358</td>
<td>$20,558</td>
<td>$19,598</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,672</td>
<td>$3,672</td>
<td>$3,672</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>$375</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$4,935</td>
<td>$3,035</td>
<td>$2,555</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$855</td>
<td>$855</td>
<td>$855</td>
</tr>
<tr>
<td>Transportation</td>
<td>$774</td>
<td>$774</td>
<td>$774</td>
</tr>
<tr>
<td>Student Loan Fees</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,413</td>
<td>$1,413</td>
<td>$1,413</td>
</tr>
<tr>
<td>Semester Totals</td>
<td>$12,224</td>
<td>$10,324</td>
<td>$9,844</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$24,448</td>
<td>$20,648</td>
<td>$19,688</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>Single</th>
<th>Double</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$3,537</td>
<td>$3,537</td>
<td>$3,537</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>$375</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$4,935</td>
<td>$3,035</td>
<td>$2,555</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$855</td>
<td>$855</td>
<td>$855</td>
</tr>
<tr>
<td>Transportation</td>
<td>$774</td>
<td>$774</td>
<td>$774</td>
</tr>
<tr>
<td>Student Loan Fees</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,413</td>
<td>$1,413</td>
<td>$1,413</td>
</tr>
<tr>
<td>Semester Totals</td>
<td>$12,089</td>
<td>$10,189</td>
<td>$9,709</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$24,178</td>
<td>$20,378</td>
<td>$19,418</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

### ESL Spring or Fall – (16-week Session)

<table>
<thead>
<tr>
<th></th>
<th>Off Campus</th>
<th>Triple</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$2,880</td>
<td>$2,880</td>
</tr>
<tr>
<td>Mandatory Fees</td>
<td>$375</td>
<td>$375</td>
</tr>
<tr>
<td>Room &amp; Board</td>
<td>$3,035</td>
<td>$2,555</td>
</tr>
<tr>
<td>Books &amp; Supplies</td>
<td>$855</td>
<td>$855</td>
</tr>
<tr>
<td>Transportation</td>
<td>$774</td>
<td>$774</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$1,413</td>
<td>$1,413</td>
</tr>
<tr>
<td>Semester Totals</td>
<td>$9,332</td>
<td>$8,852</td>
</tr>
<tr>
<td>Annual COA</td>
<td>$18,664</td>
<td>$17,704</td>
</tr>
</tbody>
</table>

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

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

TUITION

<table>
<thead>
<tr>
<th>Program</th>
<th>Undergraduate</th>
<th>Graduate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddhist Chaplaincy</td>
<td>$364/unit</td>
<td>$397/unit</td>
</tr>
<tr>
<td>Business Administration</td>
<td>$364/unit</td>
<td>$403/unit</td>
</tr>
<tr>
<td>English</td>
<td>$364/unit</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>$364/unit</td>
<td></td>
</tr>
<tr>
<td>General Studies</td>
<td>$364/unit</td>
<td></td>
</tr>
<tr>
<td>Psychology</td>
<td>$364/unit</td>
<td>$408/unit</td>
</tr>
<tr>
<td>Religious Studies</td>
<td>$364/unit</td>
<td>$393/unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<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>
<td>$20/unit</td>
</tr>
<tr>
<td>On-line Extended Studies Class Fee</td>
<td>$20/unit</td>
<td>$20/unit</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English as a Second Language</td>
<td>$2,880</td>
<td></td>
</tr>
<tr>
<td>Fall/Spring Tuition (20 hrs/wk for 16 wks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL) Preparation(5 hrs/wk for 16 wks)</td>
<td>$720</td>
<td></td>
</tr>
<tr>
<td>Test of English as a Foreign Language (TOEFL) Preparation(5 hrs/wk for 16 wks)</td>
<td>$720</td>
<td></td>
</tr>
</tbody>
</table>

NON-REFUNDABLE FEES

One-Time Fees
- Application (Domestic) $50
- Application (International) $100
- Identification Card $25
- Readmission Fee (Domestic) $50
- Readmission Fee (International) $100

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

* Rates subject to change.

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

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

*Note: No meals served on weekends and holidays.

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

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

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

TUITION PAYMENTS

Students may remit the registration payment on the day of registration but no later than the tuition payment deadline (see the Academic Calendar). All balances due to the University must be paid, or any arrangements including financial aid award, payment plan, and third party payment, must be completed by the tuition payment deadline. After the deadline, a $100 late payment fee charge and a 1% finance charge (per month) are assessed on the unpaid balance.
Students must have authorized anticipated aid (e.g., grants, loans, and scholarship awards) or a payment plan in order to properly defer payment. Anticipated aid awards are posted to student accounts only after the financial aid award process has been completed by the student, Financial Aid Office, and the appropriate agency (e.g., IBEF). Without authorized anticipated aid, students are expected to pay the charges and wait for reimbursement when the aid or scholarship funds are actually received.

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

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

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

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

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

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

REFUND POLICIES

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

Tuition refund schedule for fall and spring semester:

<table>
<thead>
<tr>
<th>Withdrawal Form Submitted</th>
<th>Refund Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the beginning of the semester</td>
<td>100%</td>
</tr>
<tr>
<td>Within the first week</td>
<td>90%</td>
</tr>
<tr>
<td>Within the second week</td>
<td>70%</td>
</tr>
<tr>
<td>Within the third week</td>
<td>50%</td>
</tr>
<tr>
<td>Within the fourth week</td>
<td>10%</td>
</tr>
<tr>
<td>After the fourth week of the semester</td>
<td>None</td>
</tr>
</tbody>
</table>

Tuition refund schedule for summer classes:

<table>
<thead>
<tr>
<th>Withdrawal Form Submitted</th>
<th>Refund Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first class meeting</td>
<td>100%</td>
</tr>
<tr>
<td>Within the first week</td>
<td>80%</td>
</tr>
<tr>
<td>Within the second week</td>
<td>60%</td>
</tr>
<tr>
<td>Within the third week</td>
<td>40%</td>
</tr>
<tr>
<td>Within the third week of class</td>
<td>None</td>
</tr>
</tbody>
</table>

Tuition refund schedule for classes that do not fall in the regular semester:

<table>
<thead>
<tr>
<th>Withdrawal Form Submitted</th>
<th>Refund Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first class</td>
<td>100%</td>
</tr>
<tr>
<td>Within 7% of the class</td>
<td>90%</td>
</tr>
<tr>
<td>Within 14% of the class</td>
<td>70%</td>
</tr>
<tr>
<td>Within 20% of the class</td>
<td>50%</td>
</tr>
<tr>
<td>Within 30% of the class</td>
<td>10%</td>
</tr>
<tr>
<td>After 30% of the classes have passed</td>
<td>None</td>
</tr>
</tbody>
</table>

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

When the withdrawal form is filed after the start of instruction, students are still responsible to pay tuition and fees according to the Tuition Refund Schedule above, even if students did not attend class. Students who have remitted full payment up front will have a percentage of the tuition refunded in accordance with the Tuition Refund Schedule. Refunds will be made by check to the student within 30 days after the request form receiving date.
Students may withdraw from one or more courses in any semester and remain enrolled in other courses. The refund schedule is based upon the cost per unit paid by the student.

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

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

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

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

DEGREE PROGRAMS

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

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

UWest currently awards the following graduate degrees:

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

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

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

NON-DEGREE ENROLLMENT

In addition to the degree programs offered by the University, UWest offers opportunities for education to individuals not interested in pursuing a degree. Students have the option of enrolling formally in a certificate program or taking courses one at a time through the Continuing Education Department’s Open Enrollment. While admission to a certificate program or open enrollment does not indicate acceptance to an undergraduate or graduate degree program, some courses taken as part of a certificate program or open enrollment may be applied to a degree if a student decides to enroll in a UWest degree program at a later date.
Certificates in Business Administration
The following list includes some of the certificate areas offered. However, students may work with the Chair of the Business Department to develop a certificate program specific to their unique needs.

- General Management
- Nonprofit Organization Management
- Executive Management
- Human Resources Management
- International Business
- Accounting
- Finance
- Marketing
- Computer Information Systems
- Small Business/Entrepreneurship
- Quantitative Analysis/Analytical Methods

Languages
UWest offers instruction in Mandarin Chinese, Classical Chinese, Japanese, Pali, Sanskrit, and Tibetan, as well as Buddhist texts in those languages. These Asian languages are the keys to understanding the great civilizations of Asia and the traditions of Buddhism.

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

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

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

Humanistic Buddhism and Leadership
This online certificate program is a study of Buddhism and its application in daily life. This program is designed for those who are interested in Buddhism and Buddhist leadership in practice. Buddhists, non-Buddhists, beginners and advanced students in Buddhism are welcome.

Individuals who would like to earn a certificate for completion of these courses must enroll in the certificate program and pay the applicable fees. Individuals who do not need a certificate but wish to take these courses for their own growth and pleasure may do so free of charge. Students may enroll online at any time. Please visit the University website at www.uwest.edu for more information.

EXTENDED STUDIES PROGRAM (ExS)
Coordinator: Glenn Dunk-Jacobs

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

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

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

Chair
Rev. Danny Fisher, MDiv, DBS
Specializations: Socially Engaged Buddhism, Professional Chaplaincy in North America, Buddhism in America, Peace and Justice Studies, Interfaith Studies
Office: Education Building, 3rd Floor
Phone: (626) 571-8811 ext. 345
Email: danny@uwest.edu

Full-Time Faculty
Rev. Victor Gabriel, MA Buddhist Studies, MA Psychology, PhD Religious Studies (in progress)
Assistant Professor
Specialization: Vajrayana Buddhism, Ritual Studies, Buddhism and Psychology, Gender and Sexuality Studies

Adjunct Faculty
Chaplain Bryan Ferry, MDiv
Associate Supervisor with the Association of Clinical Pastoral Education, Inc. (United Buddhist Churches; Children’s Hospital – Los Angeles)
Tina Jitsujo Gauthier, PhD (Sweetwater Zen Center)
Tom Moritz, MA (Buddhist Recovery Network)

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

Philosophy & Objectives
The department strives to be ecumenical, welcoming Buddhists from every branch of Buddhism, as well as religious others. (Not all of our students identify as Buddhist or only Buddhist.) Students are encouraged to engage in spiritual reflection and formation from within their own faith tradition and share those reflections with their classmates. In addition, students will learn about other faiths, such as Judaism, Christianity, Islam, Hinduism, Jainism, Sikhism, and others, in order to be of service to a wide variety of people in need.

The department upholds the standards of professional chaplaincy set forth by the Association of Professional Chaplains (APC) and encourages all students to complete Clinical Pastoral Education (CPE) or other appropriate clinical practicum experiences depending on their particular work setting. These professional standards and trainings ensure that our students gain hands-on experience in spiritual care and are ready to enter the world as professional Buddhist chaplains upon graduation.

MASTER OF DIVINITY (MDiv) IN BUDDHIST CHAPLAINCY

Introduction
The Buddhist Chaplaincy program provides students with the necessary knowledge and skills to excel as Buddhist practitioners working in the field of professional chaplaincy. The program is designed to meet the needs of those who wish to engage in spiritual care and counseling work and become properly trained and certified professionals. The program incorporates the requirements of the Association of Professional Chaplains (APC) by offering 72 semester hours that cover the nine core educational areas specified by the APC. These nine core areas are: 1) ritual and liturgy, 2) comparative religions, 3) religious education, 4) pastoral care and counseling, 5) spiritual formation, 6) religious history, 7) institutional organization and administration, 8) sacred literature, and 9) theology/philosophy.

This program requires regular attendance on campus for classes, group processes, and other events. It was designed to serve local students and is not a low-residency or online program. Applicants should be prepared for long hours spent on campus and intense interaction with fellow students. Living nearby or on campus is highly recommended. Although this program can be completed on a part-time basis, full-time attendance is strongly recommended in order to facilitate the required spiritual formation of the student. Courses are designed to be taken in a prescribed sequence and not on an ad hoc basis. Full-time students are expected to take four classes, or 12 units, per semester in order to graduate in the specified three-year time period. Full-time students taking three classes, or 9 units, and part-time students should not expect to graduate in three years.

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

<table>
<thead>
<tr>
<th>Area</th>
<th>Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wisdom &amp; Skillful Means</strong></td>
<td>Students are thoroughly prepared for academic and professional success.</td>
</tr>
<tr>
<td>Knowledge</td>
<td>Students will be able to summarize and explain Buddhist thoughts, texts, practices, rituals, and history.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will demonstrate an ability to practice Buddhism in their religion.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will demonstrate an understanding of interfaith chaplaincy and psychological principles crucial to spiritual care and counseling work.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in writing.</td>
</tr>
<tr>
<td><strong>Self-Awareness</strong></td>
<td>Students are prepared to engage in an ongoing-process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to summarize and explain the ideas, texts, practices, rituals, and history of non-Buddhist religions.</td>
</tr>
<tr>
<td>Ethics</td>
<td>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.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by Buddhism and explore how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Liberation</strong></td>
<td>Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Balance</strong></td>
<td>Students will be able to practice meditation and express something about its importance and applications in their work as caregivers.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will demonstrate an understanding of normative writing and Dharma talks, and be able to produce examples of these kinds of writing/expressions.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Character</strong></td>
<td>Students will articulate the deepening of their learning and personal growth as they study in the nine areas of learning in the MDiv program.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Expression</strong></td>
<td>Students will demonstrate an understanding of normative writing and Dharma talks, and be able to produce examples of these kinds of writing/expressions.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Relationship</strong></td>
<td>Students will participate in group process with their MDiv cohort, in which they have opportunity to practice offering and receiving spiritual care and counseling with others.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Liberation from Suffering</strong></td>
<td>Students will demonstrate an understanding of various models of spiritual leadership.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Interdependence</strong></td>
<td>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.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Service</strong></td>
<td>Students will complete one unit of Clinical Chaplaincy Education (CPE) or another appropriate clinical training.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will clearly articulate their study and practice of Buddhism in speech.</td>
</tr>
<tr>
<td><strong>Culture</strong></td>
<td>Students will work a broad appreciation of human endeavors into their individual learning goals developed in conjunction with their advisor and professors.</td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to apply ministry, care and counseling techniques in the context of spiritual life activities on campus.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will identify ethical issues raised by non-Buddhist religions and explain how they relate to modern humans and the world.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will maintain their academic integrity.</td>
</tr>
</tbody>
</table>
Students will demonstrate active listening and the ability to assess needs in the context of spiritual counseling/caregiving.

Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>39</td>
</tr>
<tr>
<td>Electives</td>
<td>33</td>
</tr>
</tbody>
</table>

Comparative Religions (9 units needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 515 Religions of China</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 520 Religions of India</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 545 Sacred Time &amp; Space in the History of Religion</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 550 Mysticism East &amp; West</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 560 Religion &amp; the Meaning of Existence</td>
<td>Permission</td>
<td>3</td>
</tr>
<tr>
<td>REL 590 Comparative Study of Religion</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 592 Myth &amp; Mythology</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 603 Philosophy of Religion Seminar</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 610 Religion &amp; Ethics Seminar</td>
<td>Permission</td>
<td>3</td>
</tr>
<tr>
<td>REL 615 Religion &amp; Psychology Seminar</td>
<td>Permission</td>
<td>3</td>
</tr>
<tr>
<td>REL 640 Topics in Comparative Religion</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 660 Seminar on Buddhist-Christian Dialogue</td>
<td>Waived</td>
<td>3</td>
</tr>
</tbody>
</table>

Religious History (9 units needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 505 Women in Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 625 Cultural and Social Aspects of Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 644 Seminar on Regional Buddhist Traditions: Indian Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 648 Seminar on Regional Buddhist Traditions: Southeast Asian Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 649 Seminar on Regional Buddhist Traditions: East Asian Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 656 Seminar on Regional Buddhist Traditions: Central Asian Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 670 Spread of Buddhism to Central Asia/China</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 672 Spread of Buddhism to Northeast Asia</td>
<td>Waived</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 72 units
## DEPARTMENT OF BUDDHIST CHAPLAINCY

### 1st Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 540 Buddhist Hermeneutics</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 631 Seminar on Pali Buddhist Texts</td>
<td>Pali proficiency</td>
<td>3</td>
</tr>
<tr>
<td>REL 632 Seminar on Chinese Buddhist Texts</td>
<td>Classical Chinese proficiency</td>
<td>3</td>
</tr>
<tr>
<td>REL 634 Seminar on Sanskrit Buddhist Texts</td>
<td>Sanskrit proficiency</td>
<td>3</td>
</tr>
<tr>
<td>REL 636 Seminar on Buddhist Texts in Translation</td>
<td>Waived</td>
<td>3</td>
</tr>
</tbody>
</table>

### 2nd Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 540 Buddhist Hermeneutics</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 622 Topics in Buddhist Studies: Buddhist Thought &amp; Philosophy</td>
<td>Permission</td>
<td>3</td>
</tr>
<tr>
<td>REL 642 Topics in Buddhist Studies: Developments in Buddhist Psychology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>REL 653 Topics in Buddhist Studies: Vajrayana Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
</tbody>
</table>

### 3rd Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 540 Buddhist Hermeneutics</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 622 Topics in Buddhist Studies: Buddhist Thought &amp; Philosophy</td>
<td>Permission</td>
<td>3</td>
</tr>
<tr>
<td>REL 642 Topics in Buddhist Studies: Developments in Buddhist Psychology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>REL 653 Topics in Buddhist Studies: Vajrayana Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
</tbody>
</table>

### Sacred Literature (9 units needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 540 Buddhist Hermeneutics</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 631 Seminar on Pali Buddhist Texts</td>
<td>Pali proficiency</td>
<td>3</td>
</tr>
<tr>
<td>REL 632 Seminar on Chinese Buddhist Texts</td>
<td>Classical Chinese proficiency</td>
<td>3</td>
</tr>
<tr>
<td>REL 634 Seminar on Sanskrit Buddhist Texts</td>
<td>Sanskrit proficiency</td>
<td>3</td>
</tr>
<tr>
<td>REL 636 Seminar on Buddhist Texts in Translation</td>
<td>Waived</td>
<td>3</td>
</tr>
</tbody>
</table>

### Theology/Philosophy (6 units needed)

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 540 Buddhist Hermeneutics</td>
<td>Waived</td>
<td>3</td>
</tr>
<tr>
<td>REL 622 Topics in Buddhist Studies: Buddhist Thought &amp; Philosophy</td>
<td>Permission</td>
<td>3</td>
</tr>
<tr>
<td>REL 642 Topics in Buddhist Studies: Developments in Buddhist Psychology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>REL 653 Topics in Buddhist Studies: Vajrayana Buddhism</td>
<td>Waived</td>
<td>3</td>
</tr>
</tbody>
</table>

### Suggested Course Progression (for full-time students)

#### 1st Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDIV 510 Communication Skills or Chaplaincy</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MDIV 525 Chaplaincy Roles &amp; Competencies</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>REL 530 Topics in Buddhist Studies: Buddhist Meditation</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td><strong>12 Units</strong></td>
</tr>
<tr>
<td>MDIV 515 Groups, Systems, &amp; Chaplaincy</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MDIV 540 The Use of Sacred Texts in Spiritual Care &amp; Counseling</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### 2nd Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDIV 530 Interfaith Chaplaincy</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MDIV 565 Buddhist Homiletics: Writing &amp; Giving Dharma Talks</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td><strong>12 Units</strong></td>
</tr>
<tr>
<td>MDIV 645 Spiritual Care &amp; Counseling</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MDIV 650 Pastoral Theology</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

#### 3rd Year

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDIV 655 Spiritual Formation for Buddhist Chaplains</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MDIV 661 Organizational and Legal Issues in Ministry and Spiritual Care</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td><strong>Spring</strong></td>
<td></td>
<td><strong>12 Units</strong></td>
</tr>
<tr>
<td>MDIV 670 Spiritual Leadership</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>MDIV 675 Seminar: Advanced Topics in Professional Chaplaincy</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

### Prerequisites

- Waived
- Pali proficiency
- Classical Chinese proficiency
- Sanskrit proficiency
- Waived
- Permission
- Waived
- Permission
- Waived

### Theology/Philosophy

- MDIV 530 Interfaith Chaplaincy: 3 units
- MDIV 565 Buddhist Homiletics: Writing & Giving Dharma Talks: 3 units
- Elective: 3 units each

### Sacred Literature

- REL 540 Buddhist Hermeneutics: 3 units
- REL 631 Seminar on Pali Buddhist Texts: 3 units
- REL 632 Seminar on Chinese Buddhist Texts: 3 units
- REL 634 Seminar on Sanskrit Buddhist Texts: 3 units
- REL 636 Seminar on Buddhist Texts in Translation: 3 units

### Elective

- Elective: 3 units each
Graduation Requirements
Course Requirements: Students are required to complete the above listed course requirements for a total of 72 units, including 39 units of core courses and 33 units of electives under the four elective areas, with a minimum cumulative GPA of 3.0. No courses receiving a grade of D+ or below will be counted towards graduation.

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

Internship/Clinical Education: Students are required to participate in a clinical internship during their studies. This requirement is typically met by completing one unit of Clinical Pastoral Education (CPE). However, another kind of internship may be appropriate depending on the clinical setting in which the student would like to specialize. (Military chaplain candidates, for example, have their own unique training.) The internship will be done under the supervision of the institution the student serves. That institution may report back to UWest on the student’s progress. Students are solely responsible for locating, applying, and completing their internship, but may receive advice and guidance from their advisor.

Practice Requirements: Students are expected to be engaged in a form of meditation, contemplative, religious, or spiritual practice for as many hours a week as they are taking credit hours that semester. (For example, 12 credit hours = 12 hours of practice per week.) Students should check in with their advisor on a regular basis (i.e. every semester) to ensure their spiritual practice supports their spiritual formation as chaplains.

Other Requirements: Ordination, endorsement, or certification are NOT required to graduate, but it is helpful for students seeking work to obtain these credentials prior to completing the program as they may be required by employers. Students should have a plan in place for meeting the requirements for ordination, endorsement, or professional certification with whatever chaplaincy organization serves and supports spiritual care work in the setting they choose to work. By the time the students graduate, for example, they should probably have a written ordination or endorsement from their respective senior Dharma teachers, community, or lineage. UWest does NOT provide ordination or endorsement as part of the MDiv program.

BUDDHIST CHAPLAINCY COURSE DESCRIPTIONS

MDIV 510 Communication Skills for Chaplaincy, 3 units
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 units
Prerequisite: Admission into M. Div. Program
This course expands knowledge and skills gained in MDIV 510, teaching students how to effectively relate with groups and systems. Students explore such topics as mediation, diversity, responsibilities and task accomplishment, roles and relationships, and communication patterns. Certain topics introduced in MDIV 510 will also be explored in greater depth here, including group process and conflict resolution.

MDIV 525 Chaplaincy Roles and Competencies, 3 units
Prerequisite: Admission into M. Div. Program
This course introduces students to the field of professional chaplaincy, and the values, standards, competencies, and responsibilities involved in working in various clinical settings. Students will study the history of as well as the prerequisites for work in various chaplaincies. Special attention will be given to familiarizing students with current trends and issues across the field.

MDIV 530 Interfaith Chaplaincy, 3 units
Prerequisite: Admission into M. Div. Program
This course provides students with the necessary spiritual/cultural competency to be effective chaplains in the diverse religious landscape of twenty-first century North America. Through practicum, lectures and discussions, students are provided with the necessary awareness and tools to work within the multicultural and multi-religious environment of today’s hospitals, prisons, universities, etc. Students will also explore how to relate the professional imperatives of chaplaincy with the imperatives of a Buddhist faith.

