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A WORD FROM THE PRESIDENT

The Institute of Buddhist Studies is a graduate school and seminary that offers a unique opportunity to those who desire to study, learn, and seek the Way of Wisdom.

The Contemplation Sutra encourages the study of the Buddhadharma to learn and realize the Compassionate Heart of the Awakened Ones. Through research and study, you will be able to deepen your appreciation of the true essence of the Buddha, thus leading to the truth of the Dharma. Realizing the wonderful legacy left by our predecessors will certainly inspire you to share the Buddhadharma with others.

The Institute also provides a curriculum for those interested in Buddhist ministry and chaplaincy. A true ministry requires a deepening of one's own appreciation for the Buddhadharma. Buddhist ministry entails humbly listening and learning together, and sharing the joy of the knowledge gained with others.

The Institute of Buddhist Studies is the ideal institution for those who wish to dedicate themselves to the study of the Buddhadharma, or who may aspire to become a Shin Buddhist minister or a Buddhist chaplain whose life is dedicated to benefiting others. I invite you to pursue your study of the Buddhadharma at the IBS, and brighten your future with the Light of Wisdom.

Gassho, Koshin Ogui
President, Institute of Buddhist Studies

A WORD FROM THE DEAN

We wish to welcome all those who are interested in the study of Buddhism, or who may be considering training for the Buddhist ministry or chaplaincy. The great potential for the development of Buddhism in the Western world is an exciting prospect.

Buddhism has been present in the United States for well over a century now, and has established deep roots and a nationwide presence. The importance of the study of Buddhism has been recognized by the Graduate Theological Union of which we are an affiliate member.

IBS is, therefore, in a unique position to offer not only education in the entirety of the Buddhist tradition, but also offers broad contact with religious studies and issues in contemporary society. The development of knowledgeable, articulate, and sensitive scholars, ministers, and chaplains is a primary need for the future of the sangha. We have a great challenge and opportunity to share with others the depth and richness of the Buddhist heritage—the traditions of thought and practice that make Buddhism a unique religious culture that has lasted for more than two and a half millenia. Out of a solid foundation in the Buddhist heritage, and serious engagement with the most important developments of current religious, philosophic and social thought, the relevance of Buddhist thought to the contemporary world will continue to unfold.

Richard K. Payne, Ph.D.
Dean, Institute of Buddhist Studies

MISSION STATEMENT

To provide graduate level education in the entirety of the Buddhist tradition with specialized instruction supporting Jodo Shinshu Buddhist ministry.

IBS Board of Trustees
January 2007

HISTORY OF THE INSTITUTE OF BUDDHIST STUDIES

The beginnings of the Institute of Buddhist Studies can be found in the early history of the Buddhist Churches of America (BCA), which is affiliated with the Honpa-Hongwanji branch of Jodo-Shinshu Buddhism, a Japanese Pure Land School. In 1930, under Bishop Kenju Masuyama, a training program and resident center for English-speaking ministers were established in Kyoto, Japan. An educational program of lectures and correspondence courses began in the mid-1930s, operated out of BCA headquarters in San Francisco. Because the need for English-speaking ministers increased after World War II, in 1948 Bishop Enryo Shigefuji established a monthly study class at the home of Mrs. Shinobu Matsuura. The program was open to any person interested in Buddhism; however, its main purpose was to prepare ministerial aspirants for the rigors of study in Japan.

In 1949, the program was moved to the Berkeley Buddhist Temple at 2121 Channing Way, where it became known as the Buddhist Study Center (BSC). This included an expansion of the program, and was part of the 50th anniversary of the BCA. The BSC was placed under the guidance of Rev. Kanmo Imamura, resident minister of the Berkeley Buddhist Temple.

In 1958, the BCA resolved to establish a ministerial training center in the United States where all instruction would be conducted in English—prior to this, all ministerial candidates were trained in Japan. Rev. Imamura was appointed to establish such a program at the BSC. Rev. Masami Fujitani took over the directorship soon afterward and developed the educational program (1958-1963); Rev. Imamura returned to serve a second term (1963-1967).

In October 1966, the BCA acquired a building at 2717 Haste Street, Berkeley, and the BSC was renamed the Institute of Buddhist Studies (IBS). The Haste Street location was the home of the IBS for twenty-two years prior to moving to its second location—1900 Addison Street in Berkeley—in the mid-1980s. Bishop Shinsho Hanayama (Professor Emeritus, Tokyo University) and Bishop Kenryu Tsuji played vital roles in the early stages at the Haste Street campus. Reverend Haruyoshi Kusada served as Executive Director from 1968 to 1983, laying the educational foundation for graduate studies.

In February, 1985, under the guidance of Bishop Seigen Yamaoka, the IBS became an affiliate of the Graduate Theological Union (GTU), a unique consortium of religious institutions following Jewish and Christian traditions. Headquartered in Berkeley, California, the GTU includes three Roman Catholic and six Protestant seminaries, along with several other affiliates and programs. The GTU is an umbrella organization which coordinates one of the largest concentrations of ministerial and theological education resources in the world, as well as operating a doctoral program. The GTU is accredited by the Western Association of Schools and Colleges and the Association of Theological Schools. (See section IV, “Relation to the Graduate Theological Union,” for more details.)

In 1986, Dr. Alfred Bloom, a noted Shin Buddhist scholar, was appointed Dean and Head Professor after serving twenty-six years on the faculties of the University of Hawai'i and the University of Oregon. Dr. Bloom retired in 1994, and Dr. Richard K. Payne was appointed to the position of Dean.

I. Introduction

I.D. History of the Institute of Buddhist Studies

After having its administrative offices located in Mountain View for over a decade, IBS relocated this function back to Berkeley in 2006. With its new offices in the Jodo Shinshu Center, which brings administration, faculty offices, class rooms and lecture all back into a single facility, the IBS is experiencing renewed vitality. This has led to the expansion of its programs, including a Buddhist Chaplaincy program, and a new cooperative relationship with the Sati Institute of Theravada Buddhist Studies.

LOCATION OF THE IBS

I.E.1. Classes

For the 2011-12 academic year, classes are held in the Jodo Shinshu Center, and on the campus of the Graduate Theological Union and its member schools. A new satellite campus has been added at the Insight Meditation Center, Redwood City, along with our branch campus at the Orange County Buddhist Church, Visalia. Check the schedule of classes issued at the beginning of each semester for class locations. For building names, see the GTU website.

I.E.2. Administrative Offices

The Institute's administrative offices are located in the Jodo Shinshu Center. Our mailing address is:

2140 Durant Avenue
Berkeley, California 94704 USA
Tel: 510.809.1444
Fax: 510.809.1443

I.E.3. Dormitory

A dormitory for single students is located in Berkeley at 2717 Haste Street, about one mile from the GTU campus. (For additional information, see below: III. Student Life.)

I.E.4. Website and Online Classes

The IBS's website is www.shin-IBS.edu. Current information regarding the Institute and online courses are available at the site.

Online classes are offered each semester. Please check the current schedule of classes for information on availability.

PHILOSOPHY OF EDUCATION

The program of instruction at the Institute of Buddhist Studies is founded upon a four-fold philosophy of education inspired by the teachings of the Buddha:

1. Education is a process of mutual growth, so that ultimately there is neither student nor teacher. Someone may at one moment be the teacher, but at another moment will be the pupil. The faculty of the Institute of Buddhist Studies, accordingly, does not presume to reveal hidden wisdom to the student body; rather, they seek the truth together. In this search, education is a growth in wisdom and compassion.
2. Education is the exercise of mutual respect grounded in the teachings of the absence of any permanent self, and emptiness. Mutual respect is the acknowledgement of the innate integrity of all sentient beings. Education flourishes only when student and teacher alike accept each other as they are and respect each other for what they are.
3. Education is reformation which advances only when change comes about in one's behavior and attitudes. True education is marked by those changes that increase one's practice of wisdom and compassion.
4. Education is a long process. It brings the ignorant, ordinary person from a state of suffering and frustration, to one of awakening from greed, hatred, and delusion. Understanding gained at one stage in this process may not appear as behavior until a much later time; thus, the success or failure of the educational process cannot be measured in terms of today or tomorrow.

POLICY OF NON-DISCRIMINATION

The IBS affirms a policy of non-discrimination in its admissions and educational policies. No qualified person shall be denied admission or be subjected to discrimination in recruitment, educational policies, financial assistance, or any other IBS administered program on the basis of race, national origin, sex, religion, age or physical disability.

II. ACADEMIC PROGRAM AND POLICIES

II.A. DEGREE PROGRAMS

The Institute of Buddhist Studies offers three degree programs, a Master of Arts (Buddhist Studies), a Master of Buddhist Studies, and has initiated a Master of Divinity degree program.

II.A.1. Master of Arts (Buddhist Studies) Degree

In cooperation with the Graduate Theological Union, the Institute of Buddhist Studies offers a Master of Arts (M.A.) degree with a specialization in Buddhist Studies. The Graduate Theological Union is accredited by the Western Association of Schools and Colleges and the Association of Theological Schools. It is recognized worldwide for its diverse theological resources and outstanding educational programs. Applicants to the Master of Arts program must be admitted to both the Graduate Theological Union and the Institute of Buddhist Studies.

Students in the program are required to take a breadth of courses in Buddhist Studies, while also gaining an exposure to other religious traditions and a variety of approaches to the study of religion. The course of study culminates in a thesis in which the student demonstrates his/her grasp of a specialized area of study within a broader context—for example, Buddhist studies, religious studies, or contemporary social issues may provide that context.

The program is designed so that students can complete their studies in two to three years depending upon study completed prior to admission, area of emphasis, and goal: ministerial, academic or personal.

II. Academic Program and Policies

II.A.2 Master of Buddhist Studies (M.B.S.) Degree

II.A.2 Master of Buddhist Studies (M.B.S.) Degree

In addition to the MA (Buddhist Studies) degree, the Institute of Buddhist Studies offers a Master of Buddhist Studies (M.B.S.) degree. This degree is designed for those interested in a systematic education in Buddhist Studies for professional or personal purposes.

Students in the program are required to take a breadth of courses in Buddhist Studies, developing an understanding of the doctrinal, historical and cultural development of the tradition as a whole. The course of study culminates in a thesis in which the student demonstrates his/her grasp of a specialized area of study within a broader context—for example, Buddhist studies, religious studies, or contemporary social issues may provide that context.

The program is designed so that students can complete their studies in two years.

II.A.3 Master of Divinity (M.Div.)

The Master of Divinity degree is designed as a three year professional program of study preparing students for Buddhist ministry or priesthood, or for Buddhist chaplaincy. Depending upon the student's own goals, different programs of study will be pursued within the framework of this degree program.

Because the requirements for ordination differ from one lineage to another, students will need to consult with both representative(s) of their own chosen lineage, and their IBS advisor. The program for Buddhist chaplaincy has been designed to meet the areas of study identified by the Association of Professional Chaplains required for board certification as a professional chaplain.

Students must be aware, however, that IBS is an educational institution. As such it does not provide, nor can it guarantee that a student aspiring to ministry or priesthood will receive ordination, or that a student seeking certification as a chaplain will receive it.

