



## **VAYU School Catalog 2020-2021**

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# VIVEKANANDA YOGA UNIVERSITY (VAYU)

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## 1. About

Vivekananda Yoga University (VAYU) was founded in 2017 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 applied for and seeking a provisional approval with the California Bureau for Private Postsecondary Education (BPPE). Upon approval VaYU will pursue accreditation from an appropriate agency (see Section 7).

### 1.1. Vision of VaYU

To prepare a new generation of citizens, who with the practice of yoga, work harmoniously in the society and contribute to the welfare of humanity.

## 2. Mission of VAYU

To promote and enhance the understanding of traditional knowledge of Yoga and its benefits through education and scientific research.

### 2.1. Mission of VAYU's Master of Science (Yoga) Program

VAYU presently offers a graduate degree – Master in Science (Yoga) towards 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.

## 3. Objective of VAYU

- To instruct and educate students the traditional knowledge of Yoga and its applications as deciphered from ancient texts.
- 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 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.

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## 4. Catalog Details

### 4.1. Time Validity

This Catalog is valid for the academic year 2020-2021 (Aug 24, 2020 to Aug 22, 2021).

### 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](mailto:registrar@vayuusa.org).

## 5. Admissions Office

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

## 6. 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 by PCP.

## 7. 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](http://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 in 2022 (after a mandatory waiting period of 18 months) and expect to be accredited by 2024. WSCUC is accredited by the US Department of Education. Currently,

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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.

## 8. 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. 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.).
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](http://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](http://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](http://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



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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.
10. VAYU does not admit foreign students. 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.

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16. Significant parts of the instruction that VaYU offers is via distance education, 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 distance educational program where the instruction is not offered in real time. VaYU's pedagogy requires *Weekly timed release* of course material during the semester.
  - (1) 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 modulo VaYU's *Weekly Timed Release* pedagogical approach.
  - (2) 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.

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## 19. Notice to Prospective Degree Program Students (for the form see VaYU Enclosure 24 Enrollment Agreement, Addendum A)

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: \_\_\_\_\_”

## 9. Skills Requirements for Online Students

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 an evaluation instrument “*Online Learning Skills Inventory*” in order to determine whether each student has the skills and competencies to succeed in a distance education environment<sup>1</sup> (see Appendix). See the document VaYU Enclosure 10C for the Form. Each student applicant is required to fill this form completely and is a prerequisite for considering for admission to VaYU programs.

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<sup>1</sup> 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.

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## 9.1. 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.

## 9.2. 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.

## 9.3. 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 be self-driven, self-disciplined and work on tasks independently, to meet deadlines and follow the class schedule.

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## 9.4. 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.

## 9.5. 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.

## 9.6. 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.

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## 10. Academic Calendar

The dates that comprise the *Academic Calendar* each year are approved by the Provost's office and Board of Trustees. For more information about the formula, please see **Academic Calendar Construction Rules** in Section 10.1.

### 10.1. Academic Calendar Construction Rules

#### 10.1.A. Overview

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

#### 10.1.B. 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.

### 10.2. Academic Calendar Dates

The current Academic Calendar given in Table 1, 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.

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## 11. Religious Holidays

### 11.1. 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.

### 11.2. 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](http://interfaith-calendar.org) “Calendar of Religious Holidays and Observance” from the University of Washington at [washingtton.edu/students/reg/religcal.html](http://washingtton.edu/students/reg/religcal.html).