MDIV 540 The Use of Sacred Texts in Spiritual Care and Counseling, 3 units
Prerequisites: Admission into M. Div. Program
This course is designed to serve the Buddhist practitioner working in professional chaplaincy. It provides Buddhists with a macroscopic view of sacred texts and their contents, as well as resources for further exploration. Special attention is given to helping students develop some degree of comfort working with religious texts in the context of Buddhist chaplaincy.

MDIV 565 Buddhist Homiletics: Writing and Giving Dharma Talks, 3 units
Prerequisite: Admission into M. Div. Program
The course introduces students to the art of writing and giving Dharma talks. Various styles and kinds of Dharma talks will be studied and considered. Working closely with the professor and their colleagues, students will find particular styles and methods to help them in their homiletic work.

MDIV 601 Buddhist Ministry and the Prison-Industrial Complex, 3 units
Prerequisite: Admission into M. Div. Program
The course examines the historic participation of Buddhists in ministry activities within the prison-industrial complex. Most of the focus will be on the United States, but India, Great Britain, and other countries will receive some attention as well. Through their in-depth look at a ministry setting in which Buddhist Americans have been particularly active, students will gain a robust knowledge of both operating within specialized care settings. (NOTE: This is a unique, infrequently offered course. Students who take this course will take it in place of MDIV 675; they may not take both courses except in special circumstances and with the permission of their advisor and the department chair.)

MDIV 645 Spiritual Care and Counseling, 3 units
Prerequisite: Admission into M. Div. Program
The course will introduce students to theories and practices for clinical spiritual care and counseling work. Special attention will be paid to literature in the field of healthcare chaplaincy about medical ethics, measuring effective care, and working in diverse settings.

MDIV 650 Pastoral Theology, 3 units
Prerequisite: Admission into M. Div. Program
The course will introduce students to pastoral theology—its history, its key texts, and its practice. Students will obtain the background and the methods necessary to make their own contributions to this area of writing. Under the supervision of the professor, students will also explore important texts for the particular chaplaincies in which they work.
MDIV 655 Spiritual Formation for Buddhist Chaplains, 3 units
Prerequisites: Admission in M. Div. Program
This course looks at the ways influential thinkers have understood stages of transformation in spiritual development. In particular, the works of the Buddhists Caroline Brazier, Thich Nhat Hanh, Jack Kornfield and 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 661 Organizational and Legal Issues in Ministry and Spiritual Care, 3 units
Prerequisite: Admission into M. Div. Program
The course will introduce students to institutional administration and organization in ministry and spiritual care, and consider best practices, roles and responsibilities, and resources for spiritual leaders. Special attention will be given to non-profit administration, legal issues, and management. Students will also consider these matters specifically in the context of professional chaplaincy.

MDIV 670 Spiritual Leadership, 3 units
Prerequisite: Admission into M. Div. Program
The course will introduce students to spiritual leadership, and consider values, responsibilities, functions, and resources for spiritual leaders. Special attention will be given to looking at examples and archetypes of spiritual leadership in the Buddhist traditions. Students will also look at spiritual leadership in the context of professional chaplaincy practice.

MDIV 675 Seminar: Advanced Topics in Professional Chaplaincy, 3 units
Prerequisite: Admission into M. Div. Program
The seminar provides students with the opportunity to explore unique and particular issues in professional chaplaincy work. Special attention will be paid to pastoral diagnosis, working with a care team, and current concerns in the various fields of chaplaincy.
MDIV 655 Spiritual Formation for Buddhist Chaplains, 3 units
Prerequisites: Admission in M. Div. Program
This course looks at the ways influential thinkers have understood stages of transformation in spiritual development. In particular, the works of the Buddhists Caroline Brazier, Thich Nhat Hanh, Jack Kornfield and Chögyan Trungpa are explored. James Fowler's analysis of spiritual transformation in the Judeo-Christian tradition is also examined. Students explore the ways in which this material may deepen their own personal practice as well as their approach to chaplaincy.

MDIV 661 Organizational and Legal Issues in Ministry and Spiritual Care, 3 units
Prerequisite: Admission into M. Div. Program
The course will introduce students to institutional administration and organization in ministry and spiritual care, and consider best practices, roles and responsibilities, and resources for spiritual leaders. Special attention will be given to non-profit administration, legal issues, and management. Students will also consider these matters specifically in the context of professional chaplaincy.

MDIV 670 Spiritual Leadership, 3 units
Prerequisite: Admission into M. Div. Program
The course will introduce students to spiritual leadership, and consider values, responsibilities, functions, and resources for spiritual leaders. Special attention will be given to looking at examples and archetypes of spiritual leadership in the Buddhist traditions. Students will also look at spiritual leadership in the context of professional chaplaincy practice.

MDIV 675 Seminar: Advanced Topics in Professional Chaplaincy, 3 units
Prerequisite: Admission into M. Div. Program
The seminar provides students with the opportunity to explore unique and particular issues in professional chaplaincy work. Special attention will be paid to pastoral diagnosis, working with a care team, and current concerns in the various fields of chaplaincy.
Joaquin Lim, MA  
Specialization: Economics & Government

Wuu-Long Lin, PhD  
Specialization: Economic Development

Stephen O’Sullivan, MBA  
Specialization: Organizational Behavior

John Robbins, MBA  
Specialization: Marketing

Farhana Siddiqi, PhD  
Specialization: Government & Business Administration

Stephen Wu, MS  
Specialization: Computer Science

Introduction

The programs in business administration educate students to be professionals with solid technical knowledge and skills in their field and a high moral spirit of responsibility. The curricula of the programs are guided by the University of the West Mission, Institutional Learning Outcomes, and four principles: excellence, self-cultivation, social responsibility, and skill development.

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

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

Philosophy & Objectives

The Business Administration department is guided by the UWest mission, with Buddhist wisdom and values and the integration of Western and Eastern cultures serving as the foundation of the programs.

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

BACHELOR OF ARTS IN BUSINESS ADMINISTRATION

Introduction

The undergraduate program in Business Administration offers a Bachelor of Arts in Business Administration with concentrations in Accounting, Computer Information Systems, International Business, and Marketing. This program educates students using a cross-functional, cross-cultural perspective to equip them with the intellectual tools they need to assume responsible positions in organizations, and to develop them into well-rounded professionals and managers with a capacity for lifelong learning.

Specifically, the program is designed to ensure that participants develop an integrated body of knowledge in the business and management of modern organizations; a set of essential business and management skills including interpersonal leadership, communication, and teamwork skills; a broad capacity for learning, critical thinking, and problem solving; a deep appreciation for the role of culture in managing organizations and dealing with institutional constituents, including customers, employees, and suppliers; an effective business and management style that incorporates ethical values, social responsibilities, and personal beliefs; and a global view of personal fulfillment and organizational achievement in the context of societal and cultural values.

Students who attend full-time may earn their bachelor’s degree in 4 years. Students attending part-time may expect a longer time to graduation.

Admissions Requirements

Refer to the Admission Section for Bachelor Degrees.

Program Learning Outcomes

<table>
<thead>
<tr>
<th>Institutional Learning Outcomes</th>
<th>Area</th>
<th>Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisdom &amp; Skillful Means</td>
<td>Knowledge</td>
<td>Students will be able to summarize and explain business operations and management.</td>
</tr>
<tr>
<td>Students are thoroughly prepared for academic and professional success.</td>
<td>Students will be able to summarize and explain business related legal issues.</td>
<td></td>
</tr>
<tr>
<td>Students will demonstrate skills in quantitative analysis.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Praxis</td>
<td>Students will be able to apply information technology skills to the academic study of business administration.</td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to use the technical skills required in their field, such as accounting, marketing, computer information systems, or international business.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Students will be able to integrate ethical values, social responsibilities, and personal beliefs to form effective business and management styles.</td>
<td></td>
</tr>
<tr>
<td>Course Requirement</td>
<td>Required Units</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>General Education</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Lower-division Core</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Upper-division Core</td>
<td>36</td>
<td></td>
</tr>
<tr>
<td>Concentration</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Capstone</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
<td></td>
</tr>
</tbody>
</table>

**General Education Courses:** All undergraduates must complete 51 units of general education, including 3 units at the upper-division level, as described in the General Education section of this catalogue. This requirement is an integral part of UWest’s mission of producing a well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed person in all fields of study.

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 301 Managerial Economics</td>
<td>BUS 201, BUS 303</td>
<td>3</td>
</tr>
<tr>
<td>BUS 302 Entrepreneurship</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>BUS 303 Quantitative Analysis: Probability &amp; Statistics</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>BUS 304 Quantitative Analysis: Management Science</td>
<td>BUS 303 or approval</td>
<td>3</td>
</tr>
<tr>
<td>BUS 306 Business Communications</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>BUS 307 Managerial Accounting</td>
<td>BUS 210 or approval</td>
<td>3</td>
</tr>
<tr>
<td>BUS 308 Principles of Management</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>BUS 320 Organization &amp; Management</td>
<td>BUS 307 or approval</td>
<td>3</td>
</tr>
<tr>
<td>BUS 330 Marketing</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>BUS 340 Management Information Systems</td>
<td>BUS 240 or approval</td>
<td>3</td>
</tr>
<tr>
<td>BUS 415 Financial Management</td>
<td>BUS 210, BUS 307, or approval</td>
<td>3</td>
</tr>
<tr>
<td>BUS 470 Business Philosophy &amp; Ethics</td>
<td>75 credits or approval</td>
<td></td>
</tr>
</tbody>
</table>

**Total** 36 units

# Concentrations

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

## Accounting

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 310 Intermediate Accounting I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 311 Intermediate Accounting II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 312 Auditing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 313 Cost Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 410 Advanced Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 416 Investment Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 417 Federal Tax Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 440 Accounting Information Systems</td>
<td>3</td>
</tr>
</tbody>
</table>

## Marketing

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 331 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 345 Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 420 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 433 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 434 Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>BUS 435 Case Studies in Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 436 Advertising</td>
<td>3</td>
</tr>
<tr>
<td>BUS 439 Marketing in New Business</td>
<td>3</td>
</tr>
</tbody>
</table>

## Computer Information Systems

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 241 Web Design &amp; Development for Small Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 341 Business Programming I</td>
<td>3</td>
</tr>
<tr>
<td>BUS 342 Business Programming II</td>
<td>3</td>
</tr>
<tr>
<td>BUS 443 Data Structure &amp; Database Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 444 Systems Analysis, Design, &amp; Implementation</td>
<td>3</td>
</tr>
<tr>
<td>BUS 445 Data Communications &amp; Networking</td>
<td>3</td>
</tr>
<tr>
<td>BUS 446 Computer Security, Controls &amp; Ethics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 447 E-Commerce</td>
<td>3</td>
</tr>
<tr>
<td>BUS 448 Decision Support Systems</td>
<td>3</td>
</tr>
</tbody>
</table>
### International Business

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 351 International Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 429 International Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 433 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 452 Exporting &amp; Importing</td>
<td>3</td>
</tr>
<tr>
<td>BUS 453 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 454 International Business Law</td>
<td>3</td>
</tr>
<tr>
<td>BUS 455 Seminar on Doing Business in the U.S.</td>
<td>3</td>
</tr>
<tr>
<td>BUS 466 Seminar on Doing Business in Asia</td>
<td>3</td>
</tr>
</tbody>
</table>

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

**Practicum:** Students who lack recent practical business experience may be required to take BUS 497 Business Practicum (1-3 credits). Students will register for this class when they are enrolled in one or more courses in marketing, management, accounting, international business, finance, and computer information systems. The credit assigned for this course will be determined by the department chairperson. Students may complete two semesters in practicum for a maximum total of 3 units.

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

### Finance

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 416 Investment Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 426 Risk Management &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 453 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 442 Technical &amp; Fundamental Analysis of Financial Securities</td>
<td>3</td>
</tr>
<tr>
<td>BUS 463 Financial Security Trading &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td>BUS 464 Financial Institutions &amp; Markets</td>
<td>3</td>
</tr>
<tr>
<td>BUS 465 Financial Derivatives</td>
<td>3</td>
</tr>
</tbody>
</table>

### Management

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 331 Consumer Behavior</td>
<td>3</td>
</tr>
<tr>
<td>BUS 416 Investment Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 420 Marketing Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 425 Chinese Management Philosophy</td>
<td>3</td>
</tr>
<tr>
<td>BUS 426 Risk Management &amp; Insurance</td>
<td>3</td>
</tr>
<tr>
<td>BUS 427 Human Resources Management</td>
<td>3</td>
</tr>
<tr>
<td>BUS 429 International Management</td>
<td>3</td>
</tr>
</tbody>
</table>

**Suggested Course Progression (for full-time students)**

#### 1st Year

<table>
<thead>
<tr>
<th>Term</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>12</td>
</tr>
<tr>
<td>GE Classes</td>
<td>12</td>
</tr>
<tr>
<td>Spring</td>
<td>12</td>
</tr>
<tr>
<td>GE Classes</td>
<td>12</td>
</tr>
</tbody>
</table>

#### 2nd Year

<table>
<thead>
<tr>
<th>Term</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>12</td>
</tr>
<tr>
<td>GE Classes</td>
<td>12</td>
</tr>
<tr>
<td>Spring</td>
<td>15</td>
</tr>
<tr>
<td>GE Classes</td>
<td>12</td>
</tr>
<tr>
<td>Lower Division Classes</td>
<td>3</td>
</tr>
</tbody>
</table>

#### 3rd Year

<table>
<thead>
<tr>
<th>Term</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall</strong></td>
<td>18</td>
</tr>
<tr>
<td>GE Classes</td>
<td>3</td>
</tr>
<tr>
<td>Lower Division Classes</td>
<td>12</td>
</tr>
<tr>
<td>Upper Division Classes</td>
<td>6</td>
</tr>
<tr>
<td>Spring</td>
<td>18</td>
</tr>
<tr>
<td>Upper Division Classes</td>
<td>18</td>
</tr>
</tbody>
</table>
MasTeR oF BuSIneSS ADMInISTRATIoN (MBA) & eXecUTIVe MASTeR oF BuSIneSS ADMInISTRATIoN (eMBA)

Introduction
The MBA and EMBA programs were designed to provide in-depth technical education in specialized fields, and to address the issues of management in different cultural contexts and ethical aspects in decision-making. These programs prepare men and women for leadership positions in for-profit and nonprofit organizations.

The two-year MBA program and one-year EMBA program pay particular attention to cultural diversity within an organization as well as worldwide cultural differences, teaching students how to effectively and responsibly manage such differences. In order to carry out this mission, students are educated in a friendly and caring learning community with small, interactive classes. Students learn, acquire knowledge, skills, responsibility, and form attitudes and values appropriate for leading and serving in a global society. The programs build on the University’s strengths in cross-cultural studies and community service based on Buddhist values of excellence, self-cultivation and responsibility.

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

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

Graduation Requirements
Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher.

UWest’s Residency Requirement for the Bachelor of Arts states that at least 30 units, including 24 upper division units, must be completed at UWest. Once enrolled, students are expected to complete all remaining business curriculum at UWest. Exceptions for cause must be approved in advance by the Department Chair.

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

Institutional Learning Outcomes
Wisdom & Skillful Means
Students are thoroughly prepared for academic and professional success.

Program Learning Outcomes
Knowledge
Students will able to summarize and explain business functions.

Students will able to summarize and explain business practices.

Students will able to explain business and management theories and compare and contrast them to Buddhist wisdom and values.

Students will demonstrate skills in quantitative analysis.
<table>
<thead>
<tr>
<th>Praxis</th>
<th>Students will be able to use the technical skills required in their field, such as finance, computer information systems, international business or nonprofit management.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students will be able to apply Information technology skills to the academic study of Business Administration.</td>
</tr>
<tr>
<td>Ethics</td>
<td>Students will be able to integrate ethical values, social responsibilities and personal beliefs to form effective business and management styles.</td>
</tr>
<tr>
<td></td>
<td>Students will maintain their academic integrity.</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Students will be able to utilize business theories and practices to locate, analyze and solve problems.</td>
</tr>
<tr>
<td></td>
<td>Students will be able to identify and question underlying assumptions and ideologies that shape the academic study of business administration.</td>
</tr>
<tr>
<td>Communication</td>
<td>Students will be able to clearly articulate their study of business administration in speech.</td>
</tr>
<tr>
<td></td>
<td>Students will be able to clearly articulate their study of business administration in writing.</td>
</tr>
<tr>
<td><strong>Self-Awareness</strong></td>
<td>Students are prepared to engage in an ongoing-process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.</td>
</tr>
<tr>
<td>Character</td>
<td>Students will be able to relate issues of effective business administration to their own self-exploration and character development.</td>
</tr>
<tr>
<td></td>
<td>Students will be able to demonstrate effective leadership skills.</td>
</tr>
<tr>
<td>Expression</td>
<td>Students will be able to use their knowledge of business administration and management to explore and express ideas about themselves.</td>
</tr>
<tr>
<td>Relationship</td>
<td>Students will demonstrate effective teamwork skills.</td>
</tr>
</tbody>
</table>

| Liberation                                 | Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice.                                                                                                                                   |
| Pluralism                                  | Students will be able to explain the impact modern pluralism is having on business practices.                                                                                                                                                                     |
|                                            | Students will be able to explain the global context in which business and management practices take place.                                                                                                                                                        |
| Environmental Justice                      | Students will be able to describe environmental issues and relate them to effective and sustainable business and management practices.                                                                                                                       |
| Liberation from Suffering                  | Students will be able to relate issues in business administration and management to social, economic and environmental issues.                                                                                                                              |

| Interdependence                            | Students possess a holistic understanding of global interdependence in order to cultivate compassionate thought, speech, and action in service to themselves, others, and the environment.                                                            |
| Service                                    | Students will recognize the importance of service-oriented approaches to people, business and society, and willing to serve others.                                                                                                                       |
| Interconnectedness                         | Students will demonstrate compassionate sensitivity toward themselves and others.                                                                                                                                                                                   |

<table>
<thead>
<tr>
<th><strong>Course Requirements</strong></th>
<th><strong>Required Units</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>21</td>
</tr>
<tr>
<td>Concentration</td>
<td>9</td>
</tr>
<tr>
<td>Electives</td>
<td>6</td>
</tr>
<tr>
<td>Capstone</td>
<td>3</td>
</tr>
<tr>
<td>Internship or Field Study</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td>40</td>
</tr>
<tr>
<td>As Assigned</td>
<td></td>
</tr>
<tr>
<td>Prerequisites</td>
<td>15</td>
</tr>
<tr>
<td>Practicum</td>
<td>1-3</td>
</tr>
</tbody>
</table>
Prerequisites: Students with an undergraduate degree in a field other than business may be required to complete up to 15 units of prerequisite coursework. Program prerequisites create a foundation of business study in the areas of business law, economic principles, management decision-making methodologies, managerial communication and financial accounting. Program prerequisites are not applicable to graduation.

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 200 Legal Environment of Business</td>
<td>3</td>
</tr>
<tr>
<td>BUS 210 Introduction to Financial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>BUS 303 Quantitative Analysis: Probability &amp; Statistics</td>
<td>3</td>
</tr>
<tr>
<td>BUS 306 Business Communications</td>
<td>3</td>
</tr>
<tr>
<td>MBA 503 Principles of Economics</td>
<td>3</td>
</tr>
<tr>
<td>or BUS 201 Microeconomics</td>
<td></td>
</tr>
<tr>
<td>or BUS 202 Macroeconomics</td>
<td></td>
</tr>
</tbody>
</table>

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

Computer Information Systems Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 571 Systems Design, Analysis, and Implementation</td>
<td>3</td>
</tr>
<tr>
<td>MBA 572 Data Structure and Database Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 573 Decision Support Systems</td>
<td>3</td>
</tr>
<tr>
<td>MBA 575 Data Communications and Networking</td>
<td>3</td>
</tr>
<tr>
<td>MBA 578 Computer Security, Controls and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MBA 581 Electronic Business</td>
<td>3</td>
</tr>
</tbody>
</table>

Finance Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 516 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 517 Investment and Portfolio Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 518 Cost Analysis and Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 547 Technical and Fundamental Analysis of Financial Securities</td>
<td>3</td>
</tr>
<tr>
<td>MBA 548 Financial Security Trade and Analysis</td>
<td>3</td>
</tr>
<tr>
<td>MBA 583 Financial Institutions and Markets</td>
<td>3</td>
</tr>
<tr>
<td>MBA 584 Financial Derivatives</td>
<td>3</td>
</tr>
</tbody>
</table>
### International Business Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 516 International Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 529 Seminar on Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MBA 533 International Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 542 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 550 International Business</td>
<td>3</td>
</tr>
<tr>
<td>MBA 551 Importing and Exporting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 552 International Business Law</td>
<td>3</td>
</tr>
<tr>
<td>MBA 556 Global Economy</td>
<td>3</td>
</tr>
<tr>
<td>MBA 557 Social Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MBA 558 Seminar on Doing Business in Asia</td>
<td>3</td>
</tr>
<tr>
<td>MBA 559 Seminar on Doing Business in the U. S.</td>
<td>3</td>
</tr>
<tr>
<td>MBA 559 Seminar on Entrepreneurship</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Finance Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>MBA 509 Business Forecasts</td>
</tr>
<tr>
<td>MBA 514 Advanced Managerial Accounting</td>
</tr>
<tr>
<td>MBA 519 Management Science</td>
</tr>
<tr>
<td>MBA 526 Risk Management and Insurance</td>
</tr>
<tr>
<td>MBA/REL 582 Humanistic Buddhism and Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>International Business Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>MBA 558 Seminar on Doing Business in Asia</td>
</tr>
<tr>
<td>MBA/REL 582 Humanistic Buddhism and Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nonprofit Organization Management Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>MBA 511 Nonprofit Accounting</td>
</tr>
<tr>
<td>MBA 529 Seminar on Leadership</td>
</tr>
<tr>
<td>MBA 531 Services Marketing</td>
</tr>
<tr>
<td>MBA 542 Project Management</td>
</tr>
<tr>
<td>MBA 557 Social Entrepreneurship</td>
</tr>
<tr>
<td>MBA 560 Managing Nonprofit Organizations</td>
</tr>
<tr>
<td>MBA 562 Financial Development for Non-Profit Organizations</td>
</tr>
<tr>
<td>MBA 563 Management of Memberships and Volunteers</td>
</tr>
<tr>
<td>MBA/REL 582 Humanistic Buddhism and Management</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>All core courses or approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives: Students must complete two elective courses (6 units) and may select from core courses, elective courses listed within their concentration, from another concentration, or from Religious Studies.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Computer Information Systems Electives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
</tr>
<tr>
<td>MBA 502 Business Programming</td>
</tr>
<tr>
<td>MBA/REL 582 Humanistic Buddhism and Management</td>
</tr>
</tbody>
</table>

### Nonprofit Organization Management Concentration

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 511 Nonprofit Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 529 Seminar on Leadership</td>
<td>3</td>
</tr>
<tr>
<td>MBA 531 Services Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 542 Project Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 557 Social Entrepreneurship</td>
<td>3</td>
</tr>
<tr>
<td>MBA 560 Managing Nonprofit Orgs</td>
<td>3</td>
</tr>
<tr>
<td>MBA 562 Financial Development</td>
<td>3</td>
</tr>
<tr>
<td>MBA 563 Management of Mem &amp; Vol</td>
<td>3</td>
</tr>
<tr>
<td>MBA/REL 582 Humanistic Buddhism and Management</td>
<td>3</td>
</tr>
</tbody>
</table>

Internship or Field Studies: Students must complete an internship or field study in their area of concentration. Students will meet with the Department Chair to determine which is appropriate based on experience and education. Internships and field studies must be approved by the Department Chair before the internship or field study begins.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 590 Internship</td>
<td>All core courses or approval</td>
<td>1-3</td>
</tr>
<tr>
<td>MBA 593 Field Studies</td>
<td>All core courses or approval</td>
<td>1-3</td>
</tr>
</tbody>
</table>

Practicum: Students who lack updated or practical business or management experience may be asked to complete MBA 597 Management Practicum (1-3 units). Students will register for this class when they are enrolled in one or many of the following areas: marketing, management, nonprofit organizations, accounting, international business, finance, and computer information systems. This course may be taken twice.

