



SAKYA BUDDHA UNIVERSITY

THE SBU STUDENT HANDBOOK 2025 – 2027

Effective date August 18th, 2025

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ABOUT SBU

INTRODUCTION

Sakya Buddha University (SBU) is a distinctive institution where the enduring principles of Buddhist philosophy converge with the rigor of modern academic inquiry. Rooted in the time-honored traditions of Buddhist education, the University seamlessly integrates contemplative practices with a comprehensive educational curriculum, fostering an environment that nurtures intellectual and spiritual growth. This holistic approach inspires students to develop a profound understanding of themselves and their world, advancing an education that transcends conventional academic boundaries.

At the heart of Sakya Buddha University's vision is its dedication to cultivating an intellectually enriching and inclusively supportive academic environment that meets the diverse learning needs of its students. A defining feature of the University is its unique and synergistic relationship with the co-located Bodhi Buddharealm Society. This partnership serves as the foundation of the University's academic, spiritual, and cultural initiatives, providing unparalleled access to resources such as the mentorship of esteemed practitioners, sacred texts, and immersive experiences in the vibrant cultural traditions of Buddhism.

Education at Sakya Buddha University is more than pursuing knowledge—it is a transformative journey. Through practices such as meditation, ethical reflection, and cultural immersion, students cultivate qualities that transcend traditional academic training—self-awareness, emotional intelligence, moral discernment, and the ability to form meaningful connections. These attributes empower graduates to achieve academic excellence and to become compassionate leaders of positive changes in an interconnected global community.

Mission

SBU endeavors to provide an all-encompassing education shaped by Buddhist principles, bridging the wisdom of Eastern and Western traditions and fostering cultural understanding to empower students for meaningful contributions in a rapidly evolving world.

Values

1. **Comprehensive Education:** We integrate intellectual, spiritual, emotional, and creative aspects to provide a holistic learning experience that celebrates individual uniqueness and encourages personal academic journeys.
2. **Liberal Arts Foundation:** Drawing from Buddhist wisdom, we offer a strong liberal arts curriculum that promotes a global perspective, empowering our graduates to thrive in the modern world.
3. **Embracing Diversity:** We view diversity as a means to wisdom and understanding, fostering an inclusive environment and instilling a sense of compassion and service to others.
4. **Cultural Exchange:** We encourage and facilitate intellectual and cultural exchanges between Eastern and Western traditions.
5. **Character Development:** We aim to cultivate students of strong character who lead others with a sense of collective well-being, guiding self-discovery and a purposeful life.
6. **Spiritual Knowledge:** Through contemplative education, we guide students to explore their purpose and meaning, promoting spiritual growth and self-awareness.
7. **Dialogic Learning:** For us, education is a collaborative conversation between students and faculty that fosters mutual learning and growth.
8. **Engaging with the World:** We emphasize contemplative education to foster a compassionate, creative, and critical approach to the evolving world.
9. **Global Community Commitment:** We envision a connected global community that embraces personal and collective actions for individual, social, and ecological well-being.
10. **Creating a Just World:** With a focus on insight, awareness, and compassion, we encourage critical thinking and active engagement, providing the skills to engage in meaningful change through Buddha's teachings authentically.

These principles guide us in cultivating an environment where students can authentically engage and contribute to a more just and compassionate world.

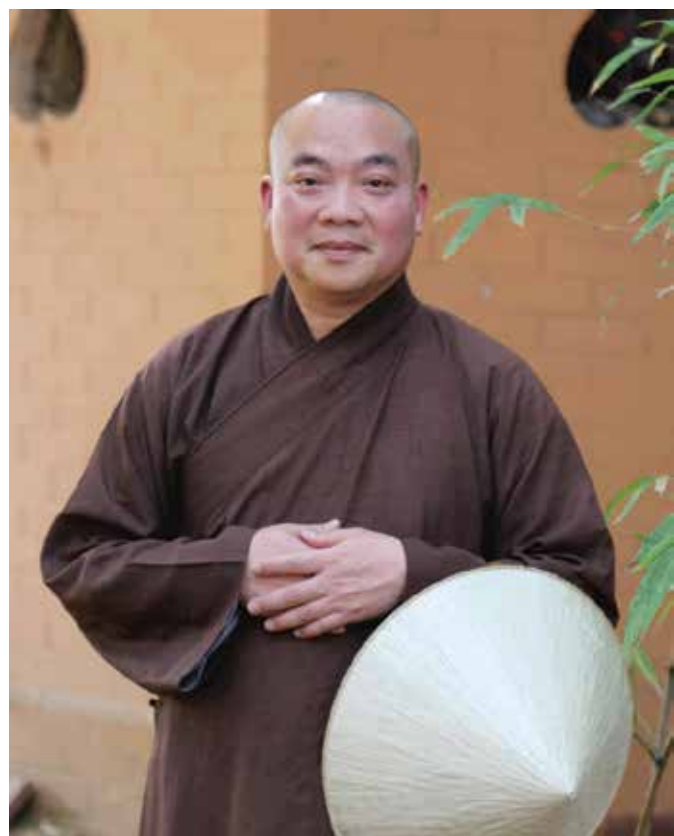
PRESIDENT AND FOUNDER

Venerable Master Thich Huyen Chau was born in Tay Son, Binh Dinh, Vietnam. At 14, he joined the Phuoc Long Buddhist monastery in Tay Son, Binh Dinh, under the tutelage of scholarly Buddhist Masters. He completed his ordination in 2000 and was officially declared the 43rd patriarch of the Lin-Chi Ch'an School of Vietnamese Mahāyana Buddhism.

In the Spring of 2014, Venerable Master Thich Huyen Chau founded Bodhi Buddharealm Society in Orange County, California, which has since evolved into the Sakya Buddha University, where he fulfilled his longstanding commitment to advancing Buddhist-based education. For nearly three decades, the Venerable Master has devoted his endeavors to reshaping our world by practicing Buddha's teachings, focusing on the holistic development of individuals.

His perceptive and engaging lectures have reached diverse audiences, underscoring the importance of achieving comprehensive fulfillment to bring about global change. In his travels, he advocates for the unification of local and international communities, aiming for a world characterized by complete equality, joy, and perfect peace.

Venerable Master Thich Huyen Chau oversees nearly 80 disciple monks and nuns. In addition, he is an extensive writer, having authored over 20 books in Vietnamese, which are in the process of translating into English and other languages.



BPPE AUTHORIZATION

The Bureau for Private Postsecondary Education (BPPE) has completed the review of the Institution's Application for Verification of Exempt Status pursuant to the California Private Postsecondary Education Act of 2009 based on the application received on September 26, 2022.

The application demonstrates that Sakya Buddha University has met the qualifications for exemption from regulation under the Act, pursuant to California Education Code Section 94874(e).



STUDENT ACCOUNTABILITY AND RESOLUTION POLICIES

STUDENT COMMUNITY EXPECTATIONS

SBU is dedicated to fostering an ideal learning environment for all students. To uphold this commitment, the University sets clear standards of conduct for students, individually and as a community. These standards embody the essence of an academic community, are aligned with the University's mission and values, and ensure fair and compassionate processes for addressing misconduct allegations.

STUDENT COMMITMENT

As members of the SBU community, we students pledge to uphold the University's mission and values. These principles, collaboratively developed by students, faculty, and staff, reflect the distinctive spirit of our academic and cultural community. They guide our daily actions, interactions, and ethical decisions, both on and off campus.



ACADEMIC INTEGRITY POLICY

The Academic Integrity Policy serves as a guiding framework for students, faculty, and staff, outlining the standards of academic conduct expected at SBU. This document consolidates formally adopted policies and practices, providing clear guidelines for addressing academic misconduct. All policies are subject to review and modification following established University procedures.

Policy Overview

SBU students are expected to be engaged in preparation for professions with the highest standards. Each profession guides its members with both ethical responsibilities and disciplinary limits. To assure the validity of the learning experience, SBU establishes clear standards for student work.

In any presentation - creative, artistic, or research - each student's ethical responsibility is to identify the conceptual sources of the work submitted. Failure to do so is dishonest and is the basis for a charge of cheating or plagiarism, which is subject to disciplinary action.

Cheating includes but is not necessarily limited to plagiarism explained below:

- Submission of work that is not the student's own for papers, assignments, or exams
- Submission or use of falsified data
- Theft or unauthorized access to an exam
- Use of an alternate, stand-in, or proxy during an examination
- Use of unauthorized material, including textbooks, notes, or computer programs, in the preparation of an assignment or during an examination
- Supplying or communicating in any way unauthorized information to another student for the preparation of an assignment or during an examination
- Collaboration in preparing an assignment. Unless specifically permitted or required by the instructor, collaboration is usually viewed by the University as cheating. Therefore, each student is responsible for understanding the policies of the department offering any course regarding the amount of help and collaboration permitted in preparing assignments
- Submission of the same work for credit in different courses without obtaining the permission of the instructors beforehand

Plagiarism includes, but is not limited to, failure to indicate the source with quotation marks or footnotes where appropriate if any of the following are reproduced in the work submitted by a student:

- A written phrase, sentence, or paragraph
- A graphic element
- A proof
- Specific language
- An idea derived from the work, published or unpublished, of another person



Procedures in the Case of Cheating or Plagiarism

Incidents of suspected academic disciplinary violations shall be handled initially at the level at which the incident occurs (e.g., course or research/creative project) and at the department level. The incident must be reported immediately to designated parties and, where appropriate, shall receive second-level review(s) as outlined in the following section.

Initial Review, Decision and Action(s)

Initial review, decision, and action shall remain local and involve the instructor(s) or academic supervisor(s) directly involved with the course, assignment, or project. If appropriate, the instructor(s) or academic supervisor(s) may decide to consult with a third party from the faculty, the department/program head or associate head, or any member of the SBU staff. Instructors are free to discuss alleged violations informally with the student(s) alleged to be involved but should avoid revealing the identity of other students involved unless necessary. Suspected violations that would result in a penalty should be handled by the instructor(s) in direct communication with the student(s) involved within one (1) week of discovering the suspected infraction and before the imposition of a penalty.

After discussion with the student(s) involved and their response, the instructor(s) shall conclude, within one (1) week of discovery of the infraction and, based on available evidence, whether the suspected violation(s) occurred. Instructors are encouraged to consult with their department/program head about the nature of the alleged violations, the evidence to support or refute these violations, and the range of penalties under consideration. If the conclusion is that the suspected violation(s) did occur, the instructor(s) shall also choose an appropriate penalty.

The most severe penalty available at this level of review and action shall be a failure in the course or dismissal from a project. However, instructors may also recommend a more severe penalty to the student's department/program head, who retains the option to impose more severe penalties (e.g., suspension or dismissal from the program) at this level. Elements to consider in making this decision include prior incidents of academic disciplinary action in a student's record, available from the head of student affairs. The department/program head may discuss the issue with the student(s) and choose to convene a disciplinary hearing per the department/program procedures.

The student shall be notified immediately and in writing of this decision, its basis, and (when applicable) the penalty imposed. Depending on the penalty involved, this notification will come from the instructor and/or department/program head. Students whose penalty is



a failure in the course in question will be informed that they are not allowed to drop the course. Students will also be informed at this time of their right to appeal.

Reporting of Initial Action(s)

A copy of the letter outlining the initial decision and action of the student(s) involved in cases of academic disciplinary violations should also be directed to the following parties:

- Student's home department/program head
- The University president
- The head of student affairs

The head of student affairs will maintain the central record of academic disciplinary violations and actions. If the head of student affairs is aware of information on prior incidents of academic disciplinary actions in the student's record, they will communicate this information to the department/program head and provide the department/program head the opportunity to impose an appropriate sanction.

Second-level Review and Action(s)

A second-level review of the initial decision may emanate from one or more of the following three sources: (1) appeal by the student(s) involved because the student deems the penalty inappropriate and/or believes that improper procedure has been followed, (2) recommendation by the instructor and the department chair that the student be permanently expelled from the University, (3) recommendation by the Head of Student Affairs for a review.

Where an appeal is made, or a second-level action appears warranted, the Admissions Office will determine what action should be taken. The Admissions Office may decide to deny the appeal or waive the opportunity for a second-level action, to remand the case to the department/program head for additional consideration, to order a new or different penalty, or to convene a Review Committee for further investigation of facts and/or determination of appropriate sanctions.

Student Appeals

Students who want to appeal an academic disciplinary action must state in writing their intention to do so within one (1) week of the penalty date in question and then must present their appeal to the dean no later than two (2) weeks after said penalty date. Students who fail to meet these deadlines for filing a proper and timely appeal will forfeit or waive their right to appeal any academic disciplinary action. Appeals must be in writing and include appropriate documentation.

If the Admissions Office department determines that a second-level review is warranted and that a Review Board should be convened, the dean or his/her designee shall immediately form and convene a Review Board and designate a chair. The board will include faculty from the college of the student involved, a graduate student from the college, the dean of student affairs, and others deemed appropriate by the Admissions Office. If a student appeal and a review of a recommendation for second-level action occur simultaneously, both shall be considered by this Review Board simultaneously. Where appropriate, it is expected that the instructor(s) from the course/project involved (or appropriate representatives designated by the department) will be available for participation or at least for consultation. The chair of the board shall inform the student(s) involved, in writing, of this step.