**Table 1: Four Year Academic Calendar (2020 – 2024).**

FALL	2020-2021	2021-2022	2022-2023	2023-2024
Registration (and Drop/Add) Begin	Apr 6	Apr 5	Apr 4	Apr 10
Classes Begin	Aug 24	Aug 23	Aug 29	Aug 28
Late Registration Fee (\$25) Begins	Aug 25	Aug 24	Aug 30	Aug 29
Labor Day Holiday	Sep 7	Sep 6	Sep 5	Sep 4
Late Registration and Drop/Add End	Sep 4	Sep 3	Sep 9	Sep 8
Fall Break	Oct 19/20	Oct 18/19	Oct 24/25	Oct 23/24
Mid-Semester Grades Due	Oct 19	Oct 18	Oct 24	Oct 23
Deadline, prior term I grade removal	Nov 6	Nov 5	Nov 11	Nov 10
Deadline Credit/Audit	Nov 6	Nov 5	Nov 11	Nov 10
Deadline for Class Withdrawal and P/NP	Nov 6	Nov 5	Nov 11	Nov 10
Registration for Spring Begins	Nov 9	Nov 8	Nov 14	Nov 13
Thanksgiving Holidays	Nov 26/27	Nov 25/26	Nov 24/25	Nov 23/24
Deadline for Class Withdrawal and P/NP	Dec 4	Dec 3	Dec 9	Dec 8
Personal Contact Program (PCP) Training Week Begins	Nov 30	Nov 29	Dec 5	Dec 4
Last Day of Class	Dec 4	Dec 3	Dec 9	Dec 8
Reading Days	Dec 7, 11	Dec 6, 10	Dec 12, 16	Dec 11, 15

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<b>Final Exams Begin</b>	Dec 8	Dec 7	Dec 13	Dec 12
<b>Final Exams End</b>	Dec 16	Dec 15	Dec 21	Dec 20
<b>Final Grades Due by 11:00 am</b>	Dec 18	Dec 17	Dec 23	Dec 22
<b>Fall Awarding of Degrees</b>	Jan 15 (2021)	Jan 14 (2022)	Jan 20 (2023)	Jan 19 (2024)
<b>SPRING</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
<b>Registration (and Drop/Add) Begin</b>	Nov 9 (2020)	Nov 8 (2021)	Nov 14 (2022)	Nov 13 (2023)
<b>Martin Luther King Jr. Holiday</b>	Jan 18	Jan 17	Jan 16	Jan 15
<b>Classes Begin</b>	Jan 11	Jan 10	Jan 17	Jan 16
<b>Late Registration Fee (\$25) Begins</b>	Jan 12	Jan 11	Jan 18	Jan 17
<b>Late Registration and Drop/Add End</b>	Jan 22	Jan 21	Jan 27	Jan 26
<b>Deadline Credit/Audit</b>	Jan 22	Jan 21	Jan 27	Jan 26
<b>Mid-Semester Grades Due</b>	Mar 8	Mar 7	Mar 13	Mar 11
<b>Spring Break</b>	Mar 8-12	Mar 7-11	Mar 13-17	Mar 11-15
<b>Deadline, prior term I grade removal</b>	Mar 26	Mar 25	Mar 31	Mar 29
<b>Deadline Credit/Audit</b>	Mar 26	Mar 25	Mar 31	Mar 29
<b>Deadline for Class Withdrawal and P/NP (upperclass G)</b>	Mar 26	Mar 25	Mar 31	Mar 29
<b>Open registration for Summer Begins</b>	Mar 29	Mar 28	Apr 3	Apr 1
<b>Open registration for Fall Begins</b>	Apr 5	Apr 4	Apr 10	Apr 8
<b>Deadline for Class Withdrawal and P/NP</b>	Apr 26	Apr 25	May 1	Apr 29
<b>Last Day of Class</b>	Apr 26	Apr 25	May 1	Apr 29
<b>Reading Days</b>	Apr 27/28	Apr 26/27	May 2/3	Apr 30/May 1
<b>Final Exams Begin</b>	Apr 29	Apr 28	May 4	May 2
<b>Final Exams End</b>	May 6	May 5	May 11	May 9
<b>Final Grades Due by 11:00 am</b>	May 8	May 7	May 13	May 11
<b>University Commencement</b>	May 16	May 15	May 21	May 19

In making plans, please note the following:

- There may be some religious traditions not represented on these calendars.
- In some religious traditions, holidays begin at sundown on the evening before the dates given.
- In some religious traditions, local and regional customs may create some variation in the date of observance of certain holidays, or the dates may not be fixed but rather based on actual sighting of the moon.
- Not all of the holidays and observances listed are associated with work restrictions that will interfere with class attendance.

Members of the VaYU community are expected to act in good faith when seeking accommodations and when responding to those requests.

## 12. Tuition

Tuition charges are as below in Tables 2-3. The cost of the programs are computed with an educational inflation of 5% each successive Academic Year (successive odd+even semester).