The IBS Board of Trustees has approved the addition of this degree program, and application for approval has been made to the Bureau of Private Postsecondary Education of the State of California.

II.B. ADMISSION REQUIREMENTS AND PROCEDURES

Except where noted, admission requirements and procedures for the three degree programs are the same. Please note that the application materials are requested from and returned to different offices.

II.B.1. Admission requirements:

1) A Bachelor's degree, or its equivalent, from an accredited college or university, or evidence of having completed equivalent studies under a different educational system.

2) Satisfactory completion at the undergraduate level of three courses, or equivalent:

- a. Two courses in Buddhism, Eastern religions or Eastern philosophy, and
- b. One course in comparative or world religions.

3) Scores from the Graduate Record Examination (GRE) Aptitude Test taken within the last five years. Foreign students who have not previously completed a degree program in the United States are required to take the Test of English as a Foreign Language (TOEFL) including Test of Written English (TWE) in place of the GRE Aptitude Test. A score of 550 or more on the TOEFL is required for admission. Information may be obtained from the ETS Western Office, 2731 Systron Drive, Concord, CA 94518, 925.808.2000; or ETS Corporate Headquarters, Rosedale Road, Princeton, NJ 08541, 609.921.9000; or online at www.ets.org. Applicants to the M.A. should use the GTU's institutional code, which is 4336. Applicants to the M.B.S. should use IBS's code, which is 0132.

4) The completed application, which includes in part:

- a. Personal information form.

b. Three letters of recommendation. For application to the M.A. (Buddhist Studies) program these letters should attest to the applicant's ability to perform graduate level work. For application to the M.B.S. and M.Div. these letters should attest to the applicant's ability to perform graduate level work, level of commitment to Buddhism, and/or familiarity with Buddhist thought.

c. Statement of purpose. This statement should describe the applicant's reason for studying at IBS and the GTU, that is, what goal do they wish to attain through the educational program offered.

d. Non-refundable application fee of \$40. For the M.A. (Buddhist Studies) this is payable to the Graduate Theological Union. For the M.B.S. this is payable to the Institute of Buddhist Studies.

II.B.2. Application Timeline

Applications are accepted for either the Fall or Spring academic terms. Completed applications are due by February 15 for Fall Semester and by September 30 for Spring Semester.

II.B.3. Application Materials

Application materials for the M.A. (Buddhist Studies) are to be requested from:

M.A. Admissions
Graduate Theological Union
2400 Ridge Road
Berkeley, California 94709
510/649-2460, or 800/826-4488
<http://www.gtu.edu/admissions>

Upon completion they are to be returned to the same office.

Application materials for the M.B.S. and M.Div. may be obtained from:

Registrar
Institute of Buddhist Studies
2140 Durant Avenue
Berkeley, California 94704
<http://www.shin-ibs.edu/admissions/apply.php>

Upon completion they are to be returned to the same office.

Materials submitted for admission by an applicant become the basis of the successful applicant's permanent file. Permanent files for the M.A. (Buddhist Studies) are maintained by both the GTU and IBS, while permanent files for the M.B.S. are maintained by the IBS. File materials are available to the student upon request unless the student has signed a form waiving access to any part of the file, such as letters of recommendation. Only information pertaining to a student's academic progress is placed in the permanent file. Information in a student's file is open only to duly approved authorities of the GTU and IBS and to those persons or agencies specifically named in the "Buckley Amendment," unless the student gives permission, in writing, to the GTU and IBS to open the file to an outside person or agency. The IBS maintains student records on file for fifty years.

NOTE TO FOREIGN STUDENT APPLICANTS:

All classroom instruction at the IBS is in English; however, IBS does not provide English language or English as a Second Language instruction or services.

All immigration and visa issues are handled by the Graduate Theological Union Admissions Office.

II.C. GUIDELINES FOR COMPLETING PROGRAM

II.C.1. Movement Through the Program

Assuming that a student has started in September, and has already fulfilled the language requirement, fulfills it during the summers or in some other fashion, the following outlines the steps in moving through the program in an efficient manner. These are general guidelines, and need to be modified for individual student's needs, such as whether they are pursuing an academic program (48 semester units) or a ministerial or chaplaincy program (72 semester units). Particular attention should be given to the stages in the thesis process.

1ST SEMESTER: 12 units of coursework (4 courses), including Introduction to Shin Buddhist Thought and Buddhist Traditions of South Asia.

2ND SEMESTER: 12 units of coursework (4 courses), including Buddhist Traditions of East Asia. In consultation with your academic advisor, select a thesis committee chair. Upon agreeing to serve as your thesis committee chair, that person also becomes your academic advisor. In consultation with your thesis committee advisor, begin working on thesis proposal.

SEMESTER BEFORE GRADUATION SEMESTER: 9 units of coursework (3 courses) and 3 units of "in thesis." By mid-semester, finish thesis proposal. This is then presented to the other individuals you wish to serve on your committee. Form your committee: check GTU MA Student Handbook for the form you need to file with committee members' signatures. Begin writing thesis.

GRADUATION SEMESTER: 9 units of coursework (3 courses) and 3 units of "in thesis."

Important dates regarding completion of the thesis:

- *By mid-February:* finish complete draft of thesis and present copies to your thesis committee members. This is the “defense draft” and may not be changed after submission to your committee. If you want feedback prior to this, a draft will need to be ready earlier than mid-February.
- *By mid-March:* meet with committee for oral defense of the thesis. The date and room are scheduled through the GTU. There are five possible outcomes of the oral defense: Pass with Honors, Pass, Pass with Minor Revisions (usually only overseen by committee chair); Pass with Major Revisions (overseen by entire committee); Rejection, Major Rewriting Required (another defense is scheduled, and a new certification form is required; note that it is possible that committee members may resign from service).
- *By mid-April:* file the final copies of the thesis. Final copy includes any revisions that may have been required by the committee. Be sure to check the GTU calendar for the filing deadline—***this deadline is not flexible***. Major revisions or complete rewrite may mean an additional semester to complete work. Check the GTU MA Student Handbook for technical requirements for the final version.

Note:

- (1) Thesis committee members are not obligated to serve during breaks in the academic calendar.
- (2) Four copies are required for the M.A. (Buddhist Studies) degree program. One bound copy goes to each of the following: GTU Dean’s Office, GTU Library, IBS Dean’s Office, and IBS Library. The student is responsible for all binding costs.

II.C.2. Thesis Proposal Preparation and Procedures

Purpose: in order to facilitate the writing of a thesis it is essential that adequate groundwork be done in advance. The time spent thinking through the thesis proposal will make the actual writing much easier, and will avoid wasting time and effort on directions that do not directly contribute to the final version. Hence the IBS has adopted the following guidelines for preparing the thesis proposal. A complete thesis proposal document is to be prepared in consultation with the committee chair prior to the forming of your thesis committee (consult GTU M.A. Handbook for information and forms related to forming your committee). The proposal should be at most five double spaced pages, not counting bibliography, and be organized under the following topics:

1. *Scope and nature of the thesis*: define what the project is about, the field in which it is located, background of the topic, and what is not to be included in the study.
2. *Thesis*: in one or two sentences state what the work will attempt to demonstrate or accomplish.
3. *Methodology*: explain the theoretical frameworks and specific methods that will be used for research and analysis.
4. *Significance*: discuss the significance of the work, that is its distinctive contribution to Buddhist studies, or to a religious community.
5. *Outline*: clearly indicate the topics and sequence of their development.
6. *Short bibliography*: most significant works that will be used in the study. This list of 20 to 40 items should be compiled in consultation with all committee members.

II.C.3. Thesis Timeline, all degree programs

To construct your own timeline for completion of the thesis, you will need to work backward from the last date to file a completed thesis for the semester in which you plan to graduate. The steps you need to follow in working backwards for your own timeline are:

1. Check GTU calendar for last date to file a completed thesis—this deadline is not flexible. You need to also review your MA Student Handbook for all of the forms you must complete prior to this date,
2. Oral defense must be held at least one month prior to that date – this assures ample time to make any revisions that might be needed,
3. Defense draft of thesis must be submitted to all committee members at least one month prior to the date of the oral defense; this version cannot be changed prior to the oral defense,
4. A complete draft of the thesis can be submitted to all committee members at least a month prior to the submission of the defense draft so that they can review, comment and suggest revisions; this step is highly recommended as it provides an opportunity for you to receive input from your committee in advance of submitting the defense draft,
5. Form your committee the semester before you plan to graduate—review your MA Student Handbook for the requirements for the committee members and the form needed to complete this step.

Important Note: It is REQUIRED that the thesis be prepared in accord with the most recent edition of the Manual for the Writers of Term Papers, Theses, and Dissertations, Kate Turabian, University of Chicago Press.

II.D. GRADUATION REQUIREMENTS

Note for Ministerial and Chaplaincy Aspirants: The requirements for ministerial and chaplaincy aspirants are more extensive and detailed than is outlined here for the degree programs. The program of study for ministerial and chaplaincy aspirants is designed to be completed in three years. Information concerning specific courses required of ministerial and chaplaincy aspirants is available from your advisor.

II.D.1. Graduation Requirements for the M.A. (Buddhist Studies):

1) Institutional distribution requirement: at least two courses (6 units) at other GTU schools. This requirement is intended to both expose the student to a variety of religious traditions and facilitate meeting other GTU faculty who may serve on the student's thesis committee.

2) Area distribution (not a units requirement): at least one course in each of the following four GTU Areas: Area I, courses with a BS (Biblical Studies), OT (Old Testament) or NT (New Testament) prefix, also, there are certain courses offered by IBS itself which fulfill this part of the distribution requirement, see course descriptions; Area II, courses with an HS (Historical Studies) prefix; Area III, courses with a PH (Philosophy), PT (Philosophical Theology) or ST (Systematic Theology) prefix; and Area IV, courses with a CE (Christian Ethics) or RS (Religion and Society) prefix. It is the intent of this requirement that students have exposure to a variety of approaches to the study of religion.

3) Buddhist studies: nine courses, including Introduction to Shin Buddhist Thought, Buddhist Traditions of South Asia, and Buddhist Traditions of East Asia (total of 27 units)

4) Thesis (6 units): a thesis proposal is prepared for presentation to possible committee members. (See Thesis Proposal Preparation and Procedures.) The candidate should form an M.A. Thesis Committee a year prior to when they plan to graduate.

5) Foreign language: reading proficiency in a canonic language (e.g., Pāli, Sanskrit, Tibetan, Chinese, Japanese) or a modern foreign language relevant to Buddhist studies (i.e., French, German, and in some cases Russian). As not all foreign languages are considered relevant to the study of Buddhism, students are to consult with their advisor at the beginning of their program of study concerning their plans for fulfilling this requirement. Reading proficiency is usually to be demonstrated by examination. See the GTU M.A. Handbook for guidelines concerning language examinations, and alternative means of demonstrating proficiency. Proficiency is to be demonstrated no later than the end of the third semester in residence. Students whose native language is not English may fulfill the requirement by a minimum score of 550 in the TOEFL examination. Note: ministerial aspirants are required to take Japanese as their modern foreign language, and chaplaincy aspirants are encouraged to take Spanish.

