



Vivekananda Yoga University

VaYU School Catalog 2020-2022

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1 About

Vivekananda Yoga University (VaYU) was founded in 2013 as a private institution in order 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 with the California Bureau for Private Postsecondary Education (BPPE) with a provision that VaYU get accredited by December 1, 2024. VaYU is pursuing accreditation from 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: (562) 215-4564.

2 Mission of VaYU

The Mission of VaYU is:

“To develop a cadre of professionals with traditional knowledge of Yoga, with practice built on evidence and scientific principles to be effective in their professional and personal lives in the service of the society, and, pursuit of excellence.”

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.

3.1 Objective of VaYU’s Master of Science (Yoga) Program

VaYU presently offers a graduate degree – Master of Science (Yoga) in line with fulfilling its institutional mission. The objective of VaYU’s Master of Science (Yoga) is to generate a cadre of professionals who seek to learn traditional knowledge of yoga using modern pedagogical tools and medium, with the goal of applying their expertise to enhance their contribution to the worldwide yoga community.

4 Catalog Details

4.1 Time Validity

This Catalog is valid for the academic year 2020-2021 and 2021-2022 (Aug 24, 2020 to Aug 28, 2022).

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.

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, 2535 Capitol Oaks Drive, Ste. 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

In addition, VaYU is applying to WASC Senior College and University Commission (WSCUC) for institutional accreditation by 2022 and expect to be accredited by 2024. WSCUC 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 is offering one Graduate degree program titled Master of Science (Yoga). The degree awarded is Master of Science (Yoga). The medium of instruction is US English.

6.2 Title of the Educational Programs and Objectives

Title of the education program is 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.

6.3 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.

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 transfere 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 cohort based 4-Semester program, i.e., all students admitted for 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 represents the first semester the cohort starts and Semester IV the last. The cohort based sequencing is the recommended mode. Cohort based programs build comarederie 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. Figure 1 represents the required Prerequisites map for the program. Course catalog description is in Section 8.

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

Course Title	Credits
Semester I (9 credits)	
YMS 101T: Basis of Yoga Therapy	2
YMS 102T: Samskritam	2
YMS 103T: Ancient Yoga Texts - 1	2
YMS 104P: Preparatory Practices, Asanas, Kriyas, Mudras, Pranayama and Meditation (PCP 40 hours)	3
Semester II (7 credits)	
YMS 201T: Yoga Therapy for Common Ailments -I	2
YMS 202T: Yoga Therapy for Common Ailments -II	2
YMS 203T: Research Methodology and Biostatistical Analysis	3
Semester III (8 credits)	
YMS 301T: Ancient Yoga Texts – 2	2
YMS 501T#: Yoga: Biomedical Science & Research (Yoga Research Specialization)	3
YMS 302P: Advanced Yoga Techniques (PCP 8 hours)	3
YMS 303P: Yoga Therapy Techniques (PCP 20 hours)	3
Semester IV (6 credits) - Students must register for atleast 1 of the 3 specializations*	
YMS 401 : Master’s Research Project (Yoga Research Specialization)	6
YMS 402P: Advanced Yoga Therapy -1	(Yoga Therapy Specialization) 2:1
YMS 403P: Advanced Yoga Therapy -2	(Yoga Therapy Specialization) 2:1
YMS 404T: Seminars in Yoga	(Yoga Philosophy Specialization) 3:0
YMS 405T: Advanced Yoga Philosophy	(Yoga Philosophy Specialization) 3:0
Total	30
Optional Courses [§]	
RMA 101T : Religions of West Asian Origin (Philosophy)	3
RMA 102T : Introduction to Indian Philosophy (Philosophy)	3
RMA 103T : Introduction to Buddhism (Philosophy)	3
RMA 104T : Religions of West Asian Origin (Philosophy)	3
RMA 105T : Hinduism (Philosophy)	3

* 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).'

[§] Overload for Yoga Research; One course can be counted as an option for 'Yoga Therapy'. Second course is an overload for 'Yoga Therapy'.