Copies of this letter should go to:

- The instructor(s) in the course in question
- The department head of the course involved
- The dean of student affairs
- The University president

The Review Board shall (a) review the facts of the incidents involved and (b) make a recommendation about second-level action to the provost or his/her designee. The Admissions Office shall then render a decision subject only to appeal to the president of the university.



COMPLAINTS AND GRIEVANCE POLICY

Introduction

SBU wants every student to have a positive experience throughout their program of study. However, we realize that sometimes situations may occur where a student may wish to bring forward a complaint or grievance against an SBU student, faculty, or staff member. SBU's complaint and grievance procedure is designed to guide and assist students who perceive unfair and/or unlawful treatment by providing a step-by-step process for resolution.

Purpose

This policy outlines the process for students to file a complaint or grievance regarding any issue related to their education or experience at SBU. SBU is committed to addressing all complaints and grievances in a timely, fair, and respectful manner.

Scope

This policy applies to all current and past students of SBU.

Definition

Complaint: An expression of dissatisfaction about an academic or administrative issue that does not involve a violation of policy or law.

Grievance: An expression of dissatisfaction about an academic or administrative issue involving an alleged policy or law violation.

Guidelines

SBU recommends that the complainant first attempt to resolve the matter directly and informally with the student, faculty, or staff member. Many issues, problems, and concerns can be addressed and possibly resolved by an initial conversation with the affected members. SBU understands that due to the specific nature of the complaint, this approach may not always be possible, appropriate, or acceptable to the complainant. If the complainant chooses not to try to resolve the matter in this initial conversation or if the initial discussion does not result in a satisfactory resolution of the matter, the complainant can pursue a formal resolution process by filing a complaint or grievance.

A complaint or grievance should be initiated as soon as possible after the issue/concern/problem has occurred, but in no cases more than five (5) working days from the date of the occurrence of the incident.

A written complaint or grievance should contain the following:

- A complete description of the complaint or grievance
- Any supporting documents, and
- The desired outcome sought

A completed complaint form should be sent to sakyabuddha@vienphathoc.org



Timeline

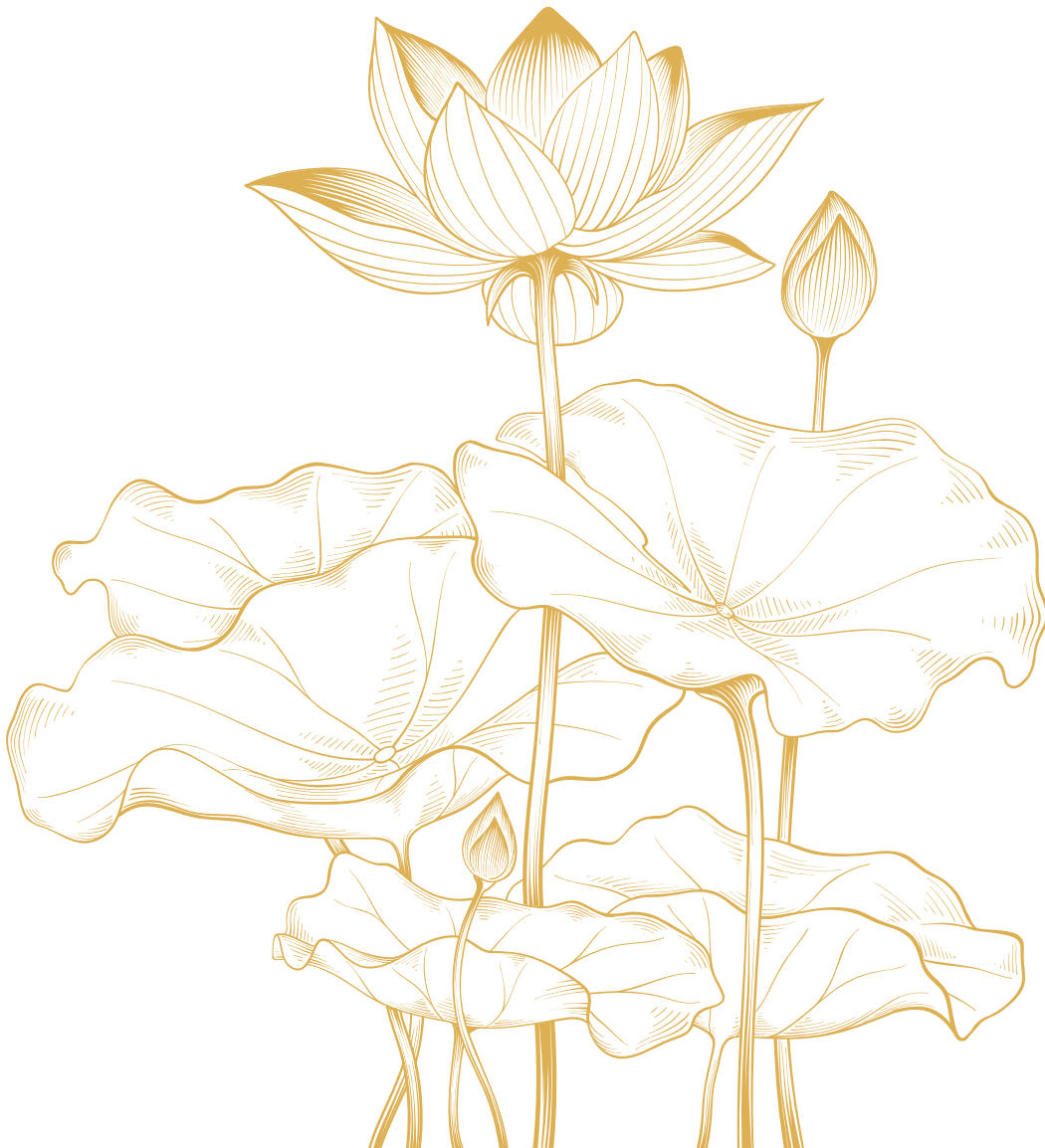
The complainant must file a written complaint within five (5) working days of any incident. SBU will investigate the complaint and respond to the student within thirty (30) working days from the date the complaint is received.

The appeal process for the following student complaints:

- Violation of Student Academic Rights (Grade issues, informed notice of course content and grading criteria, etc.)
- Cases of an Alleged Student Academic Offense (Cheating, plagiarism, falsification of academic records, etc.)
- Cases of an Alleged Student Non-Academic Offense (Violation of computer usage policy, falsification of student records, disorderly behavior, etc.)

For matters related to an alleged violation of any student issues listed above, the student must file a written appeal with the Admissions Office. If the Admissions Office resolves the matter to the student's satisfaction, the complaint is closed. If the Admissions Office does not resolve the matter to the student's satisfaction, the matter is referred to the president of SBU. If the president resolves the matter to the student's satisfaction, the complaint is closed. If the president does not resolve the matter to the student's satisfaction, the student may file a written request for a hearing by the Appeals Board. All parties involved in the complaint will be invited to provide written documentation to support their case.

The Appeals Board will evaluate whether to proceed with the student's complaint. If the Appeals Board decides to hear the case, a hearing will be scheduled, and a final decision will be issued. The decision by the Appeals Board is final and cannot be appealed further at SBU. The complaint will be considered closed. If the Appeals Board decides not to hear the case, the decision of the president of SBU will stand, and the matter will be considered closed. The matter is regarded as a final resolution and cannot be appealed further at SBU.



ADMISSIONS

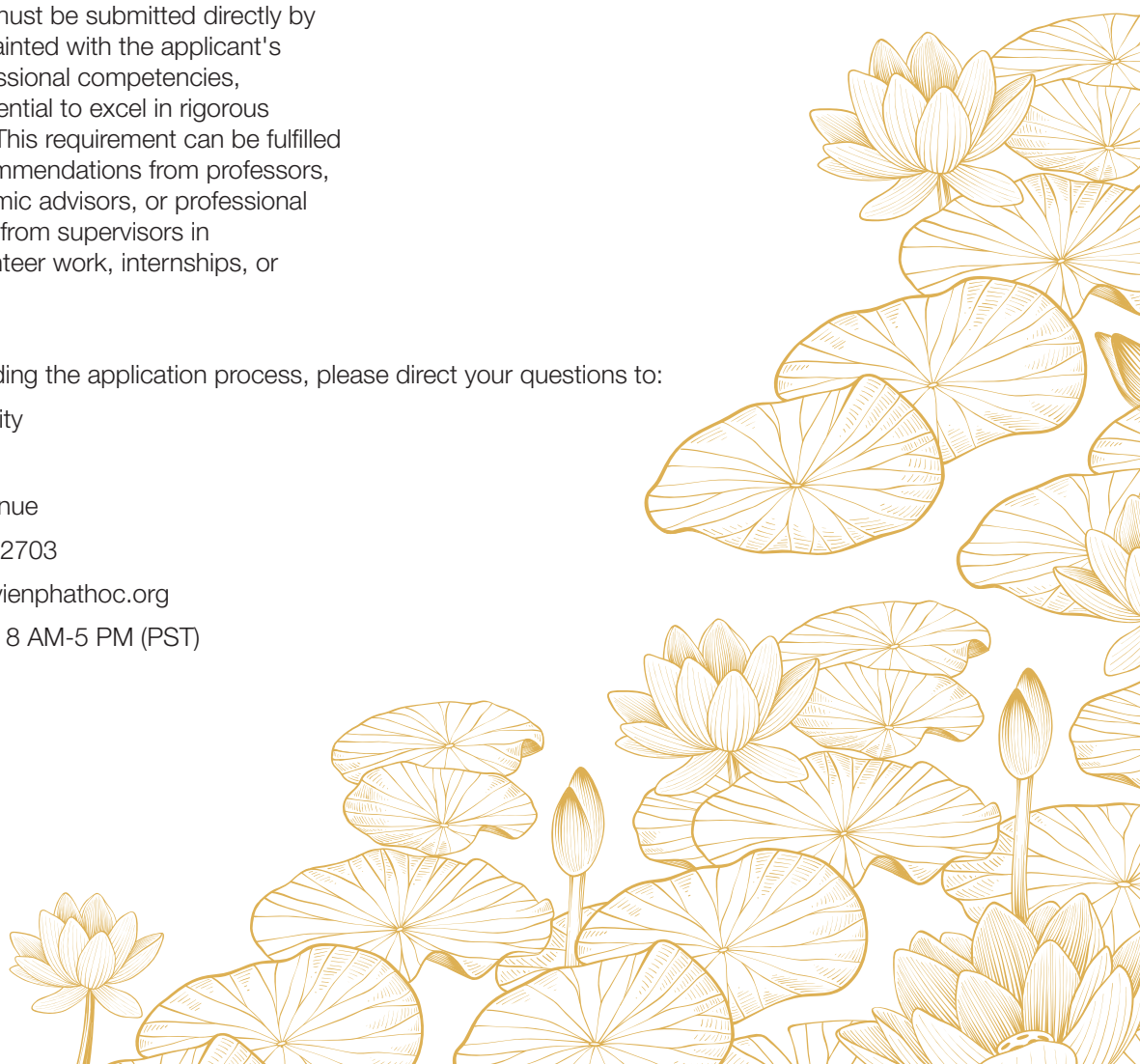
ADMISSION REQUIREMENTS

A complete application for admission to the graduate program at Sakya Buddha University will comprise the following components:

1. **An online application for admission** along with a nonrefundable application fee.
2. **Submit unofficial transcript(s)** through the online application for the initial admissions review. Requests for official transcript(s) will be made following the decision-making process to finalize the applicant's file and facilitate enrollment in the subsequent term. The official transcript(s) must be sent electronically through one of the approved companies by the institution that conferred the baccalaureate degree to the applicant. Hard-copy transcript(s), in a sealed and stamped envelope, should be mailed to:
Sakya Buddha University
Admissions Office
3404 Westminster Avenue
Santa Ana, California 92703
3. **Two confidential recommendation letters.** Recommenders must upload their letters directly through the online application portal. One recommendation must be submitted directly by an individual acquainted with the applicant's academic or professional competencies, character, and potential to excel in rigorous graduate studies. This requirement can be fulfilled by academic recommendations from professors, instructors, academic advisors, or professional recommendations from supervisors in employment, volunteer work, internships, or related activities.
4. **A statement of purpose ranging from 250 to 500 words.** In this section, please articulate your personal and professional goals and explain how obtaining this degree will contribute to realizing those objectives.
5. **English proficiency requirement:** Applicants, including U.S. citizens whose first language is not English, must achieve a minimum score of 100 (internet-based) or 600 (paper-based) on the Test of English as a Foreign Language (TOEFL) or a minimum score of 6.0 on the International English Language Testing System (IELTS). However, applicants who hold a Bachelor's or higher degree from a U.S. school are typically exempted from this requirement.
6. **A personal interview may be required.**
7. **Submit your professional CV or resume through the online application** (Optional).

For any inquiries regarding the application process, please direct your questions to:

Sakya Buddha University
Admissions Office
3404 Westminster Avenue
Santa Ana, California 92703
Email: sakyabuddha@vienphathoc.org
Hours: Monday-Friday, 8 AM-5 PM (PST)



FINANCIAL AID POLICY

SBU is committed to facilitating access to higher education by providing comprehensive financial support to eligible students. Our Financial Aid Office recognizes the critical role of financing education and is dedicated to assisting students in navigating tuition costs, exploring various financial options, and identifying additional funding avenues.