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

1st Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
<th>Prerequisites</th>
<th>Core Courses</th>
<th>Concentration Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>9-12</td>
<td>0-12</td>
<td>9</td>
<td>0-0</td>
</tr>
<tr>
<td>Spring</td>
<td>9-12</td>
<td>0-3</td>
<td>6</td>
<td>6-0</td>
</tr>
</tbody>
</table>

2nd Year

<table>
<thead>
<tr>
<th>Semester</th>
<th>Units</th>
<th>Core Courses</th>
<th>Concentration Courses</th>
<th>Elective Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>12</td>
<td>9</td>
<td>0-6</td>
<td>3-3</td>
</tr>
<tr>
<td>Spring</td>
<td>6-12</td>
<td>3</td>
<td>6-0</td>
<td>3-3</td>
</tr>
</tbody>
</table>

Graduation Requirements

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

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

Program prerequisites are not applicable to graduation.

EMBA Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses/Field Study</td>
<td>22</td>
</tr>
<tr>
<td>Concentration Courses</td>
<td>6</td>
</tr>
<tr>
<td>Elective Course</td>
<td>3</td>
</tr>
<tr>
<td>Capstone Course</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>34</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prerequisites As Needed</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Years in College but NO BA</td>
<td>15</td>
</tr>
<tr>
<td>Students with a BA</td>
<td>9</td>
</tr>
</tbody>
</table>

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 200 Legal Environment of Business</td>
<td>None</td>
</tr>
<tr>
<td>BUS 210 Financial Accounting</td>
<td>None</td>
</tr>
<tr>
<td>MBA 503 Principles of Economics</td>
<td>None</td>
</tr>
<tr>
<td>or BUS 201 Microeconomics</td>
<td>None</td>
</tr>
<tr>
<td>or BUS 202 Macroeconomics</td>
<td>None</td>
</tr>
<tr>
<td>BUS 303 Quantitative Analysis: Probability and Statistics</td>
<td>None</td>
</tr>
<tr>
<td>BUS 306 Business Communications</td>
<td>None</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA 504 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 507 Managerial Economics</td>
<td>3</td>
</tr>
<tr>
<td>MBA 513 Managerial Accounting</td>
<td>3</td>
</tr>
<tr>
<td>MBA 515 Corporate Finance</td>
<td>3</td>
</tr>
<tr>
<td>MBA 520 Organization and Management</td>
<td>3</td>
</tr>
<tr>
<td>MBA 530 Marketing</td>
<td>3</td>
</tr>
<tr>
<td>MBA 540 Management Information Systems</td>
<td>3</td>
</tr>
<tr>
<td>MBA 588 Business Philosophy and Ethics</td>
<td>3</td>
</tr>
<tr>
<td>MBA 593 Field Studies</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

Capstone: All students will complete the 3-unit capstone course MBA 580 Strategic Management.
Graduation Requirements
Course Requirements: Students must complete 34 units as designated above with a cumulative GPA of 3.0 or higher.

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

Program prerequisites are not applicable to graduation.

GRADUATE-LEVEL CERTIFICATE PROGRAMS IN BUSINESS ADMINISTRATION

Introduction
Graduate-level certificate programs are designed to help participants further their education and advance their careers. The programs enable those who have already earned a bachelor’s degree in business administration or another major (but not an MBA or other similar graduate degree) to earn a certificate in one of UWest’s professional tracks by completing a set of six targeted courses (18 units) at UWest. Participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of study.

The Accounting Certificate is described below. The Business Department will design concentrations to fit specific student needs. The basic outline of all concentrations will follow the Accounting model.

Admissions Requirements
• Bachelor’s degree in Business Administration.
• Refer to Admissions section in this catalogue for details.

Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Prerequisites (if needed)</td>
<td>6</td>
</tr>
<tr>
<td>Concentration Courses</td>
<td>18</td>
</tr>
</tbody>
</table>

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

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

POST-MASTER OF BUSINESS ADMINISTRATION CERTIFICATE PROGRAMS

Introduction
Post-MBA certificate programs, offered jointly by the Department of Business Administration and Department of Continuing Education, are designed to help participants further their education and advance their careers. The programs enable those who have already earned a master’s degree in business administration or a similar advanced degree to earn a certificate in one of UWest’s eleven professional tracks by completing a set of six targeted courses (18 units). Participants acquire in-depth knowledge, practical skills, and first-hand experience in the selected area of study.
Eleven Post-MBA certificate programs are offered in the areas of:

- General Management
- Nonprofit Organization Management
- Executive Management
- Human Resources Management
- International Business
- Accounting
- Finance
- Marketing
- Computer Information Systems
- Small Business and Entrepreneurship
- Quantitative Analysis Methods

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

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

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

COURSE DESCRIPTIONS
Business Administration Courses (Undergraduate Level)

BUS 200 Legal Environment of Business, 3 units
Prerequisite: None.
Briefly introduces laws and regulations affecting the business environment. Focuses on business laws, including laws regarding contracts, product liability, business organization, employment, antitrust, and environmental protection. Incorporates ethical considerations and international perspectives.

BUS 201 Principles of Microeconomics, 3 units
Prerequisite: None.
Principles of individual consumer and producer decision-making in various market structures, the price system, market performance, and government policy.

BUS 202 Principles of Macroeconomics, 3 units
Prerequisite: None.
Principles of macroeconomic analysis and policy, unemployment and inflation, financial institutions, international trade, economic growth, and comparative economic systems.

BUS 203/MATH 201 Mathematics for Business, 3 units
Prerequisite: None.
A brief introduction to algebra, followed by college-level calculus.

BUS 207 Principles of Management, 3 units
Prerequisite: None.
Introduces management principles and the manager’s basic responsibilities including planning, organizing, staffing, coordinating, reporting, and budgeting.

BUS 210 Introduction to Financial Accounting, 3 units
Prerequisite: None.
Accounting concepts and techniques essential to the administration of a business enterprise: analyzing and recording financial transactions, accounting valuation and allocation practices, preparation, analysis and interpretation of financial statements, and international accounting issues.

BUS 211 Introduction to Managerial Accounting, 3 units
Prerequisite: BUS 210 or approval of the instructor.
Introduction to managerial accounting: product cost, budgetary control, and responsibility of accounting, analysis, and techniques for aiding management planning and control decisions, and basic income tax concepts for planning business transactions.

BUS 240 Computer and Information Technologies, 3 units
Prerequisite: None.
Computer hardware and software commonly used in business and applications of software and packages. Laboratory component provides hands-on experience.

BUS 241 Web Design and Development for Small Business, 3 units
Prerequisite: BUS 240 or approval of the instructor.
Web page development and web site planning. Topics include web site planning, web page design and HTML. Students will demonstrate proficiency in web design tools, skills and practices. Projects focus on web presence requirements for small and mid-sized companies.

BUS 301 Managerial Economics, 3 units
Prerequisites: BUS 201 and BUS 303 are recommended.
Applications of microeconomic theory to managerial decisions and planning. Analysis of resource and product markets of firms. Production functions, cost, output decisions and pricing strategies under various market constraints.

BUS 302 Entrepreneurship, 3 units
Prerequisite: None.
Considers the forces that motivate, guide and constrain entrepreneurship activity. Explores the range of issues and challenges faced by start-up organizations and their leaders.

BUS 303 Quantitative Analysis- Probability and Statistics, 3 units
Prerequisite: None.
Theory and applications of probability models including univariate and multivariate distributions; expectations and transformations of random variables. Theory and applications of sampling, statistical estimation, and hypothesis testing. Linear regression models and analysis.

BUS 304 Quantitative Analysis-Management Science, 3 units
Prerequisite: BUS 303 or approval of the instructor.
Topics in management science (operations research), including linear programming, simulation, and nonlinear optimization.
BUS 305 Qualitative Research Methodologies, 3 units
Prerequisite: Upon approval.
Introduces basic methods of qualitative research with an emphasis on how to apply them in different fields of study, such as economics, history, education, business, management, and religion.

BUS 306 Business Communications, 3 units
Prerequisite: None.
Focuses on communication skills in the business setting. Students will learn about message strategy, effective business writing, presentation skills, verbal and non-verbal components of communication, and small group communication. Appropriate computer skills will be incorporated into the course.

BUS 307 Managerial Accounting, 3 units
Prerequisite: BUS 210 or approval of the instructor.
Introduction to managerial accounting: product cost, budgetary control and responsibility of accounting; analysis and techniques for aiding management planning and control decisions; basic income tax concepts for planning business transactions.

BUS 308 Principles of Management, 3 units
Prerequisite: None.
Introduces management principles and the manager's basic responsibilities including planning, organizing, staffing, coordinating, reporting and budgeting.

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

BUS 311 Intermediate Accounting II, 3 units
Prerequisite: BUS 310.
Intangibles and stockholders' equity, earnings per share, and long-term investment along with complex revenue recognition problems, pensions, leases, inter-period tax allocation and accounting for inflation.

BUS 312 Auditing, 3 units
Prerequisite: BUS 310 or approval of the instructor.
A study and critical appraisal of current auditing standards related to the examination of financial statements by an independent auditor. The significance of the audit report, the nature, accumulation and evaluation of evidence in an audit, and the moral and ethical problems of the auditor are some of the topics covered.

BUS 313 Cost Accounting, 3 units
Prerequisite: BUS 307 or approval of the instructor.
Analysis of cost data and other accounting information necessary for internal decision-making and evaluation of financial performance.

BUS 320 Organization and Management, 3 units
Prerequisite: BUS 308 or approval of the instructor.
A survey of managerial and organization process, including decision making, motivation, leadership, quality, work teams, and organization design. Emphasizes both theory and practice. Includes ethical, environmental, and international considerations.

BUS 321 International Business, 3 units
Prerequisite: None.
Studies the basic features of international business compared to domestic business; the current trend toward globalization in business; and basic requirements for a successful international business. Also explores different management approaches already applied in the global setting, especially in coping with cultural differences.

BUS 322 Business Programming I, 3 units
Prerequisite: BU 307 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 324 Business Programming II, 3 units
Prerequisite: BU 322 or approval of the instructor.
Develops programming skills to the intermediate level. Students will learn the concepts of encapsulation, inheritance and polymorphism.

BUS 330 Marketing, 3 units
Prerequisite: None.
An introduction to the understanding of basic marketing concepts. The nature of marketing activities in contemporary society and the firm. A study of marketing mix variables and decision processes involved when dealing with public agencies and corporations. Marketing concepts are integrated from the disciplines of behavioral science and economics, and from modern systems theory.

BUS 331 Consumer Behavior, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Study of the decision processes of individuals and groups toward consumer products and their implications to marketers. Emphasis on individual, group, and external determinations of consumer attitudes and behavior.

BUS 332 Business Forecasting, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Introduces basic forecast models with an emphasis on the use of the computer to run such models and solve actual problems.

BUS 333 Consumer Research, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Discusses uniqueness and effective ways of internet marketing.

BUS 334 International Business, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Introduction to management information systems. Topics covered include foundation concepts of information systems in business; information technologies such as computer hardware, software, database and telecommunications and networks; business application of information technologies such as Internet, Intranet, Extranet, and electronic business and commerce, decision support; and a brief introduction of information system development life cycle.

BUS 341 Business Programming I, 3 units
Prerequisite: BUS 240 or approval of the instructor.
Introduction to basic programming including language syntax, event-driven and object-oriented design process, data types, variables, control logic, subroutines and functions.

BUS 342 Business Programming II, 3 units
Prerequisite: BUS 341 or approval of the instructor.
Develops programming skills to the intermediate level. Students will learn the concepts of encapsulation, inheritance and polymorphism.

BUS 343 Internet Marketing, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Focuses on how to apply marketing concepts, theory and methods in internet marketing settings. Discusses uniqueness and effective ways of internet marketing.

BUS 351 International Business, 3 units
Prerequisite: None.
Studies the basic features of international business compared to domestic business; the current trend toward globalization in business; and basic requirements for a successful international business. Also explores different management approaches already applied in the global setting, especially in coping with cultural differences.

BUS 352 Business Forecasting, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Introduces basic forecast models with an emphasis on the use of the computer to run such models and solve actual problems.
BUS 410 Advanced Accounting, 3 units
Prerequisite: BUS 310.
Business combinations, inter-company transactions, and other aspects of inter-corporate stock ownership necessary for the preparation of consolidated financial statements. Foreign transaction and partnership accounting are also covered.

BUS 412 Advanced Auditing, 3 units
Prerequisite: BUS 312.
Current problems in auditing with an emphasis on the application of statistical sampling to auditing and audit of computer-based accounting records.

BUS 413 Cost Analysis and Budgeting, 3 units
Prerequisite: BUS 313 or approval of the instructor.
Basic cost analysis for decision making in pricing, product mix, capacity building and budgeting for operations and capital expenditures. Study of basic budgeting techniques.

BUS 414 International Accounting, 3 units
Prerequisite: BUS 307.
Accounting concepts, standards, and procedures for the international business environment. Accounting information systems under different legal, cultural, social, political, and economic conditions. International and national accounting reporting practices will be emphasized.

BUS 415 Financial Management, 3 units
Prerequisite: BUS 210 and BUS 307 or approval of the instructor.
An integrated approach to financial management, including intermediate-level studies of financial theory and its application to financial decision-making.

BUS 416 Investment Management, 3 units
Prerequisite: BUS 415 or approval of the instructor.
Problems of investment and portfolio management; concepts of risk evaluation and investment criteria; analysis of interest rate movements; investment valuation and timing; regulation and administrative problems of the industry.

BUS 417 Federal Tax Law, 3 units
Prerequisite: BUS 307 or approval of the instructor.
A survey of federal tax law including those relating to corporations and individuals. Estate, gift taxes, and taxation of the trusts will be covered. An introduction to federal tax research will be provided.

BUS 418 Nonprofit Accounting, 3 units
Prerequisite: BUS 307.
Concepts, principles, and problems of fund accounting for government, non-profit organizations, and community organizations. Emphasis is on the role of accounting in decision-making in government and non-profit organizations.

BUS 420 Marketing Management, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Study of marketing strategies, programs, and plans on which sound marketing practices are based; special emphasis on analyzing marketing situations.

BUS 425 Chinese Management Philosophy, 3 units
Prerequisite: None.
Introduces major Chinese philosophies and their effects on management. Explores the unique tradition and practices of Chinese management in areas of decision making, leadership and personnel management.

BUS 426 Risk Management and Insurance, 3 units
Prerequisite: BUS 320 or approval of the instructor.
Insurance as an economic and business institution; survey of fire, casualty, and life insurance for potential consumers or professionals.

BUS 427 Human Resources Management, 3 units
Prerequisite: BUS 320 or approval of the instructor.
Contemporary concepts and procedures in compensation and staffing. Current topics and controversial issues in human resource management are covered.

BUS 429 International Management, 3 units
Prerequisite: BUS 320 or approval of the instructor.
Discusses similarities and differences of various countries in terms of cultures and sub-cultures, legal, political, and social systems, as well as economic order. The effect of environmental factors on multinational business operations is explored. Special attention is given to the opportunities and problems which different environments afford management of international business.

BUS 431 Service Marketing, 3 units
Prerequisite: BUS 330 or approval of the instructor.
A study of all aspects of the service unique to international business. Examines the impact of cultures, ethics, history, politics, and social customs on marketing thinking and practices worldwide.

BUS 433 International Marketing, 3 units
Prerequisite: BUS 330 or approval of the instructor.
A study of all aspects of the marketing unique to international business. Examines the impact of cultures, ethics, history, politics, and social customs on marketing thinking and practices worldwide.

BUS 434 Marketing Research, 3 units
Prerequisite: BUS 330 and BUS 303 are strongly recommended.
Addresses the managerial issues and problems of systematically gathering and analyzing information for making private and public marketing decisions. Covers the cost and value of information, research design, information collection, measuring instruments, data analysis, and marketing research applications.

BUS 435 Case Studies in Marketing, 3 units
Prerequisite: BUS 330 or approval of the instructor.
A case approach involving the decision-making process to demand analysis and developing product, distribution, promotion, and pricing strategies.

BUS 436 Advertising, 3 units
Prerequisite: BUS 330 or approval of the instructor.
Studies principles and practices of advertising and their social and economic implications. Examines significance of advertising strategies, media planning and creative executions, and their relationship with elements of the marketing mix.
BUS 439 Marketing in New Business, 3 units
Prerequisite: BUS 330 or approval of the instructor.
How one markets small business products and services is different from how a big business goes about it. Since money is scarce, one must use a number of low-cost sales and marketing techniques to reach customers. This course presents a number of practical, down to earth techniques for marketing and selling to generate new business.

BUS 440 Accounting Information Systems, 3 units
Prerequisite: BUS 240 and BUS 307.
The design and operation of electronic data processing systems in accounting and the use of the auditor.

BUS 442 Technical and Fundamental Analysis of Financial Securities, 3 units
Prerequisite: BUS 415 or approval of the instructor.
Some technical analysis of securities using graphs and equations; fundamental analysis of securities based on corporation accounting data and business prospects.

BUS 443 Data Structure and Database Management, 3 units
Prerequisite: BUS 240 or approval of the instructor.
Introduction to the in-depth view of the features and concepts of relational database structures. Stresses database modeling concepts using entity relationship and semantic object techniques, normalization, relational database implementation and concurrent database processing.

BUS 444 Systems Analysis, Design and Implementation, 3 units
Prerequisite: BUS 340 or approval of the instructor.
Provides fundamental concepts and skills for analyzing and designing information systems. Introduces and studies various methodologies, documentation techniques, and communication processes. Utilizes systems analysis and design tools and project management techniques in project completion.

BUS 445 Data Communications and Networking, 3 units
Prerequisite: BUS 240 or approval of the instructor.
Introduction to the technology and management of telecommunications and networks, the Internet, Intranet, Extranet, and World Wide Web. Detailed analysis of the features and functionality of TCP/IP, LAN and WAN. Studies of network integration with rapidly evolving e-Commerce and e-Business.

BUS 446 Computer Security, Controls and Ethics, 3 units
Prerequisite: BUS 240 or approval of the instructor.
A survey of techniques to secure and protect computer hardware, software, data and facility. Studies controls for errors, disaster recovery and intentional attacks focusing on their effectiveness and cost. Assesses and mitigates the security risk implications from the legal, social, and ethical environment perspective.

BUS 447 E-Commerce, 3 units
Prerequisite: BUS 240 or approval of the instructor.
Introduction to building Web commerce sites, from planning through deployment. Study of front-end e-Commerce sites and e-Business infrastructure and fulfillment management. Explains how to identify the most familiar and the best Web commerce opportunities and how to capitalize on them.

BUS 448 Decision Support Systems, 3 units
Prerequisite: BUS 340 or approval of the instructor.
Provides fundamental knowledge of how to apply information technologies to support managerial decision-making and to improve the quality of decision making. Topics include decision support systems (DSS), group decision support systems (GDSS), executive information and support systems (EIS/ESS), expert systems (ES) and data warehouse and data mining.

BUS 452 Exporting and Importing, 3 units
Prerequisite: BUS 351 or approval of the instructor.
Studies basic rules, principles and current practices in exporting and importing. Also examines practical harmonization of custom services and regulations of different countries, import/export procedures, intermediary services and roles of related international organizations.

BUS 453 International Finance, 3 units
Prerequisite: BUS 415 or approval of the instructor.
Provides a framework for evaluating the opportunities, costs, and risks of international operations. Focuses on financial, tax, economic, political, and legal issues that an international financial manager faces. Also covers foreign exchange rates, risk assessment, balance of payment, and financial alternatives and tradeoffs.

BUS 454 International Business Law, 3 units
Prerequisite: BUS 200 or approval of the instructor.
Examines business laws governing international operations. Focuses on international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, and how to establish a corporation in civil law countries. Case studies will be used.

BUS 455 Seminar on Doing Business in the U. S., 3 units
Prerequisite: None.
Discusses how to prepare for and start a new business in the US. Examines business practices and customs of corporate America. Focuses on case studies of business failure and success.

BUS 456 Seminar on Doing Business in Asia, 3 units
Prerequisite: None.
Examines opportunities and barriers in doing business in Asia. Discusses successful and failed cases in doing business in Asia from language, cultural, social, economic, and political perspectives.

BUS 463 Financial Security Trading and Analysis, 3 units
Prerequisites: BUS 415 or approval of the instructor
Applies modern computer and data facilities to conduct fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation and strategies. Focuses on the application of modern portfolio theory and asset allocation models in selecting and evaluating stocks and bonds and practices investment of real money in the financial markets. Students in this class will manage UWest’s special endowment.

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

BUS 465 Seminar on Doing Business in the U. S., 3 units
Prerequisite: None.
Discusses how to prepare for and start a new business in the US. Examines business practices and customs of corporate America. Focuses on case studies of business failure and success.

BUS 466 Seminar on Doing Business in Asia, 3 units
Prerequisite: None.
Examines opportunities and barriers in doing business in Asia. Discusses successful and failed cases in doing business in Asia from language, cultural, social, economic, and political perspectives.
MBA 501 Legal Environment of Business, 3 units
Prerequisite: None.
Examines laws and regulations affecting the business environment and managerial decisions, including
the legal system and methods of dispute resolution. Topics include torts, crimes, contracts, product
liability, business organization, employment, antitrust, environmental protection. Incorporates ethical
considerations and international prospective.

MBA 502 Business Programming, 3 units
Prerequisite: None.
Students will learn not only how to develop the latest and relevant business programming skills, but also
how to apply those skills to improving the efficiency of their organizations.

MBA 503 Principles of Economics, 3 units
Prerequisite: None.
Briefly reviews demand, supply and equilibrium. Focuses on macroeconomic analysis and policy;
unemployment and inflation; financial institutions; international trade; economic growth; comparative
economic systems.

MBA 504 Principles of Management, 3 units
Prerequisite: None.
Reviews different theories of management; focuses on managerial functions, including planning,
organizing, controlling, and leading. Emphasizes how to apply management theory/methods to solve
problems of organizations.

MBA 505 Analytic Methods for Managerial Decisions, 3 units
Prerequisite: None.
Studies research methodologies and statistical tools for better decision-making. Topics include qualitative
and quantitative methods, elementary statistics, correlation and regression analyses, interpretation of
multivariate datasets, forecasting models, experimental design, and survey and sampling. Emphasizes
computer-based programs and applications.

MBA 506 Managerial Communications, 3 units
Prerequisite: None.
Studies effective communications both as an essential professional skill and as an important function
of management. Discusses the elements of oral and written communications, engages students in the
thinking and writing process, and teaches essentials in interpersonal and organizational communications.

MBA 507 Managerial Economics, 3 units
Prerequisite: MBA 506 recommended.
Develops micro-economic concepts and employs them to examine decision making under uncertainty.
Topics include consumers’ and firms’ optimal choices, quantitative analysis and estimation of demand,
production and cost functions, and market structures and firms’ pricing strategies.

MBA 508 Qualitative Research Methodologies, 3 units
Prerequisite: None.
Advanced study of research methodologies used in the social (economics, history, and politics) and
behavioral sciences (cultural anthropology, psychology, and sociology) and the application of those
methodologies to education, business, management, religion, and other fields of study.