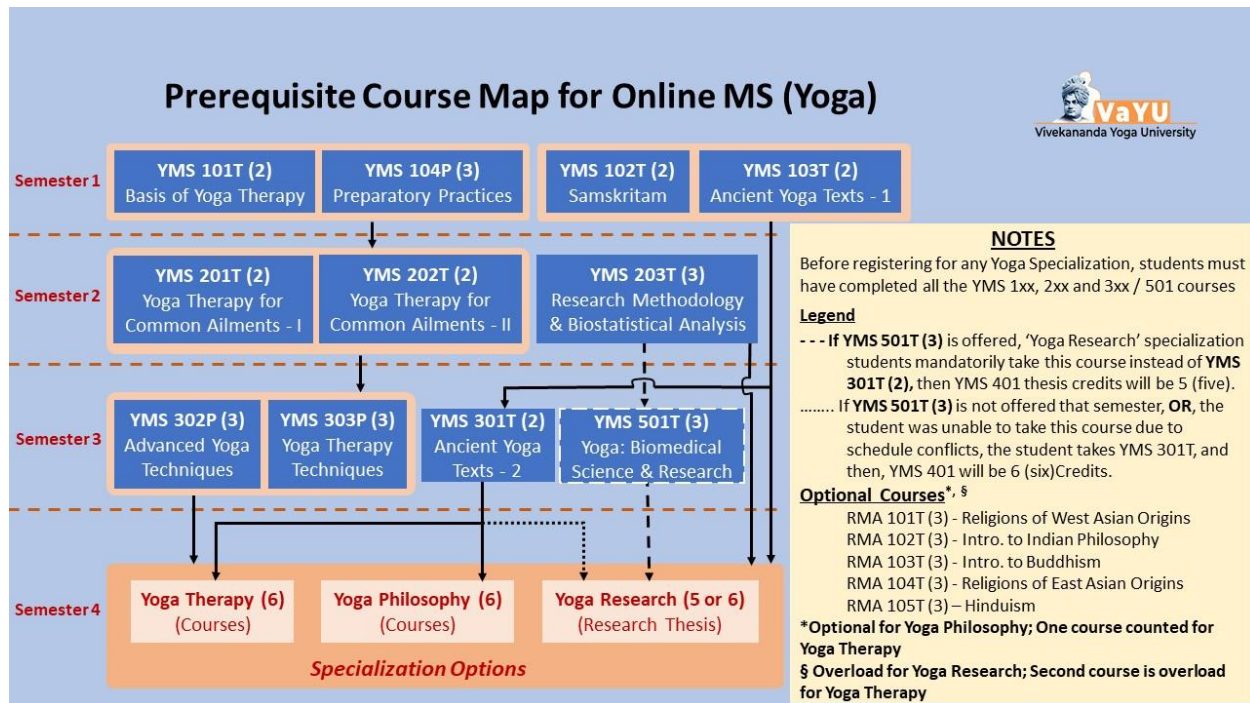


Figure 1: Online M.S. (Yoga) prerequisite course path. Course Credit Hours are in parantheses.

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, 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 program¹.
 - New cohorts starts 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. All student work submitted for specific assignments will be corrected within 5 business days with the exception of the Final Exam. The Final Exam need to be corrected and the course grade provided within 48 hours 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

All graduate students must achieve an overall G.P.A. of at least 3.0 on a 4.0 scale. Students in certain specialities are required to submit a written dissertation report and successfully defend the dissertation in a 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 succesful 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 succesful 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.

¹ Students will move from one semester to the next in a group.

- 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 Catalog Course Description of Online Master of Science (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.

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

YMS 102T- SAMSKRITAM

2 Credit

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

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

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

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 its 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

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

YMS 203T: RESEARCH METHODOLOGY AND 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

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 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 101T, YMS 104P

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, and YMS 104P

YMS 401 : MASTER'S 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.

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.

YMS 601 : 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

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

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

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

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

9 Academic Calendar and Semester Duration

The Four-Year Academic Calendar at CWRU 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.

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

Here are the major rules of Calendar Construction:

- 70 Teaching Days
- 6 (including MLK day) Vacation/holidays
- 2 Reading Days
- 6 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.

9.2 Academic Calendar Dates

The current Academic Calendar given in Table 2, lists Fall, Spring and Summer semesters for the years from 2020 - 2024. 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 2: Four Year Academic Calendar (2021 – 2025).

