

VAYU SCHOOL CATALOG - 2022

(FALL 2022, SPRING 2023, SUMMER 2023)

Admissions Office and Campus Class Sessions at
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1. About

Vivekananda Yoga University (VaYU) was founded in 2013 as a private institution to promote traditional Indian Yoga education and training. The instruction at VaYU is provided in English as a medium of instruction via online mode of delivery. The institution has been granted a license by the California Bureau for Private Postsecondary Education (BPPE) with a provision that VaYU get accredited by December 3, 2024. VaYU is pursuing accreditation from Western Association of Schools and Colleges ([WASC](#)) - an internationally known Accreditation organization.

VaYU has its Registered Office and Campus at 15311 Pioneer Blvd. Norwalk, CA 90650, with a website: www.vayuusa.org, and Phone: (747) 228-2987.

2. Vision and Mission of VaYU

2.1 Vision:

To build a healthy, harmonious world through wholistic Yoga.

2.2 Mission:

Creating a Yogic life path for the welfare of humanity.

3. Objective of VaYU

- To instruct and educate students the traditional knowledge of Yoga and its applications deciphered from ancient texts using modern pedagogical tools.
- To train students in physical YOGIC practices, which allow the body and the MIND function healthfully at their fullest potential.
- To expose students in a systematic manner to recent Yoga material with emphasis on scientific research in order to develop the students' interest in pursuing evidence-based Yoga.
- To train researchers in Yoga by 'shining the light of science on Yoga.'
- To prepare a new generation of citizens, who with the practice of yoga can work harmoniously in society and contribute to the welfare of our communities.

4. Catalog Details

4.1 Time Validity

This Catalog is valid for the academic year 2022 (Aug 22, 2022 to Aug 20, 2023).

4.2 Updating

This catalog will be updated at the end of every academic year and published on the web by the Registrar of VaYU. If there are any significant changes before the next academic year, an updated version will be published and informed to students.

4.3 Availability

This Catalog will be available to any prospective student or to the general public when requested. The Email copy will be free. A cost will be assessed for a hardcopy of this Catalog to cover printing and mailing this to anyone who requests it. To request the Catalog, email the registrar@vayuusa.org.

5. State Approval and Accreditation

VaYU, as a private institution and is provisionally approved to operate by the Bureau of Private Postsecondary Education (BPPE) of the State of California. Institutional Approval to operate requires an educational institution to be in compliance with state standards. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the: Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, Telephone (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897.

In October of 2022, VaYU formally submitted a 'Letter of Intent' to accredit which has been officially accepted by Western Association of Schools and Colleges (WASC). Subsequently, a 'Site Accreditation Visit' has been scheduled by WASC in September 2023. WASC is accredited by the US Department of Education. Currently, there is no agency recognized by the US Department of Education that accredits a program such as Master of Science (Yoga).

As there is no single licensing body, nor state regulations, nor program accreditation, employers do not expect any licensure requirements from VaYU graduates. Note that a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

6. Educational Programs Offered

6.1 List of Degrees

Currently, VaYU offers the following Graduate degree programs

- Master of Science (Yoga)
- Ph.D. (Yoga)

The medium of instruction US English for both the programs.

6.2 Title of the Educational Programs and Objectives

6.2.1 Master of Science (Yoga)

It is a two-year graduate degree program conducted in 4 semesters, with each semester having a duration of 16 weeks. Currently this program is offered only in online mode.

The program has the following objectives to offer specialized tracks of deeper study in:

- Yoga Philosophy
- Yoga Therapy
- Advanced Yoga techniques for managing chronic illnesses

- Science of Yoga and applied research on Yogic techniques
- Study and use of Yogic methodology in interpersonal relationships and management
- Advanced topics in Yoga Therapy
- To equip participants to run their own Yoga Centers and Yoga-based healing centers
- To expose students in a systematic manner to recent Yoga material with emphasis on scientific research in order to develop the students' interest in pursuing evidence-based Yoga.

6.2.2 Ph.D. (Yoga)

Ph.D. requires long term commitments from the student, the Faculty Guide, and the institution. Typically, it takes a diligent student 6-8 years to complete the program beyond Bachelor's or 3-5 years beyond a Master's. Students admitted to the Ph.D. (Yoga) program must complete a total of 66-credits beyond Bachelor's Degree to earn their Ph.D. degree.

The objective of VaYU's Ph.D. (Yoga) Program is to develop an independent researcher with:

- A comprehensive knowledge of, and skills in Yoga.
- Ability to formulate a substantial research question in an uncharted aspect of a sub-discipline.
- Ability to explore, discover and uncover new knowledge and methodologies in the service of humanity.

6.3 Class Sessions Online and on VaYU campus

Class sessions will be held online. VaYU has a physical Campus office at 15311 Pioneer Blvd, Norwalk, CA 90650. Personal Contact Program (PCP) which may be part of any program is conducted at this address. This physical campus is used to train students in PCP.

6.4 VaYU's standards for Student Achievement

Students are expected to demonstrate their understanding and application of intended learning outcomes. This is evaluated through assessments, which can take multiple forms as quizzes, tests, group discussions, student presentations, research reports/projects, and a final exam, as appropriate. The evaluation rubric is divided into three levels of achievement - sophisticated, competent and not yet competent. Students' ability to teach various poses and specific medical conditions, ability to work on research reports/projects independently, critical understanding and insights gained from study of ancient original yoga texts are evaluated through a comprehensive set of assessments that covers three broad streams of Philosophy, Therapy and Research.

7. Master of Science (Yoga) Program

7.1 Course Requirements

Online MS (Yoga) can be completed by anyone with a four-year Bachelor's degree from an accredited university in the US regardless of the field of study of their undergraduate degree, and with a minimum 3.0 cumulative GPA in their undergraduate. Students with International degrees considered for admission would require a Bachelor's degree in any field from a university abroad that is accredited.

In the event that a student has graduated with a three-year international degree (as is the practice in many Commonwealth countries), then the student has to demonstrate that they have either an additional year of study in another accredited university, or have three years of work experience in a profit or nonprofit entity, paid or volunteering.

7.2 Credit Requirements

The program has a total of 30 credits including transfer credits if any. A maximum of 6 credits of transfer is allowed. Over three semesters, enrolled students' study 10 mandatory online core courses totalling 24 credits. See Figure 1. Students can specialize in either of the three streams in the fourth semester: Yoga Research, Yoga Therapy, or Yoga Philosophy.

7.3 Online Master of Science (Yoga) Program of Study

The Online Master of Science (Yoga) is in general, a cohort¹ based 4-Semester program, The cohort-based sequencing is the recommended mode. Cohort based programs build camaraderie and program coherence among the student body. However, part-time students are allowed for flexibility.

The Program of Study is as shown in Table 1. This lists all courses offered for the MS (Yoga) program. However, not all course will be offered in all semesters. The courses offered for each semester will be announced by the Registrar based on the availability of Faculty and recommendation of the Academic Committee.

VaYU MS (Yoga) Program students are eligible to get Yoga Instructors certificate (YIC) from SVYASA University after completion of their first two semesters.

For the MS Online (Yoga) the ten (10) CORE courses are mandatory for students of all the three specializations.

- For specialization in 'Yoga Philosophy', together with the specialization courses offered, RMA Courses fill up OPTIONAL courses. Each 'Yoga Philosophy' student takes the OPTIONAL courses as they deem fit. Students can reach out to the Registrar anytime for Academic Counseling as appropriate.
- YMS 501T is optional for 'Yoga Therapy' and 'Yoga Philosophy' specialization.
 - It is a required course for 'Yoga Research' specialization IF offered in that semester, unless the student has a scheduling conflict to take that course.

¹ In a cohort system, all students enrolled in a "Fall Semester Start" will take the same courses and move on together as a class to future semesters as a group. Semester I thus represent the first semester the cohort starts and Semester IV the last.

- If a 'Yoga Research' specialization student takes YMS 501T the Research Thesis credits of YMS 401T in the 4th Semester are reduced from '6 (six)' to '5 (five)'.

Table 1: Program of Study for M.S. (Yoga) with 'T' Theory, 'P' Practice, and Credit hours in parentheses.

| Course Title | Credits |
|--|---------|
| Semester I (9 credits) | |
| YMS 101T: Basis of Yoga Therapy | 2:0 |
| YMS 102T: Samskritam | 2:0 |
| YMS 103T: Ancient Yoga Texts – 1 | 2:0 |
| YMS 104P: Preparatory Practices, Asanas, Kriyas, Mudras, Pranayama and Meditation (PCP 40 hours) | 0:3 |
| Semester II (7 credits) | |
| YMS 201T: Yoga Therapy for Common Ailments -I | 2:0 |
| YMS 202T: Yoga Therapy for Common Ailments -II | 2:0 |
| YMS 203T: Research Methodology and Biostatistical Analysis | 3:0 |
| Semester III (8 credits) | |
| YMS 301T: Ancient Yoga Texts – 2 <u>OR</u> | 2:0 |
| YMS 501T#: Yoga: Biomedical Science & Research (Yoga Research Specialization) | 3:0 |
| YMS 302P: Advanced Yoga Techniques (PCP 8 hours) | 2:1 |
| YMS 303P: Yoga Therapy Techniques (PCP 20 hours) | 2:1 |
| Semester IV (6 credits) - Students must register for at least 1 of the 3 specializations* - Yoga Research / Yoga Therapy / Yoga Philosophy (6 credits each) | |
| YMS 401: Master's Research Project (Yoga Research Specialization) | 6:0 |
| YMS 403P: Yoga for Prenatal and Postnatal care (Yoga Therapy Specialization) | 2:1 |
| YMS 404P: Basic Clinical Yoga Therapy (Yoga Therapy Specialization) | 2:1 |
| YMS 407T: Principles of Ayurvedic Diet and Lifestyle (Yoga Therapy Specialization) | 3:0 |
| YMS 408T: Narada Bhakti Sutras (Yoga Philosophy Specialization) | 3:0 |
| YJS 101T: Jyothish Foundation Course (Yoga Philosophy / Therapy Specialization) | 3:0 |
| Optional Courses ⁵ | |
| RMA 101T: Religions of West Asian Origin (Yoga Philosophy Specialization) | 3:0 |
| RMA 102T: Introduction to Indian Philosophy (Yoga Philosophy Specialization) | 3:0 |
| RMA 103T: Introduction to Buddhism (Yoga Philosophy Specialization) | 3:0 |
| RMA 104T: Religions of West Asian Origin (Yoga Philosophy Specialization) | 3:0 |

- YJS 101T can be counted either for 'Yoga Therapy' or 'Yoga Philosophy' specialization.

* Students can opt to register for more than one specialization.

Required for 'Yoga Research' specialization if YMS 501T is offered in that semester. If the student has a scheduling conflict in that semester with YMS 501T, student is expected to take YMS 301T. If a 'Yoga Research' specialization student takes YMS 501T the Research Thesis credits in the 4th Semester are reduced from '6 (six)' to '5 (five)'.

§ One course can be counted as an option for 'Yoga Philosophy'. Overload for 'Yoga Research' and 'Yoga Therapy'.

Figure 1 represents the required Prerequisites map for the MS (Yoga) program. Catalog Course description is in Section 9.

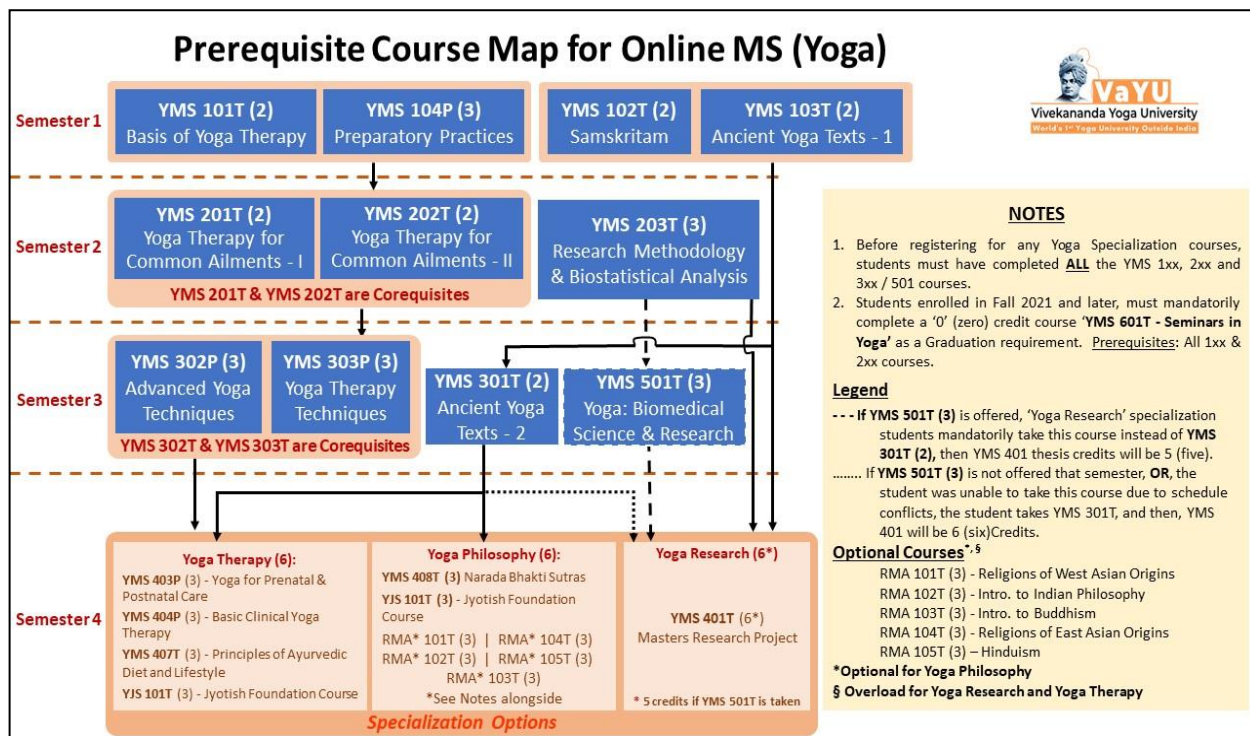


Figure 1: Online M.S. (Yoga) prerequisite course path. Course Credit Hours are in parentheses.

7.4 Personal Contact Program

For the Master in Science (Yoga), the Personal Contact Program (PCP) for students consists of 28 to 40 hours of hands-on training of yoga poses (*asanas*), hand gestures (*mudras*), breathing control techniques (*pranayama*), therapeutic training, etc. in Semesters I and III, respectively. PCP training is required for course numbers marked with a "P" (PCP) instead of a "T" (Theory). The PCP training is conducted in the 13th week of the semester where the student is 'in Residence' at VaYU Campus in Cerritos, CA with classes being conducted Monday thru Friday during that week. Students will make their own boarding, lodging and travel arrangements during this week.

7.5 Method of Instruction and Evaluation

7.5.1 Instruction

Instruction shall be a combination of the following modalities:

- Flipped Classroom Approach
 - Asynchronous online learning through texts, notes, PowerPoints, streaming videos, and audio.

- Personal Contact Program of 1 week for odd semesters (Semester I and III).
- Lab work on Research Methodology and Psychology.
- Lab instruction on Yoga practices, advanced pranayama techniques. Primarily a cohort based program².
 - New cohorts start every semester – Fall (August) and Spring (January) of every year.

7.5.2 Evaluation

Evaluation of student work in a course will be done by Instructor on Record and/or Co-Teachers. By default, all exams are cumulative (tests, mid-terms, and finals. For instance, an assignment in Week 10, all course material released in LMS from the beginning of the semester till and including course material release on the Monday of Week 10, will be included.)

All student work submitted for specific assignments will be corrected within 5 business days except for the Final Exam. The Final Exam need to be corrected and the course grade provided within 7 calendar days of the Final Exam. The Final Exam dates are determined by the Registrar in advance, published and is available for the student at the beginning of each semester.

7.6 Graduation Requirements

To graduate, a student enrolled to the MS (Yoga) degree program must complete 30 credits of course work and achieve an overall G.P.A. of at least 3.0 on a 4.0 scale. Students in certain specialties are required to submit a written dissertation report and successfully defend the dissertation in an oral exam conducted by Committee of senior faculty and/or external educational experts in Yoga as required.

7.7 Employment on Graduation

VaYU's Master in Science (Yoga) degree program is unaccredited. Thus a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

After successful completion of this program, institutional jobs are available in Health Clubs; Yoga Studios; Rec Centers; Senior Centers; Occupational Therapy; Hospitality industry; Teaching and Research; Educational Institutions; personal training; and Healthcare (medium to large therapeutical clinics, Sports medicine, Hospitals, clinical research, and large Insurance companies). Full-time and Part-time employment is possible.

² Students will move from one semester to the next in a group.

In addition, freelance and self-employment (private Yoga studio) is a choice. After successful completion of this program:

- Students can run their own Yoga Centers and Yoga-based healing centers
- Students can train Yoga Instructors
- Students can pursue PhD and/or work at major Universities in academic research.

Note that if a student takes the route of self-employment or freelancing:

- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked per day may vary than a traditional 8-hour workday or 40-hour work week.
- The student can expect to spend unpaid time expanding networks, advertising, promoting one's services, or honing skills.
- Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

8. Ph.D. (Yoga) Program

8.1 Course Requirements

Ph.D. (Yoga) requires a candidate to have a Master's degree in Yoga from VaYU or any other university, and with a minimum 3.5 cumulative GPA on a 4.0 scale. Students with International degrees considered for admission would require a Master's degree in Yoga from a university abroad that is accredited.

The Applications will be screened through a thorough rigorous process by a Graduate Admissions Committee consisting of two VaYU Faculty and an Administration Staff. Applicants will be called for a personal interview over Zoom by the Committee. The Committee will provide its decision to the Registrar's Office who will inform the applicant of the decision.