Currently, SBU offers scholarships on a case-by-case basis. We encourage all students in need to reach out to the Financial Aid Office to inquire about available scholarship opportunities. It is important to note that federal aid is not available currently.

Our Financial Aid Office operates on a hybrid schedule, ensuring accessibility through both in-person and remote assistance. Whether you prefer to visit us on campus or seek assistance remotely, our team is here to support you. For prompt assistance, please contact us via email at sakyabuddha@vienphathoc.org. We strive to respond to all inquiries within 48 hours.

We invite all prospective and current students to take the first step toward their educational journey by reaching out to the Financial Aid Office.

Mailing Address:

Sakya Buddha University

Financial Aid Office

3404 Westminster Avenue

Santa Ana, CA 92703

Email: sakyabuddha@vienphathoc.org

Hours: Monday-Friday, 8 AM-5 PM (PST)



REGISTRATION AND ENROLLMENT

REGISTRATION PROCEDURES

Registration marks the last stage students undergo before commencing classes. Prior to registering, students are advised to:

- Consult with an academic advisor
- Resolve any holds or restrictions (accessible on mySBU)
- Complete any required placement tests
- Verify their registration appointment time on mySBU under "Permit to Register"
- Obtain necessary clearances and waivers for courses from the respective department
- Choose courses to enroll in via SBU Canvas Registration (also available on mySBU)

ADD/DROP POLICY

Students have the option to modify their course schedule within the Add/Drop Period or two (2) weeks from the first Monday of the first week when the Fall and Spring semester classes begin without regard to when the course begins in that semester. For Winter and Summer, the Add/Drop Period is reduced to one (1) week from the first Monday of the first week when the Winter and Summer Sessions begin. Please refer to the Academic Calendar in this catalog for specific dates. Dropping a course during this period will not be reflected on the student's transcript. However, students who withdraw from all their courses between the initial registration and the last day of the add/drop period will incur a \$150 Add/Drop fee. Different procedures may apply for students enrolled in courses with non-traditional semester schedules, and further details can be obtained from MySBU. It is the responsibility of students to drop any canceled classes and to enroll in an alternative course if necessary.

CREDIT HOUR POLICY

According to SBU academic policy, for every credit hour earned through lecture, seminar, or discussion sessions, students should receive one (1) hour of direct instruction from faculty and commit to a minimum of two (2) hours of independent study per week over a 15-week academic semester. This equates to a total of 45 hours of student work for each credit hour, especially in classes that involve seminar discussions, studio work, field trips, clinical experiences, laboratory work, internships, service learning, directed study, or intensive semester formats (e.g., summer sessions or shorter courses).



ATTENDANCE POLICY

SBU students are encouraged to attend and participate in all classes as scheduled and to continue attending classes for the full duration of the course or module. Faculty members are responsible for determining if and how attendance may be factored into final grades. Faculty members may use various tools to assess students' participation in class, including log-in dates, work submitted, discussion contributions, check-in posts, etc.

Instructors will individually work with students in these instances to determine if/how students can make up work and set timelines for assignment submissions. SBU expects all instructors to be reasonable in accommodating students whose absence from class meets the guidelines above, and if a student's grade is impacted by a legitimate absence or absences, they may appeal through the normal grade appeal process.

SBU recognizes there are some circumstances that may force students to miss a class. In all instances, it is the student's responsibility to inform their instructor(s) ahead of time and to discuss how the absence will affect their ability to meet course requirements. Students must understand that not every course can accommodate absences, and neither the absence nor the notification of the absence relieves them from meeting all course requirements.

Since missing classes may affect a student's ability to meet course learning outcomes and develop required competencies, any absences may impact your grades in particular courses. Notwithstanding, unavoidable absences are always considered acceptable by the University.

Acceptable reasons for an excused absence include:

- Student illness or injury
- Death, injury, or serious illness of an immediate family member
- Religious observance
- Jury duty or other government obligation
- Any other unavoidable circumstance that necessitates the student's absence from class

WITHDRAWAL POLICY

After the initial Add/Drop Period, students are permitted to withdraw from a course within the Withdrawal Period. The Withdrawal Period is defined below:

- Eight (8) weeks beyond the Monday of the first week when the Fall and Spring Semester classes begin
- One (1) week beyond the Monday of the first week when the Winter Session classes begin, the Add/Drop Period and Withdrawal Period overlap with each other
- Four (4) weeks beyond the Monday of the first week when the Summer Session classes begin

To do so, students must notify the course instructor and Department Chair by completing a Request for Withdrawal Petition, obtaining appropriate approval signatures, and filing it at SBU's Admissions Office. This policy also applies to students who fail to attend class or leave college for any reason. Please refer to the Refund Policy section for additional information about refunding tuition fees during the Withdrawal Period.

SBU's Admissions Office may permit a student to withdraw from a course after the Withdrawal Period with careful consideration of the student's circumstances and reasons for requesting withdrawal. The Admissions Office may grant student authorization after the Withdrawal Period for only the most serious and compelling reasons. Students are expected to provide relevant and credible documentation to support their reasons for requesting the withdrawal, such as medical records, if applicable. Poor academic performance is not evidence of a serious and compelling reason for withdrawal. Although the Admissions Office may grant withdrawal permission for the most profound and compelling reasons after the Withdrawal Period, no refund will be issued for paid tuition fees.

Approved withdrawal from a class after the Add/Drop Period is signified on the student's academic record by a grade of "W". Such grades are not included in calculating the student's grade point average.

For those residing on campus, it is essential to check out with the Housing and Residence Life Office after the add/drop period. Following these protocols ensures an official withdrawal status.

GRADES AND GRADING

The purpose of assigning course grades is to provide a fair assessment of a student's performance, communicate this assessment clearly, and aid professors in distinguishing between varying levels of student achievement.

The grade of "A" denotes exceptional, high-quality work.

The grade of "B" denotes satisfactory performance at the graduate level.

The grade of "C" indicates subpar graduate-level work. Students who have received more than two C's while pursuing a Master's degree are encouraged to consult and/or seek mentoring with SBU's academic advisor to improve their overall coursework performance.

Grades of "D" or "F" indicate unsatisfactory graduate work and will not be eligible for credit. An "Incomplete" grade may be assigned in specific situations as per SBU policy.

Plus (+) or Minus (-) may be assigned to a letter grade according to the instructor's syllabus grading scale.

The grades of "Pass/No Pass" (P/NP) do not factor into a student's grade point average. However, successfully passing a course with a "P" will grant credit toward degree requirements, and the grade will appear as either "P" (Pass) or "NP" (No Pass) on official transcripts. To earn a "P" grade, students must achieve a minimum grade of C- or higher in the course.

SBU calculates a student's grade point average using a grade point system. Grade points are allocated based on the letter grade earned in each credit-bearing course, as outlined below: A, 4 points; A-, 3.7 points; B+, 3.3 points; B, 3.0 points; B-, 2.7 points; C+, 2.3 points; C, 2 points; C-, 1.7 points; D+, 1.3 points; D, 1 point; D-, 0.7 points; F, 0 points.

INCOMPLETE AND IN PROGRESS (IP) COURSES

When a student encounters a documented emergency in the final quarter of the term, preventing completion of required coursework despite attending class, a grade of IP, indicating incomplete work, may be assigned. This grade is permissible under specific conditions: (1) the student is passing the course at the time of the emergency; (2) there are no excessive unexcused absences; and (3) only the final exam or a final major project remains unfinished.

It's important to note that an incomplete grade is not intended to provide students with poor grades additional time to improve their standing. To receive an incomplete grade, the student must initiate a request at the Academic Advising Center and, upon approval, complete a contract with the professor.

For incomplete grades assigned at the end of the fall semester, the student must complete the coursework by the date specified in the contract with the instructor but no later than the end of the subsequent spring semester, or the incomplete (IP) grade will default to an F. Similarly, for incomplete grades assigned at the end of the spring semester or summer term, the incomplete grade will default to an F at the end of the following fall semester.

Extensions for incomplete grades are subject to approval by the Admissions Office, and students must petition before the deadline. Students with financial assistance should be aware of how incomplete grades may impact their eligibility.

Additionally, a grade of IP is assigned only in courses designated by the catalog as requiring more than one semester for completion, such as student teaching, graduate readings, theses, and projects. It is essential for students who receive incomplete or in-progress grades not to re-enroll in the course for the subsequent semester. Different policies may apply for incomplete results from disciplinary action.



CREDIT TRANSFER POLICY

Students who previously attended regionally accredited colleges will be granted advanced standing based on the number of acceptable college units completed. Credits earned through means other than the semester unit system will be converted accordingly.

At SBU, credit is awarded for all transferable courses completed with a grade of C or higher at other regionally accredited colleges within seven (7) years of matriculation. The Admissions Office will assess additional courses on a case-by-case basis. These credits are transferable, excluding remedial-level and nonacademic courses as determined by the Admissions Office. Grades from transferred courses will not contribute to the student's GPA. SBU will accept a maximum of twelve (12) semester credits, equivalent to up to four (4) courses, with each course comprising three (3) units, if appropriate.

Once accepted into SBU, transfer students will receive degree audit reports from the Admissions Office. Students must provide documentation from the school catalog or specific pages of course descriptions for review.



CAMPUS LIFE AND RESOURCES

SBU is part of the broader nonprofit Bodhi Buddharealm Society (BBS), an organization that integrates both religious and educational functions. From its modest origins as a Buddhist temple founded in 2014, BBS has spent the past decade serving the Vietnamese community by providing a rich spiritual and intellectual growth environment. Today, BBS continues to support various outreach efforts, including religious services and Dharma studies, while SBU operates as the higher-education component of this dynamic nonprofit framework. SBU's campus life allows students to thrive in a setting where Buddhist teachings, community engagement, and scholarly inquiry converge. By weaving together the spiritual heritage of BBS with the structured academic framework of the Department of Buddhist Studies, SBU fosters a learning environment that is both deeply rooted in tradition and forward-looking in its educational pursuits.



A DIVERSE, INTEGRATED COMMUNITY

In addition to graduate-level classes, SBU offers separate spiritual practices, daily rituals, meditation sessions, Dharma teachings, and Dharma retreats through the temple's functions. Weekly activities include recitation of essential Buddhist scriptures and precepts for Bhikkhu, Bhikkhuni, and Yogācāra Bodhisattva practitioners, as well as group meditation sessions and prayers for Peace and Liberation on Saturdays and Sundays. These gatherings create a supportive environment for cultivating mindfulness, compassion, and a deeper connection to the Buddha's teachings.

To further support spiritual growth, we offer weekly programs for interested practitioners to take the Mahayana Eight Precepts, providing further opportunities for spiritual growth. The dates for observing the Eight Precepts are selected according to the Lunar Calendar, ensuring alignment with the Buddha's teachings in the Dharma Sutra. The Eight Mahayana Precepts are a set of vows for laypersons to take for 24 hours, from the first light before dawn to sunrise the following day. On this day, the laypersons accept the eight precepts – enabling them to experience a day in the life of a monk or nun. By adhering to these precepts, even for a short period, practitioners experience significant benefits, including the potential for pleasant rebirth, inner peace, and, ultimately, the attainment of enlightenment.

Separately, highly respected monks and nuns with extensive knowledge of Buddhist doctrines and practices lead various non-degree Dharma classes on Mondays, Wednesdays, Fridays, and Saturdays. The courses are structured into Elementary-Intermediate and Advanced levels. Students of Dharma classes will first enroll in the Elementary-Intermediate program. After graduating from the Elementary-Intermediate program, they may enroll in the Advanced program. The Abhidhamma Specialized Course has also been introduced for students who have completed the Elementary-Intermediate and Advanced programs.

DHARMA ASSEMBLIES AND RETREATS

Throughout the year, Dharma Assemblies and Retreats are conducted to honor significant Buddhist holidays. These gatherings provide Buddhist practitioners with sacred spaces to unite, share their spiritual journeys, and deepen their practice through collective wisdom and experience. Each event brings the community together to deepen their collective mindfulness, compassion, and understanding of Buddhist philosophy through shared rituals, teachings, and reflective practice.

- Medicine Buddha Dharma Assembly is held to honor the Medicine Buddha's teachings. On this occasion, practitioners congregate in the Worship Hall to chant the Medicine Buddha Sutra and receive teachings from monks and nuns who illuminate its profound meanings. The sutra teaches that those who chant with complete devotion and single-minded focus will find relief from physical suffering, poverty, and misfortune. All spiritual merits generated during this service are dedicated to fostering global health, peace, and harmony.
- The Grand Dharma Assembly for Buddha's Birthday commemorates the birth of Shakyamuni Buddha. The profound teachings of the honorable Tathagata have brought immeasurable benefits. However, they will gradually fade into oblivion if they are not recited, chanted, and taught. Therefore, we organize the Grand Dharma Assembly to commemorate the anniversary of the Buddha's birth, collectively recite various Great Vehicles Sutras, and listen to essential teachings on birth, death, and liberation.
- Ullambana Dharma Assembly – Repay our Parents' Devotion – is held to show gratitude for the devotion exerted by our parents while raising us, as well as to liberate ancestors and parents from past lives who may be suffering in the realm of hungry ghosts due to the bad karma they committed lives after lives. During this retreat, we recite the Dharma Sutras and learn about the Buddha's teachings. This traditional program offers us a sacred opportunity to cultivate gratitude and filial piety, honoring our living parents and departed ancestors for seven generations.
- The Amitayus (Infinite Life) Buddha Dharma Assembly – The Pure Land of the West is an immutable, blissful realm to help those who have not yet attained the state of Nirvana quickly achieve the ultimate bliss. Therefore, we organized the Amitayus Buddha Dharma retreat to cultivate a connection with the Pure Land, named after Amitabha Buddha, the Buddha of Infinite Life. In addition to traditional Pure Land practices, we will also have the opportunity to listen to profound teachings extracted from the Sutra of Infinite Life. Cultivating wisdom from pure teachings and training our minds to aspire to rebirth in the Pure Land will provide a solid foundation for us to be reborn in the Western Pure Land.