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**Table 2:** Total cost of all VaYU Programs

Certificate/Degree	Total Hours or Credits	Cost per Credit Hour	Total Program Cost
Master of Science (Yoga)	30 Credits	\$500	\$15,000

**Table 3:** Program cost for Master of Science (Yoga) Program for students starting in 2020 Fall.

Courses	Credits	Cost/Credit Hour	Total Program Cost
Semester I	9	\$500	\$ 4,500
Semester II	7	\$500	\$ 3,500
Semester III	8	\$525	\$ 4,200
Semester IV	6	\$525	\$ 3,150
<b>Total</b>	30		\$15,350

## 13. Student Right to Cancel and Withdraw/Refund Policy

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 as provided by the institution to the physical or email address provided by the student upon enrollment.

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

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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 as a distance education, 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](http://www.bppe.ca.gov) E-mail: [bppe@dca.ca.gov](mailto: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](http://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% or 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.**

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**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. Academic Integrity – Enrollment Termination

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.

### 14.1. Request for Reinstatement

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

## 15. Dispute Resolution and Grievances

VAYU encourages students to contact staff and faculty directly with questions or concerns with regards to their program and course materials. The University is committed to resolving any complaints that may arise during the educational program completion process. It is the policy of the VaYU to address student complaints in an objective and timely fashion. It is also the policy of the VaYU to resolve all student concerns and complaints at the department level whenever possible. All student complaints that cannot be resolved at the department level are referred to the Chief Academic Officer (also known as the Provost) for investigation and resolution.

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Once complaints lodged, an internal investigation is initiated. If the Chief Academic Officer deems it appropriate, a meeting of the Grievance Committee may be held to discuss alternatives and to suggest a course of action. When a decision has been reached, the Chief Academic Officer communicates in writing to the student and retains material related to the complaint in a student complaint file. Students have the right to appeal decisions made by the Academic Department. To appeal a decision, students must file a formal grievance petition in the form of a letter addressed to the Chief Academic Officer who will review and research all facets of the student's concern, and prepare a report for the President and the Grievance Committee. The Chief Academic Officer coordinates all review meetings and provides the student with a report of the findings of the Grievance Committee. Students who feel the University is not complying with regulatory standards may contact the Bureau for Private Postsecondary Education regarding any compliance concerns by calling (888) 370-7589 toll-free or by completing a complaint form which can be found at [www.bppe.ca.gov](http://www.bppe.ca.gov).

Any dispute concerning any matter under a Enrollment Agreement and any courses and services provided by VaYU shall be governed by California law and any proceedings, judicial or arbitration, shall take place in the County of Los Angeles, State of California.

## 16. VAYU does not Participate in Federal or State Loan Programs

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.

## 17. 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, Registration, Textbook, and all library fees. Any degree will be retained and not released by VaYU until such obligations are satisfied.

## 18. 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,

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- 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. 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.

## 19. Semester Duration and Credit Definition

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 interactions<sup>2</sup>.

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 sixteen weeks along with a week for two midterms combined, and, a final examination week. For graduate courses, 3-4 hours of outside 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 odd 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 8). PCP is 28 hours or 1 credit each in Semester I and Semester III.

## 20. Grade Point Average

- i. All graduate students must achieve an overall G.P.A. of at least 3.0 on a 4.0 scale to graduate.
- ii. Students who do not meet the overall G.P.A. requirement by the end of their program must repeat courses until they improve their overall G.P.A. to the qualified levels above.
- iii. Overall course grades of “F” will be posted and count as “0” units completed, and must be repeated.
- iv. Master’s students must repeat any course in which the overall course grade is “D” or “F.”
- v. To repeat a course, students must pay the current tuition for the course, in full to the Bursar prior to repeating the course

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<sup>2</sup> 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.

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## 21. Attendance and Academic Policies

### 21.1. Attendance

VAYU uses the distance 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 15 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.

### 21.2. 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 4.

**Table 4:** 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.
D	Passing	1	All courses except YMS 401.
F	Failure	0	All courses except YMS 401.
S	Satisfactory	N/A	Only for YMS 401
U	Unsatisfactory	N/A	Only for YMS 401

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

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

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

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

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

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

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

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

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

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

## 21.3. 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 2.0 average in the subsequent semester in order to be removed from probation. Since probationary status may have financial aid implications, students on probation are directed to contact the financial aid office upon determination of probationary status.

