

ADDENDUM

2024-2025 ACADEMIC CATALOG

ISSUED: OCTOBER 24, 2024

Additions and Revisions listed in this Addendum

1. Added Buddhist Counseling Certificate. *Approved September 24, 2024, by WASC Senior College & University Commission*
 - a. Add to Certificate Programs, pg. 130
 - b. Add to Department of Religious Studies, direct to Department of Psychology section
 - c. Add to Department of Psychology, after Bachelor of Arts in Psychology, before Master of Arts in Psychology
2. Added new adjunct faculty listings
3. Edits to 2024-25 Academic Calendar
4. Revised Transfer Credit policy
5. Revised English Language Proficiency policy
6. Revised Graduate Admissions policy
7. Added State Authorization language section
8. Religious Studies department section title updated

1. Buddhist Counseling Certificate (new)

Program approved by WSCUC September 24, 2024, for Spring 2025 enrollment.

Buddhist Counseling Certificate 18 units

The Buddhist Counseling Certificate is an advanced graduate certificate in psychology, tailored to help professionals in the field of behavioral health and those interested to learn more about the intersection of Buddhism and applied psychology.

The program emphasizes the need for multicultural competency and provides specific training in Buddhist spiritual care in the realm of counseling. Students take a core curriculum in Buddhist Psychology, along with electives in Religious Studies and Buddhist Chaplaincy, that integrates Eastern and Western perspectives of spiritual care with the fundamentals of mindfulness and meditation.

Students develop and enhance their therapeutic skills through rigorous coursework. They also benefit from activities such as visiting Hsi Lai Temple, the university's founding and sustaining order, in Hacienda Heights, California, immersing in sound bowl/bath lessons during meditative practices in class, and attending guest lectures from renowned researchers in mindfulness.

The program is offered online (synchronous and asynchronous)—with opportunities for students to engage in limited on-site workshops. Students can complete the program in as little as one year, but also can take courses at their own pace (e.g., one course per term). The certificate is stackable, and units from the certificate program are transferable if a student chooses to enroll in a UWest graduate degree program.

NOTE: The Buddhist Counseling Certificate does not meet the requirements to sit for licensure in Marriage and Family Therapy (MFT) or Licensed Professional Clinical Counselor (LPCC) in any state.

Eligibility

Applicants must have earned at least a bachelor’s degree or higher in psychology, human services, or an allied discipline.

Certificate Requirements: 18 units

Students complete six courses with a minimum cumulative GPA of 3.0.

Core Curriculum: 9 units required

PSYCH 503 should be taken in the first semester of the program.

| <u>Courses</u> | <u>Prerequisite(s)</u> | <u>Units</u> |
|---|------------------------|--------------|
| PSYCH 503 Fundamentals of Buddhist Psychology | NONE | 3 |
| PSYCH 505 Multicultural/Buddhist Community Mental Health | NONE | 3 |
| PSYCH 617 Application of Mindfulness in Western Psychotherapy | NONE | 3 |

Elective Curriculum: 9 units required

Students select three (3) elective courses.

| <u>Courses</u> | <u>Prerequisite(s)</u> | <u>Units</u> |
|--|------------------------|--------------|
| CONT 510 Death and Dying | NONE | 3 |
| CONT 520 Topics in Contemplative Practice | NONE | 3 |
| MDIV 645 Spiritual Care & Counseling | NONE | 3 |
| MDIV 670 Spiritual Leadership | NONE | 3 |
| PSYCH 614 Religion & Psychology Seminar | NONE | 3 |
| PSYCH 551 Theories II: Buddhist-Inspired Evidence-Based Practice | NONE | 3 |
| PSYCH 651 Buddhist Psychology & Addiction | NONE | 3 |
| REL 521 Buddhist Meditation Practicum | NONE | 3 |
| REL 530 Topics in Buddhist Meditation | NONE | 3 |
| REL 511 Theravada Abhidhamma | NONE | 3 |