Below are the timelines of the Dharma assemblies and retreats that will be held in 2025:

- Medicine Buddha Dharma Assembly – February 6 to February 9, 2025
- Grand Dharma Assembly for Buddha's Birthday – May 24 to June 1, 2025
- Ullambana Dharma Assembly – August 28 to August 31, 2025
- The Amitayus (Infinite Life) Buddha Dharma Assembly – December 25 to December 28, 2025



A SUPPORTIVE ENVIRONMENT FOR HOLISTIC GROWTH

While SBU provides formal, rigorous graduate-level training that prepares students for professional and scholarly pursuits, the non-degree Dharma classes and other activities enrich campus life by adding variety and depth to the student experience. Students benefit from a vibrant, community-oriented setting encouraging personal and academic exploration. By blending spiritual engagement with formal education, SBU creates a holistic environment in which knowledge, practice, and community support each other, ultimately contributing to well-rounded personal and intellectual development.

Students pursuing advanced degrees at SBU will find a supportive, holistic campus environment that draws upon the resources and spiritual ambiance. Weekly meditation, temple events, and volunteer opportunities complement formal academic work, enabling students to deepen their practice and connect their studies to lived experiences. This synergy of religious community and academic rigor enriches campus life, encouraging intellectual exploration, ethical leadership, and compassionate action.

ONLINE COMPUTER LIBRARY CENTER

SBU provides students access to an expansive online library that connects them to books and other resources from universities worldwide through the Online Computer Library Center (OCLC). OCLC is a global library network that offers shared technology services, conducts original research, and facilitates community programs for libraries everywhere. By managing vast collections of knowledge, textbooks, and scholarly materials, OCLC places the world's information within easy reach of researchers and learners.

For graduate students at SBU, this platform opens the door to abundant resources crucial for their research endeavors. SBU provides training on effective research strategies and resource utilization to ensure that students maximize their benefits from these materials. In doing so, we help broaden students' academic horizons and enhance the quality of their scholarly work.

STUDENT HOUSING

At SBU, we recognize the importance of providing a supportive and inclusive living environment for all students, particularly those from out-of-state and foreign countries. To cater to the unique needs of our diverse student body, we have established two (2) off-campus residential facilities designed explicitly for monks and nuns. These facilities offer a peaceful and convenient living space that aligns with their spiritual commitments while pursuing their academic goals. In addition, SBU is currently developing a new dormitory to accommodate all other students. By expanding its housing options, SBU aims to create a cohesive campus life experience that fosters close-knit community bonds, encourages collaboration, and enriches each student's academic and personal growth.



MEDIA OUTREACH AND DIGITAL PRESENCE

To reach local and global audiences, we actively maintain multiple media channels offering accessible spiritual and educational content. All Dharma classes are consistently recorded and then uploaded to the SBU YouTube Channel, allowing viewers to revisit teachings, ceremonies, and lectures at their convenience. Additionally, SBU Television (SBU TV) broadcasts across various regional channels—57.15 in Orange County and Los Angeles County, 16.8 in San Jose, and 27.2 in Houston—further expanding our reach.

These multimedia platforms play a particularly pivotal role during challenging times. For instance, during the COVID-19 pandemic, digital broadcasts and archived videos became vital resources when in-person activities were restricted. They enabled students, devotees, and community members to stay connected with Dharma teachings, participate in spiritual practices from home, and remain informed about broader global developments.

These channels deliver recorded classes and highlight upcoming events, retreats, and other organizational announcements, providing a comprehensive virtual hub for all aspects of BBS and SBU's community life. As a result, our media outreach continues to bridge geographical distances and nurture a sense of unity, ensuring that the transformative power of Buddhist wisdom remains accessible to everyone.

AI DHARMA

SBU is leading a research project to develop sophisticated artificial intelligence technology called AI Dharma. AI Dharma will digitize and integrate Buddhist texts to establish a comprehensive digital database of the Buddhist religion. The database will contain the Three Baskets of Buddhist scriptures (Tipitaka), all Dharma books and teachings, extensive histories of the Buddhist religion's practitioners, all related events, and occurrences from the earliest days to the present. As the project advances through its research and development phases, we will experiment with various approaches to make AI Dharma more effective in studying and sharing the Buddha's teachings. For instance, we'll work on better contextualizing the texts, ensuring that people from different backgrounds can easily access and appreciate these resources. We will also employ data analysis tools in AI Dharma to explore meaningful insights embedded in the Buddha's teachings. AI Dharma preserves Buddhist wisdom, deepens understanding, supports genuine practice, and fosters a greater appreciation of the Buddha's timeless message worldwide.

INTERNSHIP OPPORTUNITIES

In addition to offering a rich learning culture and abundant opportunities to practice the Buddha's teachings, SBU provides unique internship programs that blend spiritual principles with professional skill development. Students are encouraged to apply for the range of opportunities offered at SBU, and those who meet the qualifications may be selected for roles suited to their skills and interests.

Students seeking hands-on experience in media production may intern with SBU's studio team, exploring every aspect of TV broadcasting—from conceptualizing content and operating studio equipment to managing live broadcasts and post-production editing. For those drawn to the exciting world of technology, internships with AI Dharma's technical team offer an inside look at cutting-edge computer programming, data analysis, and artificial intelligence initiatives designed to support the university's Dharma-centered mission. Throughout these internships, students work closely with experienced studio producers, AI Dharma's project managers, and seasoned computer engineers, gaining valuable guidance and real-world insights far beyond the classroom.

By participating in these dynamic, mentor-driven internships, students develop marketable skills in broadcasting and computing and learn how to apply Buddhist principles—such as compassion, mindfulness, and ethical responsibility—to modern professional contexts. This synergy of spiritual education and practical training exemplifies SBU's commitment to nurturing well-rounded graduates ready to excel in diverse career paths while anchoring in mindful, value-driven practice.

For further information on campus life & resources, please contact: sakyabuddha@vienphathoc.org



STUDENT RESOURCES

TUITION AND FEES

Payment Policies

Students must ensure payment of any outstanding balance on their student accounts. All tuition, fees, and charges for room and board are expected to be settled by the first business day following the add/drop period of the term unless the student qualifies for and selects one of the installment payment options provided. Those registering after this due date are obliged to make payment at the time of registration. Registration and confirmation of class assignments remain incomplete until financial clearance is obtained, indicating full or partial payment as per the payment policies outlined below. Should a student fail to attend class or depart from SBU for any reason, formal withdrawal must be completed through mySBU portal. Neglecting to undergo this withdrawal process will result in ongoing obligations for tuition and associated fees.

Accepted Forms of Payment

In addition to financial aid and loans applied toward a student account balance, the University accepts various payment methods, including cash, checks (drawn on a U.S. bank in U.S. dollars), and wire payments. International wire payments via Flywire can be initiated online through mySBU using the "Make a Payment" link. For domestic wire payments, students should contact the Student Accounts Office for instructions and payment destination details. Online payments by check are also available through mySBU and the "Make a Payment" link.

When submitting paper checks, ensure they are made payable to Sakya Buddha University and include the student's name and University-issued ID number. These checks can be dropped off at the Student Account office or mailed directly to SBU at the following address:

Sakya Buddha University

Admissions Office

3404 Westminster Avenue

Santa Ana, California 92703

Books and supplies can be bought at the University bookstore and must be paid for separately. Personal spending money should be given directly to the student or deposited into their bank account rather than sent to SBU or deposited into the student's student account. A fee will be charged for each returned check or e-check that fails to process. If returned checks occur repeatedly, future payments must be made in cash, cashier's check, or wire transfer.

Refund Policies

A refund of tuition fees paid will be made if SBU is unable to provide the academic course offered or SBU withdraws an offer of enrollment for any reason (except if the student provided incomplete or incorrect information).

A student at SBU has the right to cancel his/her enrollment agreement and obtain a 100% refund of paid tuition fees during the Add/Drop Period. Refer to the Add/Drop Policy for details of the Add/Drop Period and Academic Calendar to determine the First Day of the Fall and Spring semester classes begin.

SBU will refund unearned institutional charges if a student cancels their enrollment agreement or withdraws during a period of attendance. Students are eligible for a refund if they withdraw before completing eight (8) weeks of the Fall and Spring semesters, one (1) week of the Winter Session, and four (4) weeks of the Summer Session. This refund will be prorated. Students who have completed more than eight (8) weeks of the Fall and Spring semesters are not entitled to a refund.

The refund granted will have a further deduction for a registration or admission fee, not to exceed \$250. The final refund amount will be returned to the student via check payments within 30 days of withdrawal. SBU does not accommodate electronic payments, including but not limited to wire transfers and ACH debits/credits. This policy applies to all payments from SBU to students whenever necessary.

If a student is more than one month (30 days) late in paying the required tuition, SBU reserves the right to apply late fees and/or un-enroll the student from the term, course or year. If the student is over 3 months (90 days) late in payment, SBU reserves the right to administratively withdraw the student from the institution.

ACCESSIBILITY POLICY

SBU is dedicated to fostering an accessible and inclusive educational environment. The university complies with all provisions outlined in Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA). Students with disabilities are encouraged to reach out to the Student Office before beginning their academic journey to register for support services.

Once a student's disability has been verified through appropriate documentation, the Student Office will collaborate with them on a case-by-case basis to establish suitable accommodation, ensuring the integrity of the academic programs remains intact.

The review process for documentation and accommodation requests typically takes up to two (2) weeks. If the submitted documentation is insufficient or does not meet the required standards, students must provide updated materials before their accommodation can be approved.

After successfully registering with the OSA, students will receive official accommodation letters, which they can present to their instructors to confirm their eligibility. Accommodation must be requested anew each semester by completing a Semester Request Form. Students are strongly encouraged to maintain consistent communication with both their instructors and the Student Office to guarantee the effective implementation of their accommodation.

For more information or assistance, please contact the Student Office at sakyabuddha@vienphathoc.org

NON-DISCRIMINATION AND EQUAL OPPORTUNITY POLICY

SBU is committed to fostering an inclusive and equitable environment where all individuals are treated with respect and dignity. We uphold the principles of equal opportunity in education, employment, and campus life, ensuring that no individual is excluded or discriminated against based on race, ethnicity, national origin, religion, gender identity or expression, sexual orientation, age, disability, veteran status, or any other legally protected characteristic.

As part of this commitment, SBU actively promotes diversity and inclusion throughout its campus culture, academic offerings, student support services, and institutional policies. Our efforts include hosting a wide range of events, such as guest lectures, interactive workshops, community

discussions, social gatherings, and specialized training programs that focus on equity and the elimination of systemic barriers.

Reporting Discrimination

SBU encourages anyone who has experienced or witnessed discrimination or harassment to report their concerns by emailing our office at sakyabuddha@vienphathoc.org

SBU is dedicated to promptly and effectively addressing all reports of discrimination or harassment to uphold our values of fairness, equity, and mutual respect.

SATISFACTORY ACADEMIC PROGRESS POLICY

SBU sets minimum standards for academic achievement, which include successful completion of courses and the program. Student progress is assessed at the end of each course, and enrollment is contingent on meeting these standards.

Satisfactory Academic Progress is determined by two factors: the student's grade point average (GPA) and the maximum allowed time for program completion.

If a graduate student's GPA falls below 3.0 at the end of any course/module, they will be placed on Academic Probation for the subsequent course/module. If the student's GPA rises to 3.0 or higher in the following course/module, they will be removed from Academic Probation. However, if their GPA remains below 3.0, they will be placed on Final Academic Probation.

Graduate students enrolled in Master's programs must complete all coursework within four (4) years from the start of their studies.



PROBATION AND DISMISSAL POLICY

Students may be dismissed and withdrawn from their enrollment at SBU for three categories/reasons:

- Attendance
- Misconduct
- Failure to Achieve Satisfactory Academic Progress

Dismissal for Attendance

Students who are administratively dismissed or withdrawn after the add/drop period will receive a grade of "W," or "F" for the relevant course(s), depending on the withdrawal deadline. These grades will count toward attempted credit hours at Sakya Buddha University. If applicable, tuition refunds will be calculated as per SBU's refund policy, based on a percentage of the tuition paid.