## 21.4. 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.



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## 21.5. Incompletes In Academic Courses

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

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

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

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

## 21.6. 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](mailto:registrar@vayuusa.org).

## 21.7. 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.

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

## 21.8. Incompletes in Personal Contact Program (PCP) Based Courses

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

## 21.9. Late Assignments

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

## 21.10. 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:

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

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## 21.11. 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 Committee at the next scheduled meeting. The Committee meets quarterly in the second week of January, May, August, and December. In all cases, the student must remain separated from VaYU for a minimum of two semesters (Fall and Spring are considered semesters, but not Summer).

The petition must include the following: a) the student's reason for requesting the reinstatement, b) an identification of the circumstances that led to the termination, and evidence of personal, educational, or professional activities or accomplishments that would demonstrate the student's readiness to return to school and successfully complete the degree program. The Committee will meet with the student, if desired, and thereafter recommend to the Provost one of three possible responses: 1) readmit, 2) readmit with condition, or 3) do not readmit.

## 22. Student Affairs & Services Department

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

### 22.1. Placement Services

VAYU currently does not provide any placement service.

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## 22.2. Retention and Safekeeping of Student Records

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

- All 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 is: VaYU Campus, 15311 Pioneer Blvd., Norwalk , CA 90650, Phone number 562-569- 4751.

## 22.3. Housing Facilities

VAYU does not have any dormitory facilities. VaYU does not assist students in finding housing. During the Personal Contact Program period of any semester, students are expected to arrange for lodging on their own. Per the Renter’s Guide on [www.zillow.com](http://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.

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## 23. Facilities and Equipment

### 23.1. Campus Location Classrooms and Facilities

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

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

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)

### 23.2. Yoga Supplies Required

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

### 23.3. Yoga Supplies Provided

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

## 24. Network and Computer Equipment

VAYU campus will have high-speed 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

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Gb RAM, 256 Gb Hard drive storage; Operating system (Windows/MacOS/Chrome). Few replacement computers may be available temporarily for students to borrow. These replacement computers shall be laptops with at least 12" LCD screen, 16 GB RAM, 256 GB Hard drive storage, with Windows/MacOS/Chrome operating system.

## 24.1. Specification of Website, LMS, Servers, and Hosting

### 24.1.A. VAYU Website

A draft of 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 accredited educational institutions).

### 24.1.B. Learning Management System (LMS)

VAYU will be using Canvas LMS for implementing our distance education platform. (<http://www.canvaslms.com>).

VAYU's draft implementation of Canvas can be viewed at:

<http://vyu.instructure.com>

**Student Login:** Provided to students who have paid full tuition for the semester

This is a temporary URL. Once we receive approval to operate, LMS will be accessed under the URL: <http://www.vayu.edu>.

### 24.1.C. Servers

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

## 25. Library Resources

### 25.1. Digital Repository

VAYU has a D-Space based online library, which is available at the URL: <http://www.libraryofyoga.com>. This digital repository has a wealth of audio, video, e-books, journals, PhD Theses, conference proceedings, and more. As of August 16, the following represents the digital library holdings (Table 5):

**Table 5:** Library resources for VAYU.

Items	Number
e Books	464

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PhD Theses related to Yoga	15
Dissertations and Reports related to Yoga	1960
E – Journals	287
Special Collections, Reference Books	4

## 25.2. Physical Library

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

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

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

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

## 25.3. Supporting the instructional needs of students

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

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

## 25.4. Lending Policies

Table 6 summarizes the lending policies of VaYU Library

**Table 6:** Lending Policy of VaYU Library.

Designation	Number of Books	Duration
Faculty	10	30 days

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Graduate Students

7

30 days

## 26. Faculty and Qualifications

Each faculty at VaYU is a recognized expert in his or her field, with a vast amount of teaching and research experience. Listed below is a summary of qualifications for each faculty In Table 7.