Satisfactory completion of the Master of Arts requires completion of the necessary courses with an overall “B” (3.0) grade average, grades of “B” or better in the three required Buddhism courses, the submission of a thesis, and an oral thesis defense. Letter grades are required. The M.A. is expected to take 2 years and not longer than 4 years to complete.

II.D.2. Graduation Requirements for the MBS:

1) Required courses: Buddhist Traditions of South Asia (HRHS 1515), Buddhist Traditions of East Asia (HRHS 1518), and Introduction to Shin Buddhist Thought (HRPH 1614).

2) Total units: a minimum of 48 units of course work, usually divided between 14 three unit courses, plus the in thesis units.

3) Thesis (6 units): a thesis proposal is to be submitted to the Academic Advisor by the end of the second semester of residence. (See Thesis Proposal Preparation and Procedures.) The candidate must form a thesis committee prior to the semester during which the first three units of thesis class is taken. Students are required to have three members on the thesis committee. The Coordinator must be from IBS with competence in the student's area of concentration, and the second reader either from IBS or another GTU school. These must be regularly-appointed consortial faculty members (not adjunct or visiting). The third reader may be inside the IBS, or outside the IBS with approval—the outside reader's curriculum vitae must be submitted for the deans' consideration. An IBS adjunct professor may be considered as a third reader, but must submit a CV just like an outside reader.

4) Foreign language: reading proficiency in a canonic language (e.g., Pāli, Sanskrit, Tibetan, Chinese, Japanese) or a modern foreign language relevant to Buddhist studies (i.e., French, German, and in some cases Russian). As not all foreign languages are considered relevant to the study of Buddhism, students are to consult with their advisor at the beginning of their program of study concerning their plans for fulfilling this requirement. Proficiency is to be demonstrated no later than the end of the third semester in residence. Reading proficiency

is usually to be demonstrated by examination. See the GTU M.A. Handbook for guidelines concerning language examinations, and alternative means of demonstrating proficiency. Students whose native language is not English may fulfill the requirement by a minimum score of 550 in the TOEFL examination.

Note: BCA ministerial aspirants are required to take Japanese as their foreign language, and chaplaincy aspirants are encouraged to take Spanish.

Satisfactory completion of the Master of Buddhist Studies degree requires completion of the necessary courses with an overall “B” (3.0) grade average, grades of “B” or better in the three required courses, submission of a thesis, and an oral thesis defense. Letter grades are required. The M.B.S. is expected to take 2 years and not longer than 4 years to complete. Additional requirements for ministerial and chaplaincy aspirants means that they can usually expect to spend 3 years in the program.

Important Note: Extending the Term of a Program of Study

After the fourth year of enrollment in the program (or fifth year for ministerial and chaplaincy aspirants), the student will have to petition each semester in order to continue their course of study. The letter of petition is to describe progress they have made since their last period of enrollment and specific plans for completing their program. Letter is to be directed to the attention of both the Dean, and the student’s advisor. This petition is to be filed prior to the time of registration, and the student will only be allowed to register if both Dean and advisor agree. A memorandum to that effect will then be added to the student’s file and s/he will be allowed to register.

II.D.3. Graduation Requirements for the M.Div.

1) Required courses: Buddhist Traditions of South Asia (HRHS 1515), Buddhist Traditions of East Asia (HRHS 1518), and Introduction to Shin Buddhist Thought (HRPH 1614).

2) Total units: a minimum of 72 units of course work, usually 22 three unit courses, plus 6 “in thesis” units.

3) Thesis (6 units): a thesis proposal is to be submitted to the Academic Advisor by the end of the fourth semester of residence. (See Thesis Proposal Preparation and Procedures.) The candidate must form a thesis committee prior to the semester during which the first three units of thesis class is taken. Students are required to have three members on the thesis committee. The Coordinator must be from IBS with competence in the student’s area of concentration, and the second reader either from IBS or another GTU school. These must be regularly-appointed consortial faculty members (not adjunct or visiting). The third reader may be inside the IBS, or outside the IBS with approval—the outside reader’s curriculum vitae must be submitted for the deans’ consideration. An IBS adjunct professor may be considered as a third reader, but must submit a CV just like an outside reader.

4) Foreign language: reading proficiency in a canonic language (e.g., Pāli, Sanskrit, Tibetan, Chinese, Japanese) or a modern foreign language relevant to Buddhist studies (i.e., French, German, and in some cases Russian). As not all foreign languages are considered relevant to the study of Buddhism, students are to consult with their advisor at the beginning of their program of study concerning their plans for fulfilling this requirement. Proficiency is to be demonstrated by the end of the third semester in residence. Reading proficiency is usually

to be demonstrated by examination. See the GTU M.A. Handbook for guidelines concerning language examinations, and alternative means of demonstrating proficiency. Students whose native language is not English may fulfill the requirement by a minimum score of 550 in the TOEFL examination.

Note: BCA ministerial aspirants are required to take Japanese as their foreign language.

Satisfactory completion of the Master of Divinity degree requires completion of the necessary courses with an overall “B” (3.0) grade average, grades of “B” or better in the three required courses, submission of a thesis, and an oral thesis defense. Letter grades are required. The M.B.S. is expected to take 2 years and not longer than 4 years to complete. Additional requirements for ministerial and chaplaincy aspirants means that they can usually expect to spend 3 years in the program.

Important Note: Extending the Term of a Program of Study

After the fourth year of enrollment in the program (or fifth year for ministerial and chaplaincy aspirants), the student will have to petition each semester in order to continue their course of study. The letter of petition is to describe progress they have made since their last period of enrollment and specific plans for completing their program. Letter is to be directed to the attention of both the Dean, and the student’s advisor. This petition is to be filed prior to the time of registration, and the student will only be allowed to register if both Dean and advisor agree. A memorandum to that effect will then be added to the student’s file and s/he will be allowed to register.

II.E. NON-DEGREE STUDENTS

II.E.1. Special Students

This status is either for students preparing to enroll at the IBS as a degree program student, in which case the status is normally maintained for no more than one academic year, or for students wishing to take classes for credit to transfer to another institution. Special students are expected to be able to work at the graduate level, and are required to fulfill all academic work expected of other students in the class(es) they take. They receive most privileges accorded to degree program students, with the exception of library privileges at GTU and UCB. The same tuition and registration fees, policies and procedures apply to Special Students as apply to degree program students.

II.E.2. Auditors

Some courses are open to enrollment by auditors. *Permission to audit a course and any specific reading and preparation requirements are given by the instructor.* Auditors pay an auditor's fee, which is lower than the regular tuition (see Fee Schedule). No grade is given to the auditor for the course, nor is any record of attendance maintained by the Institute. Transcripts are not available for audited classes. Auditors are expected to be able to work at the graduate level and to participate fully in the class. Auditor status does not include library privileges.

II.F. EDUCATIONAL EXPENSES, 2011-12

II.F.1. Tuition and Fees

Please note: tuition and fees are subject to change without notification.

a) Tuition and Course Fees

Application fee (non-refundable).....\$40

Please note: application fee is payable to GTU for MA (Buddhist Studies), and to IBS for all other degree programs.

Registration fee (non-refundable, all students, including auditors and seniors).....\$100/semester

Tuition, Full-time.....\$7,200/semester

Please note: tuition rate is usually adjusted upward by the GTU each academic year.

Tuition, Part-time:.....\$1,800/3 unit course

Fieldwork tuition.....\$750/3 units (see II.F.7)

Tuition, Special Student:.....\$3,390/3 unit course

Tuition, Continuing: one half of full-time tuition

Auditor.....\$750/course

Leave of Absence fee.....\$100/semester

b) Special Fees

Late registration fee.....\$100

Change in enrollment (after second week of semester, per change).....\$50

Please note: for example, dropping a class & adding another is considered 2 changes

Thesis fee, payable when filing.....\$150

Please note: there will be an additional charge for binding a total of four copies of the thesis required for the MA (Buddhist Studies) degree program

Graduation fee: payable to GTU, see GTU catalogue

Certificate fee.....\$50

Change of incomplete to letter grade.....\$50

Transcript/auditor record fee (per copy).....\$5

Withdrawal from program fee.....\$100

Reinstatement fee.....\$150

Please note: only students who have withdrawn in accord with stated policies—see II.H.7—may be reinstated.

❁ **Senior Discount:** those 65+ may receive a 50% discount on tuition for audited classes (does not apply to coursework undertaken for credit).

II.F.2. Deferred Payment Policy

Students who are not able to pay the total tuition costs at the time of registration may apply for deferred payment. Submit a written request explaining why a deferred payment schedule is necessary, and when and how payment of the balance due will be made. Upon written approval by the Dean, consult the Business Office to set up a payment schedule. Late registration fee will apply if request is not submitted by the end of the registration period. Except under the most extenuating circumstances, the term of deferral will only extend to the end of “Reading Week” as per the GTU calendar for that semester. Any deferred payments must be completed prior to enrolling in a subsequent semester. Failure to complete payments in the time agreed upon will result in a block on registering for the following semester, library privileges and transcripts. Late registration fee will apply if registration the following semester is delayed due to student’s failure to meet agreed-upon payment schedule. (See Delinquent Accounts.)

II.F.3. Refund Policy

The student has the right to a refund of tuition (i.e., excluding the non-refundable application and registration fees). Refund is a prorated portion of the tuition paid, based upon the number of class periods of instruction given by the Institute between the beginning of the term and the date upon which written notification of the student’s desire to withdraw is received. (Email notification is not adequate, registered letter is best means of establishing date of notification.) It is the responsibility of a student who has received financial aid through the GTU to inform the GTU Financial Aid Office of their intent to withdraw. No refund of tuition will be made until that office verifies that they have been informed and that any

responsibility that the student has regarding financial aid received has been discharged. If the school cancels or discontinues an educational program, the school will make a full refund of all charges. Refunds will be paid within thirty days of cancellation or completion of withdrawal process.

The intent to withdraw or to drop a course must be submitted in writing to the Dean (to withdraw) or the Registrar (to drop a course). The approved document is then submitted to the Business Office in order to process the refund. There is a fee for program changes made after the end of the registration period. Students who have received an IBS scholarship for tuition may only receive a refund proportionate to the amount of tuition they themselves have paid, i.e., tuition paid less any scholarship funds received divided by the portion of the semester prior to formal notification of withdrawal.

II.F.4. Delinquent Accounts

Students whose accounts are not current may not register for the next term and cannot receive grades, have transcripts issued, consult with advisor or other faculty, or make use of library facilities.

II.F.5. Financial Aid

1) Students in the joint IBS/GTU MA (Buddhist Studies) degree program may apply for federal loan and work study programs through the GTU: applications are due February 1st.

2) IBS Financial Aid Program: funds are available based on demonstrated ability and need. Students are to request that copies of all financial aid application materials and information provided to the GTU be forwarded to IBS. The two offices do work in coordination,

and grants made by IBS do effect eligibility for GTU programs.