Dismissal for Misconduct

Previous SBU policies address specific aspects of student misconduct and unacceptable behavior that may result in the student's dismissal. These include the following:

- Harassment includes unwelcome verbal, nonverbal or physical conduct engaged in because of an individual's Projected Status as defined below.
- Discrimination is conduct that causes harm to an individual based on their actual or perceived Protected Status as defined below within SBU's educational programs and activities, which results in the denial or limitation of services, benefits, or opportunities provided by SBU.
- Sexual harassment is a form of sex discrimination and means Sexual Harassment and other Harassment on the basis of Sex or Gender, including Gender Expression, Gender Identity, Pregnancy or related conditions, Sex Stereotypes, Sex Characteristics, or Sexual Orientation.
- Academic dishonesty includes but is not limited to cheating on examinations or assignments, unauthorized collaboration, plagiarism, falsification/fabrication of university documents, any act designed to give unfair academic advantage to the student (such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor), assisting or allowing any of these acts, or the attempt to commit such acts.

- Alcoholic beverages, illegal drugs, and other intoxicating or stimulant substances are not allowed to be possessed, consumed, or exchanged in any forms on SBU's facilities and properties, including but not limited to campus and dormitories.

Protected status includes Age, Disability (physical and mental), Gender, Gender Identity (including Nonbinary or Transgender), Gender Expression, Genetic Information, Marital Status, Medical Condition, Nationality, Pregnancy or related conditions, Race or Ethnicity (including color, caste, or ancestry), Religion or Religious Creed, Sex (including Sex Stereotyping or Sex Characteristics), Sexual Orientation, and Veteran or Military Status.

Every SBU student is responsible for the following:

1. Obey the laws of his/her nation and the nation where he/she is studying.
2. Obey the rules and regulations of SBU.
3. Cooperate with SBU faculty and staff in all facility-related matters, whether personal or on behalf of others, including providing information and evidence.
4. Attend all teaching and learning sessions, except with the prior excused permission of the subject teacher.
5. Sit for examinations, unless prevented from doing or with the prior excused permission of the subject teacher.
6. Be responsible for safeguarding and ensuring the safety of the property of SBU, including any equipment used by him/her.

The following are prohibitions:

1. No student is permitted to be involved in any activity or activities or conduct which may damage or harm the interests, harmony, or good name of SBU or its faculty, staff, students, or officers.
2. No student is permitted to use any lecture, tutorial or teaching materials provided to him/her by the centers for unauthorized publication, distribution, or dissemination, whether for payment or otherwise.
3. No student may plagiarize the intellectual property of others, including data, ideas, publications and inventions.
4. No student may cheat or attempt to cheat or act in a manner that can be interpreted as cheating or attempting to cheat in an examination or any other aspect of a course.

5. No student or group of students may organize, conduct, or participate in any non-SBU sponsored or approved activity in the name of the University without permission or written instructions to do so from SBU.
6. No student or group of students may promote, manage, or assist in the collection of money or contributions in the name of SBU without permission or written instruction to do so from the center.
7. No student or group of students may make any statement to the media in the name of the SBU without the written permission of an authorized representative of SBU.

A student who violates one or more of these responsibilities, prohibitions, or SBU policies is said to have committed a violation or breach of conduct and is subject to disciplinary action, up to and including dismissal and withdrawal from SBU.

Dismissal for Failure to Make Academic Progress

SBU requires that students meet minimum standards of academic achievement (satisfactory academic progress) throughout their SBU program of study. SBU does not allow students to maintain enrollment without meeting satisfactory minimum standards of academic progress.

Satisfactory Academic Progress is related to two areas:

1. Minimum requirement for maintenance of grade point average
2. Maximum time allowed for program completion

Required Academic Advising for Students on Academic Probation

A student placed on Academic Probation and Final Academic Probation must meet with an academic advisor at least twice during the course(s) taken under Academic Probation or Final Academic Probation. The academic advisor will review, monitor, and discuss the student's academic progress in raising his/her GPA to be removed from Academic Probation or Final Academic Probation.

A student placed on Academic Probation and Final Academic Probation will receive a written communication from the Registrar indicating that the student must improve his/her cumulative GPA in the following course/module or be subject to academic dismissal by SBU. The communication will also indicate that the student must meet with an academic advisor at least twice during the course/module taken under Academic Probation or Final Academic Probation to review, monitor and discuss the student's academic progress in raising their GPA.

MAXIMUM TIME TO PROGRAM COMPLETION

A Master's graduate student must complete all coursework within four (4) years from the start of study. Students who do not meet this maximum program time will be dismissed from their program. Exceptions may be granted by SBU's Admissions Office for special or extenuating circumstances. The maximum extension for an undergraduate is two (2) additional years.

Any student who does not complete all coursework within the specified time period - or the time period with a granted extension - will be dismissed from SBU.



STUDENTS' RIGHTS

1. **Equal Opportunity:** All students have the right to equal access to education and resources, regardless of race, color, national origin, religion, sex, age, disability, sexual orientation, or any other protected characteristic.
2. **Academic Freedom:** Students have the right to engage in open inquiry, critical thinking, and respectful debate, as well as to express their views and opinions within the bounds of academic integrity and respect for others.
3. **Privacy:** Students have the right to privacy regarding their personal and educational records, in accordance with the Family Educational Rights and Privacy Act (FERPA).
4. **Grievance and Appeals:** Students have the right to seek redress for any perceived violations of their rights or unfair treatment through established University policies and procedures.
5. **Participation:** Students have the right to participate in the University governance, student organizations, and other extracurricular activities.

STUDENTS' RESPONSIBILITIES

1. **Academic Integrity:** Students are responsible for adhering to the University's academic integrity policy, which prohibits plagiarism, cheating, and other forms of academic dishonesty.
2. **Respect for Others:** Students are responsible for treating all members of the University community with respect, civility, and dignity, and for fostering an environment free from discrimination, harassment, and bullying.
3. **Compliance with Policies and Regulations:** Students are responsible for familiarizing themselves with and adhering to all the University policies, procedures, and regulations, including those related to academic programs, financial aid, and campus safety.
4. **Attendance and Engagement:** Students are responsible for attending classes, participating actively in their learning, and completing all assignments and assessments in a timely manner.
5. **Personal Conduct:** Students are responsible for conducting themselves in a manner consistent with the University's code of conduct and community standards, both on and off-campus.
6. **Communication:** Students are responsible for maintaining open and respectful communication with faculty, staff, and peers, and for keeping their contact information current with the University.

By understanding and upholding these rights and responsibilities, students contribute to a positive and enriching academic community at SBU.



GRADUATION AND COMMENCEMENT

Graduating from the program is a significant achievement and a key milestone. It is important to be mindful of the application deadlines available on the application page. For more detailed information and to confirm the completion of all program requirements, please refer to the Graduation Requirements section of the SBU office. Begin the graduation process by completing the graduation application online.

Every student bears the ultimate responsibility for ensuring the fulfillment of all graduation and program requirements and providing the necessary documentation when requested to demonstrate the completion of each requirement. Although the admission department endeavors to monitor student progress and supply records and documentation as progress is made, the final responsibility lies with each student. Upon meeting all requirements and successfully submitting the completed dissertation, students are eligible to participate in the graduation ceremonies. Graduating students at SBU are invited to join in the SBU graduation exercises.

The SBU commencement ceremonies will be held when the students have completed all requirements of the degree's course work. Graduation will take place at the end of their final Spring Semester, after all coursework requirements have been fulfilled. The date of the commencement ceremony will be announced by SBU at a later time. If a student wishes to partake in the SBU commencement ceremony, they must apply for spring graduation and meet all SBU graduation criteria, including successfully defending and submitting the final thesis to the SBU office by the specified spring graduation deadlines. The Admissions Office coordinates the various processes necessary for participation in the commencement ceremonies. It is the student's responsibility to contact the Admissions Office to ensure the completion of all required processes. Students taking part in either commencement ceremony are required to wear appropriate SBU academic regalia. Caps, gowns, and hoods can be purchased or rented through SBU.



ACADEMIC PROGRAMS

PROGRAM REQUIREMENTS

This Handbook applies to students commencing their studies in 2025-2027 and serves as a comprehensive guide to SBU policies and degree requirements. Students should refer to this document for the most current information. Note that some students are following an earlier curriculum with distinct degree requirements.

The SBU website provides access to commonly used forms, anticipated course schedules, and various resources, including this Handbook. Students are also responsible for familiarizing themselves with all SBU academic requirements, policies, and procedures.

In situations when required courses overlap between two (2) or more graduate degree programs at SBU, students who have earned credit for these courses as part of one (1) graduate degree may count those credits toward fulfilling the requirements of another graduate degree. To be eligible, students must apply for these overlapping credits within three (3) academic years from the date the credits were earned.

INSTITUTIONAL LEARNING OUTCOMES

The SBU has defined these Institutional Learning Outcomes:

1. Students will provide an innovative and significant contribution to Buddhism.
2. Students will participate in interdisciplinary discourse and scholarly activities across various disciplinary perspectives.
3. Students will display proficiency in a distinct area within their area of study.
4. Students will proficiently employ theories, methodologies, and insights from marginalized groups.
5. Students will showcase their aptitude to effectively communicate the theories, principles, and practices across diverse contexts.



DEGREE REQUIREMENTS

Master of Arts in Buddhist Philosophy

The Master of Arts in Buddhist Philosophy degree offers an in-depth exploration of Buddhist thought, ethics, and practices, combining rigorous academic study with personal spiritual growth. The program delves into core Buddhist teachings, historical development, comparative philosophy, and contemporary applications of Buddhist principles in areas such as mindfulness, social ethics, and interfaith dialogue. Students engage with ancient texts and modern interpretations, fostering critical thinking and cross-cultural understanding. Designed for scholars, practitioners, and professionals, the degree equips graduates with a profound knowledge of Buddhist philosophy, enabling them to contribute meaningfully to academic, spiritual, and community contexts worldwide.

Program Requirements

To successfully complete the Master of Arts in Buddhist Philosophy, students must fulfill the following requirements:

1. Admission into the Master of Art in Buddhist Philosophy program
2. Consistent progress and advancement to preliminary candidacy
3. A minimum of 56 graduate-level credit hours as outlined below:
 - Fourteen (14) core courses (44 units)
 - Four (4) research courses (12 units)
4. All students must reside for a minimum of four (4) semesters
5. Proficiency requirement in a modern research language
6. Successful oral defense of the thesis
7. Maintaining a minimum GPA of 3.0

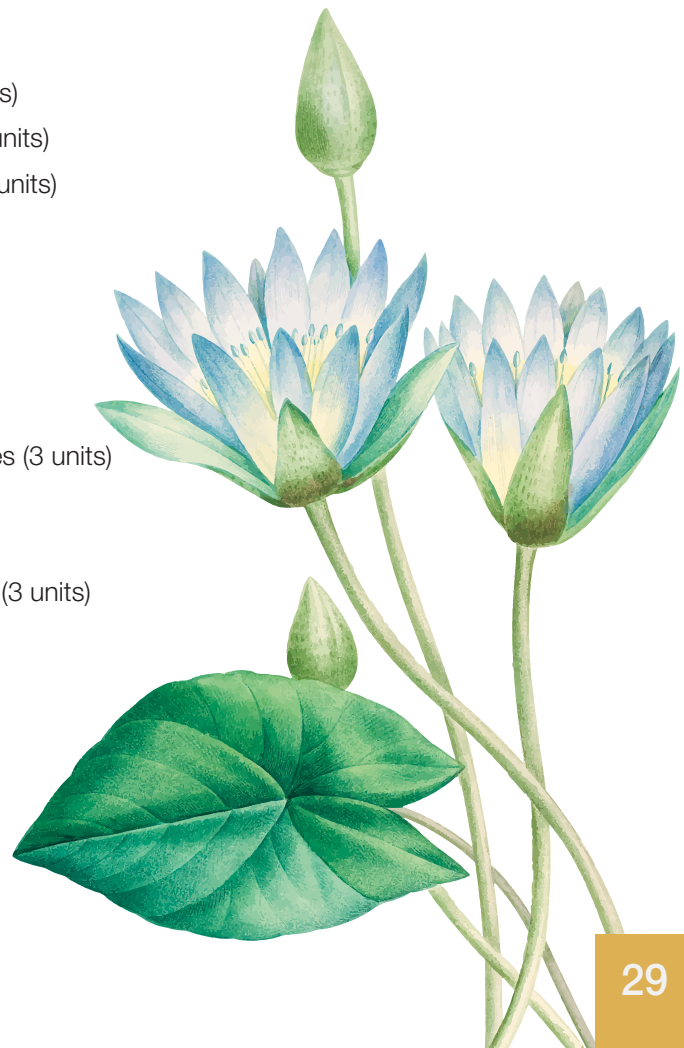
Coursework Overview

Required Courses (44 units)

- BPHIL 515 - Introduction to Buddhist Philosophy (3 units)
- BPHIL 530 - Comparative Religions and Philosophy (3 units)
- BPHIL 570 - Philosophical Discussions of Buddhism (3 units)
- PSYC 580 - Buddhist Psychology (3 units)
- BMED 525 - Buddhist Meditation (3 units)
- BMED 595 - Applied Buddhism in Society (5 units)
- BWMN 575 - Women in Buddhism (3 units)
- COMM 500 - Intercultural Communication (3 units)
- COMM 510 - Nonverbal Communication Across Cultures (3 units)
- BUDS 595 - Intro Buddhism and Social Issues (3 units)
- BTEX 540 - Reading the Buddha's Words (3 units)
- BTEX 545 - Buddhist Scripture Translations in the West (3 units)
- BTEX 560 - Sacred Texts in Buddhism (3 units)
- BTEX 590 - Pali (3 units)

Required Research Methodology Courses (12 units)

- RESM 500 - Academic Writing (3 units)
- RESM 590 - Research Methodology (3 units)
- RESM 592 - Research Methodology 2 (3 units)
- CAPS 599 - Capstone Thesis Project (3 units)



Master of Arts in Buddhist Counseling Psychology

The Master in Buddhist Counseling Psychology focuses on the intersection between Buddhist psychology and Western multicultural counseling in helping individuals, couples, families, and communities. The program is aligned to the requirements for Licensed Professional Clinical Counselor (LPCC) and Licensed Marriage and Family Therapist (LMFT).