MBA 509 Business Forecasts, 3 units
Prerequisite: MBA 506 or approval of the instructor.
Principles and applications of forecasting in an accessible way; methods and processes in business
forecasting, including time series, univariate, multivariate and qualitative methods.

MBA 511 Nonprofit Accounting, 3 units
Prerequisite: MBA 512 or MBA 513.
Examines core principles and practices of nonprofit accounting. Summarizes the accounting requirements
and practices of specific types of nonprofit organizations, including educational institutions, hospitals,
health and welfare organizations, religious groups, and public institutions. Discusses recent changes in
nonprofit accounting and reporting rules.
MBA 512 Financial Accounting, 3 units  
Prerequisite: None.  
Accounting concepts and techniques essential to the administration of a business enterprise: analyzing and recording financial transactions; accounting valuation and allocation practices; preparation, analysis and interpretation of financial statements; international accounting issues.

MBA 513 Managerial Accounting, 3 units  
Prerequisite: MBA 512 or approval of the instructor.  
Use and interpretation of financial statements; evaluation of accounting information systems; accounting for and analysis of costs; managerial use of accounting data for planning and decision making.

MBA 514 Advanced Managerial Accounting, 3 units  
Prerequisite: MBA 513.  
Advanced accounting theory as applied to modern business practice; background of accounting and its place in society and the economy; current development in accounting theory.

MBA 515 Corporate Finance, 3 units  
Prerequisite: MBA 512 or MBA 513.  
Advanced study of the financial management function of the corporation with special attention to cash flows and value, capital structure, cost of capital, capital budgeting, project evaluations, and issues in mergers, acquisitions and restructuring.

MBA 516 International Finance, 3 units  
Prerequisite: MBA 515 or approval of the instructor.  
Advanced study of the environment and tools of international financial management, covering financial, tax, economic, political, potential legal issues, foreign exchange rates, risk assessment, balance of payment, and financial alternatives and tradeoffs.

MBA 517 Investment and Portfolio Management, 3 units  
Prerequisite: MBA 515 or approval of the instructor.  
Advanced study of modern portfolio and investment management theories with emphasis on how to evaluate and diversify different types of risk, followed by cases as illustration.

MBA 518 Cost Analysis and Budgeting, 3 units  
Prerequisite: MBA 512 or MBA 513.  
Advanced study of cost analysis for decision making in pricing, product mix, capacity building and budgeting for operations and capital expenditures. Special emphasis on using budgeting as a planning and control tool of performance.

MBA 519 Management Science, 3 units  
Prerequisite: MBA 505 or approval of the instructor.  
Application of scientific methods, techniques, and tools to provide optimum solutions to problems involving the operation of systems; focuses on analysis and solution of managerial decision-making problems.

MBA 520 Organization and Management, 3 units  
Prerequisite: None.  
Study of techniques and human behavior involved in managing an organization toward efficiency and effectiveness. Focus on job and organization design, motivation, problem solving, and diversity and change management.

MBA 522 Comparative Management, 3 units  
Prerequisite: MBA 520 or approval of the instructor.  
Studies behavior of people in organizations around the world and develops mental sensitivity to working in organizations. Explores similarities and differences in organizational values, practices and structures in firms between developed and developing countries.

MBA 525 Chinese Management Philosophy, 3 units  
Prerequisite: None.  
Advanced study of Chinese management philosophies and their practices, especially in areas of decision making, leadership and human resources management, all illustrated by practical cases. Emphasis made on how these philosophies and practices apply to modern organizations.

MBA 526 Risk Management and Insurance, 3 units  
Prerequisite: MBA 505 or approval of the instructor.  
Studies theories of insurance; explores special features of different lines of insurance; emphasizes main elements of insurance, including determinants of premiums, coverage, deductibles, and co-payments.

MBA 527 Human Resources Management, 3 units  
Prerequisite: MBA 520 or approval of the instructor.  
Advanced study of 1) basic elements of HRM such as compensation, motivation, performance appraisal, staffing, grievance handling and discipline, 2) HRM policy setting and, 3) HRM planning in today’s labor market.

MBA 528 Seminar on Organizational Change, 3 units  
Prerequisite: MBA 520 or approval of the instructor.  
Analyzes theories of change and their applications with special emphasis on planned organizational change, development and intervention methods, and current trends in organization design and change.

MBA 529 Seminar on Leadership, 3 units  
Prerequisite: MBA 520 or approval of the instructor.  
Examines the effectiveness of different approaches to leadership from both managerial and psychological viewpoints. Discusses issues in leadership and leadership training through case studies, workshops, and guest lectures.

MBA 530 Marketing, 3 units  
Prerequisite: None.  
Studies the processes involved in the creation, distribution, and sale of products and services. Explores the tasks and decisions facing marketing managers. Focuses on market and competitive analysis, consumer behavior, and design and implementation of marketing strategies.

MBA 531 Services Marketing, 3 units  
Prerequisite: MBA 530 or approval of the instructor.  
Discusses characteristics of service organizations and explores how they differ in many important aspects from manufacturing. Special attention given to the formulation, development, and execution of marketing strategies.

MBA 533 International Marketing, 3 units  
Prerequisite: MBA 530 or approval of the instructor.  
Focuses on application and further development of concepts learned in marketing to an international setting. Concentrates on strategic decisions pertaining to the marketing mix as they apply to specific regions, nations, and cultures.
MBA 534 Consumer Behavior, 3 units
Prerequisite: MBA 530 or approval of the instructor.
Focuses on and explains the relevant concepts upon which the discipline of consumer behavior is based. The student examines “real-world” examples of consumer buying in order to demonstrate how consumer behavior concepts are used by marketing practitioners to develop and implement effective marketing strategies. Course concludes with an examination of public policy issues and a discussion of consumer behavior research priorities for the next decade.

MBA 536 Small Business Marketing, 3 units
Prerequisite: MBA 530 or approval of the instructor.
Focuses on application and further development of concepts learned in marketing to small businesses. Concentrates on market segmentation and product differentiations. Internet and other marketing methods will also be specifically discussed.

MBA 537 Marketing Management, 3 units
Prerequisite: MBA 530 or approval of the instructor.
Focuses on developing marketing strategies, programs, and plans; and discusses how to better execute and manage these strategies, programs and plans.

MBA 540 Management Information Systems, 3 units
Prerequisite: None.
Management information systems for managers. Topics include the types of information systems that support individual, work-group and corporate goals, with an emphasis not only on the hardware/software but also managerial concerns with the design, implementation and management of information systems and how to compete with information technology in the Internet-based business environment.

MBA 542 Project Management, 3 units
Prerequisite: None.
Topics include definition of project objectives, identification of project activities, cost and time estimates, and control and performance measurement issues.

MBA 547 Technical and Fundamental Analysis of Financial Securities, 3 units
Prerequisite: MBA 515 or approval of the instructor.
Advanced technical analysis of securities using graphs and equations; advanced fundamental analysis of securities based on corporate accounting data and business prospects.

MBA 548 Financial Security Trade and Analysis, 3 units
Prerequisite: MBA 515 or approval of the instructor
An applied investment analysis and practical course; using modern computer and data facilities to conduct extensive fundamental and technical analysis, security portfolio tracking, performance measurement, and trading simulation and strategies. Course emphasizes the application of modern portfolio theory and asset allocation models in selecting and evaluating stocks and bonds and practices investment of real money in the financial markets. Students in this class will manage UWest’s special endowment.

MBA 550 International Business, 3 units
Prerequisite: None.
Examines the global business environment and the trends in doing business internationally. Discusses management functions and external influential factors that shape a global business operation such as investment decision, monetary exchange, competition strategy and structure.

MBA 551 Importing and Exporting, 3 units
Prerequisite: MBA 550 or approval of the instructor.
Discusses issues related to imports and exports such as government and private trade services, pricing and quotations, documentation requirements, financing, and customs and government regulations. Also focuses on controversial trading issues such as dumping.

MBA 552 International Business Law, 3 units
Prerequisite: MBA 501 or approval of the instructor.
Studies business laws in the United States. Examines international arbitration of investment disputes, the impact of nationalism on traditional ownership strategies, and how to establish a corporation in civil law countries. Topics include antitrust laws and international business transactions.

MBA 556 Global Economy, 3 units
Prerequisite: MBA 503 or approval of the instructor.
Discusses issues related to global economy and inter-country comparison. Focuses on macroeconomic management in development planning in the areas of market mechanisms, financial and enterprise management, transfer and development of technology and corresponding policies and strategies.

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

MBA 558 Seminar on Doing Business in Asia, 3 units
Prerequisite: None.
Advanced study of opportunities and barriers in doing business in Asia. Discussion on successful and failed cases in doing business in Asia from linguistic, cultural, social, economic, and political perspectives.

MBA 559 Seminar on Doing Business in the U. S., 3 units
Prerequisite: None.
Studies the business environment in the U.S. Examines business practices and customs of corporate America. Specific issues on corporate culture, business laws, labor organizations, and markets are discussed.

MBA 560 Managing Nonprofit Organizations, 3 units
Prerequisite: MBA 520 or approval of the instructor.
Compares and contrasts for-profit and non-profit organizations, major strategic management issues specially associated with nonprofits, and exposes students to the various management styles commonly found in the nonprofit sector.

MBA 561 Comparative Studies of Nonprofit Organizations, 3 units
Prerequisite: None.
Compares the development of nonprofit organizations in different countries. Examines similarities and differences with respect to target markets, membership profiles, government regulations, and management of the organizations.
MBA 562 Financial Development for Non-Profit Organizations, 3 units
Prerequisite: None.
Discusses the trend of corporate responsibility toward society today and the role of corporate philanthropy in social well-being. Studies various techniques to increase financial resources for non-profit organizations such as donations, fund-raising, grant applications, and bequests; the principles, values and ethics of these techniques; and builds up practical skills using these techniques.

MBA 563 Management of Memberships and Volunteers, 3 units
Prerequisite: None.
Discusses management of memberships and volunteers in nonprofit organizations. The importance of membership and voluntary contributions of time and resources, effective motivation and management of volunteers, and promotion of organizational objectives are discussed.

MBA 564 Advanced Auditing, 3 units
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
Study of the theory and practice of auditing as it applies to the internal and management control functions of the organization. Topics include statements of auditing standards, ethical and legal responsibilities, internal control structure considerations, statistical sampling applications, computer-assisted auditing techniques, and regulatory agency requirements.

MBA 565 Advanced Accounting Theory, 3 units
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
Advanced topics in accounting, including business combinations, multinational operations and foreign currency transactions, liquidations, and reorganizations. Also covers partnership formation, income distribution, and liquidation.

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

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

MBA 568 Special Topic on International Accounting, 3 units
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
Critical examination of current developments in international accounting: the difficulty of preparing precise and universally accepted accounting principles, and social, economic, and political influences on comparative accounting theory and practice. Financial reporting and control of multinational enterprises are also discussed.

MBA 569 Controllership, 3 units
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
In-depth study of accounting techniques, concepts and procedures related to the functions and responsibilities of the controller. Consideration of management reporting systems, planning and controlling functions, resource allocation, transfer pricing, the general ledger-based system, departmental expense control, and investment planning.

MBA 570 Strategic Management, 3 units
Prerequisite: MBA 520 or approval of the instructor.
Provides a current and detailed analysis of the strategic management process and examines some of the factors that influence the quality of strategic decisions generated by that process. The role played by strategic leaders in the strategic decision-making process is discussed and the characteristics of strong leaders are identified. Focuses on the concept of strategically balancing the objectives, characteristics and resources of the organization via sound strategic planning and decision-making.

MBA 571 Systems Design, Analysis, and Implementation, 3 units
Prerequisite: MBA 540 or approval of the instructor.
Studies strategies and techniques for structured analysis and design in the development of information systems. Examines general systems theory and the life cycle of information system development. Uses structured tools/techniques to describe process, data flows and data structures.

MBA 572 Data Structure and Database Management, 3 units
Prerequisite: MBA 540 or approval of the instructor.
Hierarchical, network, and relational database structures are analyzed. Stresses data modeling concepts using entity relationship and semantic object techniques, normalization, relational database implementation, and concurrent database processing.

MBA 573 Decision Support Systems, 3 units
Prerequisite: MBA 540 or approval of the instructor.
Explores decision-making processes, model-based development, and knowledge management. Examines design, implementation, and evaluation of decision support systems. Provides a broad understanding of how to encapsulate, expand and transfer knowledge by means of an intelligent machine.

MBA 574 Computer Security, Controls and Ethics, 3 units
Prerequisite: None.
A survey of technological and organizational techniques to secure computer hardware, software, and data. Studies controls for errors, natural disasters and intentional attacks, focusing on their effectiveness and cost. Reviews implications from the legal, social, and ethical environment.

MBA 575 Data Communications and Networking, 3 units
Prerequisite: MBA 540 or approval of the instructor.
Advanced study of technology and management of telecommunications and networks, the Internet, Intranet, Extranet, and World Wide Web. Comprehensive examination of the integration of organizational systems with rapidly evolving on-line services industry.

MBA 576 Advanced Auditing, 3 units
Prerequisite: BUS 310 and BUS 311 or approval of the instructor.
Study of the theory and practice of auditing as it applies to the internal and management control functions of the organization. Topics include statements of auditing standards, ethical and legal responsibilities, internal control structure considerations, statistical sampling applications, computer-assisted auditing techniques, and regulatory agency requirements.

MBA 577 Computer Security, Controls and Ethics, 3 units
Prerequisite: None.
A survey of technological and organizational techniques to secure computer hardware, software, and data. Studies controls for errors, natural disasters and intentional attacks, focusing on their effectiveness and cost. Reviews implications from the legal, social, and ethical environment.

MBA 578 Systems Design, Analysis, and Implementation, 3 units
Prerequisite: MBA 540 or approval of the instructor.
Studies strategies and techniques for structured analysis and design in the development of information systems. Examines general systems theory and the life cycle of information system development. Uses structured tools/techniques to describe process, data flows and data structures.

MBA 579 Decision Support Systems, 3 units
Prerequisite: MBA 540 or approval of the instructor.
Explores decision-making processes, model-based development, and knowledge management. Examines design, implementation, and evaluation of decision support systems. Provides a broad understanding of how to encapsulate, expand and transfer knowledge by means of an intelligent machine.

MBA 580 Strategic Management, 3 units
Prerequisite: MBA 520 or approval of the instructor.
Provides a current and detailed analysis of the strategic management process and examines some of the factors that influence the quality of strategic decisions generated by that process. The role played by strategic leaders in the strategic decision-making process is discussed and the characteristics of strong leaders are identified. Focuses on the concept of strategically balancing the objectives, characteristics and resources of the organization via sound strategic planning and decision-making.

MBA 581 Electronic-Business, 3 units
Prerequisite: None.
Shows step-by-step how to build Web commerce sites, from planning through deployment and ongoing management. Explains how to identify the best Web commerce opportunities and how to capitalize on them.
MBA 582 Humanistic Buddhism and Management, 3 units
Prerequisite: None.
Study of the breadth and depth approach that Humanistic Buddhism has developed in order to create an effective, productive and healthy environment in the workplace as well as on Earth. Students will learn to apply these principles and practices developed by Venerable Master Hsing Yun of the Fo Guang Shan Buddhist Order to management style and techniques in government, non-government and for-profit organizations.

MBA 583 Financial Institutions and Markets, 3 units
Prerequisite: None.
Analysis of financial institutions and markets. Term structure of interest rates, portfolio theory and flow-fund analysis, deposit-type intermediaries, insurance, pension funds and investment companies.

MBA 584 Financial Derivatives, 3 units
Prerequisite: MBA 515 or approval of the instructor.
Develops an understanding of mathematical and managerial tools necessary for the analysis, pricing, and design of financial derivatives. Includes stochastic processes, the Black-Merton-Scholes option pricing model, forward, futures, options, swaps, exotic options, and special topics including fixed income portfolio management.

MBA 587 Seminar on Business Negotiations, 3 units
Prerequisite: None.
Teaches negotiation theory and practices with an emphasis on business aspects and cultural factors that affect the negotiation process and results. Discusses negotiation participants, negotiation strategy, and negotiation styles commonly found in negotiation sessions. Cross-cultural business negotiations are also discussed.

MBA 588 Business Philosophy and Ethics, 3 units
Prerequisite: Approval of the instructor.
Reviews different philosophies relevant to modern organizations and management, discusses ethics from different religious perspectives, particularly humanistic Buddhism, and emphasizes how such philosophy and ethics can be effectively used in modern organizations and management.

MBA 589 Seminar on Entrepreneurship, 3 units
Prerequisite: None.
Examines the nature of entrepreneurship, the factors underlying success in the start-up and early growth phases, and the factors that increase the likelihood of failure. Students become more familiar with the elements of a sound business plan and the issues facing a start-up by working on a project to create a new venture. Considers the forces that motivate, guide and constrain entrepreneurship activity, and explores the range of issues and challenges faced by start-up organizations and their leaders.

MBA 590/591/592 Internship, 1-3 units
Prerequisite: Completion of the core courses or approval of the Chair.
Each student is assigned to a relevant organization and works part-time to gain first-hand experience. The student is required to finish an assigned project that addresses and solves one or more of that organization’s problems. Graded Pass/No Pass.

MBA 593 Field Studies, 1-3 units
Prerequisite: Completion of the core courses or approval of the Chair.
Each student is assigned to visit a number of relevant organizations to gain first-hand experience. The student is required to finish an assigned project that addresses and solves one or more of that organization’s problems or the problems of the student’s own organization. Graded Pass/No Pass.

MBA 596 Special Topics, 3 units
Prerequisite: Approval of the instructor.
Explores areas of interest not covered by other courses.

MBA 597 Management Practicum, 1-3 units
Prerequisite: Only with the relevant professor’s recommendation and Department Chair’s approval.
This is a special course for students who lack practical business management experience. Students will register for this class when they are working to gain the required experience in the relevant subjects such as marketing, management, nonprofit organizations, accounting, international business, finance, and computer information systems. This class may be taken twice. Graded Pass/No Pass.

MBA 599 Independent Studies, 3 units
Prerequisite: Approval of the instructor.
Student selects an approved area of study and works closely with a faculty member.

MBA 715 Continuous Enrollment Research, 1 unit
Prerequisite: Required for graduate-level students who no longer need courses, but must remain in continuous enrollment each semester until completion of exam, dissertation, etc. Course does not count toward minimum requirements for graduation. Graded Pass/No Pass.
ENGLISH AS A SECOND LANGUAGE (ESL)
(Affiliated with the Department of English)

Chair
Michael A. Grosso, MSc
Chair of English Department
Office: ED 304
Phone: (626) 571-8811 ext. 343
Email: michaelg@uwest.edu

Faculty
Edward Chong, MA
English Instructor; ESL Lead Instructor
Specialization: TESOL Instruction and Education

Instructors
Chris Mahoney, PhD
ESL Instructor
Specialization: Reading Comprehension
Shelley Wood-Goldstein, MA
Part-time Adjunct
Specialization: ESL Integrated Skills
David Ocanas, MS
Part-time Adjunct
Specialization: ESL Speaking and Listening
David Vega
Part-time Adjunct
Specialization: ESL Writing and Grammar

ENGLISH PLACEMENT TEST (EPT)

The medium of instruction at UWest is English; therefore, all applicants, including international students, are expected to be proficient in English. Applicants to the English as a Second Language (ESL) program as well as degree program applicants with TOEFL or IELTS scores that are insufficient for admission directly to a degree program are required to take the English Placement Test (EPT) when they report to UWest. Based on the student’s EPT score, 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.

International students with three or more years of successful participation in a college or university academic program where English was the primary language of instruction may not be required to submit a TOEFL or IELTS score or to take the English Placement Test.

The EPT is offered one week prior to the start of each semester, usually in conjunction with New Student Orientation.

<table>
<thead>
<tr>
<th>Semester</th>
<th>EPT Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>One week before semester begins (during New Student Orientation)</td>
</tr>
<tr>
<td>Spring</td>
<td>One week before semester begins (during New Student Orientation)</td>
</tr>
<tr>
<td>Summer Session I (Degree program courses)</td>
<td>One week before semester begins</td>
</tr>
<tr>
<td>Summer Session II (ESL Courses)</td>
<td>One week before semester begins</td>
</tr>
</tbody>
</table>

About the EPT Exam

<table>
<thead>
<tr>
<th>Section</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Writing Essay</td>
<td>30 Minutes</td>
<td>Students write a short essay answering a question or prompt. A typical short essay will include an introduction, thesis statement, body that supports the thesis, and a conclusion.</td>
</tr>
<tr>
<td>Paper Test (100 Multiple Choice)</td>
<td>45 Minutes</td>
<td>20 Questions: The listening comprehension part of the test assesses understanding of spoken English. You will listen to and answer 20 multiple choice questions.</td>
</tr>
<tr>
<td>Listening Comprehension</td>
<td></td>
<td>20 Questions: The listening comprehension part of the test assesses understanding of spoken English. You will listen to and answer 20 multiple choice questions.</td>
</tr>
<tr>
<td>Grammar</td>
<td></td>
<td>30 Questions: The grammar part of the test assesses your grammar knowledge. You will read short conversations and answer 30 multiple choice questions.</td>
</tr>
<tr>
<td>Vocabulary</td>
<td></td>
<td>30 Questions: The vocabulary part of the test assesses your vocabulary knowledge. You will read a sentence and answer 30 multiple choice questions.</td>
</tr>
<tr>
<td>Reading Comprehension</td>
<td></td>
<td>20 Questions: The reading comprehension part of the test is meant to assess your reading skills. You will read a short passage and answer 20 multiple choice questions.</td>
</tr>
<tr>
<td>Oral Interview</td>
<td>5-10 Minutes Each Student</td>
<td>Students are interviewed individually and are asked 3 questions about a specific topic. Students will have about 1 minute to answer each question.</td>
</tr>
</tbody>
</table>
ENGLISH AS A SECOND LANGUAGE CERTIFICATE PROGRAM & ENGLISH ACADEMIC BRIDGE

ESL Program Introduction
The goal of the English as a Second Language (ESL) Program at UWest is to provide students with direct language instruction and support necessary to improve English proficiency for personal, professional and academic purposes. To meet the needs of individual students, a number of courses are offered across levels and skill areas. Fluency is developed through a comprehensive curriculum grounded in the language domains of speaking, listening, grammar, reading, conversation, pronunciation and writing.

English for Academic Purposes (EAP)
EAP at UWest focuses instruction on skills required for student success in an English-speaking academic context across core subject areas. English for Academic Purposes is integrated into the ESL curriculum at UWest with the aim of improving English skills necessary for academic success at the university level. Emphasis is placed on the following language domains: reading, grammar, writing, and vocabulary, listening comprehension, fluency development, oral intelligibility. Academic skills addressed include: test and note taking skills, academic vocabulary usage, critical reading and writing, comprehending academic lectures, research and library skills, formal composition forms and development, including research papers.

ESL Course Sequence
Students begin at the level indicated by their EPT results, and progress through the English Language sequence as follows. Standard enrollment for students placed in English as a Second Language (ESL) courses is 20 hours/week, while Academic English and Bridge courses meet 3 hours per week.