3) Student work: available on a very limited basis and only in support of specific needs of the Institute. This is not a Federal work-study program.

IBS Scholarships are awarded on an annual basis. Students starting in the Spring term or students who did not apply for the Fall term may apply for the Spring term. Applications are to be filed with the GTU Financial Aid office which upon receiving a letter requesting them to do so will forward the relevant information to the IBS. The letter of request is necessary for the release of confidential information. In addition, applicants must also send a letter directly to the IBS Dean with a request for financial assistance.

Policies regarding IBS scholarships:

1. The amount is divided evenly between the two semesters,
2. The amount available each semester is prorated for the semester to the portion of enrollment, continuing enrollment counts as half-time, any difference resulting from proration does not carry forward,
3. The prorated amount is paid to the student at the end of the semester,
4. Continuation of the scholarship in the second semester is contingent upon successful completion of the coursework undertaken in the first semester (see Satisfactory Academic Progress Policy),
5. Students withdrawing from the program, taking a leave of absence, or deferring enrollment will need to re-apply for financial aid.

II.F.6. Satisfactory Academic Progress Policy

In keeping with the academic policy (see Grading) that students need to maintain an overall “B” average (3.0 GPA) or better for satisfactory completion of the program, continuation of awarded scholarships into the second semester is contingent upon completing the first semester with a “B” average (3.0 GPA) or better. Late withdrawals and permanent incompletes will count as equal to a failing grade (0 grade points). In keeping with the GTU policy regarding program duration, students are expected to take no more than four years to complete their program. Thus, in addition to maintaining a “B” average, satisfactory academic progress for scholarship purposes also means completing at least 6 units each semester (i.e., half-time enrollment). A waiver of these requirements may be given for a single semester’s work which does not meet these standards when there has been a medical or family emergency which has made it impossible for the student to successfully complete the semester. A letter of petition explaining the situation and requesting the waiver is required prior to the beginning of the subsequent semester. If it appears that the situation will extend beyond a single semester, the student should take a leave of absence. Failure to apply for a leave of absence would mean that the student is not making adequate progress of at least 6 units per semester. A letter of petition explaining the situation and requesting a leave of absence must be filed no later than the end of the registration period, or the student will be considered to have withdrawn without notification (see II.H.13: Withdrawal from all classes).

II.F.7. Fieldwork Tuition

A different tuition rate is charged for credits accrued by enrolling in programs outside the usual course offerings of the IBS and GTU for which the student pays a fee directly to the program, separate from

their regular tuition. Enrollment for up to six semester units of credit in such programs requires the advisor's prior approval, that is, as part of the registration process for the IBS. In special circumstances, a student may petition in writing to the advisor and Dean for up to twelve units of fieldwork credit prior to registering for the additional course of study. This status is specifically designed for students enrolling in the Sati Institute of Theravada Buddhist Studies or New York Zen Center for Contemplative Care chaplaincy training programs, or other similar practicum courses of study.

COURSE OFFERINGS

Introductory courses are numbered in the one thousand range. *Intermediate* courses are numbered in the two and three thousand range. *Advanced* courses are numbered in the four thousand range. *Doctoral* courses that are also open to advanced Masters students are numbered in the five thousand range. *Online* classes are numbered in the eight thousand range (online classes are also often offered on-site; check the most current course schedule).

INTRODUCTORY COURSES

(No background expected. These courses provide basic introductions to the area of study.)

INTRODUCTION TO BUDDHIST MEDITATION (HR 1508)
An examination of samatha and vipassana methods of Buddhist meditation.

INTRODUCTION TO BUDDHIST THOUGHT (HR 1510)
Introduces the major ideas of Buddhist thought in the context of contemporary religious and philosophical discussions. Recommended for introductory study.

BUDDHIST JAPANESE I (HR 1512, HR 8145)
Introduces basics of Japanese grammar, vocabulary, kana & kanji, and dictionary work, including both Buddhist vocabulary and dictionaries. Work with paragraph length selections from modern popular Japanese publications on Buddhism.

BUDDHIST JAPANESE II (HR 1513, HR 8146)
Continues to develop technical Buddhist vocabulary in modern Japanese. As well as referencing classical Japanese, the Buddhist terms

in Sanskrit and Chinese related to key technical terms will also be introduced. More complex grammar and longer selections will be worked with.

BUDDHIST TRADITIONS OF SOUTH ASIA (HRHS 1515, HRHS 8151)

Introduces the Buddhist traditions as they originate in India and develop throughout south and southeast Asia. First half of the required year long introductory survey of the entire Buddhist tradition. Usually offered each fall semester.

BUDDHIST TRADITIONS OF EAST ASIA (HRHS 1518, HRHS 8152)

Introduces the Buddhist traditions transmitted to East Asia and the development of new traditions. Second half of the required year long introductory survey of the entire Buddhist tradition. Usually offered each spring semester.

BUDDHIST TEXTS: PALI I AND PALI II (HR 1525, TBD)

An introduction to the language of the Pāli Tipikaka. Grammar lessons are based on the language of the early nikayas (sutta collections.) By the end of the first semester, students can expect to have a firm grasp of basic Pāli grammar, a working vocabulary of roughly 600 words, and competency in reading standard prose passages of nikaya material with minimal assistance.

LIFE AND TEACHINGS OF THE BUDDHA (HR 1550)

Course examines the life and fundamental teachings of Śākyamuni Buddha, providing an understanding of the Buddha's time and world. It then follows the developments in the story of the Buddha as the popularity of Buddhism increases and it spreads throughout Asia. Recommended for introductory study.

RITUAL, PRACTICE AND CEREMONY IN BUDDHISM (HR 1570)

This course will examine ritual and practice in the Buddhist tradition, as well as a practicum session devoted specifically to chanting. Topics will include the relationship between practice, doctrine, and ritual, ritual architecture, and historical and modern examples of ritual practice. Offered every other semester.

INTRODUCTION TO SHIN BUDDHIST THOUGHT (HRPH 1614, HR 8140)

Introduces the major ideas of Shin thought in the context of contemporary religious and philosophic discussions. Required course. One of the following is needed as prerequisite: HR 1510 Introduction to Buddhist Thought, HR 1550 Life and Teachings of the Buddha, or instructor's permission.

READINGS IN EARLY BUDDHIST TEXTS (HR 1615, HR 8160)

Texts selected by instructor from the early Buddhist tradition. May include Pāli and early Mahayana texts, read in English translation. May be repeated for credit when a different text is chosen for study.

METHODS IN THE STUDY OF BUDDHISM (HR 1630)

A survey of different approaches to the study of Buddhism, including textual, anthropological, sociological, historical, and bibliographic. Particular attention will be given to contemporary critical studies, appropriate historical and social contextualization of doctrinal claims, and relations between Buddhism and other religions in the modern world. Required for Kyōshi certificate.

SHIN BUDDHIST SERVICES AND CEREMONIES (FE 1810)

Teaches chanting and ceremonial required for ministerial service in the Jodo Shin Hongwanji-ha tradition. Ministerial aspirants are required to take this course every semester they are enrolled, but only receive credit once. Offered every semester.

INTERMEDIATE COURSES

(More specialized, some background expected, primarily for MA level students.)

BUDDHISM AND THE WEST (HR 2849, HR 2850, HR 8344)

The rapid increase in global communication and commerce, tourism and migration, has had a profound impact on Buddhism in the modern era. This course will examine Buddhist modernity through a focus on translocalism and globalization. We will focus primarily, though not exclusively, on Buddhisms in North America with an eye to how North American Buddhism is participating in, influenced by, and changing world-wide Buddhist trends. This course fulfills the “Buddhism in the West” or “Buddhism in America” requirement for the Buddhist Chaplaincy Program. GTU doctoral students encouraged to enroll. Previous Buddhist studies experience recommended but not required.

MEDITATION IN THE THERAVADA TRADITION (HR 2990)

Meditation practice is an important to the path of liberation taught in Theravada Buddhism. The core meditation practices of Theravada Buddhism have their origin in the teachings of the Buddha. This seminar will present core principles, teachings, and practices of meditation that are found in the early Pāli discourses as well as in later Theravada Buddhism, including the West. Meditation techniques

will be assigned for regular home practice. Grading will be based on a mid-term take home essay, and a final research paper; short reflective essays and a meditation journal are required for completing the class. The class is suitable for MA and MDiv students.

HISTORY OF THE PURE LAND TRADITION (HRHS 8350)

The standard Shin Buddhist tradition in Japan traces its origins only to delimited parts of the earlier Pure Land inheritance, especially the textual works of Nagarjuna, Vasubandhu, T'an-luan, Tao-ch'o, Shantao, Genshin and Honen. This course is intended to create a broader framework for understanding Shin Buddhism because Shin really cannot be understood in isolation.

SHIN BUDDHIST THEOLOGY (HR 8457)

An examination of a range of theological issues raised by a contemporary consideration of Shin Buddhist thought, focusing on questions of ethics, human nature, faith and salvation. Lecture and seminar format. Required preparation: HR 1614 Introduction to Shin Buddhist Thought, or faculty permission.

BUDDHIST ETHICS (HRCE 3002)

A survey of the role of ethical teachings in Buddhism. Together with meditation (*samādhi*) and wisdom (*prajñā*), ethics (*sila*) is considered to be one of the foundations of awakening.

CHINESE BUDDHIST PHILOSOPHY (HRPH 3006)

Study of one of the schools of Chinese Buddhist thought, such as Huayan, Tiantai, Sanlun, Chan, and Mijiao. While reading primary sources in translation will be central, attention will also be given to textual, doctrinal, historical, and social aspects of the different philosophic traditions. May be repeated when a different school is being studied.

JAPANESE BUDDHISM (HRHS 3009)

This seminar will focus on Japanese Buddhism in the modern period. Format: seminar. Evaluation: Participation and term paper.

INDIAN BUDDHIST PHILOSOPHY (HRPH 3011)

Study of one of the schools of Indian Buddhist thought, such as abhidharma, Madhyamaka, Yogācāra, and tathāgatagarbha. While reading primary sources in translation will be central, attention will also be given to the textual, doctrinal, historical, and social aspects of the different philosophic traditions. May be repeated for credit when a different school is being studied.

BUDDHIST CHAPLAINCY (PSHR 3013)

Two-semester sequence of training offered either by the Sati Center (Redwood City, CA) or the New York Zen Center for Contemplative Care (New York, New York) in affiliation with IBS. The student will not only learn about chaplaincy, but begin to develop the necessary skills and understandings for compassionate service to others who are in need, whether they are Buddhists or not. No prerequisites, but both semesters must be completed for credit to be awarded.

ISSUES IN BUDDHIST MINISTRY (HRCE 3014)

Explore the difficulties and direction in Buddhist Ministry within the Western context. Also, through a person-centered educational process, explore ways and means to develop one's personal ministry for the west. Course is for MA students with an emphasis on ministry.