Program Requirements

To successfully complete the Master of Arts in Buddhist Counseling Psychology, students must fulfill the following requirements:

1. Admission into the Master in Buddhist Counseling Psychology program
2. Consistent progress
3. A minimum of 63 graduate-level units as outlined below:
 - One (1) Introduction course (3 units)
 - Six (6) Foundational courses (18 units)
 - Six (6) Core courses (18 units)
 - Six (6) Advance courses (18 units)
 - Two (2) Clinical education courses (6 units)
4. All students must reside for a minimum of six (6) semesters
5. Maintaining a minimum GPA of 3.0
6. Completion of Thesis or Comprehensive examination

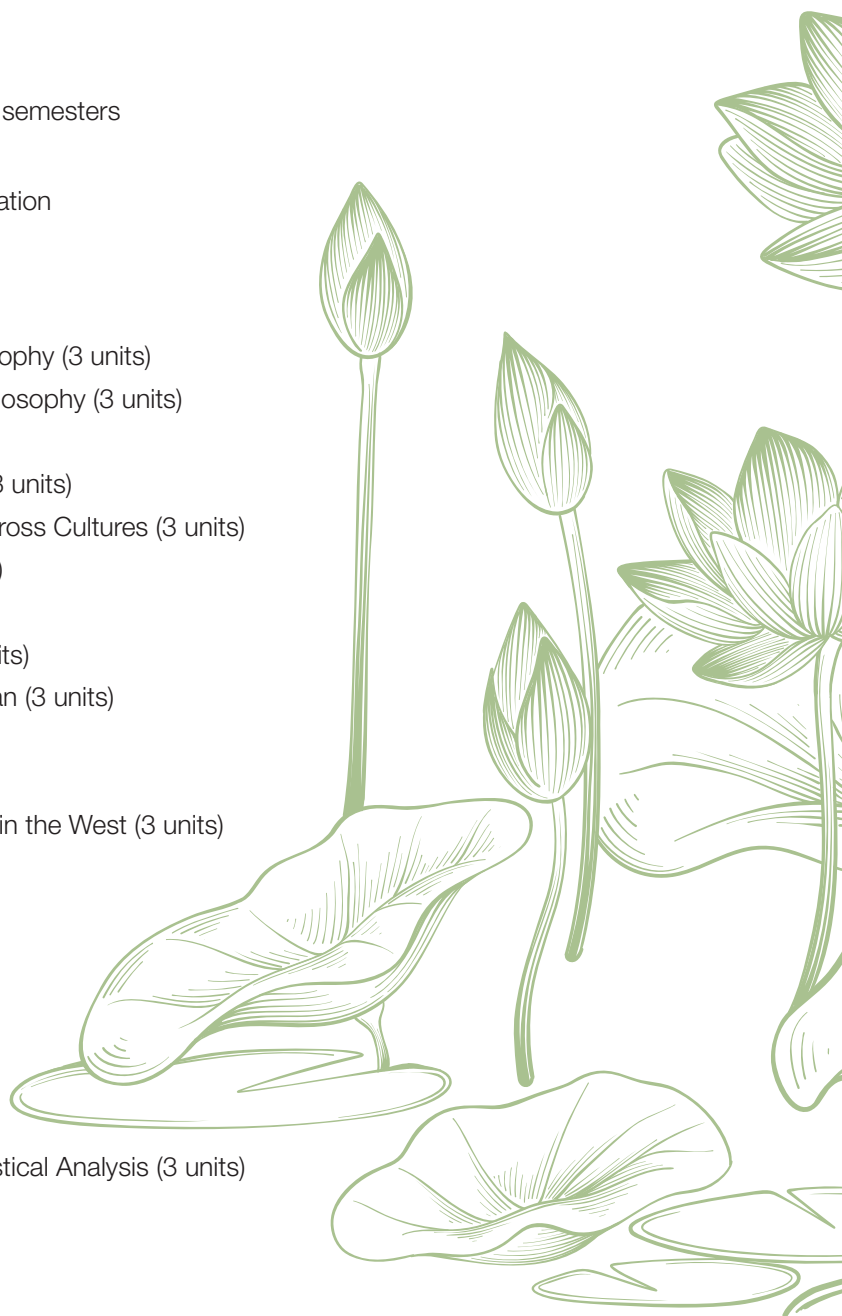
Coursework Overview

Required courses (60 units)

- BPHIL 515 - Introduction to Buddhist Philosophy (3 units)
- BPHIL 530 - Comparative Religions and Philosophy (3 units)
- BMED 525 - Buddhist Meditation (3 units)
- COMM 500 - Intercultural Communication (3 units)
- COMM 510 - Nonverbal Communication Across Cultures (3 units)
- CNSEL 620 - Group Psychotherapy (3 units)
- CNSEL 625 - Counseling Families (3 units)
- CNSEL 630 - Counseling Adolescents (3 units)
- CNSEL 640 - Counseling Across the Lifespan (3 units)
- CNSEL 650 - Counseling Couples (3 units)
- ETHS 510 - Law and Ethics (3 units)
- BTEX 545 - Buddhist Scripture Translations in the West (3 units)
- PRAC 540 - Practicum (3 units)
- PRAC 660 - Advanced Practicum (3 units)
- PSYC 580 - Buddhist Psychology (3 units)
- PSYC 520 - Psychopathology (3 units)
- PSYC 630 - Trauma and Resiliency (3 units)
- PSYC 610 - Psychological Testing (3 units)
- PSYC 640 - Psychopharmacology (3 units)
- STATA 530 - Experimental Design and Statistical Analysis (3 units)

Required Research Methodology Courses (3 units)

- RESM 500 - Academic Writing (3 units)



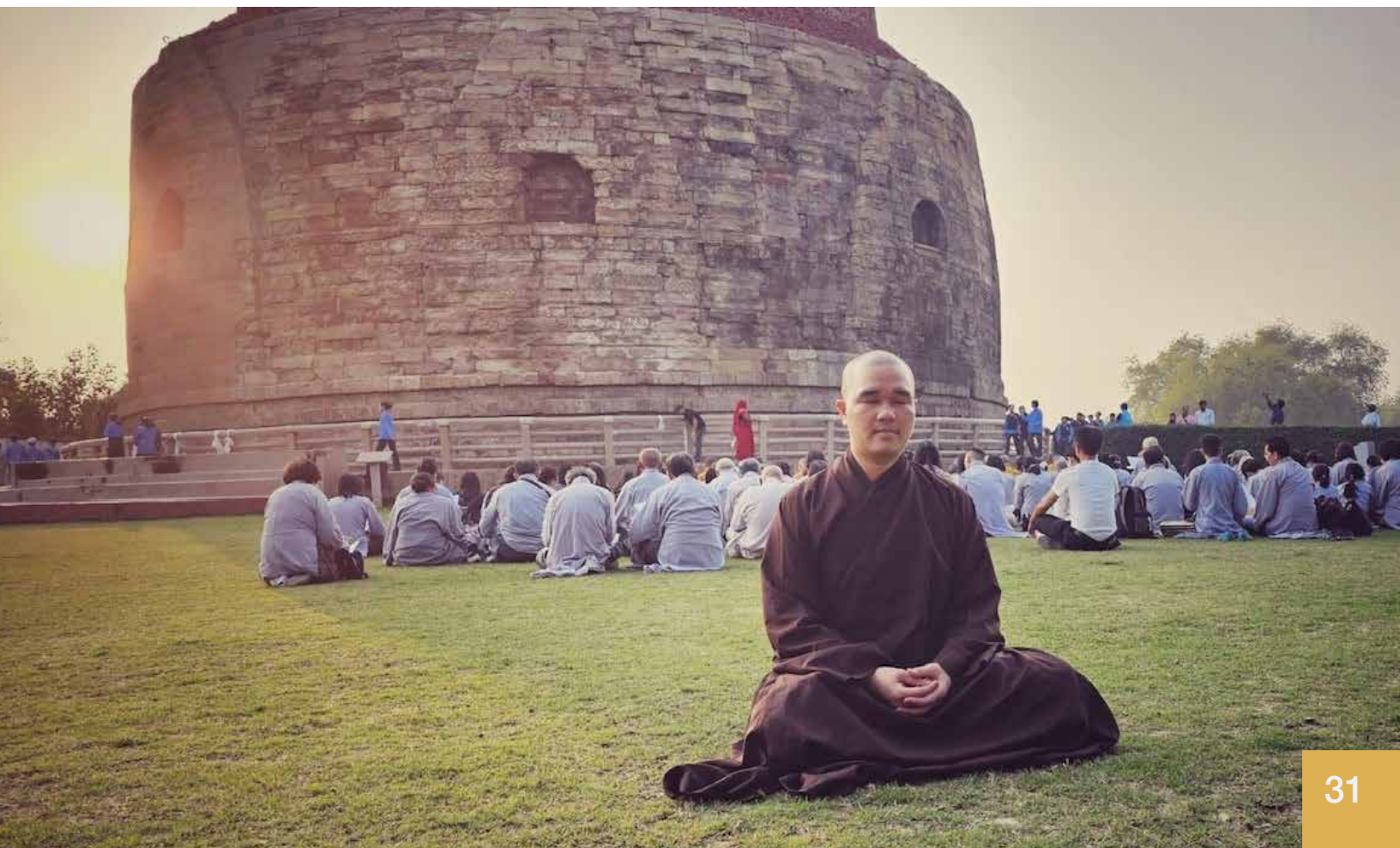
Master of Divinity in Buddhist Chaplaincy

A Master of Divinity in Buddhist Chaplaincy at SBU is a graduate degree program designed to train individuals in providing spiritual care and guidance rooted in Buddhist principles. This program typically combines academic study of Buddhist texts, philosophy, and ethics with practical training in pastoral care, counseling, and interfaith communication. Students learn to offer emotional, psychological, and spiritual support in various settings, such as hospitals, military, prisons, and educational institutions, while applying mindfulness, compassion, and meditation as part of their chaplaincy practice. The program prepares graduates to serve as professional chaplains, offering comfort and wisdom within a diverse range of communities and spiritual needs.

Program Requirements

To successfully complete the Master of Divinity in Buddhist Chaplaincy, students must fulfill the following requirements:

1. Admission into the Master of Divinity in Buddhist Chaplaincy program
2. Consistent progress
3. A minimum of 72 graduate-level credit hours as outlined below:
 - Thirty-one (31) core courses (69 units)
 - One (1) research methodology course (3 units)
4. All students must reside for a minimum of six (6) semesters
5. Successful oral defense of the thesis
6. Maintaining a minimum GPA of 3.0



Coursework Overview

Required Courses (69 units)

- BPHIL 515 - Introduction to Buddhist Philosophy (3 units)
- BPHIL 530 - Comparative Religions and Philosophy (3 units)
- BPHIL 570 - Philosophical Discussions of Buddhism (3 units)
- BUDS 595 - Intro Buddhism and Social Issues (3 units)
- BWMN 575 - Women in Buddhism (3 units)
- COMM 500 - Intercultural Communication (3 units)
- COMM 510 - Nonverbal Communication Across Cultures (3 units)
- CNSEL 507 - Chaplaincy Roles and Competencies (3 units)
- CNSEL 541 - Spiritual Care and Counseling (3 units)
- BMED 525 - Buddhist Meditation (3 units)
- BTEX 540 - Reading the Buddha's Words (3 units)
- BTEX 545 - Buddhist Scripture Translations in the West (3 units)
- BTEX 560 - Sacred Texts in Buddhism (3 units)
- BTEX 562 - Sacred Texts in Buddhism 2 (3 units)
- BUDS 620 - Spiritual Formation (3 units)
- BUDS 630 - Dharma Talk and Buddhist Rituals (3 units)
- BUDS 640 - Spiritual Leadership (3 units)
- BUDS 650 - Spiritual Pastoral Theology (3 units)
- PRAC 531 to PRAC 536 - Service-learning 1 to 6 (6 units; 1 unit per class)
- PSYC 580 - Buddhist Psychology (3 units)
- PSYC 521 to PSYC 526 - Group Process 1 to 6 (6 units; 1 unit per class)

Required Research Methodology Course (3 units)

- RESM 500 - Academic Writing (3 units)



MODERN RESEARCH LANGUAGE PROFICIENCY REQUIREMENT

Students enrolled in the Master Programs need to exhibit competence in one contemporary research language distinct from their first or primary language. Generally, for native English speakers, languages such as French, German, Chinese, Vietnamese, or Spanish are common choices, while for others, English serves as the required language. This language requirement acts as a "tool" to equip students with the ability to comprehend scholarly content written in that particular language.