<table>
<thead>
<tr>
<th>Placement</th>
<th>ESL Courses Only</th>
<th>Academic English 90 Courses Only</th>
<th>Concurrent Enrollment Bridge &amp; Degree Courses</th>
<th>Clear to Register For Degree Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>64 or lower</td>
<td>65-74</td>
<td>75-79</td>
<td>80 or higher</td>
</tr>
<tr>
<td>Application</td>
<td>See ESL Chart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Graduate</td>
<td>69 or lower</td>
<td>70-74</td>
<td>75-84</td>
<td>85 or higher</td>
</tr>
<tr>
<td>Application</td>
<td>See ESL chart</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*ESL Level</td>
<td>Beginning</td>
<td>Intermediate</td>
<td>High Intermediate</td>
<td>Advanced</td>
</tr>
<tr>
<td>Score</td>
<td>1-20</td>
<td>21-40</td>
<td>41-50</td>
<td>51-63 Undergraduate 51-68 Graduate</td>
</tr>
</tbody>
</table>

ESL 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.

Students who miss more than 10 hours of a given ESL course during one semester and do not submit evidence of acceptable reasons for such absences may be dropped from the course by decision of the Dean of Academic Affairs. For international students (F-1 visa holders), being dropped from a course may result in their falling below a full course load (defined as 20 hours per week for language training). This, in turn, can lead to termination of the student’s I-20. Please contact the International Student Services Officer with questions about this policy.

ESL Certificate of Completion
Full-time students enrolled in the ESL Certificate program will receive a certificate each semester upon the successful completion of all courses with an average grade of B- or better. A grade of F in any class will not allow a student to progress or to graduate. Each certificate acknowledges completion of one semester of ESL courses at the specified level. ESL courses are neither degree-applicable nor do they count as academic credit.

Certificates of completion at the Advanced Level mean that a student has graduated from the ESL Program. Certificates of completion from the ESL program are proof of completion of English language training and may be proof of eligibility toward a degree program at various colleges and universities.
ESL Program Advancement
To advance through each level in the program:
1. Students move up one level or progress by meeting the minimum qualifying grade of a B- or higher for each ESL class during any semester.
2. Students must attain a minimum B- grade point average during any given semester to move up one ESL level (see chart below).
   - Students who do not meet the B- or higher grade for each of their ESL classes must repeat all ESL level classes until they attain a B- grade point average for all ESL courses.
   - Furthermore, progressing up a level is contingent on a student not receiving an F, or Failing grade, in any ESL class during the semester. A student who fails any given ESL course will not be eligible for advancement in the EAP program.
   1. Students who receive an F in any ESL course during any given semester will repeat the same level.
3. Students can also move up one level or progress by retaking the English Placement Test (EPT) at the beginning or end of each semester if they earn a sufficient score to advance into a higher level ESL class.

ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS (NON-CREDIT)

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 EPT.
Students develop basic reading and vocabulary skills in American English, learn how to read and understand short selections, and practice the sounds and spelling of English.

ESL 022 Beginning Composition
Prerequisite: Completion of ESL 012 with a minimum grade of C or qualifying score on EPT.
Focuses on English sentence structure and basic paragraph development.

ESL 023 Basic Grammar
Prerequisite: Completion of ESL 013 with a minimum grade of C or qualifying score on EPT.
Students acquire the form, meaning, and usage of basic structures in English—such as basic sentence patterns, questions and short answers, pluralization, pronouns, prepositions, and the forms and functions of simple and continuous verb tenses—and study the parts of speech.

ESL 024 Beginning Speaking and Listening Skills
Prerequisite: Completion of ESL 014 with a minimum grade of C or qualifying score on EPT.
Designed to build communication skills through the practice involving various speaking situations. Listening activities are thematically organized and provide practice in understanding and responding to spoken English. Students increase their conversational competence through exposure to authentic discourse and natural communication activities.

ESL 031 Intermediate Reading Comprehension
Prerequisite: Completion of ESL 021 with a minimum grade of C or qualifying score on EPT.
Introduces reading skills necessary to succeed in college classes. Focus is on high-interest reading selections with pre- and post-reading activities.

ESL 032 Intermediate Composition
Prerequisite: Completion of ESL 022 with a minimum grade of C or qualifying score on EPT.
Students begin to develop the skills necessary to cope with the writing demands of a university. Paragraph development and basic essays.

ESL 033 Intermediate Grammar
Prerequisite: Completion of ESL 023 with a minimum grade of C or qualifying score on EPT.
Contextual approach to English grammar and sentence analysis. Includes syntactic structures, verb forms and tenses, types of nouns, the use of articles and determiners, gerunds, and infinitives.

ESL 034 Intermediate Speaking and Listening Skills
Prerequisite: Completion of ESL 024 with a minimum grade of C or qualifying score on ESL Placement Test administered through University of the West.
Class activities stimulate oral communication through high-interest listening activities, pronunciation and intonation practice, and theme-based conversation that incorporates relevant aspects of American culture and customs. Introduces basic oral presentations.

ESL 041 High-Intermediate Reading Comprehension
Prerequisite: Completion of ESL 031 with a minimum grade of C or qualifying score on EPT.
Students begin to develop the higher-level reading vocabulary and critical thinking skills necessary to become competent, independent, and actively involved readers. Course work includes critical reading exercises aimed at developing strategies that help readers approach texts independently and confidently.

ESL 042 High Intermediate Composition
Prerequisite: Completion of ESL 032 with a minimum grade of C or qualifying score on EPT.
Focuses on essay writing, both academic and creative. Emphasis is placed on editing and revision techniques for proper organization, structure and style.
ENGLISH AS A SECOND LANGUAGE (ESL)

ESL 043 High Intermediate Grammar
Prerequisite: Completion of ESL 033 with a minimum grade of C or qualifying score on EPT.
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 EPT.
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 EPT.
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 EPT.
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 EPT.
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 EPT.
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 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.

ESL 037 Basic English Communication
Prerequisite: None.
A low-intermediate multi-skills course designed to improve the English language fluency across language needs, with emphasis on oral and written communication skills.

ESL 045 Conversation for English Language Learners
Prerequisite: Completion of ESL 031, 032, and 033 with a minimum average grade of B or qualifying EPT score.
Advanced oral communication skills to improve spoken fluency in academic, professional, and social settings.

ESL 047 TOEFL Preparation
Prerequisite: Completion of ESL 041, 042, and 043 with a minimum average grade of B or qualifying score on EPT.
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.

ACADEMIC ENGLISH & ACADEMIC ENGLISH BRIDGE PROGRAM DESCRIPTIONS
(Affiliated with the Department of English)
The Academic English (AE) & Academic English Bridge (AEB) program is designed for students who have gained a solid foundation in English but still need academic support in their transition into a university degree program. The AE & AEB courses help these students master the writing, reading and oral communication skills required for success in the college classroom. AE and AEB courses hone their critical and analytical thinking, and basic research skills as they become independent learners. AE and AEB courses in the 100 series and above are credit-bearing college-level classes, but applicability towards a degree is dependent on degree program requirements.

ESL/Bridge Course Sequence
ENGLISH AS A SECOND LANGUAGE (ESL)

This course helps students develop advanced discourse grammar skills necessary for successful college classrooms. Focus is on advanced grammatical concept rules, use and meaning for academic and college writing.

ENGL 90C Academic Grammar, 3 units
Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Chair.
This course helps students develop advanced discourse grammar skills necessary for successful college level classes. Focus is on advanced grammatical concept rules, use and meaning for academic and college writing.

ENGL 90D Academic Reading, 3 units
Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Chair.
The course prepares students for college level text. Focus includes developing critical/analytical reading skills for college level text, building informational literacy skills for college writing, developing college level academic vocabulary.

100 ACADEMIC ENGLISH SERIES
The Academic English Bridge (AEB) series provides academic English language support for all university level students who require additional skill building in their transition to undergraduate or graduate level degree program. The courses focus on specific academic English language competencies necessary for success at the college level. 100 level courses may be applied to undergraduate elective requirements when applicable to program.

ENGL 100A College Writing, 3 units
Prerequisite: Passing grade of B or higher on ENGL 90A. Qualifying score on UWest English Placement Test or by permission of Program Chair. Minimum passing grade is B.
The focus of the course is to master essay writing for academic purposes. Skills learned in the class include utilizing the writing process to help organize, develop coherent essays. The also course includes incorporating MLA citations into essays, and utilizing advanced grammatical concepts.

ENGL 100B College Speech, 3 units
Prerequisite: Passing grade of B or higher on ENGL 90B. Qualifying score on UWest English Placement Test or by permission of Program Chair. Minimum passing grade is B.
A college-level speech course that focuses on speaking and listening requirements of the American college classroom, emphasizing public communication and presentation skills. Students improve oral communication skills in a variety of academic settings.

ENGL 100C English Skills for Business Majors, 3 units
Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Chair. Minimum passing grade is C.
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.

ENGL 100D College Reading, 3 units
Prerequisite: Qualifying score on UWest English Placement Test or by permission of Program Chair. Minimum passing grade is B.
A college-level reading course primarily that prepares students for college classes. Focuses on developing critical and analytical reading skills through a variety of college-level text for information literacy, vocabulary and textual skill building purposes.

ENGL 400E Academic Skill Building for Graduate Students, 3 units
Prerequisite: Qualifying score on EPT or by permission of Program Chair.
The course is specifically designed for graduate level students who require additional support while transitioning into a graduate level degree program. Introduces them to a variety of American university core skills such for college success. Focuses on graduate level reading, writing, research, literacy information and citation skills.
DEPARTMENT OF ENGLISH

Chair
Michael A. Grosso, MSc
Chair of English Department
Office: ED 304
Phone: (626) 571-8811 ext. 343
Email: michaels@uwest.edu

Faculty
Edward Chong, MA
English Instructor; ESL Lead Instructor
Specialization: TESOL Instruction and Education

Joanne Euler, MBA
Adjunct
Specialization: Language and Linguistics

Alice Boher-Johnson, MFA
Adjunct
Specialization: Creative Writing.

Vanessa Karam, MA
Adjunct
Specialization: Language and Linguistics

Scott Underwood, MFA
Adjunct
Specialization: Creative Writing; American and English Literature

David Vega
Adjunct
Specialization: Contemporary American Literature, Novel and Short Fiction; Creative and Professional Writing.

Introduction
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.

Philosophy & Objectives
The Bachelor of Arts in English program invites students to explore the different ways in which the field of English has been studied as well as to gain a thorough knowledge of the representative works, authors and critical theories. The degree is designed to present an integrated approach to the study of English – one that delves into the nature of language, its literary and practical forms.

BACHELOR OF ARTS IN ENGLISH

Introduction
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.

At UWest, the B. A. in English is unique in that the program offers two concentrations. The Literature concentration and Language concentration present two methodologies for understanding how the English language has been described and analyzed in the discipline of English. Both concentrations share an interest in cultivating academic inquiry and creative imagination. Courses invite students to consider different perspectives and question their assumptions in order to promote reflective engagement with the text, with their peers and faculty, and with social issues and concerns of the day. In this way, each concentration not only introduces a body of knowledge particular to each field of English, but also challenges students to apply this knowledge to ethical dilemmas in the world as represented and discussed in literature and linguistics.

The Bachelor of Arts degree in English is designed for completion in four years.

Admissions
Refer to the Admission Section for Bachelor Degrees.

Concentrations
Before specializing in the Literature or the Language concentration, students enrolled in the major need to consult with an English faculty advisor regarding the completion of core lower- and upper-division units. (See the following pages for this information.) These courses, also consisting of literature and languages classes, provide a solid foundation in the study of English and prepare students to select a degree concentration. In the final year of the program, students conclude their studies with a capstone course that examines literary imagination and cultural identity in their linguistic construction.

Literature Concentration
The Literature concentration in the English program equips students with the reading, writing, and research methods for understanding, analyzing, and evaluating literature. The concentration introduces students to a survey of significant works in English-language American literature and the growing contemporary canon of Asian-American literary works. It provides an in-depth knowledge of literary genre, figures, and movements while presenting a variety of critical reading approaches (e.g., moral/intellectual, New Critical, historical, feminist, Marxist, reader response, etc.) for exploring the different traditions, experiences, and voices that make up literature.

As an integral component of these courses, the Literature concentration also prepares students to explore the complex representations of the human experience as presented in literary texts. The concentration implements a reflective approach to critical response, pressing students to consider the moral and ethical dilemmas demonstrated in key human issues in literature: love, death, work, the nature of good and evil, images of gender and family, immigration and civil rights, and the American dream. This approach is intended to extend critical thinking skills regarding the text, its lessons on character development, and its thematic treatment of world issues.
Language Concentration
With an emphasis on the English language, the Language concentration provides students an overview of the field of linguistics. The concentration raises questions of how people use language and what they must know to do so. In this concentration, English is studied as a formal system and as a human and social phenomenon. Students become familiar with the tools and the methods of major linguistics fields and learn how they can be applied to matters of practical concern.

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 integrally tied to power, culture, and identity.

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>51, including 9 upper division and 6 units from the Literature Section</td>
</tr>
<tr>
<td>Core Courses</td>
<td>42 units total</td>
</tr>
<tr>
<td>Lower Division</td>
<td>6 units</td>
</tr>
<tr>
<td>Upper Division</td>
<td>18 units</td>
</tr>
<tr>
<td>Concentration</td>
<td>15 units, including concentration capstone</td>
</tr>
<tr>
<td>English Capstone</td>
<td>3 units</td>
</tr>
<tr>
<td>General Electives</td>
<td>27 units, including 18 upper division</td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
</tr>
</tbody>
</table>

General Education Courses: All undergraduates must complete 51 units of general education, including 9 units at the upper-division level, as described in the General Education section of this catalogue. This requirement is an integral part of UWest's mission of producing a well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed person in all fields of study. English majors must complete the following courses to fulfill the Humanities General Education requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 101 Introduction to American Literature</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>

Select one:

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIT 301 Advanced Composition</td>
<td>ENGL 101 or Instructor Consent</td>
<td>3</td>
</tr>
<tr>
<td>LIT 302 Creative Writing</td>
<td>ENGL 101 required; Also LIT 101 or ENGL 201 or Instructor Consent</td>
<td>3</td>
</tr>
</tbody>
</table>

Total: 6

Lower Division Core Courses: 6 units
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.

<table>
<thead>
<tr>
<th>Lower Division Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 201 Introduction to Literary Studies</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>LANG 220 Structure of Modern English</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

Upper Division Core Courses: 18 units
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. Students complete 12 units, outlined below, from a selection of courses designed to prepare students to choose their degree concentration. Students must also take at least 6 units of upper division program electives (ENGL, LIT, or LANG courses) in which they 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.

<table>
<thead>
<tr>
<th>Upper Division Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Literature: take both courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 300A English Literature I</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 300B English Literature II</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>Criticism: select one course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 340 Literary Theory and Criticism</td>
<td>ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 345 Critical Reading, Writing, and Analysis of Literary Forms</td>
<td>LIT 301, ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>Language: take the following course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LANG 301 Introduction to Linguistics</td>
<td>ENGL 101 or approval</td>
<td>3</td>
</tr>
<tr>
<td>TOTAL</td>
<td>18</td>
<td></td>
</tr>
</tbody>
</table>

Concentrations: 15 units
Students will complete 15 units in the concentration of their choice, including a 3-unit capstone specific to the concentration. A minimum number of courses must be completed in the requisite categories indicated below.

Literature Concentration: In the Literature concentration 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 non-canonical texts to demonstrate the diverse voices that have contributed to literature. In the Literature Capstone 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:** In the Language concentration 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. In the Language Capstone 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Literary Genre:</strong> select at least one course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 315 Reading Poetry</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 320 Reading Drama</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 326 Reading Fiction</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td><strong>Great Works, Literary Figures and Historical Periods:</strong> select at least two courses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 461 Romanticism: Then and Now.</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 462 Darwin to Wells, Victorian Science and Literature</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 470 Studies in Contemporary Literature</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 475 Shakespeare: Selected Plays</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 487 Orientalism, Otherness, and Postcolonial Literature</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td><strong>The American Experience:</strong> select at least one course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 480 Literature of the United States I</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 481 Literature of the United States II</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 482 Minority Voices and Literary Diversity in American Literature</td>
<td>ENGL 101; ENGL 201</td>
<td>3</td>
</tr>
<tr>
<td><strong>Literature Capstone:</strong> take the following course</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 490 Writing American Historical Memory and the Immigrant Experience</td>
<td>9 units in concentration</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

**General Electives: 27 units**
Students have the opportunity to select a total of 27 units in undergraduate courses from all majors, including general education, language and literature courses that have not been applied to other requirements. Students must take at least one course each from the two elective categories, A) East-West and B) Seminars.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>East-West: Select at least one course</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 336 Asian American Writers</td>
<td>ENGL 101; ENGL 201 or approval</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 426 Depictions of Asia in English Literature</td>
<td>ENGL 101; ENGL 201 or approval</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 427 Buddhism in American Literature</td>
<td>ENGL 101; ENGL 201 or approval</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 428 Introducing the Beat Generation: Beatitudes to Buddhism</td>
<td>ENGL 101; ENGL 201 or approval</td>
<td>3</td>
</tr>
<tr>
<td><strong>Seminars: Select at least one course from the following or another upper-division ENGL or LANG course not otherwise taken</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ENGL 342 Literary Landscape(s) of Los Angeles: Promised Land, Utopia, Apocalypse</td>
<td>ENGL 101; ENGL 201 or approval</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 425 History of the English Novel</td>
<td>ENGL 101; ENGL 201 or approval</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 472 Literary Non-Fiction</td>
<td>ENGL 101; ENGL 201 or approval</td>
<td>3</td>
</tr>
<tr>
<td>LANG 340 Language and Literature</td>
<td>ENGL 201; Recommended: LANG 301</td>
<td>3</td>
</tr>
</tbody>
</table>

**Course** | **Prerequisites** | **Units**
--- | --- | ---
**Theoretical Linguistics:** select at least two courses | | |
LANG 350 Phonology | LANG 301 | 3 |
LANG 370 Semantics and Pragmatics | LANG 301; Recommended LANG 220 | 3 |
LANG 390 Morphology and Syntax | LANG 301 | 3 |
**Applied Linguistics:** choose at least two courses | | |
LANG 410 Sociolinguistics: Varieties of English | LANG 201. | 3 |
LANG 450 History of the English Language | ENGL 201, LANG 301; Recommended LANG 220 | 3 |

**TESOL 400 Foundations of Teaching English to Speakers of Other Languages**

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>TESOL 400 Foundations of Teaching English to Speakers of Other Languages</td>
<td>LANG 220 or approval</td>
<td>3</td>
</tr>
</tbody>
</table>
Capstone: 3 units
In addition to the concentration capstone, students complete the Comprehensive Capstone for the Bachelor of Arts in English. 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 495 Writing Culture: Literary Imagination and Cultural Identity</td>
<td>Senior standing</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduation Requirements
Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher. The Residency Requirement for the Bachelor of Arts states that at least 30 units, including 18 upper division units, must be completed at UWest.

ENGLISH COURSE DESCRIPTIONS

ENGLISH COURSES

ENGL 201 Introduction to Literary Studies, 3 units
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 units
Prerequisite: None.
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 units
Prerequisite: None.
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 units
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 units
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 units
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 units
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 units
Prerequisite: ENGL 101; 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 units
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 units
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 / 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 units
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 units
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 units
Prerequisite: ENGL 101; Recommended: ENGL 34
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 units
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.
ENGL 428 Introducing the Beat Generation: Beatitudes to Buddhism, 3 units
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 461 Romanticism: Then and Now, 3 units
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, Woolstonecraft, 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 units
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 the genre, its formal features and the cultural work it continue 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 470 Studies in Contemporary Literature, 3 units
Prerequisite: ENGL 101; ENGL 201.
Study of drama, fiction, nonfiction, prose, and poetry by selected British and American writers of the 20th and 21st centuries.

ENGL 472 Literary Non-Fiction, 3 units
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, horror 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 475 Shakespeare: Selected Plays, 3 units
Prerequisite: ENGL 101; ENGL 201.
A close textual study of selected comedic and tragic plays by William Shakespeare. Sheds light on the prescribed plays in reference to time period, dramatic structure and the genius of the bard himself.

ENGL 480 Literature of the United States I, 3 units
Prerequisite: ENGL 101; ENGL 201.
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 units
Prerequisite: ENGL 101; ENGL 201.
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 units
Prerequisite: ENGL 101; ENGL 201.
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 multietnic 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 units
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 units
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 units
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.
LANG 220 Structure of Modern English, 3 units
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 units
Prerequisite: ENGL 101.
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 units
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 units
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 units
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 units
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 units
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 units
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 units
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 units
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 pressure and stratification, acculturation, language maintenance and language planning, and the “official language” debate.

LITERATURE COURSES

LIT 101 Introduction to American Literature, 3 units
Prerequisite: None.
An introduction to the influential writings of American Literature from 1800 to the present.

LIT 301 Advanced Composition, 3 units
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 units
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.

TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES (TESOL) COURSES

TESOL 400: Foundations of Teaching English to Speakers of Other Languages, 3 units
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 UWESL Program.
DEPARTMENT OF GENERAL EDUCATION

Chair
Janice S. Gore, PhD
Chair of General Education Department
Office: ED314
Phone: (626) 571-8811 ext. 109
Email: janiceg@uwest.edu

Adjunct Faculty
Robert Allison, MA
Calvin Baker, MA
Alice Boher, MFA
Sterling Davenport
Kanae Omura, PhD
Monica Sanford, MDiv
Jim Stewart, PhD
Mark Treston, MA
Scott Underwood, MFA

Introduction
To be eligible to receive the Bachelor of Arts degree, all students must complete 51 units of General Education (GE) as described in this section. The GE Program is an integral part of UWest’s undergraduate programs.

Philosophy & Objectives
UWest’s GE 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 GE 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 GE 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.

Program Learning Outcomes

<table>
<thead>
<tr>
<th>Institutional Learning Outcomes</th>
<th>Area</th>
<th>Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisdom &amp; Skillful Means</td>
<td>Knowledge</td>
<td>Historical Foundations: Students can explain and evaluate the events and developments in Eastern and Western history that have shaped the modern world.</td>
</tr>
<tr>
<td>Students are thoroughly prepared for academic and professional success.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mathematics: Students can perform and apply the principles, operations, and strategies of arithmetics, algebra, and statistics.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Natural Sciences: Students are able to express and apply the key teachings and principles in the biological and/or physical sciences.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social and Behavioral Sciences: Students can express and apply key teachings and principles of human behavior and social relations.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Humanities: Students can express an appreciation of diverse cultural, linguistic, and literary environments.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ethics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students are able to identify ethical issues raised in their General Education courses and explore how they relate to modern humans and the world.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Critical Thinking</td>
<td>Critical Thinking: Students are able to evaluate new information and identify and question underlying assumptions in a broad range of General Education courses.</td>
<td></td>
</tr>
<tr>
<td>Information Literacy: Students are able to determine the 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.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Core Competencies**

**Quantitative Reasoning:** Students can understand, create, and apply to real-world problems and social issues sophisticated arguments supported by quantitative evidence and clearly communicate those arguments in a variety of formats using words, tables, graphs, mathematical equations, etc.