TIBETAN BUDDHISM (HRHS 3014, HR 8301)

A survey of the history, teachings, doctrines, practices, and textual traditions of Tibetan Buddhism. Attention will also be given to basic introduction to the traditions of Indian thought that form the basis for the polemical nature of Tibetan scholasticism.

PSYCHOLOGICAL ASPECTS OF BUDDHISM, I: FOUNDATIONS IN BUDDHIST PSYCHOLOGICAL THOUGHT (HRPS 8320)

An examination of the development of psychological theories in the abhidharma, Yogācāra and tathāgatagarbha systems of thought, particularly through the reading of primary sources in translation. May be repeated for credit when different primary texts are being studied.

PSYCHOLOGICAL ASPECTS OF BUDDHISM, II: INTERFACING WITH WESTERN PSYCHOLOGY (HRPS 3016)

Explores the similarities and differences between classical Indian Buddhist psychological thought (abhidharma, and Yogācāra) and Western psychologies. Of particular concern is the question of whether the two kinds of systems have the same fundamental ideas about human existence, conceptions of the self, our relations with others, and the structure of the mind.

READINGS IN MAHAYANA TEXTS (HR 3017, HR 8317)

Introduces a major Mahāyāna sūtra or śāstra in English translation. May be augmented with work on text in canonic language(s). Usually alternates annually between the three Pure Land sūtras (required of ministerial aspirants) and other Mahāyāna texts. HRHS 1515 Buddhist Traditions of South Asia and HRHS 1518 Buddhist Traditions of East Asia are recommended as background. Fulfills the Area Distribution Requirement for Area I.

ZEN BUDDHISM (HR 3040)

A survey of the history, teachings, doctrines, practices and textual traditions of Zen Buddhism as this tradition developed in China, Korea, Japan, and its contemporary transmission to the West. Socio-historical aspects of the tradition's development and history will also be considered.

BUDDHIST JAPANESE III (HR 3060)

This course introduces high intermediate Japanese grammar. It is focused on understanding compound and complex sentences. We also analyze why subjects and phrases are omitted in typical Japanese sentences. Students will acquire the knowledge of multiple language equivalents (Skt., Ch., Tib.) and the corresponding concepts within Buddhist thought. Students will continue to build upon knowledge of Buddhist terminology and kanji.

BUDDHIST JAPANESE IV (HR 3061)

Students will be required to read extended text selections in Japanese. Discourse level grammar and sentence analysis will be studied in depth. Students will continue to build upon knowledge of Buddhist terminology and kanji. This course also introduces basics of classical Japanese.

HISTORY OF THE SHIN BUDDHIST TRADITION: MODERN (HRHS 3074)

This course takes the history of the Shin Buddhist tradition forward from the seven masters. Required of ministerial aspirants. HRHS 3250 History of the Pure Land Tradition: Seven Masters recommended as background.

HISTORY OF THE SHIN BUDDHIST TRADITION: PRE-MODERN (HRHS 3075, HRHS 8307)

This course examines the history of the Shin Buddhist tradition focusing on the formation of the tradition by Shinran and its revitalization by Rennyo, as well as further developments into the Tokugawa era. Required of ministerial aspirants. HRHS 3250 History of the Pure Land Tradition: Seven Masters recommended as background.

ISSUES IN SHIN BUDDHIST MINISTRY (HRFE 3076)

Explores the difficulties and direction of Shin Buddhist Ministry within the Western context.

BUDDHIST PASTORAL COUNSELING (PSHR 3076)

Examines the application of Buddhist thought in the context of a pastoral counseling relationship. Just as the Buddha adjusted his teaching to the needs of his audiences, attention will be given to individual situations as the frame for counseling, in contrast to the imposition of doctrinal views. Ethical and legal limitations on the counseling relation will be covered.

SCIENCE AND BUDDHISM (HR 3100)

Examination of the relation between modern science (as method, as accepted theories, as institution), and Buddhist thought. The development of scientific thought within Buddhism itself will also be considered. For example, cosmologies, engineering, embryology, and logic, all form important contextualizing elements of the Buddhist path to awakening.

ESOTERIC BUDDHISM (HR 3101)

A survey of the history, teachings, doctrines, practices, and textual traditions of esoteric, or tantric, Buddhism. Particular focus may be given to Indian, Tibetan, Chinese, or Japanese forms of esoteric Buddhism. As appropriate attention will also be given to basic introduction to the traditions of Indian tantra that provided the religious context for the development of the Buddhist tantric tradition.

TOPICS IN THE BUDDHIST TRADITIONS OF EAST ASIA
(HRPH 3242)

Specialized topic related to the history of Buddhist thought and practice as it developed in East Asia is selected by instructor. Course may be repeated for credit, if topic is different. HRHS 1518 Buddhist Traditions of East Asia recommended as background.

TOPICS IN THE BUDDHIST TRADITIONS OF SOUTH ASIA
(HRPH 3243)

Specialized topic related to the history of Buddhist thought and practice as it developed in South Asia is selected by instructor. Course may be repeated for credit, if topic is different. HRHS 1515 Buddhist Traditions of South Asia recommended as background.

SEVEN MASTERS/HISTORY OF THE PURE LAND TRADITION
(HRHS 3250)

The Shin Buddhist tradition traces its origins to the works of Nagārjuna, Vasubandhu, Tanluan, Daochuo, Shandao, Genshin and Hōnen. This course examines their contributions to the development of Shin Buddhism. Required of ministerial aspirants. HRPH 1614 Introduction to Shin Buddhist Thought recommended as background.

ADVANCED COURSES

(Very specialized. Background study definitely expected. May be taken by both MA and PhD level students.)

TOPICS IN THE BUDDHIST TRADITIONS OF JAPAN
(HRHS 4540, HRHS 8454)

Specialized topic related to the history of Buddhist thought and practice as it developed in Japan is selected by instructor. Course may be repeated for credit, if topic is different. HRHS 1518 Buddhist Traditions of East Asia recommended as background.

TOPICS IN JAPANESE RELIGIONS (HR 4542, HR 4543,
HRPH 4543)

Specialized topic related to the history or thought of Japanese religions is selected by instructor. Course may be repeated for credit, if topic is different. HRHS 1518 Buddhist Traditions of East Asia recommended as background.

ISSUES IN THE SHINSHU TRADITION (HR 4547)

Examination of an issue of instructor's choice from the historical study of the Shinshū tradition. May be repeated for credit when topic is different.

TOPICS IN SHIN BUDDHIST THOUGHT (HR 4548)

Examination of a topic of instructor's choice drawing from the interactions between Shin thought and contemporary thought and society. May be repeated for credit when topic is different.

THERAVADA BUDDHISM (HRRS 4550)

This survey course provides students with a solid foundation in the history, doctrines, and practices of Theravada Buddhism. In addition

to sampling authoritative texts and reviewing the historical development of Theravada, we will discuss contemporary practices, particularly in terms of lay-monastic relationships. Special attention will be paid to Sri Lanka, particularly the legacy of British occupation and the development of “Protestant Buddhism” or “Buddhist modernism.”

TOPICS IN BUDDHIST THOUGHT (HRPH 4556, HRPH 8455)

Examination of a topic of instructor’s choice from the history of Buddhist thought, such as philosophy, psychology or social thought. Where appropriate, primary source materials will be employed in the study of the topic. Course may be repeated for credit, if topic is different.

TOPICS IN BUDDHIST PRACTICE (HRPH 4558)

Examination of a topic of instructor’s choice from the history of Buddhist thought, such as meditation, ritual, or debate. Where appropriate, primary source materials will be employed in the study of the topic. Course may be repeated for credit, if topic is different.

WORKS OF SHINRAN, I: SHORTER WRITINGS (HR 4566)

Introduction to the teachings of Shinran through a study of his shorter writings. Course will utilize the English translations of Shinran’s works to support the study of the original texts. HRPH 1614 Introduction to Shin Buddhist Thought, and at least one year of college level Japanese language study (minimal level: ability to use character dictionary), or instructor’s permission are prerequisites. Course required for ministerial aspirants. Fulfills the Area Distribution Requirement for Area I.

WORKS OF SHINRAN, II: TEACHING, PRACTICE, AND REALIZATION (HR 4567)

Introduction to the teachings of Shinran through a study of his major treatise. Course will focus on the doctrinal content of the text, making use of the English translation. HRP 1614 Introduction to Shin Buddhist Thought, and at least one year of college level Japanese language study (minimal level: ability to use character dictionary), or instructor's permission is prerequisite to enrollment. Course is required for ministerial aspirants. Fulfills the Area Distribution Requirement for Area I.

WORKS OF SHINRAN, III: TEACHING, PRACTICE, AND REALIZATION, CONTINUED (HR 4568)

Continuation of the study of Shinran's major treatise focusing on the Japanese original. HR 4567 Works of Shinran, II or equivalent as determined by instructor is prerequisite to enrollment. Course is recommended for ministerial aspirants. Fulfills the Area Distribution Requirement for Area I.

WORKS OF SHINRAN, IV: TANNISHO (HR 4569, HR 8456)

Introduction to the teachings of Shinran through a study of a key summary of his thought. Course will utilize the English translation to support the study of the original text. HRP 1614 Introduction to Shin Buddhist Thought, and at least one year of college level Japanese language study (minimal level: ability to use character dictionary), or instructor's permission is prerequisite to enrollment. Course is required for ministerial aspirants. Fulfills Area Distribution Requirement for Area I.

RYUKOKU LECTURE SERIES (HRPH 4576)

Featuring a visiting professor from Ryukoku University, these lectures focus on different topics each year. Usually offered in the spring semester. Course may be repeated for credit.

EXCHANGE PROGRAM IN JAPAN (MA 5020; UP TO 12 UNITS)

For study at the IBS affiliate Ryukoku University in Kyoto, Japan; open to IBS and GTU students only. In order for exchange programs to be recorded on the permanent academic record, students must be registered for this course. Registration is necessary for students who wish to receive academic credit for their work in the exchange program or who wish to be eligible for financial aid or deferment while they participate in the exchange program. (Written permission of IBS administration required.)

MAHAYANA BUDDHIST TEXTS (HR 5510/HR 8317)

Textual study and analysis of a short work authored by Shinran.

TOPICS IN BUDDHISM IN THE WEST (New Course)

Specialized topic related to the introduction of Buddhist thought and practice is selected by instructor. Course may be repeated for credit, if topic is different.

TOPICS IN BUDDHIST PASTORAL COUNSELING (New Course)

Specialized topic on the relation between pastoral counseling and Buddhist thought and practice is selected by instructor. Course may be repeated for credit, if topic is different.

TOPICS IN BUDDHIST CHAPLAINCY (New Course)

Specialized topic on the relation between chaplaincy and Buddhist thought and practice is selected by instructor. Course may be repeated for credit, if topic is different.

THEORY AND METHOD IN THE STUDY OF BUDDHISM (New Course)

Examines selected example/s of different approaches to the study of the Buddhist tradition. Provides critical background to such approaches so as to allow the student to understand the presuppositions inherent in each. May focus on one or more approach for in-depth study, at instructor's discretion.