English as the Modern Research Language

Students whose primary language is not English, and who have not yet obtained a college degree from an accredited U.S. English-language institution, must achieve a minimum score of 100 (internet-based) or 600 (paper-based) on the Test of English as a Foreign Language (TOEFL) or a minimum score of 6.0 on the International English Language Testing System (IELTS). However, students in this category who provided a U.S. transcript showing evidence of degree completion at the time of admission will be considered as having satisfied their language proficiency requirement.

Other Languages

Students who are fluent in English typically fulfill the language proficiency requirement through one of the following methods:

- Passing a language assessment administered at SBU
- Obtaining a grade of "B" or higher in the final quarter or semester of second-year language studies at the college/university level within the last five (5) years (submitting the transcript to SBU)
- Presenting a transcript, no more than ten (10) years old, indicating successful completion of a degree or major in a modern research language

Please note:

- Language courses taken to fulfill this requirement will not count toward the credits needed for the Master's degree and are not covered by Program-awarded financial aid
- Language classes may be taken at a community college or another university
- Any deviations from these methods of satisfying the language requirement must be sanctioned by the Admissions Office before commencement, and the student must collaborate with SBU to document the outcomes



Additional Language Requirements

Beyond the modern research language proficiency requirement, students concentrating on ancient texts in their coursework and research may need to gain proficiency in additional languages like Pali, Sanskrit, Chinese, and Tibetan. These languages might be included in their elective coursework, typically through independent studies, or through participation in informal reading groups guided by faculty and staff to help students acquire language skills. Students are advised to discuss with their academic advisor and mentor the targeted proficiency levels in languages and the methods to accomplish them.

THESIS

The thesis serves as the final research endeavor for Master's students, enabling degree candidates to produce high-quality original scholarly work contributing to their specialized field in Buddhist Philosophy. Theses should focus on subjects for which there are ample faculty resources at SBU. The Master's thesis is an academic research piece spanning 35,000-40,000 words, examining a specific subject, issue, or concern within the domain of Buddhist Philosophy. It showcases a comprehensive understanding of pertinent literature, and the necessary philosophical and theological elements associated with the chosen subject. The thesis is required to contain a table of contents and a bibliography with a minimum of 50 sources, including annotations for 30 key sources. It should be formatted in 12-point Times New Roman font and double-spaced. Upon final approval by the student's Thesis Supervisor, the completed thesis must be submitted to the SBU office for a final review. An electronic copy of the Master's thesis should be submitted to the SBU Office after the student's intended year of graduation.

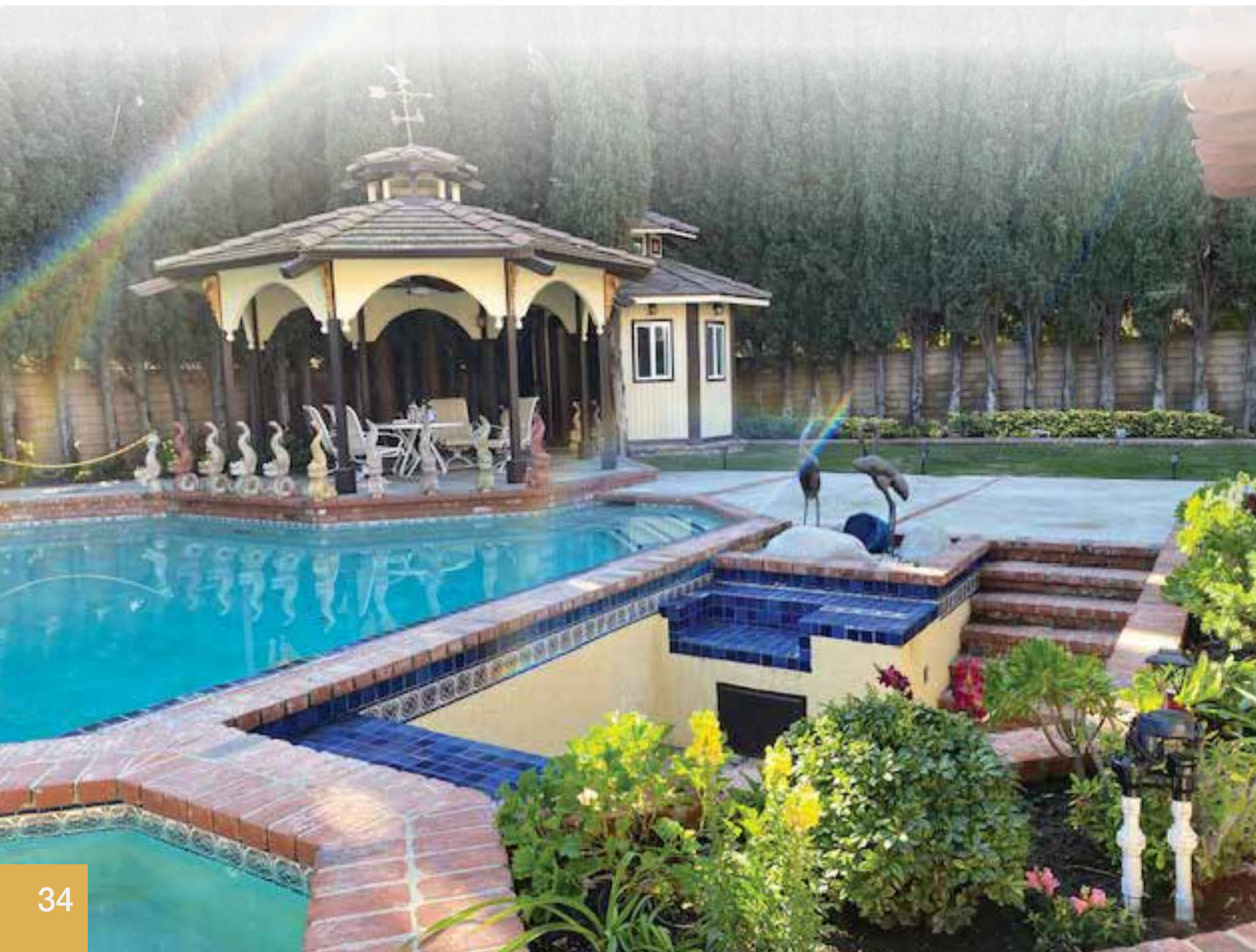
Thesis Committee

By the onset of the student's second year, they are required to establish their thesis committee comprising three specific roles:

1. Thesis Chair: This individual, appointed no later than the beginning of the second year, takes charge as the student's advisor, guiding the thesis process.
2. Thesis Committee Members: These are additional faculty members who review the thesis and provide feedback based on their respective areas of expertise.
3. The Oral Defense Committee Chair: This role, a non-voting faculty member of the committee, participates in the final oral defense as an impartial observer. Their responsibility as the Oral Defense Chair is to ensure a fair and just process during the defense. Identification of this person is typically required shortly before the thesis defense.

By a student's second year they must begin to form their thesis committee. There are three roles on the committee.

1. Thesis Director: No later than the start of the second year, this person takes serves as the student's advisor and leads the oversight of the thesis. process.
2. Thesis Committee Members: Additional faculty members who read the thesis and provide feedback from their areas of expertise.
3. The Committee Chair: This is a non-voting faculty member who participates in the final as an impartial outsider. The chair's responsibility is to ensure a fair and equitable process for the thesis. This person does not need to be identified until shortly before the thesis is finished.



ADVISING AND MENTORING

Academic Advisor

The academic advisor serves as the primary academic advisor for all students. The academic advisor supports students in navigating the program, aiding in devising a study plan, transferring courses, advancing to preliminary candidacy, and connecting students to relevant academic resources. Students are accountable for arranging a meeting with their academic advisor before the commencement of each quarter's registration. Once a faculty member agrees to serve as a student's dissertation director, they assume the role of academic advisor.

Mentor

The mentor's role differs from that of the academic advisor. A mentor, typically a faculty member, provides additional guidance regarding elective classes and matters associated with the student's professional field and research focus. Students are encouraged to discuss potential mentors with the Academic Advising Office, and within the first semester of their first year, approach a faculty member to confirm their willingness to provide mentorship. Once the faculty member agrees to take on this role, the student informs the chair, who will record the mentor's name in the student's official records.

While students benefit from mentorship, they should continue meeting their academic advisor quarterly to ensure they fulfill their requirements until a dissertation director assumes the academic advising role. A mentor might become the dissertation director, but it is not obligatory for the two roles to be held by the same person.

Thesis Chair

Students are required to choose a thesis director, an appointed tenure-line faculty member at SBU, within one and a half (1.5) years. The selected faculty member must agree to assume this role. It is the student's responsibility to inform SBU of the chosen thesis director. Once chosen, the thesis director assumes the role of the student's academic advisor and becomes the chair of the thesis committee. This faculty member aids in identifying other suitable committee members. Once the committee members are identified and confirm their willingness to serve, the student must submit the "SBU Formation of Thesis Committee" form to SBU.

Important note: While academic advisors and mentors are available for assistance, students hold the ultimate responsibility for understanding and fulfilling the necessary requirements.



COURSEWORK DESCRIPTIONS

Buddhist Meditation (BMED)

BMED 525 - Buddhist Meditation: (3 units) A comprehensive exploration of the theory, techniques, and transformative aspects of meditation within the Buddhist tradition. This course delves into the diverse array of meditation practices advocated in various Buddhist schools, ranging from mindfulness (vipassana) to loving-kindness (metta), concentration (samatha), and insight meditation. **Prerequisite:** N/A

BMED 595 - Applied Buddhism in Society: (3 units) This course bridges Buddhist principles with their practical applications in real-world contexts. It explores how Buddhist teachings, ethics, and practices can be integrated and utilized to address contemporary societal challenges and foster positive change. **Prerequisite:** N/A

Buddhist Philosophy (BPHIL)

BPHIL 515 - Introduction to Buddhist Philosophy: (3 units) This course studies the foundational principles, ideologies, and doctrines of Buddhism. This course explores the multifaceted aspects of Buddhist thought, including its core philosophies, historical development, diverse schools of belief, and the intricate interplay between theory and practice within Buddhism. **Prerequisite:** N/A

BPHIL 530 - Comparative Religions and Philosophy: (3 units) A profound exploration aimed at deepening comprehension of Buddhist traditions and other religions and philosophies globally. Gain insights into the diverse perspectives that shape the understanding of spirituality and human existence. Navigate through the intricacies of belief systems, fostering a nuanced appreciation for the interconnectedness of religious and philosophical thought across cultures and epochs. **Prerequisite:** BPHIL 515 - Introduction to Buddhist Philosophy

BPHIL 570 - Philosophical Discussions of Buddhism: (3 units) This course comprehensively explores the profound ideas, principles, and philosophical frameworks that underpin Buddhism. Students delve into the core tenets of Buddhist thought, examining key concepts such as the Four Noble Truths, karma, impermanence, and the nature of reality. **Prerequisite:** BPHIL 530 - Comparative Religions and Philosophy.

Buddhist Texts (BTEX)

BTEX 540 - Reading the Buddha's Words: (3 units) This course delves into the profound teachings of the Buddha. Designed to provide participants with a deep understanding of Buddhist scriptures, the course explores key texts, sutras,

and discourses attributed to the Buddha.

Prerequisite: N/A

BTEX 545 - Buddhist Scripture Translations in the West: (3 units) This course studies the history, adaptation, and contemporary manifestations of Buddhism as it has spread and evolved in Western contexts. It examines the transmission of Buddhist teachings to the West, exploring the challenges, cultural adaptations, and the diverse forms that Buddhism has taken in Western societies.