8.2 Credit Requirements

Students admitted to the Ph.D. (Yoga) program must complete a total of 66-credits beyond Bachelor's Degree to earn their Ph.D. degree. The 66-credit requirement would include the requirements of a Master's Degree of 30 credits, 20 credits of Ph.D. coursework, and 16 credits of doctoral thesis.

8.3 Online Ph.D. (Yoga) Program of Study

The Online Ph.D. (Yoga) is in general a cohort based (see Footnote 1). The cohort-based sequencing is the recommended mode. Cohort based programs build camaraderie and program coherence among the student body. However, part-time students are allowed for flexibility.

The Program of Study is as shown in Table 2. This lists all courses offered that students of the Ph.D. (Yoga) program can register for as part of the Course work. Not all courses will be offered in all

semesters. The courses offered for each semester will be announced by the Registrar based on the availability of Faculty and recommendation of the Academic Committee.

Students admitted to the Ph.D. (Yoga) program must complete a total of 66-credits beyond Bachelor's Degree to earn their Ph.D. degree. The 66-credit requirement would include the requirements of a Master's Degree of 30 credits, 20 credits of Ph.D. coursework, and 16 credits of doctoral thesis. The following courses may be taken and counted towards the 20 credit coursework requirements.

- The Type for credits in a course are represented as 'x:y' where
 - 'x' represents the number of units for "Classwork" and
 - 'y' represents the number for units for "Practice."

Table 2: Program of Study for Ph.D. (Yoga) Course work - with 'T' Theory, 'P' Practice, and Credit hours.

| Sl. # | Course Code | Course Description | # Credits | Type (x:y) | Pre-Reqs | Co-Reqs |
|-------|-------------|--|-----------|------------|------------------------------------|----------|
| 1 | YMS 301T | Ancient Yoga Texts – 2 | 2 | 2:0 | YMS 103T | - |
| 2 | YMS 302P | Advanced Yoga Techniques | 3 | 2:1 | YMS 201T, YMS 202T | YMS 303P |
| 3 | YMS 303P | Yoga Therapy Techniques | 3 | 2:1 | YMS 201T, YMS 202T | YMS 302P |
| 4 | YMS 402T | Independent Study | 3 | 3:0 | Instructor Permission | - |
| 5 | YMS 403P | Yoga for Prenatal & Postnatal Care | 3 | 2:1 | YMS 302P, YMS 303P | |
| 6 | YMS 404P | Basic Clinical Yoga Therapy | 3 | 2:1 | YMS 302P, YMS 303P | - |
| 7 | YMS 405P | Advanced Clinical Yoga Therapy | 3 | 2:1 | YMS 404P | YMS 406T |
| 8 | YMS 406T | Methodologies in Clinical Yoga Therapy | 3 | 3:0 | YMS 404P | YMS 405P |
| 9 | YMS 407T | Principles of Ayurvedic Diet & Lifestyle | 3 | 3:0 | YMS 301T, YMS 302P, YMS 303P | - |
| 10 | YMS 408T | Narada Bhakti Sutras | 3 | 3:0 | - | - |
| 11 | YMS 501T | Yoga: Biomedical Science and Research | 3 | 3:0 | YMS 203T | - |
| 12 | YJS 101T | Jyotish Foundation Course | 3 | 3:0 | - | - |
| 13 | RMA 101T | Religions of West Asian Origins | 3 | 3:0 | - | - |
| 14 | RMA 102T | Introduction to Indian Philosophy | 3 | 3:0 | - | - |
| 15 | RMA 103T | Introduction to Buddhism | 3 | 3:0 | - | - |
| 16 | RMA 104T | Religions of East Asian Origins | 3 | 3:0 | - | - |
| 17 | RMA 105T | Hinduism | 3 | 3:0 | - | - |
| 18 | YPH 601T * | Doctoral Thesis * | 16 | 16:0 | - | - |

Figure 2 represents the required Prerequisites map for the Ph.D. (Yoga) program. Catalog Course description is in Section 10.

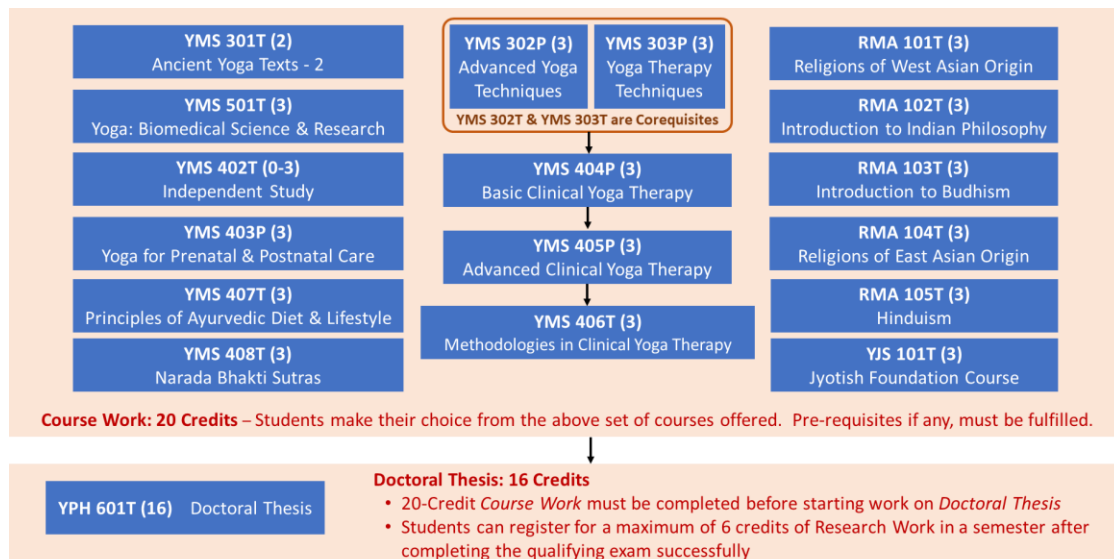


Figure 2: Online Ph.D. (Yoga) prerequisite course path. Course Credit Hours are in parentheses.

8.4 Personal Contact Program

For the Ph.D. (Yoga) program, students opting for the corequisite courses YMS 302P and YMS 303P will have Personal Contact Program (PCP) consisting of 32 hours of hands-on training of yoga poses (*asanas*), hand gestures (*mudras*), breathing control techniques (*pranayama*), and therapeutic training. The PCP training is conducted in the 13th week of the semester where the student is 'in Residence' at VaYU Campus in Cerritos, CA with classes being conducted Monday thru Thursday during that week and will have a practical evaluation at the end of the PCP. Students will make their own boarding, lodging and travel arrangements during this week.

8.5 Method of Instruction and Evaluation

8.5.1 Instruction

Instruction for coursework shall be a combination of the following modalities:

- Flipped Classroom Approach
 - Asynchronous online learning, through texts, streaming videos, and audio. Some courses could have synchronous method of learning.
 - Weekly face to face '90 min' Faculty-Student Q&A for asynchronous courses.
 - Personal Contact Program where applicable for specific courses - either as part of weekly Office Hours or held separately.
- Lab work on Research Methodology.
- Remote or face-to-face in person Lab instruction on advanced Yoga practices and techniques.

Research Thesis work could be done Online but not exclusively. Based on the specific Research topic chosen, the Research Advisor may require the student to work from an identified Lab at another institution or location for experimental design, data collection, collation, analysis, and to carry out related Research activity. This could be up to 25% of the total course hours for the applicable course.

8.5.2 Evaluation

Evaluation of student work in a course will be done by the Instructor on Record and/or Co-Teachers. By default, all exams (tests, mid-terms, and finals) are cumulative. For instance, an assignment in Week 10, all course material released in LMS from the beginning of the semester till and including course material release on the Monday of Week 10, will be included.

All student work submitted for specific assignments will be corrected within 5 business days except for the Final Exam. The Final Exam dates are determined by the Registrar in advance, published and is available for the student at the beginning of each semester.

There are three formal evaluations of the student on their quest for Ph.D.:

- i. **Qualifier Exam:** Qualifier exam by the student's Doctoral Research Committee composed of a minimum of three approved faculty members constituted by the Research Advisor (Chairman of the Committee) to test fundamental knowledge and research ability of the student. This has written and oral part. The student has two chances to complete the Qualifier. The passing of this exam moves the student to the status of a "Candidate for Ph.D." *This exam verifies the student's knowledge, skills, and conceptual framework, for undertaking rigorous inquiry into the student's designated field.*
- ii. **Research Proposal Exam:** Student Candidate's Research Proposal Exam by the student's Doctoral Research Committee. This has written and oral part. The completion of this exam will move the student to the status of "All but dissertation" or ABD. *This exam verifies that the student's ability to develop a 'Research Question' worthy of a Ph.D. dissertation under the direction of the Research Advisor and the Research Committee.*
- iii. **Research Dissertation Exam:** An ABD Student will complete a Research Dissertation based on the proposed research in 'B' above and submit it to the student's Doctoral Research Committee. This has written and oral part. With a formal approval of the Research Dissertation by student's Doctoral Research Committee, the Committee will recommend the student for award of a Ph.D. Degree. This evaluation covers design procedures and products of a formal original inquiry proposed and completed by the student.

8.5.3 Probation Based on Academic Performance

A student who receives a grade point average (GPA) below 3.0 in any semester or cumulative will be placed on probation. A student on probation must obtain at least a 3.5 average in the subsequent semester in order to be removed from probation. Two continuous semesters with CGPA or GPA less than 3.0, could result in suspension from the program or even dismissal. Since probationary status may have financial aid implications, students on probation are directed to contact the financial aid office

upon determination of probationary status. A student in the Ph.D. program must maintain a cumulative GPA of 3.5 on a 4.0 scale at any point in their Program to be in good standing.

8.6 Ph.D. Program Steps

8.6.1 Academic Guide and Research Advisor

Upon admission, a student is assigned an 'Academic Guide' who will advise the student on courses and navigate in finding a 'Research Advisor' in the area of the student's developing research interest within two semesters after joining the Ph.D. Program. It is the responsibility of student to find a Research Advisor by familiarizing themselves with the various research interests of the faculty and Students work under the direction of a Research Advisor to complete the research thesis.

8.6.2 Qualifier Exam

Pre-Requisite: Students should have completed 20 credits of coursework in the Ph.D. portion with a cumulative G.P.A. of at least 3.5 on a 4.0 scale.

After completing the course work, a Qualifier Exam - written and oral - will be given to the student to complete in 30 days duration, on a research problem by the Research Advisor and a Research Doctoral Committee. Students without a 'Research Advisor' will not be allowed to take the Qualifier Exam. Only two attempts are allowed. By passing the Qualifier Exam, the student is considered to be advanced to 'Ph.D. Candidacy,' and is referred to as a "Ph.D. Candidate," colloquially called "ABD (All Bt Dissertation)."

Qualifier Exam Timeline: Should be taken within 3 semesters from the start of the student's Ph.D. portion.

8.6.3 Dissertation Thesis

This consists of an initial proposal followed by the actual research work.

Thesis: Only Students who pass the Qualifier Exam will be allowed to register for Ph.D. Thesis credits.

8.6.4 Thesis Proposal

This will involve a proposal on the research topic the student is planning to pursue to be cleared and approved by the Research Doctoral Committee before proceeding with writing the thesis. Student prepares a research proposal, submits the written proposal to the Research Committee, schedules an oral defense of the proposal with the Research Committee and passes the exam.

Thesis Proposal Timeline: Should be completed within two semesters of passing the Qualifying Exam.

8.6.5 Research Thesis - Dissertation

Students finish the dissertation with a detailed thesis/dissertation after the Qualifier. The student should demonstrate that they can independently solve a research problem not previously solved by anyone on a Yoga and Yoga related discipline/topic (therapy, philosophy, Clinical/ sociological research, Ayurveda, etc.) which has been approved by the Research Doctoral Committee.

Research Thesis Dissertation Timeline: Usually 2 - 4 years (including Thesis Proposal).

8.6.6 Thesis Defense Exam

A thesis defense exam - written dissertation and oral exam - is required by the Research Doctoral Committee to recommend the Ph.D. Candidate for the degree.

Timing: Thesis committee upon satisfactory completion of any recommended corrections forwards its recommendation to the Provost's Office. The student will then be conferred the degree in the next graduation cycle.

8.6.7 Summary of Ph.D. Program Timeline

Figure 3 indicates the various steps explained above. The Program may take 3-5 years. Exactly how long is difficult to say as multiple non-exhaustive considerations come into play such as: the student's motivation and time commitment, difficulty of the Ph.D. Problem, Research Advisor interaction and IRB³ approval (if human or animal subjects are involved).

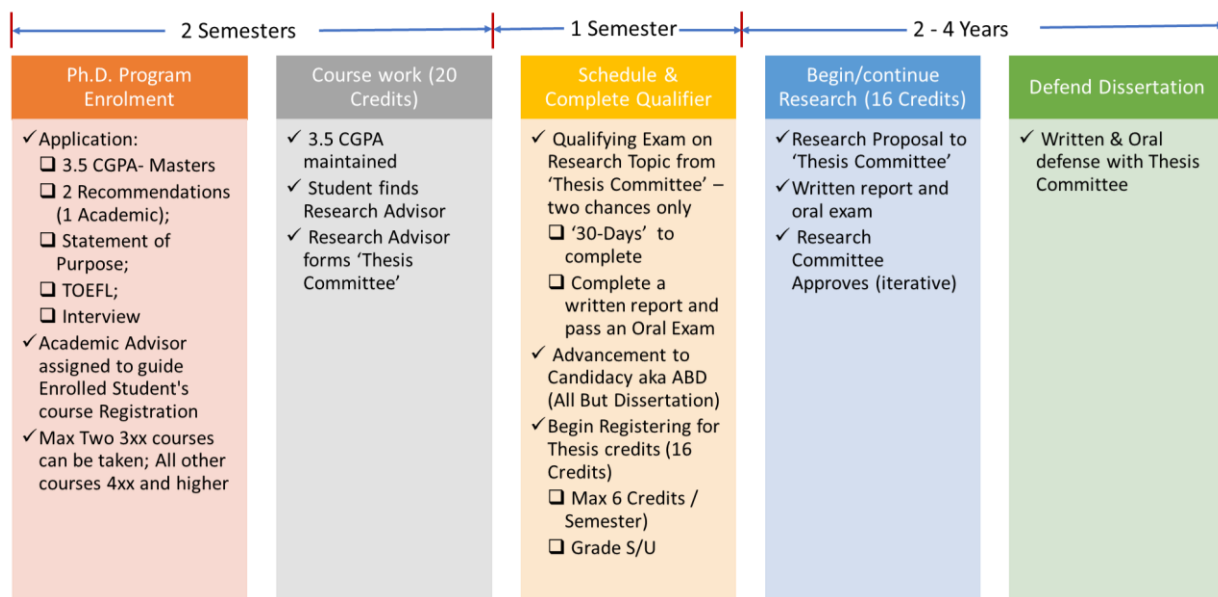


Figure 3: VaYU Ph.D. (Yoga) program timeline for an enrollee with a Master's in Yoga or appropriate discipline.

³ Institutional Review Board (IRB)

8.7 Graduation Requirements

To graduate, a Ph.D. student must complete 36 credits (20 credits of course work and 16 credit Doctoral Thesis), successfully defend their thesis and must achieve an overall G.P.A. of at least 3.5 on a 4.0 scale.

8.8 Employment on Graduation

VaYU's Ph.D. (Yoga) degree program is unaccredited. Thus, a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

After successful completion of this program, institutional jobs are available in Health Clubs; Yoga Studios; Rec Centers; Senior Centers; Occupational Therapy; Hospitality industry; Teaching and Research; Educational Institutions; personal training; and Healthcare (medium to large therapeutical clinics, Sports medicine, Hospitals, clinical research, and large Insurance companies). Full-time and Part-time employment is possible.

In addition, freelance and self-employment (private Yoga studio) is a choice. After successful completion of this program:

- Students can run their own Yoga Centers and Yoga-based healing centers
- Students can train Yoga Instructors
- Students can pursue Post Doctoral research work and/or work at major Universities in academic research.

Note that if a student takes the route of self-employment or freelancing:

- This type of work may not be consistent.
- The period of employment can range from one day to weeks to several months.
- Hours worked per day may vary than a traditional 8-hour workday or 40-hour work week.
- The student can expect to spend unpaid time expanding networks, advertising, promoting one's services, or honing skills.

Once graduates begin to work freelance or are self-employed, they will be asked to provide documentation that they are employed as such so that they may be counted as placed for our job placement records.

9. Catalog Course Description of Online M.S. (Yoga) Program

This section lists all the courses for Master in Science (Yoga) program. Course description is available to enrolled students and contains details such as: syllabus, weekly topics, assignments (homework, quizzes, tests, final exams, and class participation such as discussion boards,). No internship or externship is required.

A student may register for a maximum of 9 credits in a semester. A student may register for a specialization course only after completing all the 10 core the mandatory courses. A Registrar's permission will be required to bypass this rule and will be only granted under exceptional circumstances.

9.1 YMS 101T: BASIS OF YOGA THERAPY

2 Credits

Basis of yoga therapy explores the therapeutic basis of yoga through the study of ancient (The Upanishads, The Bhagavad Gita and Yoga Vasishtha), Hatha Yoga writings from the Middle Ages (Gheranda Samhita and Hatha Yoga Pradipika), and in other systems of Indian Medicine.

Prerequisites: None

9.2 YMS 102T- SAMSKRITAM

2 Credits

This course provides a working knowledge of Samskritam through both a formal study of the grammar, but also through the study of classic passages from both scriptural and poetic writings. The goal is to enable the student study, understand, comprehend, write and utilize the knowledge contained in Indian traditional texts in their professional practice, especially in the field of Yoga.