TOPICS IN BUDDHISM AND PSYCHOLOGY (New Course)

Specialized topic on the relation between psychology or psychotherapy and Buddhist thought and practice is selected by instructor. Course may be repeated for credit, if topic is different.

ISSUES IN THE STUDY OF RELIGION (HR 6006)

Seminar examining six contemporary books in the study of religions. Participants critique each book, and then discuss its implications for their own work.

TOPICS IN BUDDHIST STUDIES (HRPH 6016)

Advanced seminar focusing on a topic of instructor's choice. Course may be repeated for credit, if topic is different.

INDEPENDENT STUDY (HR 9999)

Individual students may select a topic to explore on their own. Bibliography and study is overseen by a member of the IBS core faculty, who is responsible for evaluating work produced. Independent study may be taken only with the approval of the student's advisor, and the Dean. Independent study courses are to be used only to augment the regularly offered curriculum with study required by the student's preparation for thesis. A maximum of one directed studies course per year may be taken (i.e., 3 units per 24 units of program requirements).

II.H. ACADEMIC POLICIES

Students are advised to also refer to the GTU MA Student Handbook for additional information regarding academic policies. Wherever there is any disagreement or difference of interpretation, GTU policies take precedence.

II.H.1. Transfer Credits

Up to 6 semester units (or a corresponding number of quarter units) of previous work completed at another institution of higher education, and not used toward a previous degree, may be applied toward the IBS degree requirements. Courses must have been completed with a grade of B or better. Course content must match the intent of IBS requirements. Courses which qualify are graduate level courses taken after graduation with a BA degree or equivalent. Courses taken in the senior year may only be transferred if they were not applied to the graduation requirements of the previous institution.

Petition to transfer credits must be made no later than the end of the first year of enrollment, and must be supported by authorized transcripts (official transcripts sent directly to the IBS by the previous institution, i.e., not those issued to student). Petition should specify which course taken at another institution is being submitted to fulfill a particular degree requirement. A faculty committee will review the petition and determine acceptability of the coursework submitted. At times, the committee may request additional supporting material.

II.H.2. Grading of Courses

For degree students, all courses for credit except the thesis must be taken for a letter grade. An overall “B” average is required for satisfactory completion of the program. All students in a course are expected to be judged according to the same standards of performance.

A grade is assigned by the supervising faculty member with the following numerical equivalent and interpretation:

- A 4.0 Excellent, above average graduate work
- A- 3.7
- B+ 3.3
- B 3.0 Good, sound graduate work
- B- 2.7
- C+ 2.3
- C 2.0 Below acceptable graduate level, assignments completed
- C- 1.7
- D+ 1.3
- D 1.0 Work unacceptably below graduate level
- D- 0.7
- F 0.0

The following notation is used when credit is given for work on a Master’s thesis:

P Passing grade: credit given; not computed in grade point average, this notation is generally only used for students from other GTU schools who accept a pass/fail option.

The following notations in the transcript are used when credit is not earned:

INC Incomplete: Course work was not completed. A permanent grade if the work is not completed within the time limit for incompletes and will count as a zero for calculating grade point average. Course may be repeated, however, incomplete grade remains on transcript, though it will not then be calculated into grade point average, while the grade for the repeated course will be calculated into grade point average. (See II.H.3. Incompletes.)

IP In Progress: work assigned by the instructor extends beyond end of term. Not a substitute for Incomplete. Usually only issued when instructor has made prior arrangements with the Dean's office for a special situation in which course work for all students must for some reason extend beyond the normal semester schedule. Will count as a zero in calculating grade point average until grade is reported by instructor.

W Withdrawal: student withdrew before end of course. Will not count towards calculating grade point average.

NR No Report: Instructor is unable to provide final evaluation. Written explanation from instructor will be expected. Will not count towards calculating grade point average.

II.H.3. Incompletes

Permission to take an incomplete in a course is by petition only. Petitions must be made no later than the last day of instruction. Failure to file an incomplete form by this time will result in a failing grade for the course. All incomplete work is due three weeks after the end

of the semester. If the work is not completed by the due date, then the incomplete will convert to a failing grade. No credit is earned for the course. The course can be repeated when it is offered at a later time, however, the failing grade remains on the student's transcript.

II.H.4. Full-time and Part-time Workload

Students enrolled in twelve units or more per semester are considered full-time students. It is necessary to enroll in twelve units per semester to graduate on schedule.

Students enrolled in less than twelve units per semester are considered part-time students. A minimum average of six units per semester is required to maintain degree-program student status. A letter of petition for part-time status must be filed each semester that a student registers for less than twelve units. The letter should explain the grounds for requesting part-time status, and must be filed at the time of registration. Registration is not complete without the letter of petition, and late registration fees will apply in the event of incomplete registration materials (registration form, fees, insurance information or waiver, plus letter of petition).

Students are expected to make regular progress every semester from admission to graduation. Those unable to enroll in courses during a given semester are required to meet once with the Academic Advisor during the semester or risk being dropped from the program (See Leave of Absence Policy).

Please note: Full-time students should not plan to work more than ten hours per week outside of their studies.

II.H.5. Continuing Registration for M.A. Program

After two years of full-time enrollment or equivalent (three years for ministerial or chaplaincy aspirants), a student who still requires additional time to complete his/her program registers as a continuing student. Continuing students have the same privileges as other degree program students (access to classes, advisors, libraries). Continuing students pay half of the full tuition, plus the registration fee.

II.H.6. Leave of Absence

Students in the MA (BS) degree program may obtain a leave of absence with the approval of both IBS and GTU; students in the MBS program need the approval of IBS only. Leaves of absence may be taken for a maximum of four academic semesters, no more than two consecutively. All outstanding debts must be paid before the approval is granted. Request for a leave of absence must be made in writing to the IBS Dean with a copy to the GTU Dean. This request must be made no later than the end of the registration period (usually the first week) of the semester in which the student intends to take a leave of absence, otherwise late registration fee will apply. Requests for a leave of absence will not be accepted after the final day for late registration. See GTU calendar for specific dates. (In the event of an emergency following that date, student may petition to withdraw from all classes. See Withdrawal Policy.) Failure to file a leave of absence request by the end of the late registration period will be considered a withdrawal without notification. Leaves are for one semester only, and must be renewed each semester as needed. Payment of the leave of absence fee (see II.F.1. Tuition and Fees) during the registration period of each semester of leave is required to maintain leave of absence status.

II. Academic Program and Policies

II.H.8. Failure to Register

II.H.7. Withdrawal from Degree Program

Students who wish to leave their degree program of study are required to submit to the Dean a letter of explanation and request for honorable withdrawal, and to arrange with the Business Office for payment of any outstanding debts. The Institute must be informed of a student's intent to withdraw in writing to the IBS Dean, with a copy to the GTU Dean for students in the joint degree program, by the final day for late registration of the semester in which the student intends to withdraw. (See GTU calendar for specific final date for late registration.) Failure to request withdrawal or requests made after the final day for late registration will be considered withdrawal without notification. Petition for reinstatement may be made within two years. However, there is no presumption of a right to re-enter. All records of students who withdraw are destroyed after seven years.

II.H.8. Failure to Register

Students who do not register or request a leave of absence before the end of the registration period will be considered to have withdrawn from the program. As with students who have notified the Institute of their intent to withdraw, petition for reinstatement may be made within two years; however, there is no presumption of a right to re-enter. All records of students who withdraw are destroyed after seven years.

II.H.9. Academic Probation

Students whose cumulative grade point average falls below the minimum standard for graduation, "3.0" or "B," are placed on academic probation until the minimum level is restored. (See Satisfactory Academic Progress Policy.) Students have one semester in which to restore their grade point average or risk dismissal from the program.

II.H.10. Grievances and Disciplinary Procedures

Students found guilty of unethical, criminal or disruptive conduct while enrolled at IBS may be temporarily suspended or permanently dismissed, if they do not respond satisfactorily to the counsel of the faculty and administration. Disciplinary decisions are made by the Dean in consultation with the President, Registrar, student's Academic Advisor, and the core faculty.

Appeal of disciplinary procedures and decisions (or grievances by a student against other students, faculty or staff for any reason) may be brought to the Dean. If the parties in the dispute are not satisfied with the decision of the Dean, further appeals may be made to the President or the Chairperson of the IBS Board of Trustees who will appoint a representative committee of trustees, administration, faculty and students to hear and decide the case.

II.H.11. One Paper for Two Classes

Any student wishing to submit one paper in fulfillment of the writing requirements of two classes must first obtain the written consent of both instructors. Second, the paper must meet the cumulative requirements for the writing assignment required in both classes. This applies not only to such items as total page length and stylistic requirements, but also to topics and kinds of treatments. (For example, if one class requires 15 pages and the other 20, the student will need to complete a 35 page paper. Similarly, if one requires examination of a particular individual's thought, and the other a report on an historical era, the final paper must both report on an historical era and examine the thought of a particular individual.) Students are advised that actually fulfilling the requirements for two classes is more difficult than writing two separate papers. Failure to follow the guidelines of this policy will be considered an instance of academic dishonesty, and will be dealt with accordingly. This could result in failing both

classes, being reported to the Office of the Dean, and dismissal from the program for academic dishonesty.

II.H.12 Plagiarism Policy

Students are expected to avoid plagiarism, which is defined as the presentation of another's ideas, methods, research or words without proper acknowledgment. This includes the use of substantial text from one's own work from another paper ("self-plagiarism"). Students are expected to be familiar with proper citation methods (Turabian's Manual of Style is required), and therefore ignorance of such methods is not justification for plagiarism. Plagiarism is a case of academic dishonesty, and depending upon the severity will be dealt with accordingly. This may be simply advising by the student's Academic Advisor, or extend up to dismissal from the educational program. The transcript of a dismissed student will indicate dismissal and the rationale for such action.

II.H.13. Withdrawal from All Courses

In the event of an emergency (family, medical, etc.) occurring after the start of the semester and which will make it impossible for a student to complete any coursework, a student who wishes to remain in the program may petition to withdraw from all courses. This is neither withdrawal from the program, nor leave of absence. All courses will be given a grade of "W" (see Grading of Courses). Because the situation is an emergency, students will still be considered to be fully enrolled. Since this is not considered a withdrawal from the program, any tuition refund to which they may be entitled (see Refund Policy) will be credited toward some future semester's tuition. Petition in writing is to be made to the office of the Dean no later than the last day of instruction. See GTU calendar for specific dates.

III. STUDENT LIFE

III.A. HOUSING

Housing is available to single IBS single students at the Haste Street Dormitory with preference given to full-time, degree program students. Housing application is to be made during admissions application procedure. The Dormitory has a limited number of rooms available, so not every IBS student can be accommodated. The IBS undertakes no responsibility for finding housing for students, and does not assist in the location of housing. The Berkeley area has many student housing facilities, with rents usually starting at a minimum of \$750/month and up. Students are advised to start early in their search for housing.

III.B. IBS DORMITORY

IBS dormitory residency contracts are for a full year, unless prior arrangements are specifically made. The term of the contract is 15 August of one year to 14 August of the next. Dormitory rent includes cost of all utilities, garbage collection, shared kitchen facilities and normal maintenance. Washer and dryer are on the premises.