Four Year Academic Calendar (2021 – 2025)	Tentative dates (for 22-23, 23-24, 24-25)			
	2021-2022	2022-2023	2023-2024	2024-2025
FALL				
Registration (and Drop/Add) Begin	Jul 29	Jul 29	Jul 28	Jul 26
Classes Begin	Aug 23	Aug 29	Aug 28	Aug 26
Late Registration Fee (\$25) Begins	Aug 24	Aug 30	Aug 29	Aug 27
Labor Day Holiday	Sep 6	Sep 5	Sep 4	Sep 2
Late Registration (and Drop/Add) End	Sep 3	Sep 9	Sep 8	Sep 6
Fall Break	Oct 16/17	Oct 22/23	Oct 21/22	Oct 19/20
Deadline, prior term I-grade removal	Nov 5	Nov 11	Nov 10	Nov 8
Deadline Credit/Audit	Nov 5	Nov 11	Nov 10	Nov 8
Deadline for Class Withdrawal and P/NP	Nov 5	Nov 11	Nov 10	Nov 8
Registration for Spring Begins	Nov 8	Nov 14	Nov 13	Nov 11
Personal Contact Program (Locations announced after Semester begins)	Nov 15-19	Nov 14-18	Nov 13-17	Nov 11-15
Thanksgiving Holidays	Nov 25-28	Nov 24-27	Nov 23-26	Nov 28-Dec 1
Last Day of Class	Dec 7	Dec 7	Dec 6	Dec 4
Reading Days	Dec 8,9	Dec 8,9	Dec 7,8	Dec 5,6
Final Exams Begin (12:00 AM Pacific time)	Dec 10	Dec 10	Dec 9	Dec 7
Final Exams End (11:59 PM Pacific time)	Dec 19	Dec 19	Dec 18	Dec 16
Final Grades Due by 11:00 am (Pacific time)	Dec 26	Dec 27	Dec 27	Dec 23
Fall Awarding of Degrees	Jan 14 (2022)	Jan 20 (2023)	Jan 19 (2024)	Jan 17 (2025)
SPRING	2022	2023	2024	2025
Registration (and Drop/Add) Begin	Nov 8 (2021)	Nov 14 (2022)	Nov 13 (2023)	Nov 11 (2024)
Martin Luther King Jr. Holiday	Jan 17	Jan 16	Jan 15	Jan 20
Classes Begin	Jan 18	Jan 17	Jan 16	Jan 13
Late Registration Fee (\$25) Begins	Jan 19	Jan 18	Jan 17	Jan 14
Late Registration (and Drop/Add) End	Jan 28	Jan 27	Jan 26	Jan 23
Deadline Credit/Audit	Jan 28	Jan 27	Jan 26	Jan 23
Spring Break	Mar 7-13	Mar 13-19	Mar 11-17	Mar 10-16
Deadline, prior term I-grade removal	Mar 25	Mar 24	Mar 23	Mar 21
Deadline Credit/Audit	Mar 25	Mar 24	Mar 23	Mar 28
Deadline for Class Withdrawal and P/NP	Mar 25	Mar 24	Mar 23	Mar 28
Open registration for Summer Begins	Mar 28	Mar 27	Apr 1	Mar 31
Open registration for Fall Begins	Apr 4	Apr 3	Apr 8	Apr 7
Personal Contact Program (Locations announced after Semester begins)	Apr 11-15	Apr 10-14	Apr 8-12	Apr 7-11
Deadline for Class Withdrawal	Apr 25	Apr 24	Apr 22	Apr 21
Last Day of Class	May 3	Apr 26	Apr 24	Apr 23
Reading Days	May 4,5	Apr 27,28	Apr 25,26	Apr 24,25
Final Exams Begin (12:00 AM Pacific time)	May 6	Apr 29	Apr 27	Apr 26
Final Exams End (11:59 PM Pacific time)	May 15	May 8	May 6	May 5
Final Grades Due by 11:00 am (Pacific time)	May 22	May 15	May 13	May 12

SUMMER (These are tentative dates. Will be confirmed by May 1 each year)	2022	2023	2024	2025
Classes Begin	Jun 6	Jun 5	Jun 3	Jun 2
Independence Day Holiday	Jul 4	Jul 4	Jul 4	Jul 4
Classes End	Aug 1	Jul 31	Jul 29	Jul 28
Final Grades Due 12:00 noon	Aug 8	Aug 7	Aug 5	Aug 4
Summer Awarding of Degrees	Aug 18	Aug 16	Aug 16	Aug 15
Spring Awarding of Degrees	May 15	May 21	May 19	May 18
Last revision 08/18/2021				

9.3 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.

9.4 Religious Holidays

9.4.1 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. 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. When possible, students should give notice to Instructors early in the semester about missing class because of a religious observance.

Faculty should accommodate any student who is unable to attend class or participate in any examination, study, or work requirement on a particular day because of his or her religious beliefs. The student will be given the opportunity to make up the examination or work that was missed, provided that the make-up work does not create an unreasonable burden upon the University. Faculty should request that students give notice to Instructors as early as possible in the semester.