**Table 7:** Qualifications of VaYU faculty.

Name	Teaching and/or Research Experience	Notable achievements
Saoji Avinash, Ph.D.	Dy. Director (Academics), The School of Yoga and Naturopathic Medicine from July 2018; Asst. Professor and Head – MD program, Divn. of Yoga and Life Sciences, SVYASA from Jan, 2017; working since Nov, 2009 in this field at various places. There are 4 ongoing research projects.	Deputed for Faculty Exchange Program at KWA Klinik Stift Rottal, Max-Köhler-Straße 3, 94086 Bad Griesbach, Germany, June-September 2016. Research publications, presentation in many national seminars.
Judu Ilavarasu, Ph.D.	Assistant Professor, Division of Yoga and Physical Sciences, S-VYASA, Bengaluru, India, 2014 -	Research Publications, Presentations at national and International Yoga Conferences, Outstanding Yoga Teacher
Kasinath Metri, Ph.D.	Associate Professor in Divn. of Yoga and Life sciences, S-VYASA, Research Coordinator for MSc (Yoga) and Asst. Director, Directorate of Distance Education, S-VYASA University working for 8 years. Published 43 (including all recent publications) research articles in internal journals and participated in many national and International workshops	Guided more than 120 students in their research projects. One publication in JCO (impact factor 26.3) on “effect of joint loosening yoga on Aromatase inhibitor (AI) – induced Arthralgia in breast cancer survivors”
Padmalatha “Latha” Venkataram, MBBS, FRCOG (UK), MRCPI (Dublin)	Consultant OBGYN, Rangadore Hospital, Sri Shringeri Sharada Peetham Trust, PG teacher for MRCOG, National expert on Diabetes and Pregnancy, Faculty and Guide at SVYASA; coordinator – BSOG-RCOG skill training prgm in EMOC; Coordinator, Medico Legal committee, BSOG; published papers in National and International journals, authored chapters.	FRCOG (UK), MRCPI (Dublin)
R. Nagaratna, MBBS, M.D., FRCP, D.Sc.	36 years of teaching experience Published over 85 papers and 11 books	MD (Gen Medicine), MRCP (Edinburgh, UK), FRCP (Edinburgh, UK) Recipient of many awards and honors for contributions to the field of Yoga, medicine, and Yoga therapy Faculty at school of Integrative medicine, Swinburn University, Melbourne, Australia
Ramachandra Bhat, B.Ed., M.A., Ph.D, D.Lit. (Sanskrit)	Former Vice chancellor of SVYASA University, Chairman, Veda Vijnana Shodha Samsthanam, Bangalore; Member of Doctoral committee in Tumkur University,	M.A, Ph.D, D.Lit in Samsritam; Vidwan in Vedanta and Nyaya Darshanas; B.Ed in Hindi. Headed Shastra Parishat in 16 <sup>th</sup> World Samsrita Conference, Bangkok, in 2015



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Name	Teaching and/or Research Experience	Notable achievements
	Member of General Body, MSVVP, Ujjain, India, All India Gurukula Yojana Pramukh, Karnataka. Published 11 books and CDs in English and Kannada; participated and presented papers in many national and International workshops and vedic conferences.	Received 16 awards from different organisations.
M K Sridhar, Ph. D (Sanskrit – Indian Philosophy), M.A. (Sanskrit), B.S. (Natural Sciences), M.A. (English)	28 years of teaching experience Published over 30 papers. Author or editor of 15 books.	Fulbright Visiting Lecturer Fellowship (USA) University of South Carolina, Columbia Developed several courses in the area of Indian Epics, Sanskrit and related fields
N.K. Manjunath, Ph.D. (Yoga and Geriatric Medicine), DSc (Yoga), B.N.Y.S. (Naturopathy and Yogic Sciences)	Director of International Affairs, Director of R & D SVYASA. Seventeen years of teaching and twenty-four years of research experience.	Established state of the art laboratories at SVYASA University. Initiated collaborations with MIT, MD Anderson (USA), College of Medicine London (UK), Manchester University (UK), Shangahi University of Sport (China), Yunnan Minzu University (China), Bolzano University (Italy), Royal Melbourne University of Technology (Australia), National University of Singapore, Kelaniya University, Srilanka and others. Published 63 Journal articles. Internationally well known research scholar.

## 27. Educational Programs Offered

VAYU will offer the following educational program:

1. Online Master of Science (Yoga) – described below in Section 28.

The medium of instruction is US English for the above program.

The program is described in the Section 27 with the below criteria:

- i. The admissions requirements, including minimum levels of prior education, preparation, or training;
- ii. If applicable, information regarding the ability-to-benefit examination as required by section 94904 of the California Code.
- iii. No general education required in this graduate program.
- iv. The title of the educational programs and other components of instruction offered.
- v. The method of instruction.
- vi. The graduation requirements.