Prerequisites: None

9.3 YMS 103T: ANCIENT YOGA TEXTS – 1

2 Credits

This course covers yogic writings appearing in ancient Indian scriptural corpus, specifically the Vedas, Upanishads, and the Bhagavadgita. We will study the writings both for their content and in their historical context. Special emphasis is placed on yoga philosophy as described in the Vedanta, and the four streams of Yoga as described in The Gita.

Prerequisites: None

9.4 YMS 104P: PREPARATORY PRACTICES, ASANAS, KRIYAS, MUDRAS, PRANAYAMA and MEDITATION

3 Credits

We will study preparatory practices (breathing and loosening exercises); the five classes of yoga postures (known as *asanas*) – standing, sitting, prone, supine, and inverted; the six purification techniques – *neti*, *nauli*, *dhauti*, *bhasti*, *trataka* and *kapalabhati*; the five classic mudras – *chin*, *Chinmaya*, *adi*, *brahma*, and *nasika*; and the eight core breathing techniques (known as *pranayama*) – *kapalabhati*, *vibhagiya svasana*, *Chandra and Surya anuloma-viloma*, *Nadi shuddhi*, and *bhramari*; and OM meditation. PCP of 28 hours conducted during Week 15 on VaYU campus. For more details on the PCP, see Section 27.8.

Prerequisites: None

9.5 YMS 201T: YOGA THERAPY FOR COMMON AILMENTS-I

2 Credits

The goal this course is to give the student basic medical knowledge of the disease and it's yogic Management to facilitate comprehension of the physiological basis of health and disease. We study the *aadhi/vyadhi* concept of disease, and the physiology of psycho-somatic ailments. In this course, we focus on the following disorders: Respiratory, cardio-vascular, endocrinal/metabolic, and excretory systems.

Prerequisites: YMS 101T, YMS 104P

9.6 YMS 202T: YOGA THERAPY FOR COMMON AILMENTS-II 2 Credits

The goal this course is to give the student basic medical knowledge of the disease and its yogic Management to facilitate comprehension of the physiological basis of health and disease. In this course, we focus on the following disorders: OB/GYN, GI, Musculo-skeletal, neurological, psychiatric, and cancer.

Prerequisites: YMS 101T, YMS 104P

9.7 YMS 203T: RESEARCH METHODOLOGY & BIostatistical ANALYSIS 3 Credits

The primary goals of this research methodology course are to familiarize students with basic theoretical concepts of scientific research, train them to analyze their data, and enable them to write their synopsis, dissertation and scientific articles. This training will impart basic skills required to do scientific research and motivate students to pursue higher research.

Prerequisites: High-school algebra and calculus

9.8 YMS 301T: ANCIENT YOGA TEXTS -2 2 Credits

This course covers yogic writings appearing in post-Vedic Indian scriptural corpus, specifically the Yoga Sutras and medieval Hatha Yogic texts. We will study the writings both for their content and in their historical context. Special emphasis is placed on ashtanga yoga, kriya yoga, the theory of kleshas, yogasanas, bandhas, shat-kriyas, and pranayama.

Prerequisites: YMS 102T, YMS 103T

9.9 YMS 302P: ADVANCED YOGA TECHNIQUES 3 Credits

This course explores the practical yogic techniques that apply to each of the pancha koshas (5 sheaths) of our human form. Using these techniques, the student will be able to integrate and harmonize their subtle forms of manifestation with the physical form, thereby achieving health and healing. PCP of 8 hours conducted during Week 15 on VaYU campus.

Prerequisites: YMS 201T, YMS 202T | **Corequisites:** YMS 303P

9.10 YMS 303P: YOGA THERAPY TECHNIQUES 3 Credits

In this course, we will study yogic techniques to manage various diseases. For each disease, we will study applicable yogic techniques in terms of its promotive, preventative, and curative aspects, along with cautions and contraindications in their application. PCP 20 hours conducted during Week 15 on VaYU campus.

Prerequisites: YMS 201T, YMS 202T | **Corequisites:** YMS 302P

9.11 YMS 401T: MASTERS RESEARCH PROJECT

6 Credits

A thesis or dissertation constitutes an important contribution to scholarship. A student should, in consultation with their academic advisor, choose a topic in one of the following areas: Yoga and Spirituality, Ancient Yogic Texts, or Yoga Therapy. The thesis topic is chosen in such a way as to demonstrate the graduate student's ability to carry out independent investigation and to present the results in a clear and systematic form. While the length of thesis submission vary, it should be roughly 4,000 – 7,000 words.

Prerequisites: All Core courses or Instructor's Permission to take the course

9.12 YMS 403P: YOGA FOR PRENATAL AND POSTNATAL CARE

3 Credits

Yoga for Prenatal and Postnatal care helps yoga teachers to focus and master the fundamentals of yoga techniques best suited for every stage of pregnancy and postnatal phase. The objective of this course is to qualify yoga teachers in handling pregnant women or new mothers and cater to their physical body changes, emotional health through evidence-based yoga techniques. In the training program, we concentrate on yoga's therapeutic applications along with its principles to achieve holistic health.

For each condition, students go through the changes in the physical body as well as psychological changes followed by evidenced-based yoga practices to cater to those changes. The classes would include theory sessions as well practical sessions. This course, we will study yogic techniques to manage various diseases. For each disease, we

Prerequisites: All Core courses or Instructor's Permission to take the course

9.13 YMS 404P: BASIC CLINICAL YOGA THERAPY

3 Credits

Yoga therapy has provided significant benefits for several chronic health conditions. In this course, through evidence-based studies and asynchronous lecture presentations, clinician and basic scientist faculty will

- (i) Review the anatomy of body systems and basic pathophysiology of cardiovascular, metabolic and mental health disorders
- (ii) Analyse the use of Yoga therapy in supportive management of these health challenges

Upon successful completion of this course, students will:

- Apply anatomical terminology to identify and describe locations of major organs of each body system covered.
- Understand basic pathophysiology and apply medical terminology in various cardiovascular, metabolic and mental health disorders.
- Evaluate how the above health conditions affect an individual's overall physical, mental, emotional and spiritual milieu.
- Analyse evidence-based research studies done to support the use of Yoga therapy in management of the above health conditions.

- Recognize the choices of various Yoga techniques for effective management of each health condition.

Prerequisites: All Core courses or Instructor's Permission to take the course

9.14 YMS 407T: PRINCIPLES OF AYURVEDIC DIET AND LIFESTYLE 3 Credits

This course explains the Ayurvedic concept of diet and lifestyle. Ayurveda strongly believes that health is the outcome of what we eat and how we live our life. Unlike modern nutrition, Ayurveda uses food's taste, and potency to understand the qualities of food, which helps to construct the diet for balancing dosha in one's physiology. This course also explains the principles of lifestyle and wellness rituals for the foundation in healthy living. It describes daily and seasonal routines and the reasons these elements help us to be in tune with the ecosystem of our environment.

Prerequisites: All Core courses or Instructor's Permission to take the course

9.15 YMS 408T: NARADA BHAKTI SUTRAS 3 Credits

All the six schools of philosophy (darsanas) in India are given out in the form of sutras. Narada Bhakti Sutras is an authoritative textbook upon the philosophy of devotion and we read it in the Bhagavata. The course deals with the study of these sutras with their deeper meaning. As the case of all paths of yoga is for self, Bhakti yoga also should be for self-growth from human level to God level which can be achieved with the help of our emotions. and insights that expose the students to the nuances of an enduring relationship of love in its various forms to experience "Godliness" of one's heart, enriching one in the path of Bhakti Yoga.

Prerequisites: YMS 103T

9.16 YMS 501T: YOGA: BIOMEDICAL SCIENCE & RESEARCH 3 Credits

In this course, we will study yogic techniques to manage various diseases. For each disease, we will study applicable yogic techniques in terms of its promotive, preventative, and curative aspects, along with cautions and contraindications in their application. PCP 20 hours conducted during Week 15 on VaYU campus.

Prerequisites: YMS 203T **OR** Completion of an undergraduate college/university science course, e.g. psychology, biology, physical sciences.

9.17 YMS 601T: SEMINARS IN YOGA 0 Credits

This is a graduation requirement for students entering Fall 2021 and later. This is an optional course for batches that have enrolled prior to Fall 2021. Students registering for this course will have a mention of this course in their transcripts and they should attend 80% of the seminars/webinars and submit a five-page precis at the end of the Semester. Offered most semesters.

Prerequisites: None

9.18 YJS 101T: JYOTISH FOUNDATION COURSE

3 Credits

The Jyotish foundation course aims to teach the building blocks of Jyotish Shastra. This course will introduce the basics of Vedic Astrology which forms the starting point for students to learn the subject as per the teachings of the Maharishis.

The Jyotish foundation course will cover (among other topics), the introduction to Vedanga Jyotish, Basics of Panchanga, Rasi's, Navagrahas and Bhavas. This course will introduce an analytical way to understand the horoscope, mapping the grahas, bhavas, and lordships.

Prerequisites: None

9.19 RMA 101T: RELIGIONS OF WEST ASIAN ORIGIN

3 Credits

This course deals with the histories, doctrines, practices and personalities of Zoroastrianism, Judaism, Christianity and Islam.

Prerequisites: None

9.20 RMA 102T: INTRODUCTION TO INDIAN PHILOSOPHY

3 Credits

This course will start with Vedic Hindu religion and philosophy, then proceed to look at the philosophies of Jainism and Buddhism. It'll look at Buddhism in detail as not only a major alternative to the Vedic tradition, but its impressiveness in spreading all over East Asia. Finally, the course will look at the seven systems of post-Buddhistic Classical Hindu philosophy through the six-fold method (epistemology, ontology, theology, cosmology, psychology, and soteriology) of inquiry of each system of Classical Hindu thought. The seven systems are: Nyāya-Vaiśeṣika, Sāṅkhya-Yoga, Prabhākara school of Mīmāṃsā, Kumārila school of Mīmāṃsā, Śāṅkara school of Vedānta, Rāmānuja school of Vedānta and Madhva school of Vedānta.

Prerequisites: None

9.21 RMA 103T: INTRODUCTION TO BUDDHISM

3 Credits

This course will start with the religious conditions in India at the time of the advent of the Buddha in the 6th century BCE, and after covering the life of the Buddha, it will look at the early history and philosophy of Buddhism in South Asia from 5th century BCE to 1st century CE. It will then look at the spread of Theravāda Buddhism and its institutions in Sri Lanka and continental Southeast Asia. Then, it will look at the emergence of Indian Mahāyāna Buddhism and its two schools in the 2nd century CE, and its spread into China, Korea, Vietnam and Japan. It will look at schools of Chinese and Japanese Buddhism in a compare and contrast style and also look into Buddhism's conflicts with Confucianism in China and Shinto in Japan. Then, it will look at the emergence of Vajrayāna Buddhism in Tibet and the Himalayan region in the 7th century CE, and its spread into Mongolia in the 13th century CE. Finally, the course will conclude with the decline and demise of Buddhism in South Asia starting in the 5th century CE with the emergence of Renaissance Hinduism, and the coming of Islam in the 11th century CE.

Prerequisites: None

9.22 RMA 104T: RELEGIONS OF EAST ASIAN ORIGIN

3 Credits

This course will deal with the histories, doctrines, sects, practices of Daoism, Confucianism & Shinto.

Prerequisites: None

9.23 RMA 105T: HINDUISM

3 Credits

This course looks into the origins, Vedic Hinduism, mythologies-Vedic, Epic & Puranic of Hinduism, sacraments, Temple Hinduism, sectarian Hinduism and modern Hindu movements.

Prerequisites: None

10. Catalog Course Description of Ph.D. (Yoga) Program

This section lists all the courses for the Ph.D. (Yoga) program. Detailed Course description is available to enrolled students and contains details of syllabus, weekly topics, assignments (homework, quizzes, tests, final exams, and class participation such as discussion boards). A student may register for a maximum of 9 credits in a semester.

All courses described in Section 9 are available for Ph.D. enrollees from the YMS 3XX and above, except for YMS 401 Master's Thesis.

10.1 YMS 301T: ANCIENT YOGA TEXTS -2

2 Credits

This course covers yogic writings appearing in post-Vedic Indian scriptural corpus, specifically the Yoga Sutras and medieval Hatha Yogic texts. We will study the writings both for their content and in their historical context. Special emphasis is placed on ashtanga yoga, kriya yoga, the theory of kleshas, yogasanas, bandhas, shat-kriyas, and pranayama.

10.2 YMS 302P: ADVANCED YOGA TECHNIQUES

3 Credits

This course explores the practical yogic techniques that apply to each of the pancha koshas (5 sheaths) of our human form. Using these techniques, the student will be able to integrate and harmonize their subtle forms of manifestation with the physical form, thereby achieving health and healing. PCP of 8 hours conducted during Week 15 on VaYU campus.

Prerequisites: YMS 201T, YMS 202T | **Corequisites:** YMS 303P

10.3 YMS 303P: YOGA THERAPY TECHNIQUES

3 Credits

In this course, we will study yogic techniques to manage various diseases. For each disease, we will study applicable yogic techniques in terms of its promotive, preventative, and curative aspects, along

with cautions and contraindications in their application. PCP 20 hours conducted during Week 15 on VaYU campus.

Prerequisites: YMS 201T, YMS 202T | **Corequisites:** YMS 302P

10.4 YMS 402T: INDEPENDENT STUDY

3 Credits

Independent study requires that the student after discussion with the faculty come up with a topic for the Independent Study, and complete any research work to the satisfaction of the faculty. A written report is expected in the last week or earlier of the semester with the signatures of the student and Faculty.

Prerequisites: Instructor's permission

10.5 YMS 403P: YOGA FOR PRENATAL AND POSTNATAL CARE

3 Credits

Yoga for Prenatal and Postnatal care helps yoga teachers to focus and master the fundamentals of yoga techniques best suited for every stage of pregnancy and postnatal phase. The objective of this course is to qualify yoga teachers in handling pregnant women or new mothers and cater to their physical body changes, emotional health through evidence-based yoga techniques. In the training program, we concentrate on yoga's therapeutic applications along with its principles to achieve holistic health.

For each condition, students go through the changes in the physical body as well as psychological changes followed by evidenced-based yoga practices to cater to those changes. The classes would include theory sessions as well practical sessions. This course, we will study yogic techniques to manage various diseases. For each disease, we

Prerequisites: All Core courses or Instructor's Permission to take the course

10.6 YMS 404P: BASIC CLINICAL YOGA THERAPY

3 Credits

Yoga therapy has provided significant benefits for several chronic health conditions. In this course, through evidence-based studies and asynchronous lecture presentations, clinician and basic scientist faculty will

- (i) Review the anatomy of body systems and basic pathophysiology of cardiovascular, metabolic and mental health disorders
- (ii) Analyse the use of Yoga therapy in supportive management of these health challenges

Upon successful completion of this course, students will:

- Apply anatomical terminology to identify and describe locations of major organs of each body system covered.
- Understand basic pathophysiology and apply medical terminology in various cardiovascular, metabolic and mental health disorders.
- Evaluate how the above health conditions affect an individual's overall physical, mental, emotional and spiritual milieu.
- Analyse evidence-based research studies done to support the use of Yoga therapy in management of the above health conditions.

- Recognize the choices of various Yoga techniques for effective management of each health condition.

Prerequisites: All Core courses or Instructor's Permission to take the course.

10.7 YMS 405P: ADVANCED CLINICAL YOGA THERAPY **3 Credits**

This course focuses on advanced techniques of clinical yoga therapy as a follow up of YMS 404P Clinical Yoga Therapy.

Prerequisites: All Core courses and YMS 404P, or Instructor's Permission to take the course

10.8 YMS 406T: METHODOLOGIES IN CLINICAL YOGA THERAPY **3 Credits**

This course concentrates on various research methodologies that are used in clinical yoga therapy and complements YMS 404P and YMS 405P. Data collection, various bio-statistical methods are taught.

Prerequisites: All Core courses and YMS 404P, or Instructor's Permission to take the course

10.9 YMS 407T: PRINCIPLES OF AYURVEDIC DIET AND LIFESTYLE **3 Credits**

This course explains the Ayurvedic concept of diet and lifestyle. Ayurveda strongly believes that health is the outcome of what we eat and how we live our life. Unlike modern nutrition, Ayurveda uses food's taste, and potency to understand the qualities of food, which helps to construct the diet for balancing dosha in one's physiology. This course also explains the principles of lifestyle and wellness rituals for the foundation in healthy living. It describes daily and seasonal routines and the reasons these elements help us to be in tune with the ecosystem of our environment.

Prerequisites: All Core courses or Instructor's Permission to take the course

10.10 YMS 408T: NARADA BHAKTI SUTRAS **3 Credits**

All the six schools of philosophy (darsanas) in India are given out in the form of sutras. Narada Bhakti Sutras is an authoritative textbook upon the philosophy of devotion and we read it in the Bhagavata. The course deals with the study of these sutras with their deeper meaning. As the case of all paths of yoga is for self, Bhakti yoga also should be for self-growth from human level to God level which can be achieved with the help of our emotions. and insights that expose the students to the nuances of an enduring relationship of love in its various forms to experience "Godliness" of one's heart, enriching one in the path of Bhakti Yoga.

Prerequisites: YMS 103T

10.11 YMS 501T: YOGA: BIOMEDICAL SCIENCE & RESEARCH **3 Credits**

In this course, we will study yogic techniques to manage various diseases. For each disease, we will study applicable yogic techniques in terms of its promotive, preventative, and curative aspects, along with cautions and contraindications in their application. PCP 20 hours conducted during Week 15 on VaYU campus.

Prerequisites: YMS 203T **OR** Completion of an undergraduate college/university science course, e.g. psychology, biology, physical sciences.