Rents and deposits are subject to change.

Single room (per month)	\$600 to \$700
Security/cleaning deposit	\$200

III.C. TRANSPORTATION

The IBS dormitory, located south of the University of California, Berkeley, is accessible from the Berkeley BART (Bay Area Rapid Transit) station and is close to several bus lines.

III.D. LIBRARY RESOURCES

IBS students have the use of the GTU Library. Upon their first registration, students receive a student identification card which will then need to be registered with the GTU Library. Each following semester, upon registration, students will receive a renewal sticker for that semester.

The Graduate Theological Union Library was created in 1969, when each of the nine member schools contributed its collection to form a common library. The combined collections of the Flora Lamson Hewlett Library in Berkeley and the Branch Library at the San Francisco Theological Seminary (SFTS) in San Anselmo number more than 695,000 items. The Library also holds 188 archival collections. Materials are transported as needed between the Branch Library and the Library in Berkeley by SFTS van service.

The Flora Lamson Hewlett Library, acclaimed for its architectural design, provides a light and pleasant study space for students and faculty. Tables, carrels, and comfortable arm chairs offer a variety of quiet environments for scholarly work. Art shows and informative exhibits add to the attractiveness of the study areas.

The collections of the Library reflect the ecumenical spectrum of the GTU and the diversity found within Christian religious groups as well as within world-wide Christianity. Judaism is an area of emerg-

ing collection strength. Of the other great religions, Buddhism has general coverage, and Hinduism and Islam are represented within the collections as well.

Areas of the collection receiving special attention include spirituality, interfaith dialogue, women & religion, racial-ethnic minorities, inculturation, theology & the arts, and theology & the natural sciences. The Archives provide primary research materials on religion in the West and Pacific Rim with interest in ecumenism, inter-religious activity, ethnic plurality, and women in religion. The collection also includes GTU institutional records. The composite collection of the Library has not only the breadth to support the full range of theological programs, but also an impressive depth in many areas of religion and theological studies.

Free borrowing privileges at the nearby University of California, Berkeley assure excellent support in disciplines such as philosophy, history, sociology of religion, art and art history, music, classics, literature, education, and psychology. Across the bay, the Green Library at Stanford University also opens the doors of its rich collection to GTU students and faculty. Even with about eight million library volumes freely at their disposal, students and faculty will require materials not owned by the libraries of the GTU or UCB. In those cases the Library will seek to borrow items from other libraries through interlibrary loan.

In addition to its printed, microform, and audio-visual resources, the Library offers access to a wide array of on-line resources. GRACE, the Library's on-line library catalog provides information regarding the Library's holdings. Students may access GRACE via the internet (<http://grace.gtu.edu/>). Bibliographic databases in religion and related disciplines, such as psychology and education, aid in the search-

III. Student Life

III.E. After You're Done: Transcripts and Retention of Student Records

ing of journal literature. Convenient access to UCB's on-line library catalog speeds up the process of locating materials. GRACE, UCB's on-line catalog, and an organized selection of other electronic resources related to religion and theology are accessible through the Library's website (<http://www.gtu.edu/library>).

The Reference staff provide a number of services to students and faculty. Assistance with research and use of library materials is offered at the Reference Desk in the Library, by telephone, email, and regular mail. Reference Librarians teach workshops on such topics as the research process and the critical evaluation of resources and prepare specialized instruction for classes and informal groups. Individuals may also use the Paper and Thesis Help (PATH) service to work closely with a Reference Librarian in planning their research.

III. E. AFTER YOU'RE DONE: TRANSCRIPTS AND RETENTION OF STUDENT RECORDS

Transcripts will be made available upon request. For current fees for transcripts, please see the section on Educational Expenses. Note that these fees are subject to change. It is the policy of the Institute of Buddhist Studies to retain student records for fifty years after graduation.

III. F. POLICY ON SEXUAL HARASSMENT AND COMPLAINT RESOLUTION PROCEDURES

Approved by the IBS Board of Trustees Saturday, 8 May, 1993.

I. Policy

The Institute of Buddhist Studies is committed to creating and maintaining a community in which students, faculty, and administrative and academic staff can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including sexual harassment. Every member of the Institute community should be aware that the Institute is strongly opposed to sexual harassment and that such behavior is prohibited both by law and by Institute policy. It is the intention of the Institute to take whatever action may be needed to prevent, correct, and, if necessary, discipline behavior which violates this policy. Faculty and administrators have the responsibility for participation in the creation of a campus environment free from sexual harassment and in the resolution of complaints. In order to avoid any conflicting expectations, no matter what other functions staff members may play, e.g., minister or priest, their only function in relation to any complaint regarding sexual harassment or sexual assault is administrative. In other words, the confidentiality normally attached to communications with a minister or priest cannot apply in cases of allegations of sexual harassment or assault.

II. Definition of Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or im-

III. Student Life

III.F. Policy on Sexual Harassment and Complaint Resolution Procedures

plicitly a term or condition of instruction, employment, or participation in other Institute activity;

2. Submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting an individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive Institute environment.

In determining whether the alleged conduct constitutes sexual harassment, consideration shall be given to the record of the incident as a whole and to the totality of the circumstances, including the context in which the alleged incidents occurred.

III. Standards of Conduct

This policy and procedures statement serves to make explicit one aspect of the general standards of conduct expected of all members of the Institute community: faculty (permanent, adjunct and temporary), staff (executive and clerical), students (degree program, special students, and auditors), and volunteers. As such it will be appended to the IBS Catalogue.

IV. Sources of Information on Sexual Harassment Policies and Programs

A. INFORMATION SOURCES.

The Student Advisors, the Dean of Student Affairs and the Dean's Office serve as resources for individuals with concerns or complaints that may involve sexual harassment. The functions of those offices are to:

1. Inform individuals regarding applicable Institute policies and procedures and outline options available to them for addressing the concern or complaint.
2. Inform individuals whom they should contact to initiate mediation or an investigation of a written complaint.

The offices do not maintain any written record which would identify individuals involved or alleged to be involved in a complaint. However, information about the number and location of complaints received may be logged, as appropriate, for statistical purposes and, if collected, maintained by the Complaint Resolution Officer.

B. COMPLAINT RESOLUTION OFFICER.

The Dean or his designate serves as the Complaint Resolution Officer. The duties of the Complaint Resolution Officer (CRO) include:

1. Informing individuals of available options, including but not limited to mediation and complaint resolution.
2. Informing all parties involved or alleged to be involved in a complaint of available formal complaint policies if the complaint is not resolved through the processes outlined below.
3. Informing all parties involved or alleged to be involved in a complaint of the potential remedies that are available through the complaint resolution process and the formal complaint policies (i.e., restoration of pay, benefits, or rights lost) and of the remedies that are not available (for example, disciplinary action against the alleged harasser may be initiated only through established disciplinary procedures).
4. Informing the individual wishing to initiate an investigation that a written complaint will be required and that the complaint, including the identity of the complainant, will be disclosed to the person accused.

5. Informing all parties involved or alleged to be involved in a complaint of the name of the appropriate campus official to whom the fact-finding report and recommended action will be submitted.

6. Maintaining records of complaints, reports, and subsequent management action in conformance with privacy requirements.

V. MEDIATION AND COMPLAINT RESOLUTION PROCESSES

The mediation and complaint resolution processes are available to students, faculty, and staff employees. The primary purpose of the two processes is to attempt resolution of the complaint as expeditiously and informally as possible. No person shall be subject to reprisal for using or participating in the mediation or complaint resolution processes, or for using or participating in the formal complaint policies.

The filing of a written complaint of sexual harassment with the CRO by an employee may constitute the informal or first step of the applicable formal complaint policy. A complainant who is an employee can alternatively file a formal complaint directly if the informal step of the applicable formal complaint policy has been satisfied in accordance with the applicable formal complaint policy.

Time off with pay during the scheduled working hours of the complainant, the complainant's representative, anyone alleged to be involved, and any witnesses or other concerned parties will be granted, if requested, for the interview period(s) with the CRO.

V.A. MEDIATION PROCESS

The Complaint Resolution Officer will offer to facilitate mediation

of the dispute upon request of any person involved or alleged to be involved in the dispute. Attempts at mediation may occur only after a written complaint is filed.

V.B. COMPLAINT RESOLUTION PROCESS

V.B.1. Investigation

Upon receipt of a written complaint, the CRO will conduct a full and impartial investigation or appoint an investigator to conduct an investigation.

In the course of the investigation, the following standards are observed:

- a. The person accused will be provided a copy of the complaint by the CRO, including the identity of the complainant, and an opportunity to respond to the allegation.

- b. Any individual may, upon notification, have a representative present when he/she is interviewed. (If any individual is represented by an attorney, the CRO will consult with the Institute's legal counsel to determine need for Institute legal representation).

- c. Witnesses and concerned parties will be interviewed individually and in conformance with privacy requirements.

- d. Relevant documents will be reviewed.

V.B.2. Fact-Finding Report

The CRO will submit a written fact-finding report to the Dean and/or IBS Board of Trustees, Personnel Committee. The fact-finding report shall contain the following information:

- a. A statement of the issues under review.
- b. The positions of the parties.

c. A finding of the results of the investigation.

d. Conclusion as to whether there is probable cause to believe that the conduct found to have occurred falls within the definition of sexual harassment as defined by this policy.

In the event that an appointed investigator conducted the investigation, the CRO will review and approve the fact-finding report for conformance to the standards set forth in these sections before the CRO submits the report.

V.B.3. Disposition of the Complaint

a. The CRO will submit a recommendation of action(s) to be taken to the Dean. The factual conclusions contained in the fact-finding report shall be binding upon the appropriate campus official for the purposes of this determination.

b. The Dean will make the decision about the action to be taken. The Dean will discuss the decision with the CRO prior to taking action if the action is to be different than that recommended.

c. The Dean will immediately notify the complainant and the accused in writing of the disposition of the complaint after the decision has been made. In the event that discipline of an employee is to be undertaken or the decision involves other elements personal to the accused or the complainant, information provided to the complainant and the accused will be in accordance with Institute policies and applicable federal and state law governing the disclosure of such information.

d. Appeals by either the complainant or the accused are to be forwarded in writing, together with all relevant documentation, to the Personnel Committee of the IBS Board of Trustees. They will be responsible for making a final decision in the event of an appeal.

V.B.4. Time Limits

a. The time limit for filing a written complaint is (i) ninety (90) calendar days from the time the complainant knew or should have known of an act(s) of sexual harassment or action taken as a result of alleged sexual harassment or (ii) thirty (30) working days after mediation has been completed, whichever is later.

b. The total time period for the investigation, from the filing of a written complaint to submission of the fact-finding report and recommended action to the Dean, will not exceed ninety (90) working days.

c. The decision of the Dean will be made within fifteen (15) working days of receipt of the fact-finding report.

d. The time limits set forth herein may be extended by the Dean for good cause.