9.4.2 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.

10 Admissions Policy and Criteria for Admissions

10.1 Admissions

Master of Science (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 with a minimum 3.0 cumulative GPA. US students with International degrees may be considered for admission would require a Bachelor's degree in any field from a university abroad that is accredited in that country.

10.2 Admissions Office

The Admissions Office is located at 15311 Pioneer Blvd. Norwalk, CA 90650, Phone: (562) 215-4564.

10.3 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.

10.3.1 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.

10.3.2 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.

10.3.3 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 proficiency². English proficiency can be demonstrated by taking TOEFL, IELTS or PTE exams which are offered by an organization unrelated to VaYU.

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

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

- i. [Test of English as a Foreign Language \(TOEFL\)](#) internet-based: 90³
- 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

10.4 Admissions Process

The Admission process to the Online Master of Science (Yoga) program is depicted in the flow diagram in Figure 2, which is self-explanatory.

² 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.

³ VaYU does not accept the TOEFL MyBest Scores. Applicants must achieve a minimum of 90 on one exam date; exams will not be superscored.

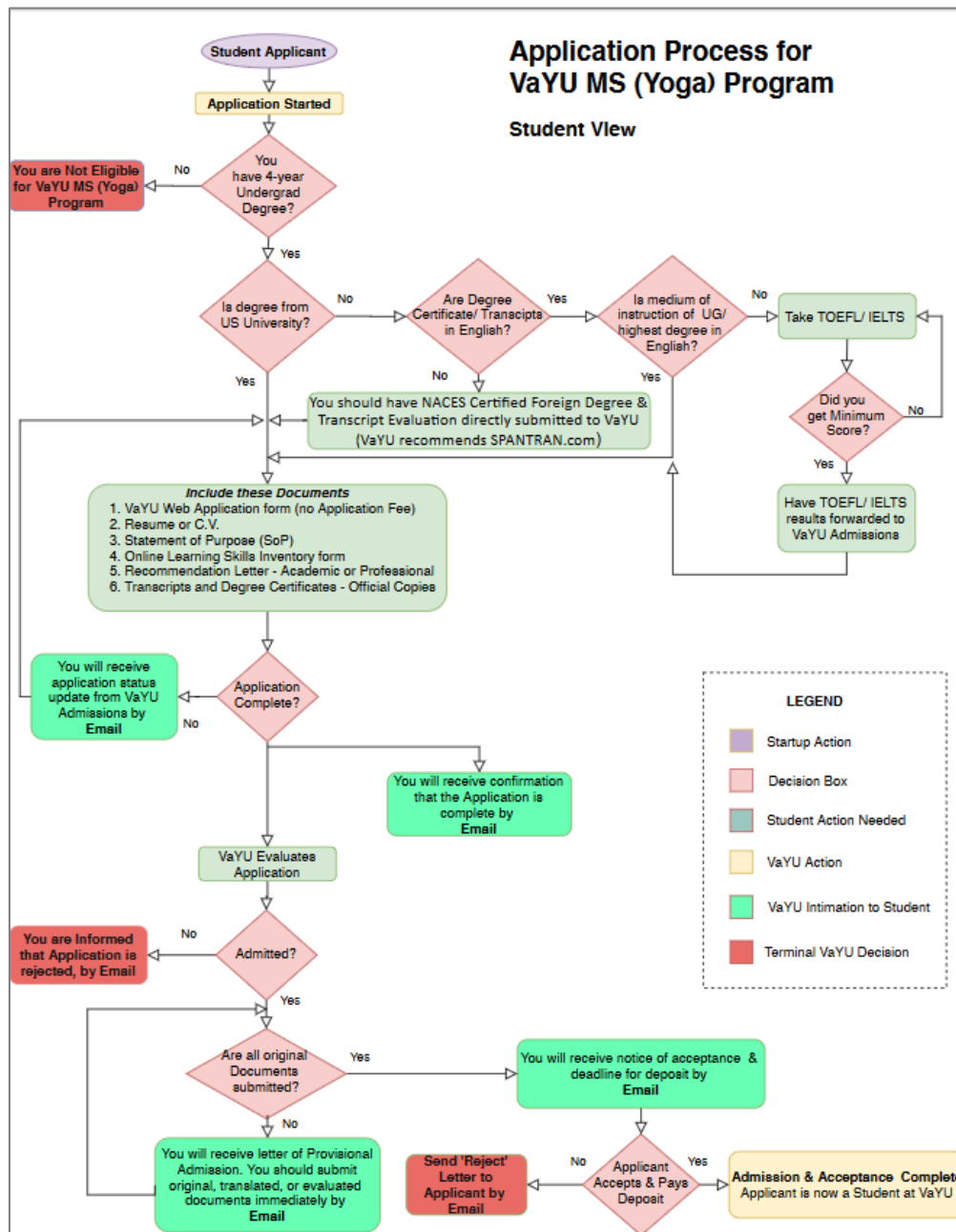


Figure 2: Admission Process in a flow diagram.