Prerequisite: N/A

BTEX 560 - Sacred Texts in Buddhism I: (3 units) These courses analyze the foundational scriptures and revered texts within Buddhist traditions. Explore primary Buddhist scriptures such as the Pali Canon (Tripitaka), Mahayana Sutras, and Tibetan Buddhist texts, exploring their historical, cultural, and philosophical significance. **Prerequisite:** N/A

BTEX 562 - Sacred Texts in Buddhism II: (3 units) These courses analyze the foundational scriptures and revered texts within Buddhist traditions. Explore primary Buddhist scriptures such as the Pali Canon (Tripitaka), Mahayana Sutras, and Tibetan Buddhist texts, exploring their historical, cultural, and philosophical significance. **Prerequisite:** BTEX 560 - Sacred Texts in Buddhism I

BTEX 590 - Pali: (3 units) The Pali Language course familiarizes students with the basics of Pali, with a specific emphasis on comprehending the Pali Nikaya text Tipitaka. **Prerequisite:** N/A

Buddhist Studies (BUDS)

BUDS 595 - Intro Buddhism & Social Issues: (3 units) This course bridges Buddhist principles with their practical applications in real-world contexts. It explores how Buddhist teachings, ethics, and practices can be integrated and utilized to address contemporary societal challenges and foster positive change. **Prerequisite:** N/A

BUDS 620 - Spiritual Formation: (3 units) examines the ways influential thinkers have understood stages of transformation in spiritual development. Students explore the ways in which significant works may deepen their own personal practice as well as their approach to chaplaincy. **Prerequisite:** N/A

BUDS 630 - Dharma Talk and Buddhist Rituals: (3 units) This course introduces the art of writing and giving dharma talks. Introduces the application of various meditation instruction and healing rituals. Working closely with the professor and their colleagues, students identify styles and methods to help them in their own ministry. Students also explore how to relate the professional imperatives of chaplaincy with the imperatives of the Buddhist faith. **Prerequisite:** N/A



BUDS 640 - Spiritual Leadership: (3 units) This course introduces spiritual leadership and social ethics and considers values, responsibilities, functions, and resources for spiritual leaders. Students explore spiritual leadership in the Buddhist traditions and in the context of professional chaplaincy practice. **Prerequisite:** N/A

BUDS 650 - Buddhist Pastoral Theology: (3 units) This course introduces the history, key texts, and practice of pastoral theology. Students gain background and methods necessary to make their own contributions to this area of writing. Students explore important texts for the particular chaplaincies in which they work. **Prerequisite:** N/A

Women in Buddhism (BWMN)

BWMN 575 - Women in Buddhism: (3 units) This course discovers the roles, contributions, and challenges faced by women within the context of Buddhist traditions. Delving into historical perspectives and contemporary issues, the course examines the experiences of women in various Buddhist cultures. Topics include the portrayal of women in Buddhist scriptures, the evolution of gender roles, and the voices of women in shaping Buddhist practices. **Prerequisite:** N/A

Communication (COMM)

COMM 500 - Intercultural Communication: (3 units) The Intercultural Communication course explores the complexities of communication across diverse cultural contexts. Students examine how cultural differences influence interactions, perceptions, and the exchange of ideas in various global settings. This course navigates through

topics like cultural norms, values, language nuances, and non-verbal communication, fostering an understanding of how these factors impact intercultural relationships. **Prerequisite:** N/A

COMM 510 - Nonverbal Communication

Across Cultures: (3 units) We communicate with each other verbally and nonverbally. The ability to encode and decode nonverbal messages is central to effective communication within and across cultures. This course provides broad and specific knowledge and understanding of nonverbal communication in everyday life and social interactions. It aims to increase your knowledge, awareness, and understanding of nonverbal communication and its functions so you can mindfully appreciate and improve your nonverbal communication skills when communicating across and in between cultures. **Prerequisite:** N/A

Counseling (CNSL)

CNSL 507 - Chaplaincy Roles and

Competencies: (3 units) This course equips individuals with essential skills for effective chaplaincy. The course covers spiritual care, counseling, crisis intervention, and advocacy, emphasizing ethical standards and professional practices. Through case studies and practical exercises, students develop competencies like active listening, cultural sensitivity, and interfaith communication to provide compassionate, context-sensitive support. **Prerequisite:** N/A

CNSL 541 - Spiritual Care and Counseling: (3 units) This course prepares students to provide compassionate support for emotional and spiritual challenges. The course combines theory with practical approaches, emphasizing active listening,

empathy, and ethics. Topics include grief counseling, trauma-informed care, and interfaith communication, helping students develop skills to foster resilience, hope, and well-being in diverse contexts. **Prerequisite:** N/A

CNSEL 620 - Group Psychotherapy: (3 units)

This course provides clinical understanding of group development, dynamics, and counseling theories. Discusses group leadership styles, basic and advanced methods and skills, and approaches to conducting group counseling as well as cultural/ethical issues and limitations.

Prerequisite: N/A

CNSEL 625 - Counseling Families: (3 units) This course surveys contemporary, multicultural, and contextual analyses of 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 Marriage and Family Therapy effectiveness. **Prerequisite:** N/A

CNSEL 630 - Counseling Adolescents: (3 units)

This course surveys contemporary, multicultural, and contextual approaches to counseling theory and intervention. Covers legal, ethical, and cultural considerations. Explores mindfulness-based approaches, role play, and art and play therapy techniques. **Prerequisite:** N/A

CNSEL 640 - Counseling Across the Lifespan:

(3 units) This course explores lifespan development from a biopsychosocial perspective from conception to death, including age-change theories and human adaptations. Emphasizes research-based best practices and ethics of working with diverse older adults. **Prerequisite:** N/A

CNSEL 650 - Counseling Couples: (3 units) 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. **Prerequisite:** N/A

Ethics (ETHS)

ETHS 510 - Law and Ethics: (3 units) This course grounds in relevant ethical codes, practice standards, legal issues, and expectations of professional conduct. Ethical decision-making skills are honed using case studies and vignettes. Also addresses professional writing. **Prerequisite:** N/A

Practicum (PRAC)

PRAC 540 - Practicum: (3 units) This course offers clinical experience at an approved practicum site with a focus on multicultural

psychotherapy theory and related interventions. Coursework focuses on group consultation, assessment, case conceptualization, intervention, self-of-the-therapist, and self-care. Approved practicum placement must provide quality supervision and training. **Prerequisite:** N/A

PRAC 531 to PRAC 536 - Service Learning: (6 units, 1 unit for each class) This six-course series examines various types of service, from community to international. Special attention is given to Buddhist concepts of service and social engagement and how these are similar to and different from those coming from the Abrahamic traditions and secular contexts. Pass/No Pass only. **Prerequisite:** N/A

PRAC 660 - Advance Practicum: (3 units) This course provides continued support for students' hands-on clinical experience. **Prerequisite:** PRAC 540 - Practicum

Psychology (PSYC)

PSYC 520 - Psychopathology: (3 units) This course reviews the current taxonomy of Western psychopathology across the lifespan. Introduces etiologies, prevalence, symptoms, and treatments. Opportunities to interact with various consumers and families of consumers of mental health services are provided. **Prerequisite:** N/A

PSYC 521 to PSYC 526 - Group Process: (6 units, 1 unit for each class) This six-course series delves into the exploration of "present moment" experiences, focusing on roles, dynamics, emotions, and responses occurring in real time. Through interactive discussions and practical applications, students develop key concepts and skills that enhance social support, strengthen cohort relationships, and build community connections. Pass/No Pass only. **Prerequisite:** N/A

PSYC 580 - Buddhist Psychology: (3 units) This course offers a unique exploration into the intersection of Buddhist teachings and psychological principles. It delves into the fundamental aspects of human experience, emotions, and mental states as elucidated in Buddhist psychology. Students examine the intricate workings of the mind, exploring concepts such as mindfulness, compassion, and the nature of consciousness as outlined in Buddhist traditions. **Prerequisite:** N/A

PSYC 610 - Psychological Testing: (3 units) This course covers psychological assessment procedures such as clinical interviewing, evidence-based diagnostic assessment, and behavioral assessment. Addresses test administration ethics, psychometrics, and cultural limitations of assessment practices. **Prerequisite:** N/A



RESM 590 - Research Methodology: (3 units) The Research Methodology course builds upon foundational writing skills, focusing on advanced techniques for crafting essays and developing thesis-level work. It offers a comprehensive guide to writing essays, equipping students with tools to construct well-structured, compelling, and academically rigorous papers. **Prerequisite:** RESM 500 - Academic Writing

RESM 592 - Research Methodology 2: (3 units) This course continues the development of essential skills for engaging in applied thesis project work, including research ethics, designing and completing a community needs assessment, analyzing results, and developing a plan for the thesis project. **Prerequisite:** RESM 590 - Research Methodology

CAPS 599 - Capstone Thesis Project: (3 units) The course delves into the intricacies of essay composition, emphasizing thesis development, evidence gathering, critical analysis, and argumentation. Students learn advanced research methodologies, refining their abilities to locate credible sources, synthesize information, and incorporate scholarly literature effectively. **Prerequisite:** RESM 592 - Research Methodology 2

PSYC 630 - Trauma and Resiliency: (3 units) This course explores community disaster and trauma response, emphasizing developmental and multigenerational effects of trauma, and resiliency models for recovery. **Prerequisite:** N/A

PSYC 640 - Psychopharmacology: (3 units) This course reviews current drug therapies for psychological problems. Discusses philosophical, ethical, and legal concerns regarding biological factors and drug treatment, along with the risks and benefits of drug therapies. Emphasizes cultural and ethical concerns. **Prerequisite:** N/A

Statistical Analysis (STATA)

STATA 530 - Experimental Design and Statistical Analysis: (3 units) This course introduces the creation of sound research questions. Students review advanced quasi-experimental and experimental design methods (quantitative and qualitative), examine methods to analyze research data, and discuss the implications of data interpretation. **Prerequisite:** N/A

Research Methodology (RESM)

RESM 500 - Academic Writing: (3 units) This course equips students with essential skills for effective scholarly communication. It covers various facets of academic writing, including structuring essays, conducting research, citing sources accurately, and refining critical thinking abilities. Throughout the course, students learn to craft clear, concise, and well-organized academic papers across disciplines. **Prerequisite:** N/A



ACADEMIC CALENDAR

FALL SEMESTER 2025: AUGUST 2025 – DECEMBER 2025

Monday, August 18	Graduate Program Orientation for new students
Monday, August 25	First Day of Fall Semester Classes
Sunday, September 7	Last Day of the Add/Drop Period; last day for 100% refund
Monday, September 8	Withdrawal Period begins
Monday, October 20	Last day to withdraw with a grade of W; refund percentage applies
Monday, November 3 – Friday, December 5	Student registration for Spring and Summer
Monday, November 24 – Friday, November 28	Thanksgiving Holiday; Fall Break; No Classes
Saturday, December 13	Last Day of Fall Semester Classes
Monday, December 15 – Saturday, December 20	Final exams
Friday, January 2	Fall Semester Grades due

WINTER SESSION 2025: DECEMBER 2025 – JANUARY 2026

Monday, December 22	First Day of Winter Session Classes
Monday, December 29	Last Day of the Add/Drop Period and Winter Session Withdrawal Period
Thursday, December 25, 2025 - Thursday, January 1, 2026	Winter Break; No Classes
Saturday, January 17	Last Day of Winter Session Classes
Friday, January 23	Winter Session Grades due

SPRING SEMESTER 2026: JANUARY 2026 – MAY 2026

Monday, January 12	Spring Semester begins
Monday, January 19	First Day of Spring Semester Classes
Sunday, February 1	Last Day of the Add/Drop Period; last day for 100% refund
Monday, February 2	Withdrawal Period begins
Tuesday, February 17	Lunar New Year Holiday; No Classes
Monday, March 16	Last Day to withdraw with a grade of W; refund percentage applies
Monday, March 30 – Saturday, April 4	Spring Break; No Classes
Monday, April 6 – Friday, May 1	Student registration for Summer and Fall
Saturday, May 9	Last Day of Spring Semester Classes
Monday, May 11 – Saturday, May 16	Final exams
Friday, May 22	Spring Semester Grades due

SUMMER SESSION 2026: MAY 2026 – AUGUST 2026

Monday, May 25	First Day of Summer Session Classes
Monday, June 1	Last Day of the Add/Drop Period; last day for 100% refund
Monday, June 22	Last Day to withdraw with a grade of W; refund percentage applies
Saturday, July 4	Independence Day; No Classes
Saturday, August 1	Last Day of Summer Session Classes
Friday, August 7	Summer Session Grades due

FALL SEMESTER 2026: AUGUST 2026 – DECEMBER 2026

Monday, August 17	Graduate Program Orientation for new students
Monday, August 24	First Day of Fall Semester Classes
Sunday, September 6	Last Day of the Add/Drop Period; last day for 100% refund
Monday, September 7	Withdrawal Period begins
Monday, October 19	Last Day to withdraw with a grade of W; refund percentage applies
Monday, November 2 – Friday, December 6	Student registration for Spring and Summer
Monday, November 23 – Friday, November 27	Thanksgiving Holiday; Fall Break; No Classes
Saturday, December 12	Last Day of Fall Semester Classes
Monday, December 14 – Saturday, December 19	Final exams
Monday, January 4, 2027	Fall Semester Grades due

WINTER SESSION 2026: DECEMBER 2026 – JANUARY 2027

Monday, December 21	First Day of Winter Session Classes
Monday, December 28	Last Day of the Add/Drop Period and Winter Session Withdrawal Period
Friday, December 25, 2026 – Friday, January 1, 2027	Winter Break; No Classes
Saturday, January 16	Last Day of Winter Session Classes
Friday, January 22	Winter Session Grades due

SPRING SEMESTER 2027: JANUARY 2027 – MAY 2027

Monday, January 11	Spring Semester begins
Monday, January 18	First Day of Spring Semester Classes
Sunday, January 31	Last Day of the Add/Drop Period; last day for 100%refund
Monday, February 1	Withdrawal Period begins
Saturday, February 6	Lunar New Year Holiday; No Classes
Monday, March 15	Last Day to withdraw with a grade of W; refund percentage applies
Monday, March 29 – Saturday, April 3	Spring Break; No Classes
Monday, April 5 – Friday, May 7	Student registration for Summer and Fall
Saturday, May 8	Last Day of Spring Semester Classes
Monday, May 10 – Saturday, May 15	Final exams
Friday, May 21	Spring Semester Grades due

SUMMER SESSION 2027: MAY 2027 – AUGUST 2027

Monday, May 24	First Day of Summer Session Classes
Monday, May 31	Last Day of the Add/Drop Period and Winter Session Withdrawal Period
Monday, June 21	Last Day to withdraw with a grade of W; refund percentage applies
Sunday, July 4	Independence Day; No Classes
Saturday, July 31	Last Day of Summer Session Classes
Friday, August 6	Summer Session Grades due



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