10.12 YJS 101T: JYOTISH FOUNDATION COURSE

3 Credits

The Jyotish foundation course aims to teach the building blocks of Jyotish Shastra. This course will introduce the basics of Vedic Astrology which forms the starting point for students to learn the subject as per the teachings of the Maharishis.

The Jyotish foundation course will cover (among other topics), the introduction to Vedanga Jyotish, Basics of Panchanga, Rasi's, Navagrahas and Bhavas. This course will introduce an analytical way to understand the horoscope, mapping the grahas, bhavas, and lordships.

Prerequisites: None

10.13 RMA 101T: RELIGIONS OF WEST ASIAN ORIGIN

3 Credits

This course deals with the histories, doctrines, practices and personalities of Zoroastrianism, Judaism, Christianity and Islam.

Prerequisites: None

10.14 RMA 102T: INTRODUCTION TO INDIAN PHILOSOPHY

3 Credits

This course will start with Vedic Hindu religion and philosophy, then proceed to look at the philosophies of Jainism and Buddhism. It'll look at Buddhism in detail as not only a major alternative to the Vedic tradition, but its impressiveness in spreading all over East Asia. Finally, the course will look at the seven systems of post-Buddhistic Classical Hindu philosophy through the six-fold method (epistemology, ontology, theology, cosmology, psychology, and soteriology) of inquiry of each system of Classical Hindu thought. The seven systems are: Nyāya-Vaiśeṣika, Sāṅkhya-Yoga, Prabhākara school of Mīmāṃsā, Kumārila school of Mīmāṃsā, Śaṅkara school of Vedānta, Rāmānuja school of Vedānta and Madhva school of Vedānta.

Prerequisites: None

10.15 RMA 103T: INTRODUCTION TO BUDDHISM

3 Credits

This course will start with the religious conditions in India at the time of the advent of the Buddha in the 6th century BCE, and after covering the life of the Buddha, it will look at the early history and philosophy of Buddhism in South Asia from 5th century BCE to 1st century CE. It will then look at the spread of Theravāda Buddhism and its institutions in Sri Lanka and continental Southeast Asia. Then, it will look at the emergence of Indian Mahāyāna Buddhism and its two schools in the 2nd century CE, and its spread into China, Korea, Vietnam and Japan. It will look at schools of Chinese and Japanese Buddhism in a compare and contrast style and also look into Buddhism's conflicts with Confucianism in China and Shinto in Japan. Then, it will look at the emergence of Vajrayāna Buddhism in Tibet and the Himalayan region in the 7th century CE, and its spread into Mongolia in the 13th century CE. Finally, the course will

conclude with the decline and demise of Buddhism in South Asia starting in the 5th century CE with the emergence of Renaissance Hinduism, and the coming of Islam in the 11th century CE.

Prerequisites: None

10.16 RMA 104T: RELEGIONS OF EAST ASIAN ORIGIN 3 Credits

This course will deal with the histories, doctrines, sects, practices of Daoism, Confucianism & Shinto.

Prerequisites: None

10.17 RMA 105T: HINDUISM 3 Credits

This course investigates the origins, Vedic Hinduism, mythologies-Vedic, Epic & Puranic of Hinduism, sacraments, Temple Hinduism, sectarian Hinduism and modern Hindu movements.

Prerequisites: None

10.18 YPH 601T: DOCTORAL THESIS 16 Credits

Ph.D. research thesis constitutes the most important contribution to scholarship. A student should, in consultation with their academic advisor/research guide(s), choose a topic in the field of Yoga research. The thesis topic is chosen in such a way as to demonstrate the student's ability to carry out independent research investigation using credentialed resources and to present the results in a clear and systematic form both in a written form and orally. Projects will have to be grounded in a triad: individual, the university, and society (or community that includes cultural and other diversity).

Prerequisites:

- 20-Credit Course Work must be completed before starting work on Doctoral Thesis
- Students can register for a maximum of 5 credits of Research Work in a semester after completing the qualifying exam successfully

11. Academic Calendar and Semester Duration

The Four-Year Academic Calendar is drafted according to a formula reviewed and approved by the Faculty Senate and Board of Trustees. Each year, during the Spring semester, five academic years of future event dates that are based on this formula are presented by the University Registrar to the Faculty Senate for approval.

11.1 Calendar Construction Rules (for the Fall and Spring semesters)

Here are the major rules of Calendar Construction:

- 16-Week Semester (Fall and Spring)
- 6 (including MLK day) Vacation/holidays

- 7 Final Exam Days
- Fall semester will begin on a Monday between August 23 and August 29, inclusive.
- Spring semester: start date is determined by backward calculation from commencement date.
- Spring commencement: 3rd Sunday of May; Occurs 8 days after final grades are due
- Fall holidays (5 days) consist of: Labor Day, Fall Break (Monday and Tuesday of 9th week), Thanksgiving (Thursday and Friday)
- Spring holidays (5 or 6 days) consist of: 9th week of the semester as Spring Break, Martin Luther King Jr. day (if it falls within the semester) celebrated Monday of the week in which it falls.

11.2 Academic Calendar Dates

The current Academic Calendar given in Table 4, lists Fall, Spring and Summer semesters for the years from 2022 - 2026. VaYU will be following only Fall and Spring Semesters unless, the University in the future can consider offering courses in Summer semesters.

The calendar provides dates for when a student enrollment for an upcoming semester; withdrawal and Add/Drop dates, University holidays (MLK, Labor Day, Thanksgiving,); Fall, Spring and Summer breaks; Final Exam dates; grade deadlines, mid-semester evaluations; and degree awarding dates.

Table 3 below details the Academic Calendar as of 05/01/2022.

For the latest updated calendar see <https://vayuusa.org/academics/university-calendar/>

Table 3: Four Year Academic Calendar (2022 – 2026).

| FALL | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
|---|------------|------------|------------|------------|
| Classes Begin | Aug 22 | Aug 21 | Aug 26 | Aug 25 |
| Late Registration Begins Fee (\$25) | Aug 23 | Aug 22 | Aug 27 | Aug 26 |
| Late Registration Ends (<i>and Drop/Add</i>) | Aug 28 | Aug 27 | Sep 1 | Aug 31 |
| Labor Day Holiday | Sep 5 | Sep 4 | Sep 2 | Sep 1 |
| Fall Break (No Office Hours. Course Material will be released. Assignments to be submitted.) | Oct 15, 16 | Oct 14, 15 | Oct 19, 20 | Oct 18, 19 |
| Deadline , prior term I-grade removal | Nov 4 | Nov 3 | Nov 8 | Nov 8 |
| Deadline for Class Withdrawal and P/NP | Nov 4 | Nov 3 | Nov 8 | Nov 8 |
| Personal Contact Program (Locations announced after Semester start) | | | | |
| Week 12 (YMS 104P, YBC 101P) | Nov 7-13 | Nov 6-12 | Nov 11-17 | Nov 10-16 |
| Week 13 (YMS 302P, YMS 303P) | Nov 14-20 | Nov 13-19 | Nov 18-24 | Nov 17-23 |
| Thanksgiving Holidays | Nov 24-27 | Nov 23-26 | Nov 28-Dec | Nov 27-30 |

| | | | | |
|---|--------|--------|--------|--------|
| | | | 1 | |
| Last Day of Class | Dec 4 | Dec 3 | Dec 8 | Dec 7 |
| Final Exams Begin (12:00 am Pacific) | Dec 5 | Dec 4 | Dec 9 | Dec 8 |
| Final Exams End (11:59 pm Pacific) | Dec 11 | Dec 10 | Dec 15 | Dec 14 |
| Final Grades Due (11:00 am Pacific) | Dec 18 | Dec 17 | Dec 22 | Dec 21 |

| SPRING | 2022-2023 | 2023-2024 | 2024-2025 | 2025-2026 |
|---|-----------|-----------|--------------|--------------|
| Martin Luther King Jr. Holiday | Jan 16 | Jan 15 | Jan 20 | Jan 19 |
| Classes Begin | Jan 17 | Jan 16 | Jan 13 | Jan 12 |
| Late Registration Begins (Fee \$25) | Jan 18 | Jan 17 | Jan 14 | Jan 13 |
| Late Registration Ends (and Drop/Add) | Jan 22 | Jan 21 | Jan 19 | Jan 18 |
| Spring Break (No Office Hours. Course Material will be released. Assignments to be submitted.) | Mar 6-12 | Mar 4-10 | Mar 3-9 | Mar 2-8 |
| Deadline , prior term I-grade removal | Mar 24 | Mar 22 | Mar 21 | Mar 20 |
| Deadline for Class Withdrawal and P/NP | Mar 24 | Mar 22 | Mar 21 | Mar 20 |
| Personal Contact Program (Locations announced after Semester start) | | | | |
| Week 12 (YMS 104P, YBC 101P) | Apr 3-9 | Apr 1-7 | Mar 31-Apr 6 | Mar 30-Apr 5 |
| Week 13 (YMS 302P, YMS 303P) | | Apr 8-14 | Apr 7-13 | Apr 6-12 |
| Deadline for Class Withdrawal | Apr 24 | Apr 22 | Apr 21 | Apr 20 |
| Last Day of Class | Apr 30 | Apr 28 | Apr 27 | Apr 26 |
| Final Exams Begin (12:00 am Pacific) | May 1 | Apr 29 | Apr 28 | Apr 27 |
| Final Exams End (11:59 PM Pacific) | May 7 | May 5 | May 4 | May 3 |
| Final Grades Due (11:00 am Pacific) | May 14 | May 12 | May 11 | May 10 |

| SUMMER (Tentative. Dates confirmed by May 1) | 2023 | 2024 | 2025 | 2026 |
|---|--------|--------|--------|--------|
| Classes Begin | May 15 | May 13 | May 12 | May 11 |
| Independence Day Holiday | Jul 4 | Jul 4 | Jul 4 | Jul 3 |
| Classes End | Aug 6 | Aug 4 | Aug 3 | Aug 2 |
| Final Exams Begin (12:00 am Pacific) | Aug 7 | Aug 5 | Aug 4 | Aug 3 |
| Final Exams End (11:59 pm Pacific) | Aug 13 | Aug 11 | Aug 10 | Aug 9 |
| Final Grades Due (11:00 am Pacific) | Aug 20 | Aug 18 | Aug 17 | Aug 16 |

11.3 Semester Duration

The beginning of the Academic Year (AY) is the Fall semester that usually starts in August, followed by the Spring Semester that begins in mid-January, when VaYU will offer all courses. Semesters during AY are 16 weeks including all evaluation such as mid-term and final exams.

VaYU may offer courses for the Summer Semester opportunistically.

11.4 Religious Holidays

11.4.1 Policies

Any student who is unable to view classes or participate in any examination, study, or work requirement on a particular day because of his or her religious beliefs is excused from any such activity. Students should give notice to Instructors early in the semester about missing class because of a religious observance. The student will be given the opportunity to make up the examination or work that is missed, provided that the make-up work does not create any unreasonable burden upon the University.

11.4.2 Planning

To assist faculty and students in the planning of courses, assignments, and other activities, we provide the following links to information about the dates of religious holidays:

“Interfaith Calendar” at interfaith-calendar.org “Calendar of Religious Holidays and Observance” from the University of Washington at washington.edu/students/reg/religcal.html.

12. Admissions Policy and Criteria for Admissions

12.1 Admissions Office

The Admissions Office is located at 15311 Pioneer Blvd. Norwalk, CA 90650, Phone: (747) 228-2987.

12.2 Admissions Criteria

12.2.1 MS (Yoga) Admissions Criteria

For the Master of Science (Yoga) program, VaYU presently admits anyone with a four-year Bachelor’s degree from an accredited university in the US regardless of the field of study of their undergraduate degree with a minimum 3.0 cumulative GPA.

US students with international degrees to be considered for admission would require either of the following:

- i. A four-year Bachelor’s degree in any field from a university abroad that is accredited in that country.

- ii. A three-year Bachelor's degree in any field from a university abroad that is accredited in that country and any one of the following
 - a. at least three years of paid or unpaid work experience, or
 - b. at least three years of experience in volunteering at a nonprofit.

12.2.2 Ph.D. (Yoga) Admissions Criteria

For the Ph.D. (Yoga) program, admission can be in either of the two ways:

- i. A MS (Yoga) degree holder with a CGPA of at least 3.5 on a 4.0 scale, can apply for the Ph.D. program. This degree could be from VaYU or any other recognized institution of higher learning.
- ii. A candidate with a 4-year Bachelor's degree in any discipline can apply for the Ph.D. Program, but will have to first complete all the requirements for a [MS \(Yoga\)](#) program at VaYU before being formally admitted to the Ph.D. program, provided they are in good academic standing at the time of completing this requirement.

All students will have to submit the following documentation as a part of the Application:

- Duly filled VaYU application form.
- Resume
- Statement of personal purpose and research interests.
- Two letters of recommendations, with at least one from an Academic source sent directly to VaYU.
- Official transcripts for all conferred academic degrees sent directly by the respective institutions to VaYU.
- GRE Scores (optional)

The Applications will be screened through a thorough rigorous process by a Graduate Admissions Committee consisting of two VaYU Faculty and an Administration Staff. Applicants will be called for a personal interview over Zoom by the Committee. The Committee will provide its decision to the Registrar's Office who will inform the applicant of the decision.

12.2.3 Students with undergraduate degree from a foreign university

If a student applicant is a permanent resident, a naturalized citizen or a citizen of the US, but graduated from a foreign university, VaYU will consider an application for admission to VaYU programs.

Transcripts or degree certifications in languages other than English, must be accompanied by an English translation. If accepted, VaYU will need official copies of both the English and original language version submitted, not just the English version. Scanned copies sent by email or PDF are not considered official; official copies must be in a sealed envelope from the university or come via encrypted email directly from the university.

All transcripts, degree certifications and translations will become the property of VaYU. The potential student need not send official transcripts until formally accepted.

12.2.4 WES Evaluations

On occasion, applicants may need to have their transcripts evaluated and we suggest using [World Education Services \(WES\)](#). Common reasons to have one's transcripts evaluated include degree or GPA equivalency, English translation or authentication of the documents. Their Course-by-Course Evaluation costs around \$160. Their highly trained experts will work with the student to create an evaluation that one can later submit to jobs or colleges.

12.2.5 Language Scores (TOEFL, IELTS and PTE)

US resident students who studied their Bachelor's degree in a medium other than English or have a Bachelor's degree in another language from abroad, or those whose native language is not English have to demonstrate English proficiency⁴. English proficiency can be demonstrated by taking TOEFL, IELTS or PTE exams which are offered by an organization unrelated to VaYU.

Note that VaYU does not offer admission without official language scores meeting the minimum requirements outlined below.

Minimum scores (all these scores are valid for 2 years from the date of testing):

- i. [Test of English as a Foreign Language \(TOEFL\)](#) internet-based: 90⁵
- ii. [Test of English as a Foreign Language \(TOEFL\)](#) paper-based: 577
- iii. [International English Language Testing System \(IELTS\)](#): 7.0
- iv. [Pearson Test of English \(PTE-Academic\)](#): 61

⁴ The language test requirement could be waived if the student have completed a Bachelors or Masters degree from an institution where English is the primary language of instruction.

⁵ VaYU does not accept the TOEFL MyBest Scores. Applicants must achieve a minimum of 90 on one exam date; exams will not be superscored.

12.3 Admissions Process – MS (Yoga)

The Admission process to the Online Master of Science (Yoga) program is depicted in the flow diagram in Figure 4, which is self-explanatory.

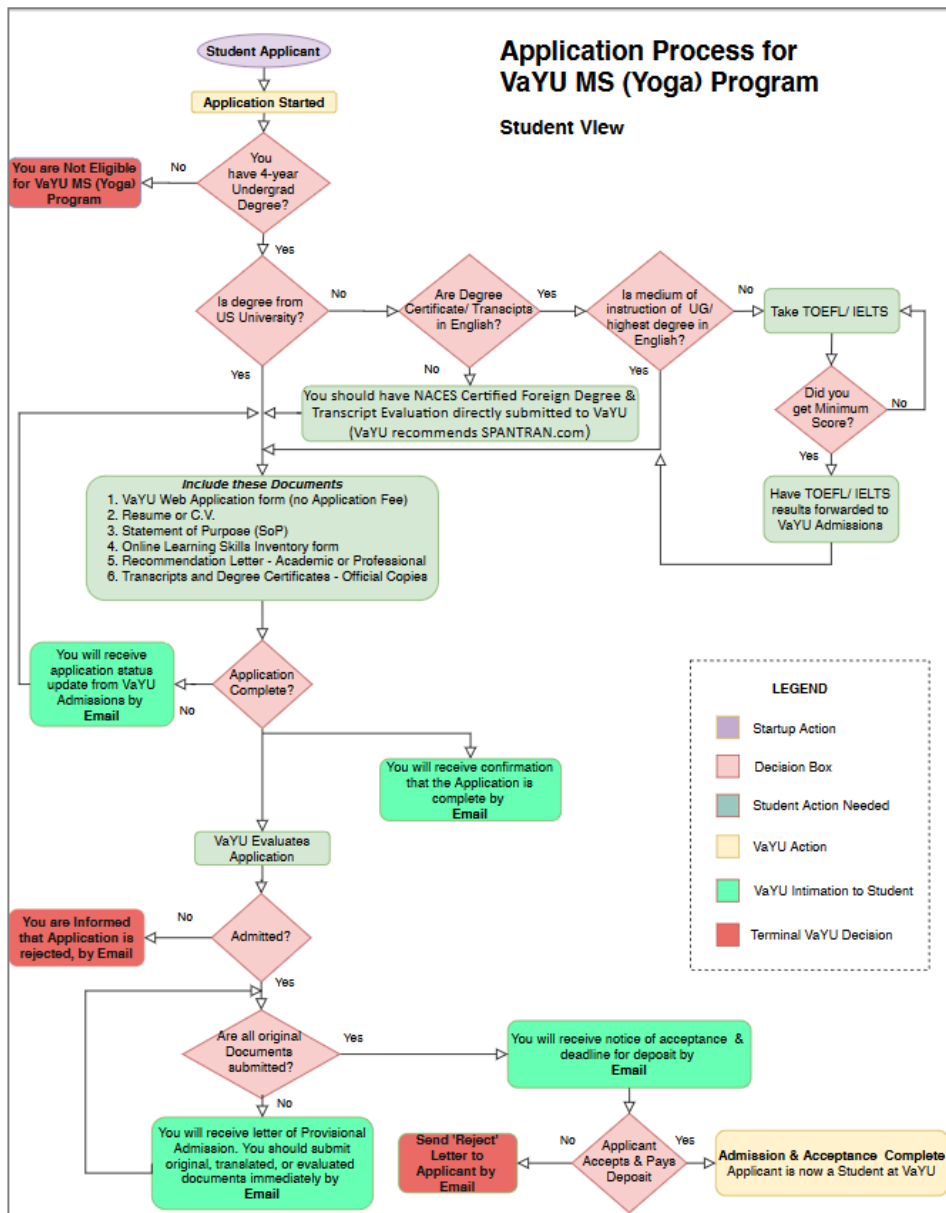


Figure 4: MS (Yoga) Admission Process flow diagram.