10.5 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 Students 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 environment⁴ (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 resources 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.

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

⁴ 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.

10.5.2 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.

10.5.3 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.

10.5.4 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.

10.5.5 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.

11 Tuition Fee, Tuition Obligations, Financial Aid

11.1 Tuition Fee

Tuition charges are as below in Tables 3-4. The cost of the programs are computed with an educational inflation of approximately 5% each successive Academic Year (successive odd+even semester).

Table 3: Total cost of all VaYU Programs.

Certificate/Degree	Total Hours or Credits	Cost per Credit Hour	Registration cost per semester	Total Program Cost
Master of Science (Yoga)	30 Credits	\$600 - \$700	\$150	\$20,210

Table 4: Program cost for Master of Science (Yoga) Program for 2021 Spring/Fall Intake Students.

Courses	Credits	Cost/Credit Hour	Registration	Total Program Cost
Semester I	9	\$600	\$150	\$5,500
Semester II	7	\$630	\$150	\$4,560
Semester III	8	\$700	\$150	\$5,750
Semester IV	6	\$700	\$150	\$4,350
Total	30			\$20,210

In Table 3 and Table 4, cost of Textbooks, and, Travel cost to PCP (Air travel, transportation, boarding and lodging) is extra, and not included.

11.2 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.

11.3 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.

12 State of California Student Tuition Recovery Fund

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

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.

13 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 5). VaYU in no way implies that the Bureau endorses the programs, or that Bureau approval means the institution exceeds minimum state standards.
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.).

Table 5: 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 have its approval to offer degree programs automatically suspended.

Institutional Representative Initials: _____ Student Initials: _____

Date: _____ Date: _____

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: (562) 215-4564. 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 2535 Capitol Oaks Drive, Suite 400, P.O. Box 980818, West Sacramento, CA 95798-0818. Website www.bppe.ca.gov Telephone and Fax #'s: (888) 370-7589 ; (916) 431-6959 or by fax (916) 263-1897; or by 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) at VaYU is also at the complete discretion of the institution to which the student may seek to transfer. If the degree Master of Science (Yoga) 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 Master of Science (Yoga) will transfer.
8. VaYU has not entered into an articulation or transfer agreement with any other college or university.
9. VaYU does not accept transfer credit from any other academic institutions, or through challenge examinations and achievement tests , or requirements for ability-to-benefit students, nor provide any credit for experiential learning. However, this is considered on a case by case basis.
10. VaYU admits foreign students for its Online Program when there is no residency required in the United States except for the Personal Contact Program (PCP) which is 1-week per Academic Year. 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.
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 (see published Enrollment Agreement).

14 Student Right to Cancel and Withdraw/Refund Policy

14.1 '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 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: (562) 215-4564 Fax: (562) 215-4564,

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, 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 2.0 or greater and an overall attendance of 80% of greater for all hours offered. 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.

14.2 '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 upto 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.

15 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-making⁵:

- 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 repercussions⁶. 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.’

16 Academic Integrity

16.1 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:

- 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 behavior, 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.

16.2 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

⁵ “Academic Freedom,” Position Paper, American Federation of Teachers, <https://www.aft.org/position/academic-freedom>, accessed March 8, 2021.

⁶ Nelson, C., "No University Is an Island: Saving Academic Freedom," NYU Press, 2010.

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.

17 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.

17.1 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 interactions⁷.

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 class’ work 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.

17.2 Transfer Of Credits from other institutions To VaYU

A Course Transfer allows the student to not only not take the course at VaYU, but allows savings on the tuition and effort of not taking the equivalent VaYU course. A Course Transfer has the following requirements:

⁷ 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.

- 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).

17.2.1 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).

17.2.2 Credit Transfer for Yoga Teachers and Yoga Therapists

A special case of Transfer or waiver of Credits is described in the Figure 3 for incoming students with Yoga Teacher⁸ or Yoga Therapist certificate⁹. 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 6 below.