2. Adjunct faculty listings

Department of Buddhist Chaplaincy, pp. 137, 329-332

| | |
|-------------------------------|--|
| Sarah Ford | Buddhist Chaplaincy BA, Kendall College of Art and Design, Grand Rapids, Michigan MDiv, University of the West, Rosemead, California |
| Chi Chen (Michael) Tran | Buddhist Chaplaincy BA, University of California, Irvine, Irvine, California MDiv, University of the West, Rosemead, California |
| David Woo | Buddhist Chaplaincy BA, University of California, Riverside, Riverside, California MFA, School of Cinematic Arts, University of Southern California, Los Angeles, California MDiv, University of the West, Rosemead, California |

Department of Business Administration, pp. 161, 329-332

| | |
|-------------------|--|
| Roger Frank | Business Administration BFA, University of Delaware, Newark, Delaware MBA, New York University, New York, New York |
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Department of General Education - Liberal Arts, pp. 195, 329-332

| | |
|-----------------|--|
| Song Wang | General Education Bachelor's, MA, Chinese University of Mining and Technology, Xuzhou, China PhD <i>Candidate</i> , University of the West, Rosemead, California |
|-----------------|--|

Department of Psychology, pp. 209, 329-332

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|----------------------|---|
| Jonathan Wicks | Psychology BA, University of California, Irvine, Irvine, California MSW, University of Louisville, Louisville, Kentucky |
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Department of Religious Studies, pp. 227, 329-332

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|----------------------|--|
| Tenzin Chophel | Religious Studies AA, Mt. San Antonio College, Walnut, California MDiv, University of the West, Rosemead, California |
| Nathan Michon | Religious Studies BA, Kalamazoo College, Kalamazoo, Michigan MA, Western Michigan University, Kalamazoo, Michigan MDiv, University of the West, Rosemead, California PhD, Graduate Theological Union, Berkeley, California |

3. Academic Calendar, pp. 8-9

Updated Academic Calendar online at <https://www.uwest.edu/academic-calendar/>

Dates are edited for accuracy.

- “Nov 4-Dec 2 *Degree Students: Spring 2024 Registration opens*” correction to “Nov 4-Dec 2 *Degree Students: Spring 2025 Registration opens*”
- “December 9-13 *IEP Students: Spring 2024 Registration*” correction to “December 9-13 *IEP Students: Spring 2025 Registration*”
- “April 7-May 4 *Degree Students: Summer & Fall 2024 Registration*” correction to “April 7-May 4: *Degree Students Summer & Fall 2025 Registration*”
- “May 12-16 *IEP Students: Registration for Summer OR Fall 2024*” correction to “May 12-16 *IEP Students: Registration for Summer OR Fall 2025*”
- “May 17 *Commencement 2024*” correction to “May 17 *Commencement 2025*”
- “July 28-Aug 1 *IEP Summer Attendees Fall 2024 Registration*” correction to “July 28-Aug 1 *IEP Summer Attendees Fall 2025 Registration*”

4. Graduate Transfer Credit, pg. 36

Table added showing total number of transfer credits eligible based on source.

Graduate Transfer Credit

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

| | | | | |
|-------------------|---|----|----|----|
| Religious Studies | Master of Arts in Religious Studies | 6 | 24 | 24 |
| | Doctor of Philosophy in Religious Studies | 30 | 36 | 36 |

5. English Language Proficiency Requirement, pp. 52-53

Revised requirements effective July/August 2024:

English Proficiency Requirement

All instruction at UWest is in English, and proficiency in English is essential for academic success. Individuals whose prior education was completed in a country where English is not the official language and/or primary medium of instruction (MOI) must provide evidence of English language proficiency when applying for admission to a degree or certificate program other than Intensive English Program (IEP) or English Conversation and Culture (ECC).

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

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

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

Undergraduate Admissions

1. Previous education with English as the designated medium of instruction (MOI)
 - A. Higher secondary diploma, equivalent to a US high school diploma, completed at an international institution with English as the MOI, or
 - B. At least three years (90 semester units) at or above the baccalaureate level at an accredited international institution with English as the MOI
2. Recent completion of three or more years of substantive academic coursework at or above the baccalaureate level at an accredited institution in the US, with a cumulative GPA at or above the minimum required for admission to UWest.
3. Successful completion of UWest's Intensive English Program through Level 60.
 - A. Bridge coursework may be required upon admission to a degree program.
 - B. Participants may apply to a degree program while enrolled in Level 60
4. Standardized Testing (see table for minimum scores). UWest only accepts test scores within two (2) years from the date the test was administered