12.4 Admissions Process – Ph.D. (Yoga)

The Admissions process to the Online Ph.D. (Yoga) program is depicted in the flow diagram in Figure 5, which is self-explanatory.

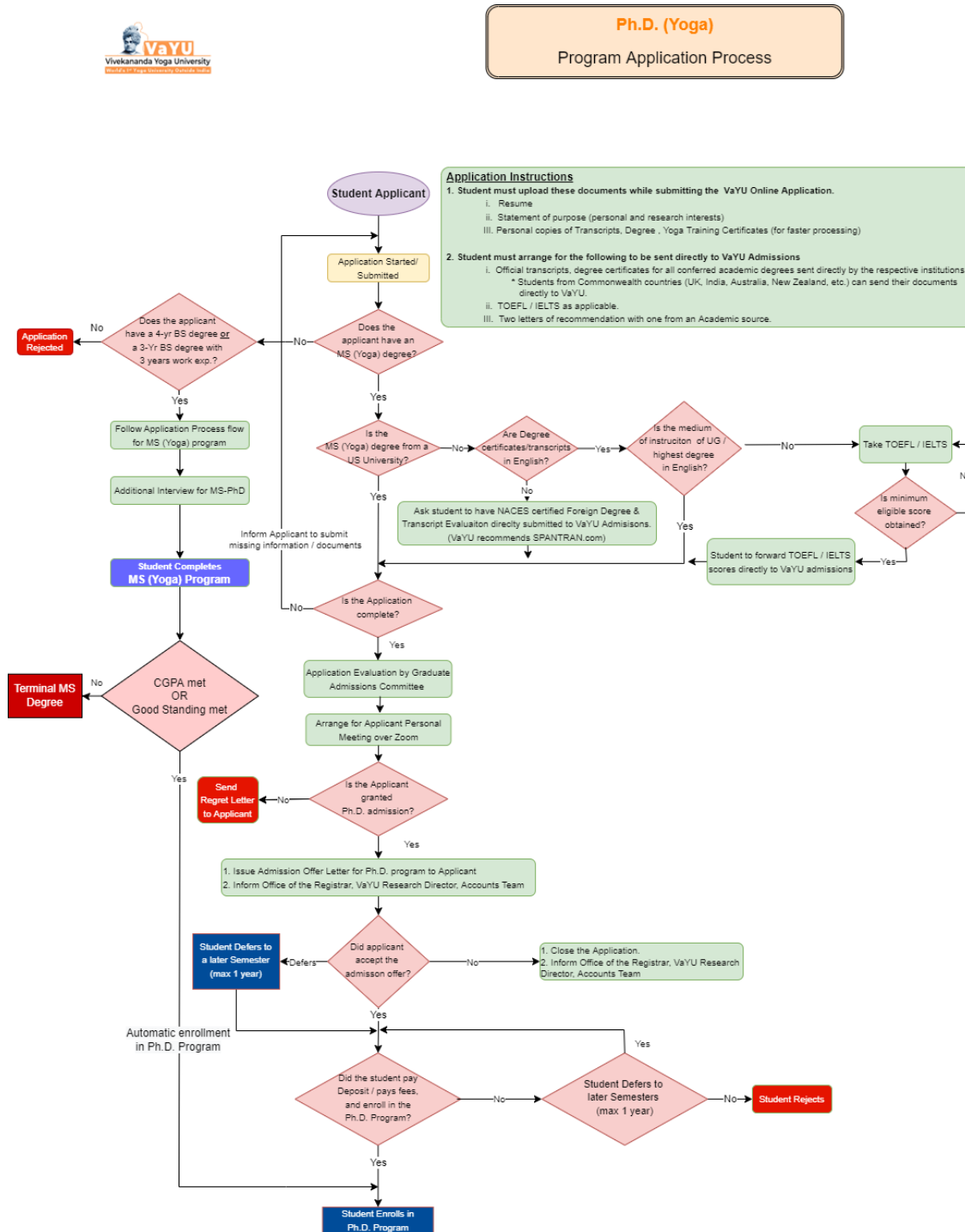


Figure 5: Ph.D. (Yoga) Admission Process flow diagram.

12.5 Skills Requirements for Online Classes

We require every student who will register for a course with VaYU to be able to communicate in writing that they have the skills listed below in this section as the VaYU curriculum is delivered completely online. To assess a student's ability for success in VaYU online program prior to admission we have developed a form in order to determine whether each student has the skills and competencies to succeed in a online learning environment⁶ (see Appendix A Computer Literacy).

Students will need to have a basic knowledge of computer and Internet skills to be successful in an online course at VaYU. Specifically, the student should have the knowledge of:

- Terminology: E.g.: *browser, application, etc.*
- Basic computer hardware and software such as ability to perform computer operations:
 - Usage of keyboard and mouse
 - Managing files and folders
 - Open, Name, Rename, Move, Save, Delete, Copy, Backup, Check Properties
 - Knowledge of copying and pasting, spell-check, saving files in multiple formats.
 - Basic Application Software Installation
 - Security and virus protection
 - Regularly use MS Office applications such as Word, PowerPoint, and Excel
- Use one or more Internet Browsers such as Chrome, Safari, etc.
 - Conduct online research using various search engines and library databases. Visit VaYU library recourses online for more information.
 - Regularly use Browser Email Application such as Gmail, or MS Outlook
 - Create, Send, Receive, Reply, and Print
 - Saving, Attaching, Sending and Downloading attachments
- Ability to use online communication tools, such as discussion boards (read, search, post, reply, follow threads), chats, and messengers.

12.5.1 Strong Reading and Writing Communication Skills

Students should have strong reading skills and be ability to communicate effectively through writing. Most of the material in the online environment will come from textbooks and written lectures, therefore strong reading and critical thinking skills are very important for success in an online course.

⁶ The skills listed are based on the from Minnesota State University Mankato: "University Extended Education: Skills Requirements," <https://www.mnsu.edu/ext/online/skills.html>, accessed 8/18/2019.

Online students communicate through such text-based tools, as emails, discussion forums, chats and instant messaging. The potential student needs to feel comfortable expressing oneself in writing.

12.5.2 Self-Driven and Independent Learner

Online courses offer more flexibility in scheduling, but they require more self-discipline and independence than on-campus courses. Some students have difficulty adjusting to it and may not be appropriate for their learning style. They could miss face-to-face interaction with an Instructor and fellow students, that may help to keep them on track. In the online environment, the student has to self-driven, self-disciplined and work on tasks independently, to meet deadlines and follow the class schedule.

12.5.3 Time Commitment

Online classes take as much time as standard on-campus classes if not slightly more as reported by some students. A student should schedule sufficient study time. The thumb rule is for every 'academic credit' (or "50 minutes of traditional class time") the student is expected to spend 4-5 times of the time working independently per week. For a 3-credit course, the student is expected to spend 12 hours a week studying independently working on assignments and studying as one would with a traditional course.

12.5.4 Time Management

Online classes are asynchronous and provide flexibility when a student 'has to be in class.' But the student still has to follow the course schedule as provided by the instructor on a weekly or sometimes on a daily basis. The student is expected to 'show up' online via 'frequent logins' and is expected to participate actively as the online courses are not independent study courses. The courses will change and develop when the student may not be online. The student is expected to login and participate multiple times and days a week to be current with the content flow, complete assignments, follow discussions and communicate with other classmates and the instructor(s).

Students are expected to develop a pace and avoid a last-minute rush to finish assignments. Students who attempt the assignments in the last-minute experience running out of time causing frustration or being late. Procrastination is the enemy of the online student often preventing one from passing the class as work accumulates and overwhelms the student. The student should plan on setting specific times aside during each week for course work and study time.

12.5.5 Active learning

One strategy the student should pursue and cultivate is that of an active learner. Active learners are self-motivated and do not hesitate to ask questions in case of any doubts. The student should bring any concerns immediately and clearly to the instructor without expecting other course-mates to do so via communication channels such as: email, discussion forums, messaging, etc. Student could post in the active discussion forum regularly, as often and immediately as this could elicit answers from other course-mates as well as the instructor. The student should seek help immediately and contact the

instructor right away if schedules or assignment deadlines cannot be met to make arrangements. This way the student can be in control of one's learning rather than the instructor.

13. Tuition Fee, Tuition Obligations, Financial Aid

13.1 Tuition Fee

The cost of the MS (Yoga) and Ph.D. (Yoga) programs are computed with an educational inflation each successive Academic Year (successive Fall + Spring semester). [Click here](#) to check the latest fees.

Tuition fee for each Academic Year will be confirmed in Spring semester of the previous Academic Year.

Students who are residents of California state pay additional fee towards STRF Assessment⁷ as mandated by the Bureau for Private Postsecondary Education (BPPE). This is collected from the student in the first payment after enrollment.

13.2 Tuition Obligations

A student may not be granted, nor receive any degree or transcript, until all unpaid financial accounts, current or delinquent, have been satisfied. This includes tuition and all library or other fees owed to VaYU. Any degree will be retained and not released by VaYU until such obligations are satisfied.

13.3 Financial Aid

VaYU does not participate in federal and state financial aid programs or provide financial aid. If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

14. State of California Student Tuition Recovery Fund (STRF)

The student at VaYU must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies:

⁷ Each qualifying institution shall collect an assessment of two dollars and fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. [Click here](#) for details. [Click here](#) for FAQ.

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

The student is not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. VaYU's total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education (BPPE). The student may be eligible for STRF if the student is a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."
6. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

15. Prospective Student Disclosures Regulatory Notes

1. VaYU is a private institution and that it is approved to operate by the Bureau for Private Postsecondary Education of the State of California (see Table 4). VaYU in no way implies that the Bureau endorses the programs, or that Bureau approval means the institution exceeds minimum state standards.

Table 4: BPPE Provisional Approval disclosure

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer the degree program. To continue to offer this degree program, this institution must meet the following requirements:

- Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
- Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by (date two years from date of provisional approval), and full accreditation by (date five years from date of provisional approval).

If this institution stops pursuing accreditation, it must:

- Stop all enrollment in its degree programs, and
- Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall

2. VaYU does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
3. This catalog is available in a printed form from Admissions Office, 15311 Pioneer Blvd. Norwalk, CA 90650. A prospective student can call the Admissions office to obtain a copy by mail Phone: (747) 228-2987. This catalog will be updated annually. The latest version of the catalog can also be found on the website www.vauyusa.org.
4. The prospective student is encouraged to review the catalog, prior to signing an enrolment agreement. You are also encouraged to review and the School Performance Fact Sheet (SPFS) which must be provided to the student, before completing and signing an enrollment agreement.
5. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West

Sacramento, CA 95798-0818. Website www.bppe.ca.gov Telephone (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 263-1897.

6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll-free telephone#: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.
7. NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT VaYU: The transferability of credits a student earns at VaYU is at the complete discretion of an institution to which the student may seek to transfer. Acceptance of degrees Master of Science (Yoga) and Ph.D. (Yoga) from VaYU is also at the complete discretion of the institution to which the student may seek to transfer. If the degree that the student earn at VaYU is not accepted at the institution to which the student seek to transfer, the student may be required to repeat some or all of the coursework at that institution. For this reason, the student should make certain that that the student's attendance at this institution will meet the student's educational goals. This may include contacting an institution to which the student may seek to transfer after attending VaYU to determine if the student's credits in the degree attended at VaYU will be transferred.
8. VaYU has not entered into an articulation or transfer agreement with any other college or university.
9. VaYU does not accept transfer credit through challenge examinations and achievement tests, or requirements for ability-to-benefit students, nor provide any credit for experiential learning.
10. VaYU admits foreign students for its Online Programs MS (Yoga) and Ph.D. (Yoga). Some courses have a low residency requirement in the United States for the Personal Contact Program (PCP) which range from two days to a week. VaYU will provide a letter of support to the consulate in the country where the student is applying for a visa.
11. VaYU will not deny admittance because of race, color, religion, ancestry, national origin, age, non-disqualifying disability, gender, sexual orientation, marital status, or veteran status.
12. VaYU has the right, at its discretion, to make reasonable changes in program content, materials, schedules, sequences of courses in programs, or locations in the interest of improving the student's education, or where deemed necessary due to industry changes, academic scheduling or professional requirements.
13. VaYU does not provide health services for students. In the event of a student medical emergency, a staff member will notify emergency medical services by contacting 911. Students requiring nonemergency medical care will be given information about medical services or agencies that they may contact. Any costs incurred for medical services will be the student's responsibility.

14. Student agrees that the School may use their photograph and name without compensation for the School catalogs, employment purposes, news items, and School publicity, and may release information in their file for employment purposes.
15. VaYU does not offer job placement assistance for its students upon graduation. VaYU students if they are on F-1 Visas and are not eligible for employment. No guarantee of job placement, level of anticipated income, or wage rate is made or implied.
16. Significant parts of the instruction that VaYU offers is via online learning, where the instruction is not offered in real time. VaYU shall transmit the first lesson and any materials to any student within seven days after the institution accepts the student for admission or the beginning of the new semester, whichever occurs later.
17. VaYU offers a significant part of the instruction as a online learning program where the instruction is not offered in real time.
 - i. VaYU shall transmit all lessons and materials to the student if the student has fully paid for the educational program and, after having received the first lesson and initial materials, requests in writing that all of the material be sent.
 - ii. If VaYU transmits the balance of the material as the student requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and material are transmitted.
18. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:
 - i. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
 - ii. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.
19. Notice to Prospective Degree Program Students (Also mentioned in Enrollment Agreement).

This institution is provisionally approved by the Bureau for Private Postsecondary Education to offer degree programs. To continue to offer this degree program, this institution must meet the following requirements:

 - Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.
 - Achieve accreditation candidacy or pre-accreditation, as defined in regulations, by December 4, 2021, and full accreditation by December 4, 2024.

If this institution stops pursuing accreditation, it must:

 - Stop all enrollment in its degree programs, and
 - Provide a teach-out to finish the educational program or provide a refund.

An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended.

16. Student Right to Cancel and Withdraw/Refund Policy

16.1 'Withdraw' from the Program

A student wishing to cancel or withdraw from the school and receive a refund should send their notice of cancellation or withdrawal in writing to the Director of Admissions at the University Administration Office. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after, whichever is later.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A notice of cancellation shall be in writing and can be sent by mail or email. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance or violation of federal or state law.

VaYU shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh class day after enrollment, whichever is later.

A student may appeal his/her withdraw/termination in writing within three business days of the notice of withdraw to the physical or email address provided by the institution in the enrollment agreement.

Such appeals will be answered to the same physical or email address within three business days of receipt of the student's written appeal.

The refund policy for VaYU students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. Students who have completed greater than 60 percent of the contracted period of enrollment as indicated on the student application, shall receive no refund of tuition or of institutional charges incurred. Prepaid institutional charges, such as homestay or airport pickup/returns, that have not been incurred by the institution at the time of termination shall be refunded in full.

VaYU offers instruction via an online learning approach, and it is not offered in real time. The student shall have the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received by the student. Cancellation is effective on the date written notice of cancellation is sent. VaYU shall make the refund pursuant to section 71750 of the Regulations. If VaYU has sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

California BPPE requirements for refund policies and calculations as stated in this addendum will be followed. It should be noted, however, that both refund policies shall be applied in the calculation of a student refund and that the refund calculation that results in the greatest refund for the student shall be applied. **All refunds will be made within 45 days of a student's cancellation or withdrawal.** Contact the VaYU Administration Office, 15311 Pioneer Blvd. Norwalk, CA 90650, Phone: +1 (747) 228-2987



VaYU is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Any question a student may have regarding the school brochure/catalog that have not been satisfactorily answered by the institution may be directed to the BPPE at the following addresses:

Mailing Address: Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798- 0818, Phone: (916) 431-6959 Toll Free: (888) 370-7589

Website: www.bppe.ca.gov **E-mail:** bppe@dca.ca.gov

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website: www.bppe.ca.gov.

The prospective student, is encouraged to review the VaYU catalog/brochure prior to signing an enrollment/application agreement. These documents contain important policies and performance data for this institution. This institution is required to have the student sign and date the information relating to completion rates, placement rates, license examination passage rates, salaries or wages, and the most recent three-year cohort default rate, included in the School Performance Fact Sheet prior to signing this agreement.