Table 6: Letter 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

⁸ Instructor: SVYASA’s Yoga instructor Certificate (YIC); and Yoga Alliance’s Registered Yoga Teacher Certificate (RYT).

⁹ Therapists: SVYASA’s Post Graduate Diploma in Yoga Therapy (PDGYT), or Yoga Therapist’s Instructor Certificate (YTIC); and International Association of Yoga Therapist (C-IAYYT).

17.3 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

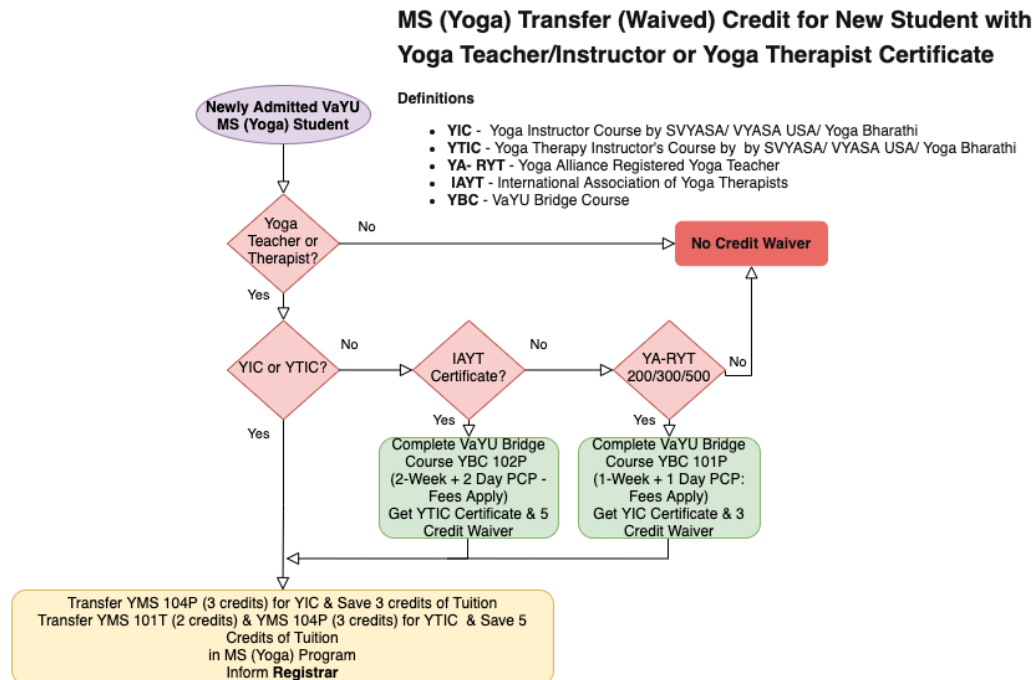


Figure 3: Credit Transfer determination at VaYU for Yoga Teachers & outcomes, and Transcript grades to make that decision.

17.4 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.

17.4.1 Process

- 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. VaYU may charge a nominal fee for this service.
- vi. Such exemption determination is made in the first week of a Semester.

17.5 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 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. There may be a charge for such 'Test Out.'

18 'Auditing' a course and 'Observer' status for a course

18.1 'Auditing' a course

For the core YMS courses, VaYU does not offer 'Audit' privileges. Only RMA courses have 'Audit' privileges if and when offered. Students who register to 'Audit' a course can attend the classes and Office Hours. There will not be any evaluation or entry in the transcripts.

18.2 'Observer' status

A student can request for 'Observer' status for course in any of the semesters. VaYU will grant 'Observer' status for YMS courses only under the below conditions.

- i. **Previously Taken Course at VaYU:** The student should have taken the course at VaYU previously and passed it.
- ii. **Transferred Course:** The Student should have taken this course at another eligible institution and should have transferred the credits to VaYU formally. See Sec 17.2 for details.
- iii. **Exempt Course:** An undocumented course that the Student has proficiency in or has been applied to a previous degree, and formally approved as 'Exempt' by VaYU. See Sec 17.4 for details.

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.

19 Attendance and Academic Policies

19.1 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. VaYU requires students to attend the campus for their Personal Contact Program (PCP): course lectures, practicum part of the courses that includes laboratory experience, and, yoga studio training at VaYU Campus for certain courses, during Week 13 of Semester I and III respectively.