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vii. If the educational program is designed to fit or prepare students for employment in any occupation.

viii. Courses.

## 28. Master of Science (Yoga) Program Basics

### 28.1. Admission

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 (citizens, permanent residents and refugees) 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.

#### 28.1.A. International students

VAYU does not admit foreign students that require a visa, hence no visa services are offered by VAYU. If a student applicant is a permanent resident, a naturalized citizen or a citizen of the US or a refugee in 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 request to send official transcripts until formally accepted.

#### 28.1.B. 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.

#### 28.1.C. 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 proficiency. English proficiency can be demonstrated by taking TOEFL, IELTS or PTE exams which are offered by an organization unrelated to VAYU.

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\*Note that the VaYU *does not offer conditional 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):

[Test of English as a Foreign Language \(TOEFL\)](#) internet-based: 90

[Test of English as a Foreign Language \(TOEFL\)](#) paper-based: 577

[International English Language Testing System \(IELTS\)](#): 7.0

[Pearson Test of English \(PTE-Academic\)](#): 61

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

\* 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.

## 28.2. Applicability of Section 94904 of the Code

Not applicable

## 28.3. Title of the Education Program 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 15 weeks.

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.

## 28.4. Method of Instruction and Evaluation

### 28.4.A. Instruction

Instruction shall be a combination of the following modalities:

- Asynchronous distance education, through texts, streaming videos, and audio.
- Personal Contact Program of 1 week for odd semesters (Semester I and III).

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- Lab work on Research Methodology and Psychology.
- Classroom instruction on Yoga practices (practicals), advanced pranayama techniques.
- This is a cohort based program where in students will move from one semester to the next in a group.
- New cohorts starts every semester – Fall (August) and Spring (January) of every year.

## 28.4.B. 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.

## 28.5. Graduation Requirements

All graduate students must achieve an overall G.P.A. of at least 3.0 on a 4.0 scale. Should 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.

## 28.6. Employment upon 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.
- Hours worked per day may vary than a traditional 8-hour workday or 40-hour work week.

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- 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.

## 29. Master of Science (Yoga) Program of Study

The 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. Cohort based programs build comarederie and program coherence among the student body.

In the first two years of the program, VaYU will opt to have only a "Fall Semester Start." After this period, the Provost upon consulting with the faculty could recommend to the Board to have an additional "Spring Semester Start" – i.e., a newly admitted cohort both in Fall and Spring. Obviously financial and enrollment conditions would dictate this recommendation.

The Program of Study is as shown in Table 8. Figure 1 represents the required Prerequisites map for the program.

**Table 8:** Program of Study for Master in Science (Yoga). Here 'T' represents Thoery and 'P' represents Personal Contact Program. Number in parantheses represent semester credit hours.

Course Title	Credits
<b>Semester I (9 credits)</b>	
YMS 101T: Basis of Yoga Therapy	2
YMS 102T- Samskritam	2
YMS 103 T: Ancient Yoga Texts – 1	2
YMS 104 P: Preparatory Practices, Asanas, Kriyas, Mudras, Pranayama and Meditation (PCP 28 hours)	3
<b>Semester II (7 credits)</b>	
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
<b>Semester III (8 credits)</b>	
YMS 301T: Ancient Yoga Texts -2	2
YMS 302P: Advanced Yoga Techniques (PCP 8 hours)	2
YMS 303P – Yoga Therapy Techniques (PCP 20 hours)	4
<b>Semester IV (6 credits)</b>	