Completion of a program is defined as having completed the highest level of the enrolled program with an overall GPA of 3.0 or greater for the MS (Yoga) program or an overall GPA of 3.5 or greater for the Ph.D. (Yoga) program, together with a minimum attendance of 80% for courses with a practicum and/or practical component. Under these conditions, a completion certificate or a degree, whichever is applicable to the specific program, is awarded upon graduation. A certificate of attendance, listing the period of enrollment, is awarded if a student does not complete the highest level of a certificate of completion program or a degree, but meets all other satisfactory academic progress requirements.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

VaYU does not offer any financial aid to any student. The faculty at VaYU all meet the minimum educational requirements set forth by the California BPPE.

16.2 'Withdraw' from a Course

A student wishing to cancel or withdraw from a course after having registered for it, should send their notice of withdrawal in writing to the 'Office of the Registrar' (registrar@vayuusa.org). The following rules apply for withdraw of a course.

- i. Before or during the Add/Drop period
 - The course will not appear on the student's Transcript and a full refund is issued within 45 days after the drop was initiated.
- ii. After the Add/Drop period and before the 'Withdraw' deadline:
 - The student Transcript will say a 'W' but the course will not be counted for the CGPA.

- The tuition refund is prorated by the number of days that the student attended up to 60 days.
 - For example, if the student withdraws 23 days after the first day of classes, the student will be refunded $[1-(23/60)]$ times the cost of the course tuition.
 - If the student withdraws 61 days after the first day of classes, the student will not get any tuition refund.
- iii. After the deadline for Class Withdrawal
 - The student will receive a grade based on submitted Assignment material till that day. Usually this may be an 'F Grade' that will get the student zero points bringing down the CGPA significantly as most times the Final Exams will have significant weightage.

17. Academic Freedom

Free exchange of ideas is essential for a modern research university as we envision VaYU to be. It also means those religious, political, and ideological beliefs of administration, politicians or the public cannot be enforced upon the faculty and students. For unhindered intellectual discourse, censoring, and retaliation is anathema, and faculty and students should essentially expect to operate without any external forcing or interference in decision-making⁸:

- i. Teaching (program curriculum, course content, and Student evaluation), and
- ii. Research activities (e.g. Scholarly inquiry)

Such Academic Freedom will ensure that VaYU will be a haven allowing Students and Faculty to question any conventional wisdom without repercussions⁹. Any Student or faculty should be able to report their grievance on violation of such Academic Freedom and expect a redress via due process with fair treatment with a committee that has a representation of their peers with the principle 'innocent until proven guilty.'

18. Academic Integrity

18.1 Academic Regulations

VaYU Students should conduct themselves in a mature, professional, and ethical manner. Students may be terminated or disqualified from their program of study for any of the following reasons:

⁸ "Academic Freedom," Position Paper, American Federation of Teachers, <https://www.aft.org/position/academic-freedom>, accessed March 8, 2021.

⁹ Nelson, C., "No University Is an Island: Saving Academic Freedom," NYU Press, 2010.

- Inability or failure to demonstrate reasonable and successful academic progress. Students completing coursework must complete a minimum of three courses per semester for two years. Master's students completing a thesis demonstrate and submit evidence of progress in writing every semester. A waiver may be requested by writing to the Chief Academic Officer stating the reason for the request and the specific time when progress will resume.
- Plagiarism, cheating, deceit, fraudulence, unethical or disruptive behaviour, forgery or vandalism.
- Falsification of records, transcripts, or coursework documents submitted for review or credit.
- Failure to submit work according to the standards specified in the manuals and instructions provided by the University and its Instructors.
- Failure to maintain the tuition payment agreement.

18.2 Request for Reinstatement

If a student is placed on hold from his/her program for failure to meet financial or academic requirements and wishes to be reinstated to an active status, the student will be assessed a \$100 non-refundable fee, plus any tuition increases that may have occurred since their original enrollment. Students will be required to meet the current academic requirements and standards established by VaYU. Students seeking reinstatement will need to write to VaYU and request an reinstatement in writing. VaYU reserves the right to refuse admission or continuation to any student.

19. Award of Credits, Transfer Credits & Transfer Students, Exemption

The following policy defines credits, award of credits and clarifies Transferring a Course (Waiver) or being Exempt from a Course. Students should consult with the Academic Advisor, get advise, but until official word from the "VaYU Academic Committee" headed by the Provost or the VP of Curricular Development, the Student should not make any academic plans on Registration.

Based on the Standard Operating Practice (SOP) in North American Universities and the rules of BPPE, State of California, Students wanting Waiver or Exemption for a Course fall under the two categories.

19.1 Credit Definition

VaYU offers only Online programs currently. In an online format, faculty are in charge of academic engagement through video lectures, interactive tutorials and managing discussion boards for individual and collective interaction with the students. Student time is spent on online faculty tutorials, online chats,

faculty moderated group discussions, online study or group projects, online assignments and peer interactions¹⁰.

For VaYU courses in an online lecture format, “one credit hour” represents the subject content that can be delivered in one academic hour of contact time each week for the full duration of one academic semester, which is typically fourteen weeks along with a week for two midterms combined, and, a final examination week. For graduate courses, 3-4 hours of ‘outside classwork’ is expected for each academic hour of contact time. For courses taught in other than lecture format such as Personal Contact Program (PCP) or research project, one credit-hour represents an amount of content and/or student effort that in aggregate is no less than that described before – typically 28 hours per semester or 2 hours/week/credit.

VaYU courses for the Master in Science (Yoga) can vary from 2 or 3 credit hours each, with the Master’s Research project taking 6 credit hours for a total of 30 credit hours for the program (see Table 1). PCP is 40 to 28 hours or 1 credit each in Semester I and Semester III, respectively.

19.2 Transfer Of Credits from other institutions To VaYU

A Course Transfer permits the student to not take the course, thus saving on the tuition, and effort of not taking the equivalent VaYU course. A Course Transfer has the following requirements:

- i. Should be from an accredited institution in the US or from a well-recognized institution. A minimum grade of ‘B’ should have been attained.
- ii. Should not have been used towards any degree in the institution that was taken.
- iii. The total transfer credits to VaYU cannot exceed 6 (six) credits.
- iv. Should map completely or substantially to a VaYU course for which it is substituting.
- v. Should be a core course offered by VaYU.
- vi. Student should provide documented evidence of the following:
 - Course Description, Syllabus, Certificate (if any), and, Transcript (directly submitted from the original institution).

19.2.1 Process

Student should submit cover letter to the “VaYU Academic Committee” requesting such a Transfer along with documents in mentioned above. Request should be routed through the Registrar (registrar@vayuusa.org).

19.2.2 Credit Transfer for Yoga Teachers and Yoga Therapists

¹⁰ Adapted from “Credit hour definition,” Wilkes University, <https://www.wilkes.edu/academics/office-of-the-registrar-recorder/credit-hour-definitions.aspx>, accessed Aug 24, 2019.

A special case of Transfer or waiver of Credits is described in the Figure 6 for incoming students with Yoga Instructor¹¹ certificate or Yoga Therapist certificate¹². Students with YA-RYT and C-IAYT will be waived or Transferred credits after taking a Yoga Bridge Course (YBC101P and YBC 102P respectively). See Table 5 below.

Table 5: Transfer Credits for Certificate holders of Yoga Teacher & Yoga Therapy qualifications.

| Sl # | Certificate | Bridge Course | Transferred (Waived Credits) |
|------|----------------------|-----------------------------------|---------------------------------------|
| 1. | YIC | None | YMS 104P |
| 2. | RYT 200/500/800 | YBC 101P Bridge Course for RYT | YMS 104P |
| 3. | PGDYT or YTT or YTIC | None | YMS 104P (3) & YMS 101T (2) – Total 5 |
| 4. | C-IAYT | YBC 102P Bridge Course for C-IAYT | YMS 104P (3) & YMS 101T (2) – Total 5 |

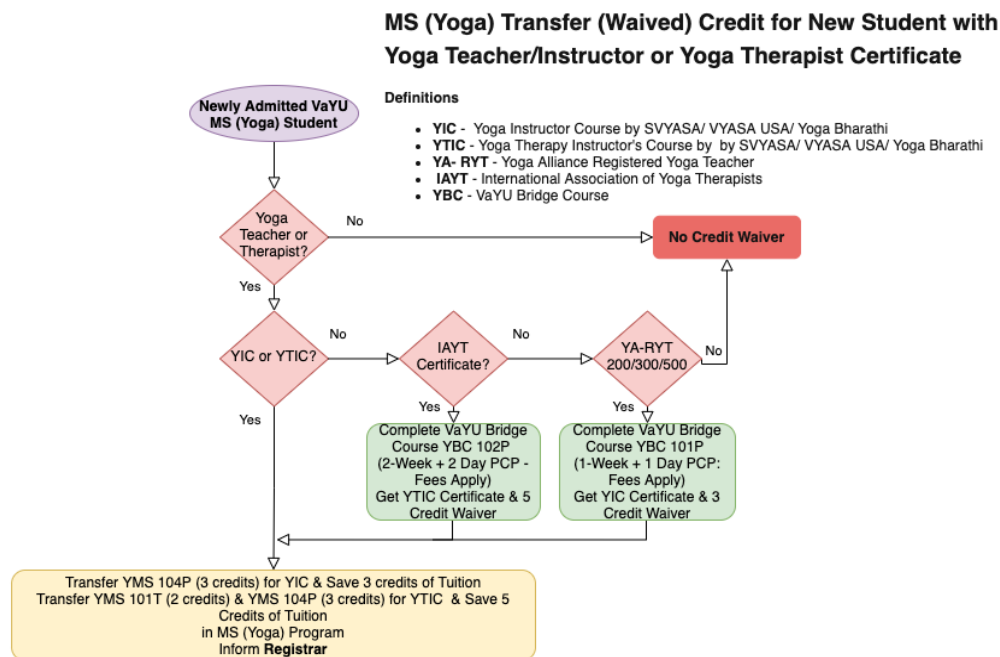


Figure 6: Credit Transfer determination at VaYU for Yoga Teachers &

¹¹ Yoga Instructor: SVYASA's Yoga instructor Certificate (YIC); and Yoga Alliance's Registered Yoga Teacher Certificate (RYT).

¹² Yoga Therapist: SVYASA's Post Graduate Diploma in Yoga Therapy (PDGYT), or Yoga Therapist's Instructor Certificate (YTIC); and International Association of Yoga Therapist (C-IAYT).

19.3 Transferring VaYU Credit to Other Institutions

VaYU courses may qualify for academic credit at other higher education institutions. The institution the students are desirous to transfer VaYU courses to, solely determines the validity of such transfers. The institution may require from students a syllabus, catalog and detailed course description, learning outcomes, and Transcript grades to make that decision.

19.4 Exemption from a Course

'Exemption' from a course is granted when the student can demonstrate independent knowledge of the course material. This demonstrable knowledge may have been acquired through (a) self-study, or, (b) if the student has taken the course at another institution but is unable to produce documentation, or (c) that course has been already used towards a degree or diploma. The Student 'Exempt' from a course will not save any tuition, as the Student will have to take another course with equivalent credits at VaYU. 'Exemption' is limited only to the core courses offered by VaYU.

19.4.1 Process

- i. Student should submit cover letter to the "VaYU Academic Committee" requesting such an 'Exemption,' and explaining the circumstances for such a request. Attach all documentation and email to the Registrar (registrar@vayuusa.org)
- ii. The Academic Committee will assign a Faculty who is the 'Subject Matter Expert' such as the 'Faculty on Record' for that course.
- iii. Student will take a qualifying exam (written, oral or both) under the direction of the Faculty.
- iv. If the Student passes this qualifying exam, the Student will be exempt from the Course. The Student then will have the option of either repeating the course or has to take another course at VaYU equivalent to the same credits as the Exempt Course. If the Student fails the qualifying exam, the student will have to take the course.
- v. Such exemption determination is made in the first week of a Semester.

Refer "Procedure for Course Transfer or Course Exemption" for further details. A student can apply for a transfer of a maximum of six credits using the form "Application for Course Transfer or Course Exemption". Check with the Office of Registrar for details.

19.5 Transfer Student from Another Institution

Transfer from another peer university or institution is treated as a special case of the 'Transfer of Credit' policy. The courses to be transferred has to map onto courses offered at VaYU to be considered for transfer. The credits considered for transfer should be Graduate level courses and not have been previously applied to another degree at another institution. The VP of Curriculum Development will be the Official who will determine eligibility. The Candidate has the option of appealing this decision, but once this appeal is considered, the decision is final. The Official upon their discretion may recommend additional conditions such as a 'Test Out' option for certain courses.

The document “Procedure for Course Transfer or Course Exemption” details the procedure from claiming transfer of credits. A student can apply for a transfer of a maximum of six credits using the form “Application for Course Transfer or Course Exemption”. Check with the Office of Registrar for details.

20. ‘Auditing’ a course and ‘Observer’ status for a course

20.1 ‘Auditing’ a course

Students may choose to Audit a course. Auditing is a safe way to learn the course material for knowledge in a structured manner when you do not need to bother about the grades. The policy for auditing a YMS Course is as follows:

- Students
 - Have the same privilege as a Credit Student
 - Have the option of completing the assessments for the course and expect the Faculty to correct them and have a grade assigned.
 - Transcripts will indicate the course taken as an "Audit" and no grade will be displayed nor used to compute the GPA or CGPA.
 - Will pay the entire Tuition fee for the course.
- Faculty
 - Will treat the Audit Students the same as Credit Students - same effort is expended by the Faculty irrespective of Audit or Credit student status.

20.2 ‘Observer’ status

The ‘Observer’ Status was invented by VaYU as students in the first semester may come from heterogeneous training, backgrounds, and skills.

- i. A student qualifies for an ‘Observer’ Status for any course if the following criteria are met.
 - a. Transferred a course from another institution, or,
 - b. Exempted from a course - Student has demonstrable knowledge of the course material but cannot avail of Transfer of a course since either they had used the course for a previous degree or cannot produce a certificate, or,
 - c. Students would like to refresh the material for a course previously taken at VaYU.
- ii. A student taking the course for Credit or Audit has priority in asking questions during a Zoom Q&A Session, over a Student in ‘Observer’ Status.
- iii. No fees are charged as this is considered a service to those students who may have this 'body of knowledge.'

Students wishing observer status for a course and satisfying any of the above pre-requisites may send a request to the Registrar (registrar@vayuusa.org) together with supporting documents.

21. Attendance and Academic Policies

21.1 Attendance

VaYU uses the online learning classroom pedagogy wherein a significant portion of the course material and training is delivered over the Internet using Learning Management Systems (LMS) and other web tools.

The Instructors on Record for any course will have course specific attendance policies for face-to-face Zoom sessions. Student should check the syllabus at the beginning of the course for the appropriate policy. Generally, courses with the 'P' designation at the end of the course number will have attendance requirements (e.g., YMS 201P). Courses that have 'synchronous delivery' may also have this requirement.

VaYU requires students to attend the Personal Contact Program (PCP) on campus. Absence at the PCP is automatically grounds for failing the course.

In addition, the Instructor on Record for other courses may require the student to attend course lectures, practicum part of the courses that includes laboratory experience, and, yoga studio training. In the other instances, the Instructor may couple attendance with the grades.

If the student has to be absent due to unavoidable circumstance or an emergency, the student should make every effort to inform and take permission from the Instructor on Record to make arrangements to complete missed work, even if it post-facto. Students should provide official documentation to corroborate their reason for missing work in the first place by emailing the Registrar and informing the Instructor.

Generally, an unexcused absence of each week of classes on the web automatically reduces the Grade in the course by a letter grade for courses requiring attendance. If a student has an unexcused absence and is absent for more than 4 weeks, the student automatically fails the course.

21.2 Grade Assignment

Instructors will assign numerical grades to assignments. Assignments typically consist of homework, quizzes and tests, presentations, class participation, projects, and discussions. At the end of the semester, final course grades will be calculated according to the specified weighting, from the various grades for assignments. A typical grading matrix is as below in Table 6.

Table 6: Grade and Numerical Percentages.

| GRADE | PERCENTAGE (P) |
|-------|--------------------|
| A | $\geq 90\%$ |
| B | $90 > P \geq 80\%$ |
| C | $80 > P \geq 70\%$ |
| D | $70 > P \geq 60\%$ |
| F | $P < 60\%$ |

21.3 Letter Grades and Quality Points

VaYU follows a 4.0 Grade point system. Students completing a course in VaYU Programs get a letter grade as a measure of their course performance. Each course is assigned a certain number of credits. Course instructors assign “Letter Grades” which are converted to “Quality Points” as in Table 7.

Table 7: Letter Grade, Quality Points, and their meaning in a '4.0' Grading System for VaYU Courses.

| Letter Grade | Meaning | Quality Points | Notes |
|--------------|-----------------------------|----------------|--|
| A | Excellent | 4 | |
| B | Good | 3 | |
| C | Fair | 2 | |
| D | Passing | 1 | |
| F | Failure | 0 | |
| AD | Audit | 0 | Not Included for GPA computation |
| I | Incomplete | 0 | |
| S | Satisfactory | 0 | Bridge Course/Master's theses Not Included for GPA computation |
| T | Transfer | 0 | |
| U | Unsatisfactory | 0 | Master's/doctoral theses |
| W | Withdrawal from the class | 0 | |
| WD | Withdrawal from all classes | 0 | |

Notes:

- i. 'T' grade indicates a transfer of credits.
 - The credits are considered towards fulfilment of the 30-credits requirement for the award of the degree.
 - Points considered is '0' (zero).
 - The course is not considered for computing the semester GPA or CGPA.
- ii. 'X' grade indicates exemption from taking the said course.
 - Another course of equivalent credits must be taken to fulfil the 30-credit requirement for the award of the degree.
 - Credits and Points considered are '0' (zero).
 - The course is not considered for computing the semester GPA or CGPA.
- iii. 'S' grade indicates Satisfactory.
 - Awarded for Bridge Courses, Seminars, and Master's Thesis.
 - Relevant credits if any is considered towards fulfilment of the 30-credit requirement for the award of the degree.
 - Points considered is '0' zero.
 - The course is not considered for computing the semester GPA or CGPA.