Unexcused absence of each week of classes on the web automatically reduces the Grade in the course by a letter grade. If a student has an unexcused absence and is absent for more than 4 weeks, the student automatically fails the course. Absence at the PCP is automatically grounds for failing the course. If you have to be absent due to unavoidable circumstance or an emergency, make every effort to inform and take permission from the Instructor on Record and make arrangements to complete missed work, even if it post facto. Student should provide official documentation to corroborate their reason for missing work in the first place.

19.2 GPA and GPA Computation

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

Table 7: Letter Grades and Quality Points used for VaYU Courses.

Letter Grade	Meaning	Quality Points	Notes
A	Excellent	4	All courses except YMS 401.
B	Good	3	All courses except YMS 401.
C	Fair	2	All courses except YMS 401.
F	Failure	0	All courses except YMS 401.
S	Satisfactory	N/A	Only for YMS 401 and YBC courses
T	Transfer	N/A	
U	Unsatisfactory	N/A	Only for YMS 401 and YBC courses
X	Exempt	N/A	
W	Withdraw	0	
I	Incomplete	N/A	To be converted to grade before next semester break

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.

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

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:

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

19.3 Grade Assignment

VaYU follows a 4.0 Grade point system. VaYU Instructors assign letter grades as in Table 8.

Instructors will assign numerical grades to assignments. Assignments typically consists 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 9. **Currently all courses will follow letter grade assignment except the Research course YMS 401.**

Table 8: Letter Grade assignment and their meaning in a '4.0' Grading System.

Letter Grade	Meaning	Quality Points	Notes
A	Excellent	4	
B	Good	3	
C	Fair	2	
D	Passing	1	
F	Failure	0	
AD	Successful audit	n/a	Included in hours attempted, but not in hours earned or GPA
AS	Advanced subsidiary	n/a	Test credit or transfer credit only
I	Incomplete	n/a	
IN	Permanent Incomplete	n/a	School of Graduate Studies only
IP	In progress or extends more than one term	n/a	Clinical only

NC	No credit, credit/no credit course	n/a	Webinar course / School of Humanities
NG	Unsuccessful audit	n/a	Included in hours attempted, but not in hours earned or GPA
NOG	Non-graded Course, no credit	n/a	
NP	No pass	n/a	
P	Pass	n/a	
PR	Proficiency	n/a	
S	Satisfactory	n/a	Master's/doctoral theses
SA	Special audit	n/a	
TR	Transfer	n/a	
U	Unsatisfactory	n/a	Master's/doctoral theses
W	Withdrawal from the class	n/a	
WD	Withdrawal from all classes	n/a	

Table 9: Grade and numerical percentages.

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

19.4 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 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.

19.5 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.

19.6 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.

19.7 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.

19.8 Leave of Absence from the University

The 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.

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.

19.9 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.

19.10 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.

19.11 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.

19.12 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
- vi. 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.
- vii. The tuition and associated fees for a repeated course is the responsibility of the student.

19.13 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.

20 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.

20.1 Placement Services

VaYU currently does not provide any placement service.

20.2 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 records which are hardcopy are in a locked cabinet at the Pioneer Blvd address in the VaYU office.
- All student related records will be as well electronically protected. Hard copies of any records will be under secured locked environment as described above.
- 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 mails 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.

20.3 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.

21 Facilities and Equipment

21.1 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.

They have rooms big, small and a big hall with a large Kitchen, Dining Hall, open space, and a large Parking lot. It is a multipurpose facility with restrooms and Bathrooms.

They have dedicated two rooms, one room (size 25' X 57') and other room (size 16' X 28'), two Yoga rooms, and common areas such as kitchen, restrooms, and library, for use of VaYU activities. VaYU has taken additional insurance to cover such activities.

Specifically, 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 sqft 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)

21.2 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.

21.3 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.

22 Network and computer Equipment

VaYU campus will have high-speed wifi 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.

22.1 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).

22.2 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>.

22.3 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).

23 Library Resources

23.1 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 2021, the following represents the digital library holdings (Table 10 & 11):

Table 10: 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	1960
E – Journals papers	287
Special Collections, Reference Books	4

Table 11: 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

23.2 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.

23.3 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.

23.4 Lending Policies

Table 12 summarizes the lending policies of physical VaYU Library.

Table 12: Lending Policy of VaYU Library.

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

24 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 13.