**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.

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

**Balance** Students 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.

**Relationship** Students demonstrate effective teamwork skills.

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

**Pluralism** Students 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.

**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.

**Nature** Students recognize the intrinsic value of nature as a source of beauty and vitality.

**Interconnectedness** Students demonstrate compassionate sensitivity toward themselves and others.

---

**General Education Requirements**

<table>
<thead>
<tr>
<th>Category</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1: Core Competencies</td>
<td>15</td>
</tr>
<tr>
<td>2: Historical Foundations</td>
<td>6</td>
</tr>
<tr>
<td>3. Mathematics and Natural Sciences</td>
<td>6</td>
</tr>
<tr>
<td>4. Religion and Philosophy</td>
<td>6</td>
</tr>
<tr>
<td>5. Social and Behavioral Sciences</td>
<td>6</td>
</tr>
<tr>
<td>6. Humanities</td>
<td>6</td>
</tr>
<tr>
<td>7. Wellness</td>
<td>2</td>
</tr>
<tr>
<td>8. Service Learning</td>
<td>1</td>
</tr>
<tr>
<td>9. Capstone in General Education</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>51</strong></td>
</tr>
</tbody>
</table>

**Skill Building:** Based upon entrance assessment results, some or all of the following skill-building courses may be required. If required, these courses must be completed before the respective Core Competency.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 025 Pre-Algebra</td>
<td>MATH 101</td>
<td>0</td>
</tr>
<tr>
<td>ENGL 100A College Writing</td>
<td>ENGL 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 100B College Speech</td>
<td>SPCH 101</td>
<td>3</td>
</tr>
<tr>
<td>ENGL100C English Skills for Business Majors</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>
Category 1: Core Competencies: All students must complete the core competencies listed below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>ILR 101 College Success: Research &amp; Study Skills</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>PHIL 103 Introduction to Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>15</td>
</tr>
</tbody>
</table>

Category 2: Historical Foundations: Students complete one course each, 6 units total, in U.S./World History and Asian History.

Category 3: Mathematics and Natural Sciences: Students complete one course each, 6 units total, in Science and Math.

Category 4: Religion and Philosophy: Students complete one course each, 6 units total, in Religion and Philosophy (not including the Capstone course or PHIL 103).

Category 5: Social and Behavioral Sciences: Students complete two courses, 6 units total, in one (or more) of the following subjects: Anthropology, Sociology, Business,* Political Science, Psychology.
*Students majoring in Business Administration cannot apply Business courses toward the GE requirement. Thus Business Administration students must select from the other sections.

Category 6: Humanities: Students complete one course each from two of the following subjects, 6 units total: Fine Arts, Literature, or Languages.

Category 7: Wellness: Students complete two units of Wellness courses.

Category 8: Service Learning: Students complete one unit of community service.

Category 9: General Education Capstone: Students complete the 3-unit GE Capstone course: CAP 401 Religion, Science, and Society (in addition to any program or specialization capstone courses required by their major).

Course Progression for Core Competencies
All undergraduates are required to fulfill their core competencies and service learning requirements by the end of their first year of study. If skill-building coursework is required, an additional semester may be allowed for completion.

<table>
<thead>
<tr>
<th>1st Semester</th>
<th>9 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILR 101 College Success: Research &amp; Study Skills</td>
<td>3</td>
</tr>
<tr>
<td>ENGL 101 English Composition</td>
<td>3</td>
</tr>
<tr>
<td>MATH 101 Intermediate Algebra</td>
<td>3</td>
</tr>
<tr>
<td>2nd Semester</td>
<td>7 Units</td>
</tr>
<tr>
<td>PHIL 103 Introduction to Critical Thinking</td>
<td>3</td>
</tr>
<tr>
<td>SPCH 101 Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>SRVLG100 Service Learning</td>
<td>1</td>
</tr>
</tbody>
</table>

Graduation Requirements
In addition to a student’s program requirements, all undergraduate students are required to complete a total of 51 GE units, of which a minimum 9 units must be in upper-division courses (i.e., numbered 300 or higher). These 51 units must be taken in the nine subject categories listed above. Courses in 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.

BACHELOR OF ARTS IN GENERAL STUDIES

Coordinator
Janice S. Gore, PhD
Chair of General Education and Coordinator of General Studies
Office: ED314
Phone: (626) 571-8811 ext. 109
Email: janiceg@uwest.edu

Introduction
UWest 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 may 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.

The Bachelor of Arts degree in General Studies is designed for completion in 4 years of full-time study.
Philosophy & Objectives
Please see the Philosophy & Objectives for General Education in this catalogue.

Admission Requirements
Please see the requirements for undergraduate admission in the Admissions and Enrollment section of this catalogue.

Program Learning Outcomes
Please see the Program Learning Outcomes for General Education in this catalogue.

Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>51, 9 of which must be upper-division</td>
</tr>
<tr>
<td>General Studies Electives</td>
<td>69, 42 of which must be upper-division</td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
</tr>
</tbody>
</table>

General Education Courses: All undergraduates must complete 51 units of general education, including 9 units at the upper-division level, as described in the General Education section of this catalogue. This requirement is an integral part of UWest's mission of producing a well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed person in all fields of study.

General Studies Electives: Students must complete 69 units of elective course work, including at least 42 units of upper-division courses (numbered 300 or 400). Students may select undergraduate courses from all majors. Courses completed to fulfill general education requirements may not be applied to this requirement.

General Studies Concentrations: General studies majors have the option of selecting 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. Courses completed to fulfill a concentration are applied to the General Studies Electives requirement. While a concentration is not required, it is an excellent opportunity for students to establish an education foundation for future career paths to graduate studies. Established concentrations 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: course work in psychology, with possible emphasis in either Buddhist psychology or multicultural generalist counseling

Student-developed Concentrations: In addition to the concentrations above, students may choose to develop their own 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 include:

- 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

Graduation Requirements
Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher. UWest’s Residency Requirement for the Bachelor of Arts states that at least 30 units, including 24 upper division units, must be completed at UWest.

GENERAL EDUCATION COURSE DESCRIPTIONS

SKILL BUILDING (if required)

ENGL 99A to ENGL 100E
Please see course descriptions under Academic English/Academic English Bridge Program.

MATH 025 Pre-Algebra, 0 units
Prerequisite: None. Undergraduate students are required to take this course or may test out of it by passing the UWest Math Assessment Test. Minimum passing grade is C.
Course is designed to prepare students for MATH 101. Students will perform basic arithmetic involving whole numbers, integers, fractions, decimals, and percentages. Other topics will include order of operations, algebraic reasoning, and introduction to algebraic expressions and equations.

CATEGORY 1: CORE COMPETENCIES
Teaches students to communicate information and ideas clearly, both orally and in writing; to access, examine, and evaluate information using critical thinking skills; and to perform quantitative functions. The following five courses are required.

ILR 101 College Success: Research and Study Skills, 3 units
Prerequisite: None. Minimum passing grade is C.
With a focus on developing information literacy skills, this course provides “whole person” training, tips, and tools for survival and success in college, including strategies for time management, note-taking, and goal-setting. Class projects build skills in research, test-taking, active reading, and academic writing. Students also learn how the UWest mission and values relate to their lives inside and outside the classroom.
DEPARTMENT OF GENERAL EDUCATION

Section A: World and U.S. History

HIST 110 World History: Origins–1500, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
A survey of the development of world civilization and major cultures from the Neolithic Revolution until the European conquest of the Americas. The civilizations of the Ancient, Classical, and 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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
A 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 the eclipse of world communism.

HIST 121 History of the United States: Origins–1865, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
A survey of Asia from the beginning of the seventeenth century to the present. 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: Earliest Times–1600, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 2: HISTORICAL FOUNDATIONS

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

CATEGORY 3: MATHEMATICS AND NATURAL SCIENCES

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 complete one course from Section A and one course from Section B.
Section A: Mathematics

MATH 181 College Algebra, 3 units
Prerequisite: MATH 101 or qualifying score on the Math Assessment Test. Minimum passing grade is C.
Students will solve and graph polynomials, rational and transcendental functions, and conic sections, along with exponential and logarithmic equations. Other topics will include introduction to solving linear equations using determinates, function theory and notation, sequences, and the Binomial Theorem.

MATH 205 Descriptive and Inferential Statistics, 3 units
Prerequisite: MATH 101. Minimum passing grade is C.
Introductory course designed for students majoring in business, social sciences, and behavioral sciences. Provides overview of descriptive and inferential statistics. Students learn to read, interpret, and present data in a scientific way. This course covers frequency distributions and various statistical graphs, along with measures of central tendency such as mean and median, measures of variability such as range and standard deviation, as well as correlation coefficients and linear regression. Study of inferential statistics includes probability, sampling techniques, confidence intervals, and hypothesis tests.

Section B: Natural Sciences

BIO 100 Introduction to Biology, 4 units
Prerequisite: None. Minimum passing grade is C.
Principles of biology stressing the relationship of all organisms. Topics include cells, reproduction, genetics, embryology, botany, animal behavior, metabolism, evolution, and human psychology. Includes 15 hours of lab.

LSC 100 Introductory Life Science, 3 units
Prerequisite: None. Minimum passing grade is C.
Principles of biology, focusing on the human body-mind system, especially optimizing health and happiness. Topics include evolution, human digestion, reproduction, nervous/sensory, excretory, circulation, mind/body interaction, etc., plus the scientific method and experimental research. Includes lab exercises and scientific research.

PSC 100 Introduction to the Physical Sciences, 3 units
Prerequisite: None. Minimum passing grade is C.
A study of the earth and physical sciences, including physics, chemistry, earth sciences, and space sciences. The course provides a basic introduction to concepts, techniques, and technology used in the study of humanity's physical environment.

SECTION 4: RELIGION AND PHILOSOPHY

Looks at how humans have expressed their ideas of self and meaning and discusses them, where appropriate, from a Buddhist perspective. Students must complete one course from Section A and one course from Section B.

Section A: Religion

REL 201 Religions of the East, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 comprised by the traditions. Buddhist art and literature, devotion, meditation, ethics, and the Sangha will also be discussed.

Section B: Philosophy

PHIL 110 Introduction to Western Philosophy: Pre-Socratics–Present, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
An introduction to a variety of major philosophical figures, including the Ancient Greeks (Socrates, Plato, Aristotle), Medieval Christians (Augustine and Thomas Aquinas), and Modern thinkers (Hobbes, Spinoza, Kant, Hegel, Kierkegaard).

PHIL 120 Introduction to Eastern Philosophy: India, China, and Japan, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
A survey of some of the major philosophical systems in India (Vedanta, Samkhya-Yoga, Early Buddhism and Madhyamika), China (Confucius, Mencius, Lao Zi, and Neo-Confucianism) and Japan (Saicho, Kukai, Honen, and Dogen).

PHIL 200 Philosophy as a Guide to Living, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
An introduction to the philosophic tradition as a way of living. The course will draw from both the East and West in an effort to reveal that both traditions place a premium on the ways in which ideas shape particular ways of life.

PHIL 310 Early Western Philosophy, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
A study of the origins of Western thought in the writings of the Pre-Socratics, Socrates, Plato, Aristotle, Stoicism, Epicureanism, Epic eticus, Plotinus, and Marcus Aurelius. Their influence on medieval Christian thinking is also explored.

PHIL 320 Early Chinese Philosophy, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
Studies the teachings of tradition-defining thinkers in ancient China, including Confucius, Mencius, Lao Zi, Zhuang Zi, Mo Zi, Han Feizi, and the Book of Changes. Course also covers Neo-Confucianism, Neo-Daoism, Chinese Buddhism, and the Confucian synthesizer Zhu Xi.
Category 5: Social and Behavioral Sciences

Teaches the interrelationships, the organization, and the determinants of human behavior. Students must complete two courses selected from two different sections.

NOTE: Business majors cannot apply economics courses to fulfill this General Education requirement as these courses are required in the major. Psychology majors must select PSYCH 100 as one of the two courses required in this category; PSYCH 220, and PSYCH 330 are required under the Psychology program so may not be applied to fulfill this requirement.

5.1 Anthropology

ANTHR 101 Anthropology, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
An introduction to historical, physical, cultural, psychological, and archeological aspects of human development. Scientific perspectives and methodology are used 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 units
Prerequisite: ENGL 101; also ANTHR 101 or SOC 100. Minimum passing grade is C.
A cross-cultural study of ethnicity and nationalism. It examines the concepts of social identity and considers how gender, language, religion, and national identity 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 units
Prerequisite: None. Minimum passing grade is C.
A survey of the broad field of Western Psychology that takes students on a journey of the various concepts used 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 ways in which Eastern thought has influenced Western perspectives are also explored.

PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology, 3 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
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 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
Studies in ancient and modern Eastern and Western views of the degree and extent to which emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 220 Eastern and Western Perspectives on Cognitive Psychology, 3 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
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 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
Studies in ancient and modern Eastern and Western views of the degree and extent to which emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 220 Eastern and Western Perspectives on Cognitive Psychology, 3 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
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 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
Studies in ancient and modern Eastern and Western views of the degree and extent to which emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 220 Eastern and Western Perspectives on Cognitive Psychology, 3 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
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 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
Studies in ancient and modern Eastern and Western views of the degree and extent to which emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 220 Eastern and Western Perspectives on Cognitive Psychology, 3 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
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 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
Studies in ancient and modern Eastern and Western views of the degree and extent to which emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

PSYCH 220 Eastern and Western Perspectives on Cognitive Psychology, 3 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
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 units
Prerequisite: PSYCH 100. Minimum passing grade is C.
Studies in ancient and modern Eastern and Western views of the degree and extent to which emotions play in motivation, attitudes, personality, and other psychological aspects of human behavior.

5.3 Sociology

SOC 100 Introduction to Sociology, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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 units
Prerequisite: None. Minimum passing grade is C.
Principles of individual consumer and producer decision-making in various market structures; the price system; market performance; and government policy.

BUS 202 Principles of Macroeconomics, 3 units
Prerequisite: None. Minimum passing grade is C.
Principles of macroeconomic analysis and policy; unemployment and inflation; financial institutions; international trade; economic growth; and comparative economic systems.

5.5 Political Science

POL 101 Political Science, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
An introduction to political thought from Plato and Confucius to the modern period.

POL 301 US Government, 3 units
Prerequisite: ENGL 101. Minimum passing grade is C.
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

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. Students must complete two courses, selected from two different Sections.

Section A: Fine Arts

MUS 101 History of Rock and Roll, 3 units
Prerequisite: None. Minimum passing grade is C.
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 units  
Prerequisite: None. Minimum passing grade is C.  
Overview of Western art history from the 19th century Romantics through the 20th century Modernists.

ART 201 Art Appreciation Museum Tour, 3 units  
Prerequisite: ART 101. Minimum passing grade is C.  
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 artists under discussion.

ART 311 Art as Activism, 3 units  
Prerequisite: None. Minimum passing grade is C.  
A survey of sociopolitical 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 to change the world.

FILM 101 Film Appreciation, 3 units  
Prerequisite: None. Minimum passing grade is C.  
A survey of film focusing on formal aspects such as costume, performance, visual design, editing, sound, genre, and the production process. Key films and directors and their place in the culture and evolution of the art of motion pictures are discussed.

FILM 307T Focused Studies in Film History, 3 units  
Prerequisite: ENGL 101. Minimum passing grade is C.  
Focuses on an aspect of film history and aesthetics (e.g. the Western, Comedy Internationale, Science Fiction, Animation). Topic announced each semester. This course may be repeated for additional credit.

Section B: Languages

CHN 101 Beginning Mandarin I, 4 units  
Prerequisite: None. Minimum passing grade is C.  
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. This course will introduce basic terminology and social contexts that may be useful for students in the fields of Religious Studies, Psychology, and Business, among others.

CHN 102 Beginning Mandarin II, 4 units  
Prerequisite: CHN 101. Minimum passing grade is C.  
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. This course will introduce basic terminology and social contexts that may be useful for students in the fields of Religious Studies, Psychology, and Business, among others.

CHN 301 Intermediate Mandarin, 3 units  
Prerequisite: CHN 102. Minimum passing grade is C.  
Building on the skills learned from CHN 102, this course further develops intermediate-level skills of communication in Chinese: speaking, listening, reading and writing. It also introduces various aspects of Chinese everyday life, society, culture and tradition. This course will help students in the fields of Religious Studies, Psychology, and Business to further their professional development related to China and Chinese society.

CHN 302 Intermediate Japanese I, 3 units  
Prerequisite: JPN 102. Minimum passing grade is C.  
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.

Section C: Literature

LIT 101 Introduction to American Literature, 3 units  
Prerequisite: ENGL 101. Minimum passing grade is C.  
An introduction to the influential writings of American literature from 1800 to the present.

LIT 102 Introduction to Asian Literature, 3 units  
Prerequisite: ENGL 101. Minimum passing grade is C.  
An introduction to influential Asian writings in English translation.

LIT 301 Advanced Composition, 3 units  
Prerequisite: ENGL 101. Minimum passing grade is C.  
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 units
Prerequisite: ENGL 101; also LIT 101 or ENGL 201. Minimum passing grade is C.
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, and plot are explored through reading, writing, and analysis of short stories, poems, and dramatic works. Students search for an interactivity that allows the artist to engage active readers while cultivating a unique voice.

Category 7: Wellness
Teaches and practices skills conducive to integrating and balancing mind, body, and spirit. Students must complete two courses.

WELL 100 Yoga for Body and Mind, 1 unit
Prerequisite: None. Pass/Not Pass only.
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 elements, leaving the mind and body renewed, restored, and revived.

WELL 105 Kung Fu for Body and Mind, 1 unit
Prerequisite: None. Pass/Not Pass only.
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 unit
Prerequisite: None. Pass/Not Pass only.
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
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 unit
Prerequisite: None. Pass/Not Pass only.
Students engage in supervised service learning experiences in the local community. Course examines social justice issues such as violence against women, hunger, homelessness, and environmental justice. Learning is both theoretical and experiential.

Category 9: Capstone Course in General Education
To ensure that our students have met the goals of University of the West’s General Education Program, the program concludes with one capstone course (3 units). The capstone course provides an experience in comparative study at the 400 level, where the skills and knowledge developed in core and breadth are integrated. This allows the student to apply knowledge acquired in individual areas to an interdisciplinary field of study. The following course must be taken after the completion of a minimum of 33 units in General Education.

CAP 401 Religion, Science and Society, 3 units
Prerequisite: Completion of at least 33 units in General Education. Minimum passing grade is C.
This course is designed to integrate the knowledge students have gained from 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.
DEPARTMENT OF PSYCHOLOGY

Chair
Hiroshi M. Sasaki, PhD
Chair of the Psychology Department
Office: ED306
Phone: (626) 571-8811, ext.113
Email: hiroshis@uwest.edu

Full-time Faculty
Kin Cheung (George) Lee, PhD
Assistant Professor of Psychology
Office: ED 340
Phone: (626) 571-8811, ext. 150
Email: georcel@uwest.edu

Adjunct Faculty
Morgan Blackledge, MFT
Lauren Ford, MFT
David Horner, PhD
Carey Incledon, MFT
Aubree Mendel, LMFT
Annabel Raymond, LMFT
Lauren Richerson, PhD
Terry Wells, MFT

Introduction
Psychology is the study of individual human cognition and behavior across the lifespan. The Psychology Program at UWest emphasizes the dimensions of multicultural and cross cultural influence. Furthermore, course offerings in Psychology at the UWest include introductory and advanced instruction in both Western and Eastern systems of psychological theory and practice.

Philosophy and Objectives
The psychology program at UWest is designed to promote innovative critical thinkers prepared to meet the needs of a dynamic and complex global community. This is achieved in part by the culturally diverse faculty and staff's commitment to cultivate an appreciation of cultural differences.

And lastly, consistent with the mission of UWest, the Department aims not only to cultivate an exceptional level of knowledge and skills to students, but also aspire to educate the whole person by nurturing social responsibility and integrity in all future endeavors.

BACHELOR OF ARTS IN PSYCHOLOGY

Introduction
The learning outcomes for the BA Psychology degree are informed by the American Psychological Association's 10 Optimal Guidelines for the Undergraduate Psychology Major as well as the Institutional Learning Outcomes of UWest. These outcomes reflect the knowledge and skills undergraduates are expected to acquire during their studies at University of the West as a psychology major.

Admission Requirements
Please see the information on undergraduate admissions for detailed admission information.

Program Learning Outcomes

<table>
<thead>
<tr>
<th>Institutional Learning Outcomes</th>
<th>Knowledge</th>
<th>Praxis</th>
<th>Ethics</th>
<th>Critical Thinking</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisdom &amp; Skillful Means</td>
<td>Students will be able to summarize the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.</td>
<td>Students will demonstrate information competency (i.e. they can explain how technology is used in the field of psychology).</td>
<td>Students will be able to express realistic ideas on how to implement their psychological knowledge, skills and occupational pursuits in a variety of settings.</td>
<td>Students will be able to apply psychological principles to personal, social and organization issues.</td>
<td>Students will be able to clearly articulate their study of psychology in speech and writing.</td>
</tr>
</tbody>
</table>
### Self-Awareness
Students are prepared to engage in an ongoing-process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others.

<table>
<thead>
<tr>
<th>Character</th>
<th>Students will be able to relate their training in psychology to their own self-exploration and character development.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expression</td>
<td>Students will be able to use their knowledge of psychology to explore and express ideas about themselves.</td>
</tr>
<tr>
<td>Relationship</td>
<td>Students will demonstrate effective teamwork skills.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Pluralism</th>
<th>Students will be able to recognize, understand and respect sociocultural and international diversity, especially in regard to its impact on psychology.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberation from Suffering</td>
<td>Students will be able to relate issues in psychology to social, economic and environmental issues.</td>
</tr>
<tr>
<td>Service</td>
<td>Students will recognize their ability to increase wellness and reduce suffering of self and others through service-oriented activities.</td>
</tr>
</tbody>
</table>

### 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.

<table>
<thead>
<tr>
<th>Culture</th>
<th>Students will demonstrate an understanding and respect for diverse contributions (e.g. Eastern) to Western Psychology theory, research, and practice.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interconnectedness</td>
<td>Students will demonstrate compassionate sensitivity, toward themselves and others.</td>
</tr>
</tbody>
</table>

### General Education Courses:
All undergraduates must complete 51 units of general education, including 9 units at the upper-division level, as described in the General Education section of this catalogue. This requirement is an integral part of UWest’s mission of producing a well-informed, balanced, versatile, intellectually capable, socially sensitive, and ethically committed person in all fields of study.

Psychology majors must select PSYCH 100: Introduction to Western Psychology under the GE Category 5: Social and Behavioral Sciences requirement.

### General Electives:
Students have the opportunity to select 27 units of undergraduate courses from all majors, including general education or psychology courses that have not been applied to other requirements.

### Lower Division Core Courses:
All students must complete the 6 units of lower division courses below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 210 Eastern and Western Perspectives on Cognitive Psychology</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 220 Eastern and Western Perspectives on Affective Psychology</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>

### Upper Division Core Courses:
All students must complete the 18 units of upper division core courses below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 300 Research Design and Data Analysis in Psychology</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 310 Physiological Psychology</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 320 Psychology of Learning</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 330 Developmental Psychology</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 340 Psychology of Personality</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 350 Social Psychology</td>
<td>none</td>
<td>3</td>
</tr>
</tbody>
</table>

### Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Education</td>
<td>51</td>
</tr>
<tr>
<td>General Electives</td>
<td>27</td>
</tr>
<tr>
<td>Core Courses:</td>
<td>42</td>
</tr>
<tr>
<td>Lower Division</td>
<td>6</td>
</tr>
<tr>
<td>Upper Division</td>
<td>18</td>
</tr>
<tr>
<td>Psychology Core Electives</td>
<td>15</td>
</tr>
<tr>
<td>Capstone for Psychology</td>
<td>3</td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
</tr>
</tbody>
</table>
Upper Division Core Electives: Students select at least 2 courses (minimum 6 units) from each elective area below for a total of 15 units.