- iv. 'I' grade indicates that the course is Incomplete and has to be completed in the subsequent semester
 - Credits and Points considered are '0' zero.
 - The course is not considered for computing the semester GPA or CGPA so long as the grade is 'I'.
 - Student needs to successfully complete the course by the following mid-semester break. Else a 'F' grade will be awarded.
- v. 'AD' grade indicates that the course is Audited.
 - Credits and Points considered are '0' zero.
 - The course is not considered for computing the semester GPA or CGPA.

21.4 GPA and CGPA Computation

To compute Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA) we use the following formulae.

Let *Total Quality Points* (TQP) be defined as below in semester '*Sem*':

$$TQP_{Sem} = \sum_{\text{All courses attempted in that Semester}} (\text{Quality Points} \times \text{Course Credits})_{\text{per Course}}$$

where '*Sem*' is Semester I, II, or III, for Master in Science (Yoga) program.

Grade Point Average in a semester for a student is computed based on the following formula:

$$GPA_{Sem} = \frac{TQP_{Sem}}{\text{Total number of Credits attempted during Semester 'Sem'}}$$

Let *Cumulative Quality Points* (CQP) be defined as below:

$$CQP = \sum_{\text{All courses taken to date at VAYU}} (\text{Quality Points} \times \text{Course Credits})_{\text{per Course}}$$

Then *Cumulative Grade Point Average* (CGPA) is computed based on the formula:

$$CGPA = \frac{CQP}{\text{Total number of Credits of all courses to date at VAYU}}$$

21.5 Plagiarism

Plagiarism, whether from printed, unprinted, or digital sources, is a serious violation of ethical conduct, and will be dealt with severely. Be clear that plagiarism is not only misrepresentation, it can also be a form of theft; in addition, it robs the plagiarist of an important opportunity to develop his or her mind, character, and skills. For a quick review, visit <http://www.plagiarism.org> These matters will be further discussed in the information literacy module, and in class if the instructor decides to put additional stricter constraints as appropriate but never in violation of the above policy.

To uphold academic integrity, all assignments and student work submitted to VaYU's Learning Management System (LMS) will pass through [Turnitin](#), a tool integrated into the LMS that will check plagiarism and ensure originality of student work. Students can check their submitted work and get a 'similarity score' along with sources where this similarity occurs. There will be an opportunity for Students to correct their work and resubmit their changed assignment as the Faculty will grade the latest submissions. This will help in developing original thinking skills in the student.

NOTE: All students should take and pass the 'Plagiarism Primer' course and stipulated requirements before giving any access to any of the first semester courses.

21.6 Probation Based on Academic Performance

A student who receives a grade point average (GPA) below 2.0 in any semester or cumulative will be placed on probation. A student on probation must obtain at least a 3.0 average in the subsequent semester in order to be removed from probation. Since probationary status may have financial aid implications, students on probation are directed to contact the financial aid office upon determination of probationary status.

21.7 Dismissal Based on Academic Performance

A student will not be permitted to continue in the program if he or she receives:

- A second grade of F in the program, or
- A grade point average (GPA) of 2.0 or below in any one semester or cumulative, or
- A grade point average (GPA) less than 2.0 entering the final semester, or
- If a student is admitted on academic probation and does not earn a 2.0 GPA in the first semester, he or she will be academically dismissed.

STUDENTS COMPLETING WORK BEYOND THE END OF A SEMESTER may be subject to academic actions at any point within the next semester. Students will be academically withdrawn from their courses and their records updated based on academic decision.

Student will be fully responsible for all financial obligations up to the date of academic action. VaYU requires letters of academic standing indicating probation or dismissal be sent to the student at the address on file. Letters of dismissal are sent certified mail. Letters of probation are sent regular first-class mail delivery.

21.8 Incompletes In Academic Courses

A grade of Incomplete is given at the end of the semester only when a student has discussed the matter with his/her Instructor and there are extenuating circumstances that clearly justify an extension beyond the requirements established for the other students in the class.

The student and the Instructor must agree on a due date for fulfilling the requirements for the Incomplete. A signed "Request for an Incomplete Grade" (by both the Instructor and student) must then be submitted to the Registrar by the Instructor. **The extension may not go beyond the of the subsequent term break (fall or spring break).** The petition must be specific in what assignment(s) are due and the date(s) by which assignment(s) must be submitted. For administrative purposes, Instructors must submit final grades for Incompletes as soon as coursework is submitted and graded.

If a student fails to remove the incomplete within the specified time, he or she forfeits the privilege of completing the course for credit and the Instructor must give a grade of F. For exceptional situations in which there are extenuating circumstances, the student and advisor may request, in writing, an extension beyond one semester from the Assistant or Associate Dean for Academic Affairs, with the Instructor's approval.

If a student accumulates three or more grades of "Incomplete," he/she may not enroll in the subsequent course or term and will be considered to be "on probationary leave" from the program. These students will be required to clear all but one grade of "Incomplete" on their records before they will be allowed to re-enroll in School.

21.9 Leave of Absence from the University

A request for leave of absence from VaYU must not exceed two consecutive academic semesters. In exceptional circumstances, a leave can be extended for another two semesters. Students must fill the **Student Status Change Request** (SSCR) form before going on leave and submit to the Registrar. Similarly, the student must submit the SSCR form after coming back from leave.

The maximum amount of leave permitted per graduate program is four semesters. A leave of absence does not extend the maximum time permitted for the completion of degree requirements, and a leave cannot be taken while students are on extension of the five-year time limit.

Maternity, paternity or military obligations do not count toward the five-year time limit for degree completion. The length of the extension caused by maternity, paternity or military leave of absence may not exceed two years. If requesting a medical leave of absence, the student should provide additional documentation from a health care provider. A Student should petition the Registrar for a leave of absence at registrar@vayuusa.org.

21.10 Class Attendance and Leave of Absence in a Course

A student can request for a leave of absence for a specified time during a semester not exceeding 2 weeks during a course by contacting the 'Instructor on Record' in writing stating the cause.

Requests will be considered on an individual basis and can be applied from a previous date to cover medical emergencies and bereavement. Else, such absence will be considered unexcused. Unexcused absence of more than 3 weeks in a course for a student registered for a course will automatically result in an 'F' grade. Unexcused absence over a semester could result in Probation and could lead to ultimate dismissal from VaYU.

21.11 Incompletes in Personal Contact Program (PCP) Based Courses

Course numbers marked with a "P" at the end constitutes courses that have Personal Contact Program (PCP) component to them. Incompletes for PCP should be treated in the same manner as Incompletes in academic courses. Incompletes are only appropriate when insufficient hours were spent in placement, or assignments were not finished for reasons of illness or other excused absences such as death in family. Student should provide official documentation to corroborate.

Incompletes must be removed before entering the subsequent semester of dissertation.

21.12 Late Assignments

Assignments are due on the date assigned. Exceptions must be cleared in advance with the Instructor. In the absence of a mutual agreement by the student and Instructor, the Instructor is not obligated to accept papers and a grade of "F" can be entered for the assignment. If the Instructor determines justifiable circumstances, additional time may be granted.

21.13 Course Repeat Policy

Students may repeat a maximum of two courses during their degree program in order to improve their performance. A course can only be repeated once. When a course is repeated the first and second course grades appear on the transcript, and the two grades are included in the calculation of the cumulative grade point average and the grade point average for the semester in which it was earned, regardless of whether the new grade is higher or lower than the first grade.

The course repetition may be exercised according to the following conditions:

- i. The course repeat option can only be used on courses in which a C or lower was earned.
- ii. A student may only use the repeat option on the same course.
- iii. The course repeat option may not be exercised after a degree has been awarded.
- iv. Approval of the academic adviser and the Provost is needed.
- v. An academic action including but not limited to dismissal or probation that occurred under the earlier grade is neither reversed nor removed from the record as a result of a change in the semester or cumulative averages that result from the repetition of one or two courses.
- vi. The tuition and associated fees for a repeated course is the responsibility of the student.

21.14 Readmission To Candidacy

A student who leaves VaYU in good standing without completing requirements for the degree may re-enter within a three-year period and receive credit for previous work. Any former student who wishes to

complete degree requirements and who has been out of school for three years or more must reapply for admission. All information regularly required for an admission application must be updated. The application will be reviewed in light of the then current admission policies.

Upon acceptance for readmission, the specific courses and field work required for completion of the student's program will be determined in accordance with current degree requirements. Credit hours will not be granted for work completed more than five years before readmission.

If a student is terminated due to inadequate academic performance, he or she may request reinstatement although this will not be considered until two semesters after termination. A written petition must be forwarded by the student to the Provost who will present the petition for possible review by a full Academic Committee at the next scheduled meeting. The Committee meets quarterly in the second week of January, May, August, and December. In all cases, the student must remain separated from VaYU for a minimum of two semesters (Fall and Spring are considered semesters, but not Summer).

The petition must include the following:

- a. the student's reason for requesting the reinstatement,
- b. an identification of the circumstances that led to the termination, and evidence of personal, educational, or professional activities or accomplishments that would demonstrate the student's readiness to return to school and successfully complete the degree program.

The Committee will meet with the student, if desired, and thereafter recommend to the Provost one of three possible responses: 1) readmit, 2) readmit with condition, or 3) do not readmit.

22. Student Affairs and Services

The department of the Division of Student Affairs & Services in the Provost's office meet the academic and co-curricular needs of VaYU students and the university. The office, under the Provost provides leadership in the development of services and programs that enrich student life, extend and enhance the academic experience, and contribute to an environment that encourages personal growth and development. responsible for crisis intervention and management and work with students, parents, faculty and staff to provide the support necessary for students experiencing a variety of difficulties. The office will work with students to enhance personal growth, development, and success.

22.1 Placement Services

VaYU currently does not provide any placement service.

22.2 Retention and Safekeeping of Student Records

Academic records will be maintained independently of financial records. Custodian of Records working for the Registrar shall ensure the security and privacy of student files and all information contained therein. Herewith are the procedures for ensuring this:

- All student related records will be as well electronically protected.
- All electronic records coming thru the website and other mails will be archived in a secured cloud-based server, with Service Level Agreements (SLAs) guaranteeing at an up-time of at least “three nines” (99.9% uptime), and HIPPA compliant.
- All other records pertaining to Trustee meetings, internal academic discussions, student-faculty mails and all and every electronic mail will be secured in electronic archive by the VaYU administrator in a password protected electronic storage device.
- A Custodian of Records is identified.
- VaYU will retain data necessary to identify the student after six years, and to confirm the registration or enrollment dates the student studied at the University, study lists, tuition adjustments, the degree and classification the student was awarded and a transcript of students grade sheet. All other personal student data record will be disposed of in a secure manner after six years.
- Student transcripts will be retained permanently.
- Students at VaYU have the right to review their educational records. The information is available to the student only, for review while enrolled or anytime thereafter they are available at VaYU. The federal Family Educational Rights and Privacy Act (FERPA) guarantees this right.

Physical Address and Contact numbers for location of records storage: VaYU Campus, 15311 Pioneer Blvd., Norwalk , CA 90650, Phone number (747) 228-2928.

22.3 Housing Facilities

VaYU does not have any dormitory facilities. VaYU does not assist students in finding housing. During the Personal Contact Program period of any semester, students are expected to arrange for lodging on their own. Per the Renter’s Guide on www.zillow.com, the online real estate resource, there are many apartments available for rent in the zip code Cerritos CA 90450 where VaYU is located. The rents range from \$1,175 - \$2,635 per month.

23. Facilities and Equipment

23.1 Campus Location Classrooms and Facilities

Vivekananda Yoga University (VaYU) will use the facilities of the Sanatana Dharma Temple and Cultural Center, located at 15311 Pioneer Blvd., Norwalk, CA 90650.

Sanatana Dharma Temple and Cultural Center is a large Church facility about 17,000 Sq. ft. area in the city of Norwalk (a suburb of Los Angeles) operating for more than 25 years with all the permits, zoning from the city. HMPS foundation has been operating there for the past 18 years as a Spiritual Center in the name of Sanatan Dharma Temple.

The facility has:

- A large multi-purpose room (approx. 2150 sq. ft) and a cultural hall (approx. 2400 sq. ft, with seating for 210 people), both of which will be used for face-to-face instruction and as a gathering place for student groups to watch videos
- Two Yoga rooms (approx. 1425 sq ft and 448 sq ft) for instruction and practice
- Library with books, journals, and computers with enable access to online resources
- Kitchen and food storage areas
- 4 bathrooms (2 men and 2 women)

VaYU has taken additional insurance to cover such activities.

23.2 Yoga Supplies Required

During Personal Contact Program module of certain courses, students will be expected to practice Yoga Postures, breathing techniques, and meditation techniques. Students are expected to bring a standard yoga mat for practicing Yoga postures.

23.3 Yoga Supplies Provided

There will be a stock of extra yoga mats for students to borrow in case they forget to bring their own. There will also be a stock of blankets, yoga straps, and foam pads for use as props should they be necessary.

24. Network and computer Equipment

VaYU campus will have high-speed Wi-Fi for students to access the LMS, Library, and other online resources. Students are expected to bring their own laptop and/or tablets (12" LCD Screen, 16 Gb RAM, 256 Gb Hard drive storage; Operating system (Windows/MacOS/Chrome). Few replacement computers may be available temporarily for students to borrow. These replacement computers shall be laptops with at least 12" LCD screen, 16 GB RAM, 256 GB Hard drive storage, with Windows/MacOS/Chrome operating system.

24.1 VaYU Website

VaYU website can be found here: <http://www.vayuusa.org> . This is a temporary URL. Once we get approval to operate, VaYU website will be moved to <http://www.vayu.edu> ('.edu' URL's are only for approved educational institutions).

24.2 Learning Management System (LMS)

VaYU is using Canvas LMS for implementing our online platform. (<http://www.canvaslms.com>).

VaYU's implementation of Canvas can be viewed at: <http://vyu.instructure.com>. WASC Login access will be provided upon request. This is a temporary URL. Once we receive approval to operate, LMS will be accessed under the URL: <http://www.vayu.edu>.

24.3 Servers

VaYU's Canvas implementation will be hosted by Instructure Inc. (<http://www.instructure.com>). Instructure will provide all the servers and software for the LMS. They will also provide server management, high availability, global mirroring, data backup and recovery, and other services expected from a cloud deployment. We are in the process of discussing licensing fees and service level agreements (SLA).

25. Library Resources

25.1 Digital Repository

VaYU has a D-Space based online library, which is available on VaYU's Learning Management System (LMS). This digital repository has a wealth of audio, video, e-books, journals, Ph.D. Theses, conference proceedings, and more.

As of March 2022, the following represents the digital library holdings (Table 8 & 9):

Table 8: Library resources for VaYU.

| Items | Number |
|---|------------------------|
| e Books (under continuous improvement) | 10 completed/354 to go |
| PhD Theses related to Yoga | 15 |
| Dissertations and Reports related to Yoga | 1,960 |
| E – Journals papers | 287 |
| Special Collections, Reference Books | 4 |

Table 9: Electronic Yoga related journal, conference proceedings, and pre-prints.

| Sl. # | Division | # of Papers |
|--------------|--|-------------|
| 1. | Division of Yoga and Life Sciences | 239 |
| 2. | Division of Yoga and Physical Sciences | 030 |
| 3. | Division of Yoga and Management | 026 |
| 4. | Division of Yoga and Humanity | 022 |
| 5. | Division of Yoga and Spirituality | 013 |
| Total | | 330 |

25.2 Physical Library

VaYU plans to have a physical library on its campus, well stocked with books on the following topics:

1. Ashtanga (eight-fold) path of Yoga.
2. Sources of Yoga: Vedas, Upanishads, Bhagavadgita, Yoga Vasishtha, Yoga Sutras, etc.
3. Hatha Yoga scriptures: Hatha Yoga Pradipika, Gheranda Samhita, Siva Samhita, etc.
4. Authoritative commentaries, glosses, and exegesis on all source scriptures.
5. Texts on Integrated Approach to Yoga Therapy (IAYT).
6. Manuals and related material on Yoga Instructors Course (YIC).

The following list is a subset of the journals that will be available:

1. Current and archived editions of International Journal of Yoga (IJOY).
2. Journal of Ayurveda and Integrative Medicine.
3. Alternative and Complementary Therapies.
4. Complementary Therapies in Medicine.

25.3 Supporting the Instructional needs of students

Students are required to buy textbooks for the courses that they take. The physical library will have copies of the text books, which the students are able to borrow on an as available basis, and subject to lending policies.

Course notes, videos, and audio material which are applicable to a course are always available for download for any student that has registered in the course, and for the duration of the course. In the future, the library will subscribe to interlibrary loan through resources such as the California State Library to create mechanisms to loan books, journals, government documents, videos, and newspapers on microfilm. Important electronically available materials such as eDatabases (PubMed, etc.), eNewspapers, eBooks and eJournals in the discipline areas that are available online will be subscribed to. Students can get library materials mailed to them by ground mail.

25.4 Lending Policies

Table 10 summarizes the lending policies of physical VaYU Library.

Table 10: Lending Policy of VaYU Library.

| Designation | Number of Books | Duration |
|-------------------|-----------------|----------|
| Faculty | 10 | 30 days |
| Graduate Students | 7 | 30 days |

26. Faculty and Qualifications

Each faculty at VaYU is a recognized expert in his or her field, with a vast amount of teaching and research experience. Listed below is a summary of qualifications for each faculty In Table 11.