Table 13: 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	30	6
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)	40	5	10
6	Dr. Kashinath Metri	- Ph.D. (SVYASA) - M.D. (SVYASA)	7	86	6
7	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
8	Dr. R.Nagarathna	- MBBS - Bangalore University - M.D. General Medicine - FRCP (Edinburg, UK) - D.Sc.	34	20	8
9	Dr. H.R.Nagendra	- Ph.D. (IISc) - M.Tech (Bangalore University) - 6B.E. (Bangalore University)	46	250	34
10	Dr. Balaram Pradhan	- Ph.D. (SVYASA)	15	30	14

Sl. No.	Name of the Faculty	Qualification	Teaching Experience (in years)	No. of Master's Thesis directed	No. of Ph.D. students guided
11	N.V.Raghuram	- B.E. (Bangalore University)	31	150	0
12	Dr.Dhriti B Reddy	- MD – Clinical Yoga - BNYS (SDMCNYS, Rajiv Gandhi University of Health Sciences)	2.5	1	0
13	Dr. Apar Avinash Saoji	- Ph.D. (SVYASA) - Bachelor of Naturopathy and Yogic Sciences (Rajiv Gandhi University of Health Sciences)	10	9	0
14	Dr. Manjunath N.K. Sharma	- Ph.9D. (SVYASA) - D.Sc. (Yoga) - B.S.N.Y. (Naturopathy and Yogic Sciences)	17	18	6
15	Dr. Amit Singh	- Ph.D. (SVYASA) - M.D., SVYASA - Bachelor of Ayurveda Medicine & Surgery (Rajiv Gandhi University of Health Sciences)	10	15	6
16	Dr. Padmaalatha "Latha" Venkatram	- MBBS - Bangalore University - FRCOG (UK) - MRCPI (Dublin)	15	20	3
17	Dr. Murali Venkatrao	- Ph.D. (SVYASA) - M.S. (Kansas State University) - B.E (Bangalore University)	18	0	0

25 Non-discrimination and Anti-Harassment Policy¹⁰

25.1 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.

¹⁰ Adapted from https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_000551.aspx

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, 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.

25.2 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.

25.3 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.

25.4 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.

25.5 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.

26 Grievance and Complaint Procedure Policy¹¹

26.1 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.

26.2 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.

¹¹ Adapted from https://www.shrm.org/resourcesandtools/tools-and-samples/policies/pages/cms_000551.aspx

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 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.

26.3 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 adjudicated by the Provost's Office.

27 Sexual Harrassment Policy¹²

27.1 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 victimised for making such a complaint.

27.2 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 behaviour which constitute sexual harassment include, but are not limited to:

27.3 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

27.3.1 Verbal conduct

- Comments on a worker's appearance, age, private life, etc.
- Sexual comments, stories and jokes

¹² Adapted from "Sexual Harrasment Policy", International Labor Orgaization,

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

- 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)

27.3.2 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 recognises 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 recognises 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.

27.4 Complaints procedures

Anyone who is subject to sexual harassment should, if possible, inform the alleged harasser that the conduct is unwanted and unwelcome. VaYU recognises 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 recognises 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.

27.4.1 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

27.4.2 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 proper functioning of the workplace

- keep a record of all actions taken
- ensure that the 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

27.4.3 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].

27.5 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.

27.6 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.

27.7 Monitoring and Evaluation

VaYU recognises 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 or not 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.

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

• Terminology: E.g.: CPU, RAM, Hardware, Software, browser, application, etc.	<input type="checkbox"/>
• Basic computer hardware and software ability to perform computer operations:	
○ Usage of keyboard and mouse	<input type="checkbox"/>
○ Managing files and folders	<input type="checkbox"/>
▪ Open, Name, Rename, Move, Save, Delete, Copy, Backup, Check Properties	<input type="checkbox"/>
▪ Knowledge of copying and pasting, spell-check, saving files in multiple formats.	<input type="checkbox"/>
○ Basic Application Software Installation	<input type="checkbox"/>
○ Security and virus protection	<input type="checkbox"/>
○ Regularly use MS Office applications such as Word, PowerPoint, and Excel	<input type="checkbox"/>
• Use one or more Internet Browsers such as Chrome, Safari, etc.	<input type="checkbox"/>
○ Conduct online research using various search engines and library databases. Visit VaYU library resources online for more information.	<input type="checkbox"/>
○ Regularly use Browser Email Application such as Gmail, or MS Outlook	<input type="checkbox"/>
▪ Create, Send, Receive, Reply, and Print	<input type="checkbox"/>
▪ Saving, Attaching, Sending and Downloading attachments	<input type="checkbox"/>
• 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, 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.

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: _____