<table>
<thead>
<tr>
<th>Area 1 Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 404 Introduction to Child and Adolescent Theory and Intervention</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 410 Introduction to Western Psychotherapy</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 415 Psychological Disorders</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 418 Psychological Tests and Measurements</td>
<td>PSYCH 101, PSYCH 300</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 420 Cross Cultural Psychology</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 425 Psychology and Education</td>
<td>None</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 430 Industrial and Organizational Psychology</td>
<td>None</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Area 2 Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 440 Psychology of Religion</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 450 Buddhist Psychology</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 455 Buddhist and Scientific Approaches to the Mind</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 465 Buddhist Practices and Mental Health</td>
<td>none</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 470 Integrative Psychology of Living and Dying</td>
<td>none</td>
<td>3</td>
</tr>
</tbody>
</table>

Capstone: The psychology degree culminates in the 3-unit capstone course PSYCH 495 Eastern and Western Perspectives on Contemporary Issues.

CAPSTONE YEAR

<table>
<thead>
<tr>
<th>3rd Year</th>
<th>Fall</th>
<th>15 Units</th>
<th>Spring</th>
<th>15 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>GE Course</td>
<td>3</td>
<td>GE Course</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td>General Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 320</td>
<td>3</td>
<td>PSYCH 330</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH Elective</td>
<td>3</td>
<td>PSYCH Elective</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4th Year</th>
<th>Fall</th>
<th>15 Units</th>
<th>Spring</th>
<th>15 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Elective</td>
<td>3</td>
<td>General Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>General Elective</td>
<td>3</td>
<td>PSYCH 340</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH Elective</td>
<td>3</td>
<td>PSYCH Elective</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>PSYCH 495</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Graduation Requirements
Students must complete 120 units as designated above with a cumulative GPA of 2.0 or higher. UWest’s Residency Requirement for the Bachelor of Arts states that at least 30 units, including 24 upper division units, must be completed at UWest.

MASTER OF ARTS IN PSYCHOLOGY

Introduction
Students interested in pursuing a Multicultural Counseling degree at UWest have two options to consider: the 60-unit master’s degree or the 42-unit master’s degree. Both the 60-unit and 42-unit degree programs allow students to specialize in one of two concentrations: Multicultural Generalist or Buddhist Psychology.

The Multicultural Generalist concentration is unique to UWest. 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 UWest Master of Arts in Psychology focuses on exploring both the Western and Eastern contributions to psychology.

The one-of-a-kind Buddhist Psychology concentration holds the same multicultural emphasis as the Multicultural Generalist track, but with the addition 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.

The 60-unit Master of Arts in Psychology prepares students for careers in a wide variety of applied counseling and consultation settings and is specifically designed to meet the pre-requirements for the Marriage and Family Therapy (MFT) license. This 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.

The 42-unit Master of Arts in Psychology is appropriate for individuals wanting to pursue a graduate degree in mental health but who have a baccalaureate degree in an unrelated field, those who earned a baccalaureate many years ago, those already working in the human services field who desire additional training, and for international students desiring an introduction to mental health care.

PLEASE NOTE: The 42-unit Master of Arts in Psychology does not meet the requirements to sit for a license in Marriage and Family Therapy (MFT) or Licensed Professional Clinical Counselor (LPCC) in any state. In accordance with California State regulations, students who complete and receive the 42-unit master’s degree cannot, post-graduation, transfer or apply those credits toward the completion of an MFT license program.

Admissions Requirements
• Please see the Admissions section for information on graduate admissions and the application process.
• Please note that the 60 unit MA program may require an in-person interview for admission consideration.

MARRIAGE AND FAMILY THERAPY COUNSELING – 60 Unit Program

Program Learning Outcomes

<table>
<thead>
<tr>
<th>Institutional Learning Outcomes</th>
<th>Area</th>
<th>Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Wisdom &amp; Skillful Means</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students are thoroughly prepared for academic and professional success.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Knowledge</td>
<td></td>
<td>Students will be able to demonstrate the knowledge needed to synthesize various psychotherapeutic approaches.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students will be able to describe and explain the ethics and laws pertaining to mental health services for MFTs.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Students will be able list and discuss the various psychotherapeutic theoretical approaches and corresponding diagnostic and intervention techniques.</td>
</tr>
<tr>
<td><strong>Praxis</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students will be able to conduct thorough intake interviews (including suicide assessments), summarize the themes of the interview, and identify goals and potential treatment plans for therapy.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>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).</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Ethics</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students will be able to effectively apply the field (MFT) ethics, and California State and U.S. Federal laws to case vignettes and in vivo counseling sessions.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **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 speech. |
|                                 |      | Students will be able to clearly articulate their study of psychology in writing. |
| **Self-Awareness**              |      |                           |
| Students are prepared to engage in an ongoing-process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others. |
| **Character**                   |      | Students will be able to be fully present, mindfully 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 of their own cultural identities and related values have on the therapeutic process (specifically the therapeutic alliance/relationship). |
| **Liberation**                  |      |                           |
| Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice. |
| **Pluralism**                   |      | Students will 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). |
| **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 main stream, Western psychological practices. |
### Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Course</td>
<td>3</td>
</tr>
<tr>
<td>Foundation Courses</td>
<td>18</td>
</tr>
<tr>
<td>Core Courses</td>
<td>18</td>
</tr>
<tr>
<td>Advanced Level Courses</td>
<td>3</td>
</tr>
<tr>
<td>Fieldwork Courses</td>
<td>6</td>
</tr>
<tr>
<td>Concentration Courses</td>
<td>12</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>60</strong></td>
</tr>
</tbody>
</table>

**Introduction Courses:** All students must complete the 3-unit introduction course below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 502 Professional Seminar in Multicultural/Buddhist Marriage Family Therapy</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>

**Foundation Courses:** All students must complete 18 units of foundation courses below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 501 Experimental Design and Statistical Analysis</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 530 Psychopathology: Assessment and Diagnosis in Counseling</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 531 Theories and Techniques of Counseling and Psychotherapy I</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 532 Legal and Ethical Issues in Counseling and Psychotherapy</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 533 Seminar: Counseling of Multicultural Groups</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 536 Marriage/Couples and Family Counseling I</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>

**Core Courses:** All students must complete 18 units of core courses below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 538 Psychological Testing</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 540 Adult Development and Aging</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 545 Psychopharmacology</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 550 Psychopathology II</td>
<td>PSYCH 530</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 551 Theories and Techniques of Counseling and Psychotherapy II</td>
<td>PSYCH 531</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 556 Marriage/Couples and Family Counseling II</td>
<td>PSYCH 536</td>
<td>3</td>
</tr>
</tbody>
</table>

**Advanced Courses:** All students must complete one course (3 units) from the list of advanced courses below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 600 Advanced Counseling and Group Process and Skills</td>
<td>18 units</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 602 Advanced Couples Counseling</td>
<td>18 units</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 604 Advanced Child and Adolescent Theory and Intervention</td>
<td>18 units</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 605 Advanced Family Therapy</td>
<td>18 units</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 607 Advanced Seminar in Culture and Psychotherapy</td>
<td>18 units</td>
<td>3</td>
</tr>
</tbody>
</table>

**Internship/Clinical Education:** Students are required to gain 6 units of fieldwork (practicum) at an approved practicum site. Students must have completed 18 units of coursework and receive permission from the chair before taking practicum. PSYCH 700 and PSYCH 710 are required and are to be taken consecutively. All fieldwork/practicum placements must be approved by the department chair or training director. All training sites must have a written contract with UWest 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).

**Buddhist Psychology Concentration:** Select 4 courses (12 units) from the following list.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 505 Women in Buddhism</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 530 Topics in Buddhist Studies: Buddhist Mediation</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 560 Religion and the Meaning of Existence</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 614 Religion and Psychology Seminar</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 617 The Application of Mindfulness in Western Psychotherapy</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 625 Cultural and Social Aspects of Buddhism</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>
Multicultural Generalist Concentration: Students not pursuing the Buddhist Psychology concentration select four elective courses (12 units) with the assistance of their advisor. With permission, students may select electives from the MA Religious Studies and/or MDiv Buddhist Chaplaincy programs.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 504 Introduction to Child and Adolescent Theory and Intervention</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 504L Introduction to Child Adolescent Theory and Intervention, Lab</td>
<td>Concurrent enrollment in PSYCH 504</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 529 Drug and Alcohol Theory and Intervention</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 537 Motivational Interviewing</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>

Multicultural Generalist Electives: Students not pursuing the Buddhist Psychology Concentration are required to take 12 units of electives (four courses). Electives are selected with the assistance of the student’s advisor. With permission, students may select electives in other, related, graduate programs at UWest (i.e. Religious Studies, Buddhist Chaplaincy).

Comprehensive Exam/Thesis: All students are required to pass a comprehensive exam in their final semester. Upon recommendation of the Department Chair, students who would like to pursue a PhD upon completion of their MA may be permitted to complete a thesis rather than the comprehensive exam.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 699B Comprehensive Exam</td>
<td>Completion of all coursework</td>
<td>0</td>
</tr>
<tr>
<td>PSYCH 699A Thesis</td>
<td>Completion of all coursework</td>
<td>1-6</td>
</tr>
</tbody>
</table>

Sample Course Progression

1st Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>12 Units</th>
<th>Spring</th>
<th>12 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 501</td>
<td>3</td>
<td>PSYCH 530</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 502</td>
<td>3</td>
<td>PSYCH 532</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 531</td>
<td>3</td>
<td>PSYCH 520 or 545</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 533</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

2nd Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>12 Units</th>
<th>Spring</th>
<th>12 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 538</td>
<td>3</td>
<td>PSYCH 520 or 545</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 551</td>
<td>3</td>
<td>PSYCH 560</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>PSYCH 556</td>
<td>3</td>
</tr>
<tr>
<td>Practicum, Fieldwork, or Elective</td>
<td>3</td>
<td>Practicum, Fieldwork, or Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

3rd Year

<table>
<thead>
<tr>
<th>Fall</th>
<th>9 Units</th>
<th>Spring</th>
<th>9 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 600/602/605/ or 607</td>
<td>3</td>
<td>PSYCH 710 (Adv. Practicum)</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 700 (Practicum)</td>
<td>3</td>
<td>Elective</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
<td>Comprehensive Exam</td>
<td>0</td>
</tr>
</tbody>
</table>

Graduation Requirements (Marriage and Family Therapy 60-unit program)
Students must complete 60 units as designated above with a cumulative GPA of 3.0 or higher and pass a comprehensive exam. No more than 6 units may be fulfilled through the transfer of credit from another institution.

MULTICULTURAL COUNSELING - 42 Unit Program

Program Learning Outcomes

<table>
<thead>
<tr>
<th>Institutional Learning Outcomes</th>
<th>Area</th>
<th>Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisdom &amp; Skillful Means</td>
<td></td>
<td>Knowledge</td>
</tr>
<tr>
<td>Students are thoroughly prepared for academic and professional success.</td>
<td>Knowledge</td>
<td>Students will be able to demonstrate the knowledge needed to synthesize various counseling approaches.</td>
</tr>
<tr>
<td>Students will be able to list and discuss the various counseling theoretical approaches and corresponding diagnostic and intervention techniques.</td>
<td>Knowledge</td>
<td>Students will be able to effectively apply the field (counseling) ethics, and California State and U.S. Federal laws to case vignettes and in vivo counseling sessions.</td>
</tr>
<tr>
<td>Students will be able to conduct thorough intake interviews (including suicide assessments), summarize the themes of the interview, and identify goals and potential treatment plans for counseling.</td>
<td>Praxis</td>
<td>Students will be able to conduct thorough intake interviews (including suicide assessments), summarize the themes of the interview, and identify goals and potential treatment plans for counseling.</td>
</tr>
<tr>
<td>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).</td>
<td>Ethics</td>
<td>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).</td>
</tr>
</tbody>
</table>
### DEPARTMENT OF PSYCHOLOGY

#### Critical Thinking
Students will demonstrate an awareness of their thought, speech, and behavior on others – specifically the impact it may have on their clients.

#### Communication
Students will be able to clearly articulate their study of psychology in writing.

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

#### Character
Students will be able to be fully present, mindfully 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 counselors, 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 of their own cultural identities and related values have on the counseling process (specifically the counseling alliance/relationship).

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

#### Pluralism
Students will develop cultural responsiveness in terms of intake, diagnosis, treatment planning, and intervention selection.

#### Liberation from Suffering
Students will develop cultural responsiveness in terms of intake, diagnosis, treatment planning, and intervention selection.

### 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 counseling process and outcome, and be able to identify potential limitations in main stream, Western Psychological Practices.

### Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation Courses</td>
<td>15</td>
</tr>
<tr>
<td>Core Courses</td>
<td>12</td>
</tr>
<tr>
<td>Adv. Level Courses</td>
<td>3</td>
</tr>
<tr>
<td>Concentration Courses</td>
<td>12</td>
</tr>
<tr>
<td>Comprehensive Exam / Thesis</td>
<td>(1 to 6)*</td>
</tr>
<tr>
<td>Total</td>
<td>42</td>
</tr>
</tbody>
</table>

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

#### Foundation Courses
All students must complete 15 units of foundation courses below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 501 Experimental Design and Statistical Analysis</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 530 Psychopathology: Assessment and Diagnosis in Counseling</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 531 Theories and Techniques of Counseling and Psychotherapy I</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 532 Legal and Ethical Issues in Counseling and Psychotherapy</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 533 Seminar: Counseling of Multicultural Groups</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>

#### Core Courses
All students must complete the 12 units of core courses below.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 536 Marriage/Couples and Family Counseling I</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 538 Psychological Testing</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 540 Adult Development and Aging</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 545 Psychopharmacology</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>
Advanced Courses: All students must complete one course (3 units) from the below list of advanced courses.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 600 Advanced Counseling and Group Process and Skills</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 602 Advanced Couples Counseling</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 605 Advanced Family Therapy</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 607 Advanced Seminar in Culture and Psychotherapy</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>

Multicultural Generalist Electives: Students pursuing the Multicultural Generalist concentration must complete four courses (12 units). Students may also choose from Buddhist Psychology concentration selections. With permission, students may select electives in other, related, graduate programs at the University of the West (i.e., Religious Studies, Chaplaincy).

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 504 Introduction to Child and Adolescent Theory and Intervention</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 504L Introduction to Child Adolescent Theory and Intervention, Lab</td>
<td>Concurrent enrollment in PSYCH 504</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 529 Drug and Alcohol Theory and Intervention (3)</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 537 Motivational Interviewing (3)</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>

Buddhist Psychology Electives: Students following the Buddhist Psychology concentration should select four courses (12 units) from the following.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 406 Buddhist Contemplative Studies and Science</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 485 Buddhist Practices and Mental Health</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 505 Women in Buddhism</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 530 Topics in Buddhist Studies: Buddhist Meditation</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 560 Religion and the Meaning of Existence</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 614 Religion and Psychology Seminar</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 617 The Application of Mindfulness in Western Psychotherapy</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 625 Cultural and Social Aspects of Buddhism</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
<tr>
<td>REL 642 Buddhist Psychology</td>
<td>Graduate Status</td>
<td>3</td>
</tr>
</tbody>
</table>

Comprehensive Exam/Thesis: All students are required to pass a comprehensive exam in their final semester. Upon recommendation of the Department Chair, students who would like to pursue a PhD upon completion of their MA may be permitted to complete a thesis rather than the comprehensive exam.

<table>
<thead>
<tr>
<th>Courses</th>
<th>Prerequisites</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 699B Comprehensive Exam</td>
<td>Completion of all coursework</td>
<td>0</td>
</tr>
<tr>
<td>PSYCH 699A Thesis</td>
<td>Completion of all coursework</td>
<td>1-6</td>
</tr>
</tbody>
</table>

Sample Course Progression

1st Year

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 501</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 531</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 533</td>
<td>3</td>
</tr>
</tbody>
</table>

2nd Year

<table>
<thead>
<tr>
<th>Courses</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYCH 538</td>
<td>3</td>
</tr>
<tr>
<td>PSYCH 536</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduation Requirements (Multicultural Counseling - 42 Unit Program)

Students must complete 42 units as designated above with a cumulative GPA of 3.0 or higher and pass a comprehensive exam. No more than 6 units may be fulfilled through the transfer of credit from another institution.

PSYCHOLOGY COURSE DESCRIPTIONS

PSYCH 100 Introduction to Western Psychology, 3 units
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 bio-logical, 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 units
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 through these lenses.
PSYCH 220 Eastern and Western Perspectives on Affective Psychology, 3 units
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 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 units
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 is 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 units
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 units
Prerequisite: None.
This course introduces the ways in which learning affects behavior. Additionally, it covers the history of behavioral 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 units
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 will be studied and are covered from a multicultural perspective. Special attention is paid to issues related to aging and long-term care.

PSYCH 340 Psychology of Personality, 3 units
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 units
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 sociopolitical norms will be investigated.

PSYCH 360 Fieldwork, 1-4 units
Prerequisite: Approval of advisor/department chair.
This course requires a field placement, and is 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 units
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 units
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 units
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 units
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 units
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 units
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 units
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 workplace, multicultural concerns, and the processes involved in developing and maintaining organizations.

PSYCH 440 Psychology of Religion, 3 units
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 units
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 units
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 units
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 units
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 units
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.

PSYCH 496 Psychology and Education, 3 units
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 497 Research Methods in Psychology, 3 units
Prerequisites: None.
This course offers a study of psychological research methodology. Topics include selection, placement, training, motivation, job analysis, evaluation, human factors, and counseling in the workplace, multicultural concerns, and the processes involved in developing and maintaining organizations.

PSYCH 498 Psychological Statistics, 3 units
Prerequisites: None.
This course offers a study of psychological research methodology. Topics include selection, placement, training, motivation, job analysis, evaluation, human factors, and counseling in the workplace, multicultural concerns, and the processes involved in developing and maintaining organizations.

PSYCH 500 Graduate Research and Writing Practicum, 3 units, non-degree applicable
Prerequisite: Graduate status or permission of department chair.
This course offers student 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 units
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 is analyzed, and discusses the implications of data interpretation. Ethics and culture are highlighted.

PSYCH 502 Professional Seminar in Multicultural/Buddhist Marriage Family Therapy, 3 units
Prerequisite: Graduate Status
This course offers an introduction into University of the West’s Masters Program in Marriage Family Therapy. It focuses upon values exploration and acculturation/orientation to the school and professional identity. Core learning areas include: acculturation to graduate studies; enculturation and implicit values; recovery-oriented practice; and orientation to eastern Buddhist wisdom in the context of western Marriage Family Therapy.

PSYCH 504 Introduction to Child and Adolescent Theory and Intervention, 3 units
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 units
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 529 Drug and Alcohol Theory and Intervention, 3 units
Prerequisite: Graduate status.
This course covers the theories, etiology, assessment, diagnosis, and treatment of alcohol and drug related disorders from the resiliency, recovery, and medical models. This course also addresses the impact of SES, ethnicity, other environmental factors and contemporary controversies on the development and treatment of addictive disorders.
PSYCH 530 Psychopathology and Counseling I, 3 units  
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 prob-lems, 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 I, 3 units  
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, relational, 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 upon recovery-oriented practice.

PSYCH 532 Legal and Ethical Issues in Counseling and Psychotherapy, 3 units  
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 related to the healthy development and education of. 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 units  
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, cultural values, spirituality, race/ethnicity, individualism-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 I, 3 units  
Prerequisite: Graduate status.  
This family systems course is a survey of contemporary, multicultural, and contextual analyses 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 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 537 Motivational Interviewing, 3 units  
Prerequisite: Graduate status  
This course offers a fundamental understanding of Motivational Interviewing (MI). Students will be introduced to the principles of MI and the research supporting MI as an evidence-based treatment. Students will be offered practice exercises to try out this approach— including asking open-ended questions, affirming client strengths, and sharing effective summaries. Students will learn how to provide information and guidance in an MI-consistent manner as they elicit and reinforce the client’s movement toward change.

PSYCH 538 Psychological Testing, 3 units  
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 administra-tion, 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 units  
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 terms 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 aging including implicit ageism, relationship issues, aging and diversity, death and bereavement, spirituality, oc-cupational patterns, retirement, and leisure. Research-based best practices and ethics of working with diverse older adults are emphasized throughout.

PSYCH 545 Psychopharmacology, 3 units  
Prerequisite: Graduate status.  
This course provides an orientation to understanding current drug therapies for psychological prob-lems. 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 and Counseling II, 3 units
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. 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 551 Theories and Techniques of Counseling and Psychotherapy II, 3 units
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 upon recovery-oriented practice.

PSYCH 556 Marriage/Couples and Family Counseling II, 3 units
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 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 560 Fieldwork, 1-4 units
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 units
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 units
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 Advanced Child and Adolescent Interventions in Therapy, 3 units
Prerequisite: Psychology 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. Culture and legal/ethical issues will also be discussed.

PSYCH 605 Advanced Family Therapy, 3 units
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 units
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 its 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 units
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 units
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 units
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 units  
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 principal 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 units  
Prerequisite: Permission of Department Chair and Advisor. Student must be in their final semester.

PSYCH 700 Practicum in Buddhist/Multicultural Counseling Psychology, 3 units  
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 multi-cultural psychotherapy theory and related interventions. During the course of the semester, practicum students will be expected to develop their skills on both a personal and professional level through individual supervision, discussing clinical cases and professional issues in the training seminar, working with clients individually and in groups, and connecting clients to the community. Emphasis will be placed upon 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 700 and 710 should be taken in consecutive semesters. P/NP

PSYCH 710 Advanced Practicum in Buddhist/Multicultural Counseling Psychology, 3 units  
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 multi-cultural psychotherapy theory and related interventions. During the course of the semester, practicum students will be expected to develop their skills on both a personal and professional level through individual supervision, discussing clinical cases and professional issues in the training seminar, working with clients individually and in groups, and connecting clients to the community. Emphasis will be placed upon 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 700 and 710 should be taken in consecutive semesters. P/NP

PSYCH 715 Continuous Enrollment Research, 1 unit  
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 RELIGIOUS STUDIES

Chair
Jane Naomi Iwamura, PhD
Professor of Religious Studies
Research interests: Buddhism in the U.S., Asian American religions, religion and popular culture, religion and visual culture, and race and religion
Office: ED 328
Telephone: (626) 571-8811 ext. 342
Email: janei@uwest.edu

Assistant Chair
Miroj Shakya, PhD
Assistant Professor of Religious Studies and Digital Sanskrit Buddhist Canon Project Coordinator
Research interests: Indian religions, Indian Buddhism, Newar Buddhism, Sanskrit Buddhist texts, and Pali and Sanskrit languages
Office: ED 348
Telephone: (626) 571-8811 ext. 321
Email: mirojs@uwest.edu

Faculty
Joshua Capitanio, PhD
Associate Professor of Religious Studies
Research interests: esoteric Buddhism, Daoist ritual, Buddho-Daoist interaction, and ritual studies

William Chu, PhD
Associate Professor of Religious Studies
Research interests: early Buddhist meditation, Agamas/Nikayas studies, Chinese Buddhism in the late Imperial, Republican, and contemporary periods, and Indian Buddhist philosophy

Bruce Long, PhD
Associate Professor of Religious Studies
Research interests: Hinduism, Buddhism and Buddhist hermeneutics, and religious studies methodology

Darui Long, PhD
Associate Professor of Religious Studies
Research interests: Chinese Buddhist canon, Dunhuang studies, Chinese history and literature

Affiliated Faculty
Venerable Jue Ji, PhD
Director of the Institute of Chinese Buddhist Studies

Emeritus Faculty
Ananda W.P. Guruge, PhD
Lewis Lancaster, PhD
Introduction
The Religious Studies Department specializes in the study of Buddhism and comparative religion. It offers two graduate-level degrees, an MA and PhD in Religious Studies. In addition to its teaching mission, department faculty are involved in various research projects, including detailed study of Chinese, Sanskrit, and Pali-language Buddhist texts. The Religious Studies Department works closely with other departments at UWest, particularly Buddhist Chaplaincy and Psychology, providing a bridge between the study of religion, past, present, and future, and the problems of modern living.