Table 11: Qualifications of VaYU faculty.

| Sl. No. | Name of the Faculty | Qualification | Teaching Experience (in years) | No. of Master's Thesis directed | No. of Ph.D. students guided |
|---------|---------------------------|--|--------------------------------|---------------------------------|------------------------------|
| 1 | Dr. Ramachandra Bhat | - Ph.D. (Sanskrit) -University of Mysore - D.Lit. (Sanskrit) - M.A. (Sanskrit) - B.Ed. (Hindi) | 47 | 20 | 12 |
| 2 | Dr. Judu Ilavarasu | - Ph.D. (SVYASA) | 5 | 40 | 8 |
| 3 | Dr. Vijaya Kavuri | - Ph.D. (SVYASA) | 10 | 0 | 0 |
| 4 | Dr. Sat Bir Singh Khalsa | - Ph.D. | 35 | | |
| 5 | Dr. Sridhar K Melukote | - Ph.D. (Sanskrit) – Bangalore University - M.A. (Sanskrit) - M.A. (English) - B.S. (Natural Sciences) | 42 | 3 | 4 |
| 6 | Dr. Karuna Nagarajan | - Ph.D. (SVYASA) - Master of Science (SVYASA) - M.B.A (IGNOU) - Post Graduate Diploma in Computer Application - Bachelor of Commerce | 16 | 100 | 6 |
| 7 | Dr. R.Nagarathna | - MBBS – Bangalore University - M.D. General Medicine - FRCP (Edinburg, UK) - D.Sc. | 34 | 20 | 8 |
| 8 | Dr. H.R.Nagendra | - Ph.D. (IISc) - M.Tech (Bangalore University) - B.E. (Bangalore University) | 45 | 250 | 36 |
| 9 | Dr. Balaram Pradhan | - Ph.D. (SVYASA) | 15 | 100 | 8 |
| 10 | N.V.Raghuram | - B.E. (Bangalore University) | 31 | 150 | 0 |
| 11 | Dr. Dhriti B Reddy | - MD – Clinical Yoga - BNYS (SDMCNYS, Rajiv Gandhi University of Health Sciences) | 3 | 1 | 0 |
| 12 | Dr. Apar Avinash Saoji | - Ph.D. (SVYASA) - Bachelor of Naturopathy and Yogic Sciences (Rajiv Gandhi University of Health Sciences) | 11 | 15 | 1 |
| 13 | Dr. Manjunath N.K. Sharma | - Ph.9D. (SVYASA) - D.Sc. (Yoga) - B.S.N.Y. (Naturopathy and Yogic Sciences) | 19 | 35 | 12 |

| Sl. No. | Name of the Faculty | Qualification | Teaching Experience (in years) | No. of Master's Thesis directed | No. of Ph.D. students guided |
|---------|----------------------|--|--------------------------------|---------------------------------|------------------------------|
| 14 | Dr. Amit Singh | - Ph.D. (SVYASA) - M.D., SVYASA - Bachelor of Ayurveda Medicine & Surgery (Rajiv Gandhi University of Health Sciences) | 10 | 17 | 6 |
| 16 | Dr. Murali Venkatrao | - Ph.D. (SVYASA) - M.S. (Kansas State University) - B.E (Bangalore University) | 18 | 0 | 0 |

27. Non-discrimination and Anti-Harassment Policy¹³

27.1 Objective

Vivekananda Yoga University (VaYU) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to study and work in a professional atmosphere that promotes study and employment opportunities; and prohibits unlawful discriminatory practices, including harassment. Therefore, VaYU expects that all relationships among persons in the university will be business-like and free of explicit bias, prejudice and harassment.

VaYU has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. VaYU will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any employee who has questions or concerns about these policies should talk with the director of human resources or a member of the personnel practices committee.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in business or work-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of VaYU prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms,

¹³ Adapted from https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_000551.aspx

conditions, privileges and perquisites for admission enrolment or employment. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

27.2 Non-discriminatory and equal opportunity provider

VaYU admits students of any race, color, sex, gender, national origin, ethnic origin, veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, national origin, ethnic origin, veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other university-administered programs.

It is the policy of VaYU to ensure equal opportunity for employment of faculty, administrative and support staff without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

VaYU prohibits any such discrimination.

27.3 Retaliation

VaYU encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of VaYU to promptly and thoroughly investigate such reports. VaYU prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

27.4 Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's enrolment or employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Also refer VAYU's Sexual Harassment Policy.

27.5 Individuals and Conduct Covered

These policies apply to all students and employees, whether related to conduct engaged in by fellow employees or by someone not directly connected to VaYU (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

28. Grievance and Complaint Procedure Policy¹⁴

28.1 Reporting an Incident of Harassment, Discrimination or Retaliation

VaYU encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any member of the personnel practices committee, human resources or any ombudsman.

In addition, VaYU encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. VaYU recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

28.2 Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, human resources, any member of the personnel practices committee or any ombudsman.

VaYU encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting

¹⁴ Adapted from https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_000551.aspx

period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

VaYU will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, withholding of a promotion or pay increase, reassignment, temporary suspension without pay, or termination, as VaYU believes appropriate under the circumstances.

If a party to a complaint does not agree with its resolution, that party may appeal to the office of VaYU's Executive Director (President), the Chief Operating Officer, or the Chief Academic Officer (Provost).

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.

28.3 Complaint Procedure

The student may make a formal complaint to the Registrar by filing a Grievance in the framework of, and, through the procedure outlined in the enclosed policies in which case the Registrar will deliver it to the "VaYU Grievance Committee" with comments via the Provost's Office. The Grievance Committee, assembled by the Provost's Office consisting of Faculty, Staff, and one student Representative per our Governance Policies will conduct an independent investigation and provide a verdict to the Provost who will inform the Complainant. The Complainant is allowed an 'Appeal' that will be adjudged by the Provost's Office.

29. Sexual Harassment Policy¹⁵

29.1 The Policy Statement

Vivekananda Yoga University (VaYU) is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. VaYU

will operate a zero-tolerance policy for any form of sexual harassment in the workplace, treat all incidents seriously and promptly investigate all allegations of sexual harassment. Any person found to have sexually harassed another will face disciplinary action, up to and including dismissal from employment.

All complaints of sexual harassment will be taken seriously and treated with respect and in confidence. No one will be victimized for making such a complaint.

29.2 Definition of Sexual Harassment

Sexual harassment is unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated. It includes situations where a person is asked to engage in sexual activity as a condition of that person's employment, as well as situations which create an environment which is hostile, intimidating or humiliating for the recipient.

Sexual harassment can involve one or more incidents and actions constituting harassment may be physical, verbal and non-verbal. Examples of conduct or behavior which constitute sexual harassment include, but are not limited to:

29.3 Physical conduct

- Unwelcome physical contact including patting, pinching, stroking, kissing, hugging,
- fondling, or inappropriate touching
- Physical violence, including sexual assault
- Physical contact, e.g. touching, pinching
- The use of job-related threats or rewards to solicit sexual favours

¹⁵ Adapted from "Sexual Harassment Policy", International Labor Organization,

https://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/---ilo-suva/documents/policy/wcms_407364.pdf, accessed March 8, 2021.

29.3.1 Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes
- Sexual advances
- Repeated and unwanted social invitations for dates or physical intimacy
- Insults based on the sex of the worker
- Condescending or paternalistic remarks
- Sending sexually explicit messages (by phone or by email)

29.3.2 Non-verbal conduct

- Display of sexually explicit or suggestive material
- Sexually-suggestive gestures
- Whistling
- Leering

Anyone can be a victim of sexual harassment, regardless of their sex and of the sex of the harasser. VaYU recognizes that sexual harassment may also occur between people of the same sex. What matters is that the sexual conduct is unwanted and unwelcome by the person against whom the conduct is directed.

VaYU recognizes that sexual harassment is a manifestation of power relationships and often occurs within unequal relationships in the workplace, for example between manager or supervisor and employee.

Anyone, including employees of VaYU, clients, customers, casual workers, contractors or visitors who sexually harasses another will be reprimanded in accordance with this internal policy.

All sexual harassment is prohibited whether it takes place within VaYU premises or outside, including at social events, business trips, training sessions or conferences sponsored by VaYU.

29.4 Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. VaYU recognizes that sexual harassment may occur in unequal relationships (i.e. between a supervisor and his/her employee) and that it may not be possible for the victim to inform the alleged harasser.

If a victim cannot directly approach an alleged harasser, he/she can approach one of the designated staff members responsible for receiving complaints of sexual harassment. This person could be another supervisor, a member of the human resources department, etc.

When a designated person receives a complaint of sexual harassment, he/she will:

- immediately record the dates, times and facts of the incident(s)
- ascertain the views of the victim as to what outcome he/she wants

- ensure that the victim understands the company's procedures for dealing with the complaint
- discuss and agree the next steps: either informal or formal complaint, on the understanding that choosing to resolve the matter informally does not preclude the victim from pursuing a formal complaint if he/she is not satisfied with the outcome
- keep a confidential record of all discussions
- respect the choice of the victim
- ensure that the victim knows that they can lodge the complaint outside of the company through the relevant country/legal framework

Throughout the complaints procedure, a victim is entitled to be helped by a counsellor within the company. VaYU will nominate a number of counsellors and provide them with special training to enable them to assist victims of sexual harassment. VaYU recognizes that because sexual harassment often occurs in unequal relationships within the workplace, victims often feel that they cannot come forward. VaYU understands the need to support victims in making complaints.

29.4.1 Informal complaints mechanism

If the victim wishes to deal with the matter informally, the designated person will:

- give an opportunity to the alleged harasser to respond to the complaint
- ensure that the alleged harasser understands the complaints mechanism
- facilitate discussion between both parties to achieve an informal resolution which is acceptable to the complainant, or refer the matter to a designated mediator within the company to resolve the matter
- ensure that a confidential record is kept of what happens
- follow up after the outcome of the complaints mechanism to ensure that the behaviour has stopped
- ensure that the above is done speedily and within [...] days of the complaint being made

29.4.2 Formal complaints mechanism

If the victim wants to make a formal complaint or if the informal complaint mechanism has not led to a satisfactory outcome for the victim, the formal complaint mechanism should be used to resolve the matter.

The designated person who initially received the complaint will refer the matter to a senior human resources manager to instigate a formal investigation. The senior human resources manager may deal with the matter him/herself, refer the matter to an internal or external investigator or refer it to a committee of three others in accordance with this policy.

The person carrying out the investigation will:

- interview the victim and the alleged harasser separately
- interview other relevant third parties separately
- decide whether or not the incident(s) of sexual harassment took place
- produce a report detailing the investigations, findings and any recommendations

- if the harassment took place, decide what the appropriate remedy for the victim is, in consultation with the victim (i.e.- an apology, a change to working arrangements, a promotion if the victim was demoted as a result of the harassment, training for the harasser, discipline, suspension, dismissal)
- follow up to ensure that the recommendations are implemented, that the behaviour has stopped, and that the victim is satisfied with the outcome if it cannot determine that the harassment took place, he/she may still make recommendations to ensure the proper functioning of the workplace
- keep a record of all actions taken
- ensure that all records concerning the matter are kept confidential
- ensure that the process is done as quickly as possible and in any event within 15 days of the complaint being made

29.4.3 Outside complaints mechanisms

A person who has been subject to sexual harassment can also make a complaint outside of the company. They can do so through [insert mechanism depending on country/legal framework – i.e. employment tribunal, ombudsperson, etc.].

29.5 Sanctions and disciplinary measures

Anyone who has been found to have sexually harassed another person under the terms of this policy is liable to any of the following sanctions:

- verbal or written warning
- adverse performance evaluation
- reduction in wages
- transfer
- demotion
- suspension
- dismissal

The nature of the sanctions will depend on the gravity and extent of the harassment. Suitable deterrent sanctions will be applied to ensure that incidents of sexual harassment are not treated as trivial. Certain serious cases, including physical violence, will result in the immediate dismissal of the harasser.

29.6 Implementation of this policy

VaYU will ensure that this policy is widely disseminated to all relevant persons. It will be included in the staff handbook. All new employees must be trained on the content of this policy as part of their induction into the company.

It is the responsibility of every manager to ensure that all his/her employees are aware of the policy.

29.7 Monitoring and Evaluation

VaYU recognizes the importance of monitoring this sexual harassment policy and will ensure that it anonymously collects statistics and data as to how it is used and whether it is effective.

Supervisors, managers and those responsible for dealing with sexual harassment cases will report on compliance with this policy, including the number of incidents, how they were dealt with, and any

recommendations made. This will be done on a yearly basis. As a result of this report, the company will evaluate the effectiveness of this policy and make any changes needed.

30. VaYU Office Directory

| SI # | Questions | Email to | Person | Functions |
|------|------------------|--|---------------------------|---|
| 1 | LMS | lms@vayuusa.org | Reshmi Murali | Access. Corrections to collaterals (video, PPTs, Notes) |
| 2 | Faculty | Inbox in LMS | Primary/Secondary Faculty | Course questions to Faculty |
| 3 | Question Tracker | LMS link | Primary/Secondary Faculty | Zoom Questions priority during Q&A |
| 4 | Accounts | accounts@vayuusa.org | Hema Venkat | Fee Payment |
| 5 | Administration | registrar@vayuusa.org | Aravinda Rajagopal | Admin Procedures |
| 6 | Admission | apply@vayuusa.org | Kusuma Swaroop | Refer a Potential Student |

Appendix A: Online Learning Skills Inventory for Potential Students

Online Learning Skills Inventory Form for Applicants to VaYU Master in Science (Yoga) Programs

Name: _____ Last four Digits of S.S. Number: _____

Minimum Computer Literacy Needed

I have the following knowledge of computer and Internet skills (check as applicable):

| | |
|--|--|
| <ul style="list-style-type: none"> • Terminology: E.g.: CPU, RAM, Hardware, Software, browser, application, etc. <input type="checkbox"/> | |
| <ul style="list-style-type: none"> • Basic computer hardware and software ability to perform computer operations: | |
| <ul style="list-style-type: none"> ○ Usage of keyboard and mouse <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Managing files and folders <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ▪ Open, Name, Rename, Move, Save, Delete, Copy, Backup, Check Properties <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ▪ Knowledge of copying and pasting, spell-check, saving files in multiple formats. <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Basic Application Software Installation <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Security and virus protection <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Regularly use MS Office applications such as Word, PowerPoint, and Excel <input type="checkbox"/> | |
| <ul style="list-style-type: none"> • Use one or more Internet Browsers such as Chrome, Safari, etc. <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Conduct online research using various search engines and library databases. Visit VaYU library resources online for more information. <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ○ Regularly use Browser Email Application such as Gmail, or MS Outlook <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ▪ Create, Send, Receive, Reply, and Print <input type="checkbox"/> | |
| <ul style="list-style-type: none"> ▪ Saving, Attaching, Sending and Downloading attachments <input type="checkbox"/> | |
| <ul style="list-style-type: none"> • Ability to use online communication tools, such as discussion boards (read, search, post, reply, follow threads), email, chats, and messengers. <input type="checkbox"/> | |

A.1 Soft Skills Needed

I recognize that to be successful as a student in the VaYU Online Master in Science (Yoga) program I need to have or develop the following skills:

A.1.1 Strong Reading and Writing Communication Skills

Students should have strong reading skills and be able to communicate effectively through writing. Most of the material in the online environment will come from textbooks and written lectures, therefore strong reading and critical thinking skills are very important for success in an online course. Online students communicate through such text-based tools, as emails, discussion forums, chats, and instant messaging. The potential student needs to feel comfortable expressing oneself in writing.

A.1.2 Be a Self-Driven and Independent Learner

Online courses offer more flexibility in scheduling, but they require more self-discipline and independence than on-campus courses. Some students have difficulty adjusting to it and may not be appropriate for their learning style. They could miss face-to-face interaction with an Instructor and fellow students, which may help to keep them on track. In the online environment, the student has to be self-driven, self-disciplined, and work on tasks independently, to meet deadlines and follow the class schedule.

A.1.3 Have Time Commitment

Online classes take as much time as standard on-campus classes if not slightly more as reported by some students. A student should schedule sufficient study time. The thumb rule is for every 'academic credit' (or "50 minutes of traditional class time,") the student is expected to spend 4-5 times of the time working independently per week. For a 3-credit course, the student is expected to spend 12 hours a week studying independently working on assignments and studying as one would with a traditional course.

A.1.4 Commit to Time Management

Online classes are asynchronous and provide flexibility when a student 'has to be in class.' But the student still has to follow the course schedule as provided by the Instructor on a weekly or sometimes on a daily basis. The student is expected to 'show up' online via 'frequent logins' and is expected to participate actively as the online courses are not independent study courses. The courses will change and develop when the student may not be online. The student is expected to login and participate multiple times and days a week to be current with the content flow, complete assignments, follow discussions and communicate with other classmates and the Instructor(s).

Students are expected to develop a pace and avoid a last-minute rush to finish assignments. Students who attempt the assignments in the last-minute experience running out of time causing frustration or being late. Procrastination is the enemy of the online student often preventing one from passing the class as work accumulates and overwhelms the student. The student should plan on setting specific times aside during each week for course work and study time.

A.1.5 Be an Active Learner

One strategy the student should pursue and cultivate is that of an active learner. Active learners are self-motivated and do not hesitate to ask questions in case of any doubts. The student should bring any concerns immediately and clearly to the Instructor without expecting other course-mates to do so via communication channels such as: email, discussion forums, messaging, etc. Student could post in the active discussion forum regularly, as often and immediately as this could elicit answers from other course-mates as well as the Instructor. The student should seek help immediately and contact the Instructor right away if schedules or assignment deadlines cannot be met to make arrangements. This way the student can be in control of one's learning rather than the Instructor.

Signature: _____

Date: _____