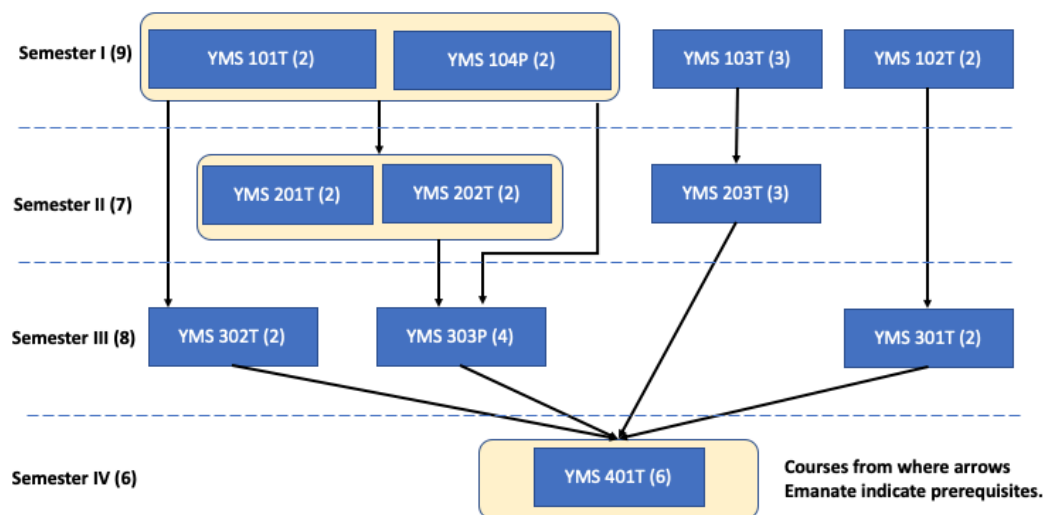
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YMS 401 – Master’s Research Project	6
<b>Total</b>	<b>30</b>

## 29.1. Personal Contact Program (PCP)

For the Master in Science (Yoga), the Personal Contact Program (PCP) for students consists of 8-28 hours of hands-on training of asanas (yoga poses), mudras (hand gestures), pranayama (breathing control techniques), therapeutic training, etc. in Semesters I and III. PCP training is required for course numbers marked with a “P” (PCP) instead of a “T” (Theory). The PCP training is conducted in the 15<sup>th</sup> 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.

In the current year 2020, VaYU will follow the guidelines of the State of California and the Centers of Disease Control (CDC) to determine if PCP can be conducted. In the event, these guidelines indicate that PCP cannot be conducted, then VaYU will make every effort to inform the students in advance, and move the PCP training to online instructions.



**Figure 1:** Course Path for Master of Science (Yoga) with prerequisite courses represented. Numbers in Parentheses represent ‘ Course Credit Hours.’

## 29.2. Grade Assignment

VAYU follows a 4.0 Grade point system. VaYU Instructors assign letter grades as in Table 9.

**Table 9:** Letter Grade assignment and their meaning in a '4.0' Grading System.

Letter Grade	Meaning	Quality Points	Notes
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A	Excellent	4	
B	Good	3	
C	Fair	2	
D	Fail/Repeat	1	
F	Failure/Repeat	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	School of Medicine only
NC	No credit, credit/no credit course	n/a	School of Law only
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	
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	

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 10. **Currently all courses will follow letter grade assignment.**

**Table 10:** Grade and numerical percentages.

GRADE	PERCENTAGE (P)
A	≥ 90%

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B	90 > P ≥ 80%
C	80 > P ≥ 70%
D	P ≥ 60%

## 29.3. 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](http://www.plagiarism.org). These matters will be further discussed in the information literacy module, and in class if the instructor decides to put additional stricter constraints as appropriate but never in violation of the above policy.

## 30. Catalog Course Description of Online Master of Science (Yoga)

This section lists all the courses for Master in Science (Yoga) program. No internship or externship is required.

### **YMS 101T: BASIS OF YOGA THERAPY**

**2:0 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**

**2:0 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**

**2:0 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



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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** **0:3 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, Nadh 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** **2:0 Credits**

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

**Prerequisites:** YMS 101T, YMS 104P

## **YMS 202T: YOGA THERAPY FOR COMMON AILMENTS-II** **2:0 Credits**

The goal this course is to give the student basic medical knowledge of the disease and it's yogic Management to facilitate comprehension of the physiological basis of health and disease. 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** **3:0 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

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## **YMS 301T: ANCIENT YOGA TEXTS -2**

**2:0 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**

**2:1 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**

**2:1 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**

**6:0 Credits**

### **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 4000 – 7000 words.

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## Appendix: Online Learning Skills Inventory for Potential Students

### Online Learning Skills Inventory Form for Potential Students at VaYU Master in Science (Yoga) Programs

Name: \_\_\_\_\_ Last four Digits of S.S. Number: \_\_\_\_\_

#### COMPUTER LITERACY MINIMUM 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. 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:

##### 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

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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.

## 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.

## 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.

## 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.

## 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:** \_\_\_\_\_