Philosophy & Objectives
Through the study of religion students acquire a deeper understanding of religious practices, ideas, outlooks, and concerns that have influenced and continue to influence human culture and existence. Asian religious traditions and particularly Buddhism provide the core focus and foundation of the program. The Department is dedicated to open academic inquiry and religious diversity. More specifically it is committed to fostering an environment that furthers religious understanding between East and West. Students from all religious backgrounds are encouraged to bring their own unique and enriching perspective to the study of religion.

MASTER OF ARTS IN RELIGIOUS STUDIES

Introduction
The Master of Arts in Religious Studies is a two-year, full-time degree program that allows students to gain a critical appreciation and understanding of different facets of religion. Students, given their particular interests and needs and in close consultation with a faculty advisor, design their own course of study. For example, students may draw on courses offered at UWest to create an emphasis in Buddhist history and texts, comparative religions, Humanistic Buddhism, Chinese religions, South Asian religions, Buddhism and psychology, Buddhism and contemporary culture, Buddhist theology and ministry, or an area tailored to the student’s particular interests.

Admissions Requirements
Please see minimum requirements for admission to the University outlined earlier in this catalogue.

Program Learning Outcome

<table>
<thead>
<tr>
<th>Institutional Learning Outcomes</th>
<th>Area</th>
<th>Program Learning Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wisdom &amp; Skillful Means</td>
<td>Knowledge</td>
<td>Students will be able to summarize and explain different facets of religion and religious life.</td>
</tr>
<tr>
<td></td>
<td>Praxis</td>
<td>Students will be able to apply the tools and theories used in the academic study of religion.</td>
</tr>
<tr>
<td></td>
<td>Ethics</td>
<td>Students will be able to identify ethical issues raised by religion(s) and explain their significance.</td>
</tr>
<tr>
<td></td>
<td>Critical Thinking</td>
<td>Students will be able to think critically about specific religious traditions and about the academic study of religion, in general.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program Learning Outcome</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will be able to engage in scholarly writing and presentation.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Core Courses</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 600 History and Theory of the Study of Religion</td>
<td>3</td>
</tr>
<tr>
<td>REL 607 Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

Course Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core Courses</td>
<td>6</td>
</tr>
<tr>
<td>Religious Diversity Requirement</td>
<td>3</td>
</tr>
<tr>
<td>Specialization &amp; Electives</td>
<td>27</td>
</tr>
<tr>
<td>Total</td>
<td>36</td>
</tr>
</tbody>
</table>

Core Courses: During the first two semesters, students take 6 units of core courses below. Students will acquire knowledge of the tools and theories used for the advanced academic study of religion.

Religious Diversity Requirement: One 3-unit, graduate-level course in comparative religion or a religious tradition outside of one’s area of focus to be determined in consultation with one’s faculty advisor. Students will gain an understanding, respect, and appreciation of religious and cultural diversity.

Specialization and Electives: A student is encouraged to develop an area of emphasis in consultation with their faculty advisor, which should reflect a structured approach to the student’s focus and interests.
Students take 27 units of courses in this area. One class per semester may be taken at an approved collegiate partner, such as Claremont Lincoln University. All courses must be at the graduate-level. Students will acquire knowledge and research and writing skills in their chosen area of emphasis or focus.

Optional PhD Preparation Track
For students who plan to pursue further academic study and apply to a PhD program, the following components are optional, although highly recommended. These courses can be applied toward graduation.

Language: Students may pursue 6 to 12 units of language study as part of their overall coursework. Language study is recommended during the first year of coursework or as soon as the relevant courses are offered. Students will acquire basic working knowledge of a research language.

Thesis Project: Students may enroll in the 3-unit course REL 700 Thesis Project at the outset of the semester in which they intend to write their thesis and submit a thesis on a research subject agreed to with the professor who has consented to supervise the project. The thesis must be at least 50 double-spaced pages in length (excluding the title page, abstract, and bibliography). The Master’s candidate must have a Thesis Committee composed of three faculty members (including the student’s advisor) approved by the Dean of Academic Affairs in consultation with the student prior to the end of the semester during which the thesis class is taken. Alternatives to the traditional thesis (e.g., publishable article, multimedia projects) may be pursued in consultation with a student’s faculty advisor. Students will be able to undertake intermediate graduate level research and writing.

Standard Course Progression

<table>
<thead>
<tr>
<th>1st Year</th>
<th>9 Units</th>
<th>9 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>REL 600</td>
<td>REL 607</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2nd Year</th>
<th>9 Units</th>
<th>9 Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Elective</td>
<td>Elective</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td>Elective or Thesis Project</td>
</tr>
<tr>
<td>3</td>
<td>3</td>
<td>3</td>
</tr>
</tbody>
</table>

Graduation Requirements
Students must complete 36 units as designated above with a cumulative GPA of 3.0 or higher. Residency requirements state that no more than 6 units may be fulfilled through the transfer of credit from another institution. In addition to these requirements, students must submit a portfolio of their work to the department for assessment and review. (Portfolio guidelines are found in the REL Graduate Student Handbook.)

DOCTOR OF PHILOSOPHY (PhD) IN RELIGIOUS STUDIES

Introduction
The Doctor of Philosophy (PhD) 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. The PhD in Religious Studies is a selective research program that prepares students to work at the university level. Research and writing skills are developed to the level necessary to participate in professional academic discourse. A doctoral degree is awarded on the basis of evidence that the recipient possesses knowledge of a broad field of learning and expert mastery of a particular area of concentration within it.

The University offers two concentrations in its doctoral program. First, doctoral students may specialize in Buddhist Studies. This is for advanced research in the comparative study of Buddhism in relation to another religion, or the intensive study of an aspect of Buddhism, leading to a dissertation. Second, a doctoral student may choose Comparative Religions. This is for advanced research in the comparative study of Religions.

Progress through the doctoral program is determined both by course work and by the successful completion of preliminary 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.

Admissions Requirements

- A BA in Religious Studies, Theology, Philosophy, or equivalent from an accredited university. If the BA is in a different field, the student must have at least an MA in Religious Studies, Theology, Philosophy or equivalent. If neither criterion can be met, the student cannot be admitted into the PhD program. Student may be admitted into the MA program, but must then meet the MA admission requirements.
- It is recommended that the statement address the applicant’s proposed area of research, his or her academic preparation to engage in such research, and how the program will be instrumental in pursuing his or her scholarly and professional goals.
- At least two of the letters of recommendation must be from qualified scholars at recognized educational institutions.
- A copy of the student’s MA thesis, if applicable.

Please see other minimum requirements for admission to the University outlined earlier in this catalogue.
Program Learning Outcome

Institutional Learning Outcomes | Area | Program Learning Outcomes
--- | --- | ---
Wisdom & Skillful Means Students are thoroughly prepared for academic and professional success. | Knowledge | Students will be able to summarize and explain different facets of religion and religious life.
Students will demonstrate a working knowledge of research language(s).

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 religion(s) and explain their significance.

Critical Thinking | Students will be able to think critically about specific religious traditions and about the academic study of religion, in general.
Students will be able to develop their own critical perspective and engage in sustained analysis about specific religious traditions and about issues in the field of religious studies.

Communication | Students will be able to engage in scholarly writing and presentation.

Self-Awareness Students are prepared to engage in an ongoing-process of self-understanding that enables them to lead happy, purposeful lives characterized by healthy relationships to self and others. | Character | Students will be able to critically relate religious teachings to their own self-exploration and character development.

Liberation Students recognize the diversity and dignity of all human beings and understand their own role in the pursuit of social justice. | Pluralism | Students will be able to acknowledge the value of religious diversity.

Liberation from Suffering | Students will be able to critically relate religious teachings to issues of suffering.

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 critically evaluate role of religion in human culture and society.

Course Requirements

Area | Required Units
--- | ---
Core Courses | 9
Electives | 42
Preliminary Examination | 0
Candidacy Examination | 0
Research Training (REL 710) | 12
Total | 63

Language Requirements:
- Primary Research/Canonical Language 12
- Secondary Research Language 6

Core Courses: Nine units of core courses are to be taken during the first two semesters.

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 600 History and Theory of the Study of Religion</td>
<td>3</td>
</tr>
<tr>
<td>REL 601 Seminar on Historical and Textual Methodologies</td>
<td>3</td>
</tr>
<tr>
<td>REL 607 Research Methods</td>
<td>3</td>
</tr>
</tbody>
</table>

Electives: An additional 42 units of courses are to be chosen by the PhD student in consultation with his or her advisor. Students with a concentration in Buddhist Studies must take 30 units of coursework in Buddhist Studies and 12 units of coursework in Comparative Religions. Students with a concentration in Comparative Religions must take 30 units of coursework in Comparative Religions and 12 units of coursework in Buddhist Studies.

Concentration Coursework: Buddhist Studies

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL505 Women in Buddhism</td>
<td>3 units</td>
</tr>
<tr>
<td>REL521 Buddhist Meditation Practicum</td>
<td>3 units</td>
</tr>
<tr>
<td>REL530 Topics in Buddhist Studies: Buddhist Meditation</td>
<td>3 units</td>
</tr>
<tr>
<td>REL540 Buddhist Hermeneutics</td>
<td>3 units</td>
</tr>
<tr>
<td>REL545 Sacred Time and Sacred Space in the History of Religions</td>
<td>3 units</td>
</tr>
<tr>
<td>REL569 Buddhism and Art</td>
<td>3 units</td>
</tr>
<tr>
<td>REL/MBAS582 Humanistic Buddhism and Management</td>
<td>3 units</td>
</tr>
<tr>
<td>REL622 Topics in Buddhist Studies: Development in Buddhist Philosophy</td>
<td>3 units</td>
</tr>
<tr>
<td>REL625 Cultural and Social Aspects of Buddhism</td>
<td>3 units</td>
</tr>
<tr>
<td>REL627 Buddhism and Ritual</td>
<td>3 units</td>
</tr>
<tr>
<td>REL631ABC Seminar on Pali Buddhist Texts</td>
<td>3-9 units</td>
</tr>
</tbody>
</table>
DEPARTMENT OF RELIGIOUS STUDIES

Languages: Students must earn 12 units in a primary language and 6 units in a secondary language. Students with a concentration in Buddhism must acquire intermediate working knowledge in a Buddhist canonical language (Pali, Sanskrit, Chinese, Tibetan, etc.) as their primary language requirement. This coursework is required, but is not degree applicable, and may be waived based upon a student’s prior experience, education, and/or proficiency.

Concentration Coursework: Comparative Religious Studies

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL515</td>
<td>Religions of China</td>
<td>3 units</td>
</tr>
<tr>
<td>REL520</td>
<td>Religions of India</td>
<td>3 units</td>
</tr>
<tr>
<td>REL545</td>
<td>Sacred Time and Sacred Space in the History of Religions</td>
<td>3 units</td>
</tr>
<tr>
<td>REL550</td>
<td>Mysticism East and West</td>
<td>3 units</td>
</tr>
<tr>
<td>REL560</td>
<td>Religion and the Meaning of Existence</td>
<td>3 units</td>
</tr>
<tr>
<td>REL590</td>
<td>Comparative Study of Religion</td>
<td>3 units</td>
</tr>
<tr>
<td>REL592</td>
<td>Myth and Mythology</td>
<td>3 units</td>
</tr>
<tr>
<td>REL603</td>
<td>Philosophy of Religion Seminar</td>
<td>3 units</td>
</tr>
<tr>
<td>REL610</td>
<td>Religion and Ethics Seminar</td>
<td>3 units</td>
</tr>
<tr>
<td>REL615</td>
<td>Religion and Psychology Seminar</td>
<td>3 units</td>
</tr>
<tr>
<td>REL640</td>
<td>Topics in Comparative Religion</td>
<td>3 units</td>
</tr>
<tr>
<td>REL660</td>
<td>Seminar on Buddhist-Christian Dialogue</td>
<td>3 units</td>
</tr>
<tr>
<td>REL670</td>
<td>Spread of Buddhism to Central Asia/China</td>
<td>3 units</td>
</tr>
</tbody>
</table>

Preliminary Examination: When the student has completed 18 units of doctoral coursework, he or she must petition to take the Preliminary Examination. The Preliminary Examination is a 35-45 page research paper that represents scholarly analysis and research relating to one or more courses taken by the candidate. Students are advised to consult the REL Graduate Student Handbook for further details about this requirement.

Upon recommendation of the Department Chair, the Preliminary Examination may be waived if a student has successfully completed an MA Thesis in Religious Studies, Theology, Philosophy, or equivalent.

Candidacy Examination: When the candidate has completed a minimum of 51 units of doctoral coursework, 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 to take the Candidacy Examination. The Candidacy Examination covers three subject fields, to be determined individually between the student and members of 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.

Additional guidelines and details regarding the Candidacy Exam can be found in the REL Graduate Student Handbook.

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.

Research Training (Dissertation): Upon being granted candidacy status, the candidate will be ready for the dissertation phase. Students will be able to undertake advanced graduate level research and writing. A PhD student is required to register for REL 698A, 698B, REL 710, or a combination of these courses for a total of at least 12 units while engaged in the dissertation process.

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. 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 at the Proposal Defense. During the Proposal Defense, 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 or Dissertation Defense. 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 (according to UWest Library and Binding Guidelines).

Important guidelines and procedures regarding the composition of the Doctoral Committee, dissertation proposal, dissertation defense, and final submission of the dissertation can be found in the REL Graduate Student Handbook.

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;
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.

Residence Requirement: The PhD 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.

Students may be allowed to transfer up to 30 units of graduate level work upon approval of the Department.

After finishing all course work, but before submitting his or her dissertation, a student must maintain continuous enrollment until the dissertation is completed. Failure to register and pay the associated tuition and fees may interfere with residence requirements and lead to lapse of candidacy status.

RELIGIOUS STUDIES COURSE DESCRIPTIONS

LANGUAGE COURSES

CCHN 500A First Year Classical Chinese I, 3 units
Prerequisite: None.
An introduction to classical Chinese 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 classical Chinese.

CCHN 500B First Year Classical Chinese II, 3 units
Prerequisite: CCHN 500A or permission of instructor.
A review of the phonology, morphology, and syntax of classical Chinese with emphasis on reading selected texts. Students will focus on improving the linguistic and research skills introduced in CCHN500, and will engage directly in reading classical Chinese texts under the instructor’s supervision.

CCHN 501A Second Year Classical Chinese I, 3 units
Prerequisite: CCHN 500B or permission of instructor.
An advanced level of studies in classical Chinese grammar and syntax involving translation from classical Chinese.

CCHN 501B Second Year Classical Chinese II, 3 units
Prerequisite: CCHN 501A.
Continuation of upper-level classical Chinese. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.

PALI 500A First Year Pali I, 3 units
Prerequisite: None.
Introduction to the history and basics of the Pali language including pronunciation, vocabulary, grammar and script, and minor translations.

PALI 500B First Year Pali II, 3 units
Prerequisite: PALI 500A or permission of instructor.
A review of the phonology, morphology, and syntax of the Pali language with emphasis on reading selected Pali texts.

PALI 501A Second Year Pali I, 3 units
Prerequisite: PALI 500B or permission of instructor.
An advanced level of studies in Pali grammar and syntax involving translation to and from Pali.

PALI 501B Second Year Pali II, 3 units
Prerequisite: PALI 501A.
Continuation of upper-level Pali. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.

SNSK 500A First Year Sanskrit I, 3 units
Prerequisite: None.
Introduction to the devanagari script as well as the phonology, morphology, and syntax of the Sanskrit language with the goal of developing a reading knowledge of Sanskrit.

SNSK 500B First Year Sanskrit II, 3 units
Prerequisite: SNSK 500A or permission of instructor.
A review of the phonology, morphology, and syntax of the Sanskrit language with an emphasis on reading selected Sanskrit texts.

SNSK 501A Second Year Sanskrit I, 3 units
Prerequisite: SNSK 500B or permission of instructor.
An advanced level of studies in Sanskrit grammar and syntax involving translation to and from Sanskrit.

SNSK 501B Second Year Sanskrit II, 3 units
Prerequisite: SNSK 501A.
Continuation of upper-level Sanskrit. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.
TIB 500A First Year Tibetan I, 3 units
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 500B First Year Tibetan II, 3 units
Prerequisite: TIB 500A or permission of instructor.
A study of advanced Tibetan grammar and reading of selected Tibetan literature: folk poems, maxims, and modern literature.

TIB 501A Second Year Tibetan I, 3 units
Prerequisite: TIB 500B or permission of instructor.
A study of selected readings of historical documents, letters and filed documents.

TIB 501B Second Year Tibetan II, 3 units
Prerequisite: TIB 501A or permission of instructor.
Continuation of upper-level Tibetan. Selected readings from various sources. At the end of the course, students will be able to read and translate a sutra.

RELIGIOUS STUDIES COURSES

REL 201 Religions of the East, 3 units
Prerequisite: None.
A survey of religious traditions, including major developments of the traditions of these cultures.

REL 202 Religions of the West, 3 units
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 units
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 units
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 units
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 units
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.

REL 520 Religions of India, 3 units
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.

REL 521 Buddhist Meditation Practicum
Prerequisite: None.
A lab-comparable component to the study of Buddhist meditation, this class takes a hands-on approach to understanding traditional and/or contemporary methods of mental cultivation in a live setting.

REL 530 Topics in Buddhist Studies: Buddhist Meditation, 3 units
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.

REL 540 Buddhist Hermeneutics, 3 units
Prerequisite: REL 600 and 601.
An examination of the methods that Buddhists have developed for the interpretation of sutras. Students are also introduced to modern historical and literary approaches to criticism and their application to Buddhist texts.

REL 545 Sacred Time and Sacred Space in the History of Religions, 3 units
Prerequisite: REL 600.
Explores two fundamental ways in which human beings have provided structure and order for their lives, by distinguishing between Sacred Time and Sacred Space, exemplified in Australian religions, Judaism, Christianity, Hinduism and Buddhism.

REL 550 Mysticism East and West, 3 units
Prerequisite: REL 600.
A study of mysticism, a phenomenon found in each of the world's major religious traditions. This course examines texts (in translation), doctrines, and methods found in each tradition as well as contemporary analysis of mystical phenomena.

REL 560 Religion and the Meaning of Existence, 3 units
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 569 Buddhism and Art, 3 units
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 units
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 units
Prerequisite: REL 600.
A comparative study of two or more religious traditions. Topics to be announced each semester.

REL 592 Myth and Mythology, 3 units
Prerequisite: REL 600.
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 units
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, 3 units
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 units
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 units
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 units
Prerequisite: REL 660.
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 units
Prerequisite: Graduate status.
This course focuses on the development of skills essential for engaging in research at the doctoral level and beyond. Students will be taken through the process of writing a research paper, from choosing and developing a topic, locating and engaging with source materials, and crafting an argument; to the review, revision, and presentation of research results. Library-based and electronic resources, as well as relevant software applications will also be introduced.

REL 610 Religion and Ethics Seminar, 3 units
Prerequisite: Graduate status or permission of instructor.
A study of the relationship of religion and ethics of religious issues in ethics.

REL 615 Religion and Psychology Seminar, 3 units
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 units
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.

REL 625 Cultural and Social Aspects of Buddhism, 3 units
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 627 Buddhism and Ritual, 3 units
Prerequisite: REL 600.
This course focuses on the role of ritual within Buddhism, with an emphasis on the Buddhist traditions of East Asia and Tibet. General aspects of Buddhist ritual will be examined, in addition to specific categories of ritual practice within different Buddhist traditions. Secondary emphasis will be placed on familiarizing students with some of the most prominent theoretical frameworks and methodologies for understanding and analyzing religious ritual. Readings will include primary sources, secondary scholarship, and theoretical readings.

REL 631 Seminar on Buddhist Texts in Pali, 3-9 units
Prerequisite: 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 Chinese, 3-9 units
Prerequisite: Reading proficiency in classical Chinese.
Selected readings from Chinese Buddhist texts, supplemented with relevant secondary scholarship. Topic to be announced each semester.
REL 633 Seminar on Buddhist Texts in Tibetan, 3-9 units
Prerequisite: Reading proficiency in Tibetan.
Reading of canonical texts from the bstan-'gyur and bka'-'gyur, supplemented with relevant secondary scholarship.

REL 634 Seminar on Buddhist Texts in Sanskrit, 3-9 units
Prerequisite: Reading proficiency in Sanskrit.
This course will cover texts in standard Sanskrit, Buddhist Hybrid Sanskrit, Prakrit, and inscriptive selections, supplemented with relevant secondary scholarship.

REL 636 Seminar on Buddhist Texts: Buddhist Texts in Translation, 3-9 units
Prerequisite: REL 600.
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.

REL 640 Topics in Comparative Religion, 3 units
Prerequisite: REL 600.
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 units
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 cittasikas; 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 units
Prerequisite: REL 600.
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.

REL 648 Seminar on Regional Buddhist Traditions: Southeast Asian Buddhism, 3 units
Prerequisite: REL 600.
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.

REL 649 Seminar on Regional Buddhist Traditions: East Asian Buddhism, 3 units
Prerequisite: REL 600.
A study of the various aspects of Buddhist thought and practice in East Asia. Specific topic(s) to be announced each semester.

REL 653 Topics in Buddhist Studies: Vajrayana Buddhism, 3 units
Prerequisite: REL 600.
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 topic(s) to be announced each semester.

REL 655 Perspectives in the Study of Chan/Zen Buddhism, 3 units
Prerequisite: REL 600.
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 units
Prerequisite: REL 600.
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 topic(s) to be announced each semester.

REL 657 Humanistic Buddhism and Current Issues, 1 units
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 units
Prerequisite: Graduate Status.
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 units
Prerequisite: REL 600.
Under the guidance of a lecturer in Buddhism and a lecturer in Christianity, students explore the similarities and differences between Buddhism and Christianity. Topics covered include God, Nirvana, Concepts of Self, Suffering and Ethics.

REL 670 Spread of Buddhism to Central Asia/China, 3 units
Prerequisite: REL 600.
This course will trace the spread of Buddhism from the India to Central Asia, particularly into regions in modern-day Pakistan, and Afghanistan, and then further over the mountain passes into Central Asia and eastward to western China. It uses the Silk Road and other trade routes to map the development and spread of Buddhist thought and practice through the cultural and historical context.

REL 698A Dissertation Proposal Seminar, 3 units
Prerequisite: Permission of instructor.
A seminar focused on the development of the PhD 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. REL 698A may be taken in lieu of REL 710. Enrollment limited to ten students. Graded Pass/No Pass.
REL 698B Dissertation Writing Seminar, 3 units
Prerequisite: Advancement to Candidacy for the PhD and permission of instructor.
In this seminar, students will review and develop strategies for dissertation writing. Topics to be discussed include: Buddhist inspired strategies for writing and completing the dissertation. Under close guidance, students will be expected to complete a solid draft of one chapter of their dissertation. REL 698B may be taken in lieu of REL 710. It may also be taken multiple times. Enrollment limited to ten students. Graded Pass/No Pass.

REL 700 Thesis Project, 3 units
Prerequisite: Registration in final semester of MA studies.
All MA students electing the thesis plan must enroll in this course. Students must maintain their enrollment by registering for this course each semester until successful completion of their thesis. Graded Pass/No Pass.

REL 710 Dissertation Research, 3-9 units
Prerequisite: Advancement to Candidacy for the PhD
Research for the dissertation. Students must maintain their enrollment by registering for this course each semester until successful completion of their dissertation. Graded Pass/No Pass.

REL 715 Continuous Enrollment Research, 1 credit
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. Graded Pass/No Pass.