- A. International English Language Testing System (IELTS-Academic)
- B. Test of English as a Foreign Language (TOEFL)

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

- 5. Specific Coursework (see table for applicable courses)
 - A. International Baccalaureate Diploma Program (IB)

Graduate Admissions

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

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

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

English Proficiency Score Requirements

International Baccalaureate Diploma Program (IB)

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

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

IELTS - Academic

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

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

TOEFL Internet Based Test (IBT)

| Degree Level | EPT | Total | Reading | Listening | Speaking | Writing |
|--------------------------------|------------------|------------|---------|-----------|----------|---------|
| Undergraduate Admission | | | | | | |
| All Programs | EPT required* | 59-68 | 14 | 14 | 16 | 15 |
| | EPT not required | 69 & above | 16 | 16 | 19 | 18 |
| Graduate Admission | | | | | | |
| MBA, ProMBA, Post MBA | EPT required* | 59-68 | 14 | 14 | 16 | 15 |
| | EPT not required | 69 & above | 16 | 16 | 19 | 18 |
| All other programs | EPT required* | 69-78 | 16 | 16 | 19 | 18 |
| | EPT not required | 79 & above | 19 | 19 | 21 | 20 |

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

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

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

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

Duolingo English Test (DET)

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

6. Applications Requirements (Graduate), pg. 33

Revised policies in Items 1B., 1C., & 3A.

Application Requirements: Graduate Degree and Certificate Programs

1. Online Application for Admission.

Access application at www.uwest.edu

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

- A. 500- to 600-word original Statement of Purpose.
 - This statement must be the applicant's own work.
 - Content requirements vary by program. Check program-specific requirements before preparing the statement of purpose.
 - *Graduate Certificate Programs*: Statement of Purpose not required.
- B. Proof of degree earned required for admission. (e.g. - bachelor's degree for master's application, master's degree for doctorate application).
- C. Transcript from college/university where previous degree was earned.
 - Transcripts must be provided for applicants requesting to waive certain degree requirements (e.g. – undergraduate courses required for MBA/ProMBA programs) to document completion of those courses.
 - Official transcripts must be provided by applicants requesting transfer credit from all colleges/universities where they have earned credits to be evaluated.
- D. A minimum of three (3) letters of recommendation from academic sources, community leaders, employers, clergy.
 - Personal recommendations from friends and family are not appropriate.
 - Recommendation requirements vary by program.
 - *Graduate Certificate Programs*: *Letters of recommendation not required.*
- E. Current résumé/curriculum vitae.
 - Recommended but optional, except as noted under program-specific requirements.
- F. Copies of the following documents, including front and back sides:
 - Legal Photo ID. Accepted ID: driver license, state-issued ID, passport.
 - Social Security card (if any)
 - Permanent Resident card (if applicable)

- G. Program-specific requirements (list follows). In addition to items listed above, applicants submit all items specified for their intended program of study.
2. **Application fee** \$ 50 Domestic Application
 \$100 International Application
 3. **Official Documentation**
Applicants may be admitted based upon unofficial documents. Official documents must be submitted directly to the university prior to term start.
 - A. Official transcript from college/university where previous degree was earned, plus any official transcripts for transfer or waived credits, if any.
 - B. Copies of degrees/diplomas earned, if awarded outside the US.

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

7. State Authorization (new)

New section to be added under "Getting to Know UWest" after "Accreditation" pg. 16

State Authorization

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

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

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

California's Relationship to SARA

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

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

States in Which UWest Complies

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

- Arizona
- California
- Hawai'i
- Illinois
- Louisiana
- Ohio

- Texas
- Utah
- Washington

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

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

Notice to Current Students Who Relocate

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

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

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

State of California Complaint Procedure

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

Bureau of Private Postsecondary Education

Mailing:

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical:

1747 North Market Blvd., Suite 225

Sacramento, CA 95834

Phone: (888) 370-7589

Fax: (916) 263-1897

Website: <https://www.bppe.ca.gov>

Additional State Complaint Procedures

Additional state complaint procedures are online here <https://www.uwest.edu/student-grievance-policy-procedure/> including links to state resources, where required.

8. Department of Religious Studies title page, pg. 227

Page 227 title page for the Department of Religious Studies updated to "Department of Religious Studies"