V.B.5. Confidentiality

In the mediation and complaint resolution processes every reasonable effort is made to protect the privacy of all parties in accordance with existing Institute policies and applicable state and federal law.

a. No records kept by resource people include the names of individuals or other information which would permit identification.

b. Files pertaining to investigations conducted by the CRO and to the disposition of the complaint shall be made available to the public by the Institute only to the extent required by law. Such records will be made available to individuals involved or alleged to be involved in a complaint and to Institute officials and agents who have a need to know only in accordance with appropriate laws and Institute regulations.

VI. DISCIPLINARY ACTION

Following appropriate procedures as provided by Institute policies and pursuant to the campus' authority over disciplinary action, the appropriate administrative officer may initiate disciplinary action against the alleged harasser or may refer discipline to an appropriate administrative body.

- If the alleged harasser is a member of the faculty, the Dean may initiate disciplinary proceedings in accordance with procedures described in the Faculty Handbook.
- If the alleged harasser is a student, the Dean may initiate disciplinary proceedings pursuant to guidelines described in the Student Handbook.
- Discipline taken against other Institute employees is in accordance with the Staff Policies and Procedures Manual. If discipline is taken, the person disciplined has the right to file a formal complaint with the President challenging the disciplinary action or alleging that applicable policies or contractual provisions were violated.

III.G. POLICIES AND PROCEDURES REGARDING SEXUAL ASSAULT

1. IBS Policy Regarding Sexual Assault on Campus

In keeping with Buddhist ethical standards, the Institute of Buddhist Studies holds that sexual assault is an absolutely unacceptable behavior. Any member of the IBS community (students, faculty, staff, volunteers) who is found to have committed such acts can expect to be denied any further involvement with the community, as well as consequent legal proceedings. As defined by the Private Postsecondary and Vocational Education Reform Act of 1989, § 94385, sexual assault “includes, but is not limited to, rape, forced sodomy, forced

oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.”

Further, every member of the campus community should be aware that sexual assault (including rape and acquaintance rape) is a criminal offense and a violation of Institute policy. It is the intention of the Institute to deal with violators of this policy to the fullest extent permitted by policy and by law.

Under California law, rape is defined as: non-consensual sexual intercourse that can occur under a variety of circumstances. Most often, rape involves the use of threat of force, violence, or immediate and unlawful bodily injury. Rape also occurs when the victim is incapable of giving legal consent because of age (17 or younger), or the victim is prevented from resisting due to the use of alcohol or drugs. Acquaintance rape is sexual intercourse undertaken by a friend or acquaintance without the consent of the individual. Acquaintance rape occurs when a person is forced to have sexual intercourse over his or her objections or as a result of threats, physical restraint, physical violence, or the inability to give consent.

The Institute has jurisdiction over offences by students that occur on Institute property and in other locations in the immediate vicinity of the campus. Specifically, the Institute’s code of conduct prohibits:

1. “Rape,” including all acts of sexual intercourse involving penetration imposed under the following circumstances: a) where the complaining party is incapable, because of mental development, or physical disability, of giving legal consent and this fact is known or reasonably should be known to the person committing the act; or b) where such an act is accomplished against a person’s consent by means of force, coercion, duress, violence, or reasonable fear of harm to the complaining party or another; or c) where the complaining party is prevented from resisting or giving consent as a result of intoxication, or is unconscious at the time of the act, and this fact is known to the person committing the act. A student found guilty of committing rape under these regulations is subject to dismissal by

the Institute.

2. “Sexual assault,” which refers to the imposition of non-consensual sexual conduct excluding rape, including but not limited to oral copulation, penetration by a foreign object, or caressing, fondling, or touching of a person’s genitalia, buttocks or breasts. A student found guilty of committing sexual assault is subject to dismissal by the Institute.

Actions Against Alleged Assailants

The Institute will not tolerate sexual assault in any form, including acquaintance rape. Where there is probable cause to believe that the Institute’s regulations prohibiting sexual assault have been violated, the Institute will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or dismissal from the Institute. A student charged with sexual assault can be prosecuted under California criminal statutes and/or disciplined under the Institute’s code of student conduct. Staff, faculty or volunteers charged with sexual assault can be prosecuted under California criminal statutes and/or disciplined under the Institute’s staff policies and procedures. Even if the criminal justice authorities choose not to prosecute, the Institute can pursue disciplinary action.

Pending an investigation, the Institute may take a variety of administrative measures including restriction of privileges and services, interim suspension, and exclusion from Institute activities and facilities.

2. PERSONNEL TO BE NOTIFIED, AND PROCEDURES FOR NOTIFICATION

Should any sexual assault occur on IBS property (including the Jodo Shinshu Center, IBS satellite campuses, and the Haste Street dormitory), the Dean should be immediately notified. Either the survi-

vor/victim him/herself or someone else who has the survivor/victim's consent, and only if they have received such consent, should notify the Dean.

Overall Approach:

If someone comes to you for help, recognize that the individual may be struggling with painful feelings—denial, fear, embarrassment or anger. Validate the courage s/he has shown in talking to you and give assurance that s/he is not alone and need not be alone in struggling with this issue. Keep in mind that no one invites sexual assault. Be careful not to suggest that the individual was at fault, for example by asking the survivor, “What were you doing out so late?” or similar questions. This might contribute to feelings of guilt and impede the healing process.

Steps to Take Should Sexual Assault Occur:

First: If an incident is reported, determine if the survivor is willing to be transported to the hospital for medical treatment and, if so, determine whether s/he is to be transported by the police. If the survivor wants to report the incident to the Berkeley Police, medical evidence can be collected at the same time that medical care is provided. In this case, with the survivor's permission, the incident should be reported to the Berkeley Police Department, with the request that an officer escort the survivor to Alta Bates or Highland General Hospital for medical assistance and evidence collection. Medical evidence will not be collected by the hospital without a report being made to the police. The state will bear the cost of the medical examination related to the assault. Survivors should not bathe, shower or douche so that valuable medical evidence can be preserved.

Second: If the survivor is unwilling to be transported to the hospital by police, urge her/him to seek assistance immediately from a local hospital for coordination of medical care, counseling and other available alternatives. Offer to accompany the individual to the appropriate service.

Third: When the Berkeley Police Department has been contacted, a uniformed officer will be dispatched to take the report. The survivor may request a female officer to take the report. The officer will accompany the survivor to Alta Bates or Highland Hospital for medical treatment and evidence collection. The officer will advise the survivor regarding hospital procedures and the availability of assistance through local hospitals. With the consent of the survivor, a police report will be taken. At the request of the survivor, a friend, family member, or other designated person may be present. Berkeley Police should then assign a detective to investigate the criminal allegations and explain the legal process to the survivor. The detective will present a completed investigation to the District Attorney's office for review and filing of criminal charges.

If the survivor wishes to have the Institute initiate proceedings for disciplinary action against an alleged perpetrator who is also a member of the IBS community, the Dean's Office will initiate an inquiry into the allegations. If there has been a police investigation, the Dean's Office may request a review of the report on that investigation as part of its own inquiry. Three kinds of resolution may be reached: a. formal charges may be brought by the Institute against the accused and a settlement agreement shall be negotiated; b. formal charges may be brought by the Institute against the accused and the case go to a hearing for adjudication (membership of the hearing board to be determined by the Board of Trustees and may include legal counsel); c. no charges may be filed. Appeal of any disciplinary action shall be

same as those set forth in other sections of the Student Handbook, Faculty Handbook or Staff Handbook.

3. LEGAL REPORTING REQUIREMENTS AND PROCEDURES

Since sexual assault constitutes a criminal offense, it is highly desirable that the police be notified. This is, however, at the discretion of the survivor. Informing school authorities makes it public knowledge and will then need to be reported. Within reasonable sensitivity for the survivor, efforts should be made to preserve physical evidence. Medical evidence is collected at a public hospital and is financed by the Police Department.

City of Berkeley, Police Department, Emergency 911
City of Berkeley, Police Department, Sex Crimes: 644-6062
Highland General Hospital, Emergency: 437-4148
1411 East Thirty-First, Oakland
Alta Bates Medical Center, Emergency: 204-1303
2450 Ashby Avenue, Berkeley

Rights of the Accused: the individual accused of sexual assault is entitled to due process and will be given notice and the opportunity to respond to the allegation made against him/her. The individual can seek representation and is entitled information about the campus policy on sexual assault and the procedures that will be followed to address the issues. If disciplinary action is taken, the person may appeal the action as set forth in the relevant sections of the Student Handbook, Faculty Handbook or Staff Handbook.

4. SERVICES AVAILABLE AND PERSONNEL RESPONSIBLE

Either the Dean, the Dormitory Manager or their designates will, with the victim's consent, transport the victim to a medical facility. Should the victim desire counseling, the Dean will assist with such referral if requested by the victim. Notification of legal authorities should be done either by the victim him/herself or, should the victim prefer and consent, will be done by the Dean or in the company of the Dean, or other staff or faculty member.

5. RESOURCES: OFF-CAMPUS

- Bay Area Women Against Rape, 24 hour hotline: 845-7273
- Rape Prevention Education Program, University Health Service, Tang Center Second Floor, 2222 Bancroft Way, 642-7202.

6. ONGOING CASE MANAGEMENT

If the survivor so desires, the Dean will keep him/her informed of any IBS actions taken against the accused perpetrator of the crime, and of any legal proceedings. Given the serious nature of an accusation, IBS actions may be held in abeyance until legal proceedings have been completed.

7. CONFIDENTIALITY

Since the students, staff, faculty and volunteers of the IBS are legal adults and because of the sensitive nature of sexual assault and charges of sexual assault—other than the necessary legal reporting of any instance of sexual assault—all staff keep any information they have in the strictest confidentiality. Established principles of confidentiality (arising under policy and law) and recognition of the concern for privacy inherent in allegations of sexual misconduct should be maintained. To protect individuals' privacy rights, do not use the

names or other identifying information, especially in written documents and notes, unless permission is given to do so. The incident should be discussed only with those campus individuals designated to provide services to the parties involved. Any communications to third parties, e.g., parents, but excepting the police during criminal investigations, must have the written permission of the student.

8. OPTIONS FOR SURVIVORS

Criminal Prosecution: a survivor may seek criminal prosecution against an alleged assailant. In this event, collection of medical evidence is highly desirable and the appropriate procedures outlined above should be followed.

Civil Prosecution: a survivor may seek civil prosecution against an alleged assailant, which may provide for awards for damages not found under criminal prosecution. The Institute will refer the survivor to a lawyer for assistance with this, such legal advice will, however, be at the survivor's expense.

Disciplinary Action Through the Institute: a survivor may request that the Institute itself initiate disciplinary action. An inquiry will be made by the Dean's Office as described above.

Mediation: a survivor may request that Institute staff and/or legal counsel serve as mediators between him/herself and the alleged assailant. This mediation will attempt to reach a mutually acceptable resolution between the two parties.

Academic Assistance: should a survivor desire, it will be possible for him/her to take a leave of absence without penalty to the successful completion his/her educational program, or withdraw from classes without penalty, or receive assistance with professors in order to arrange for extensions of deadlines for class requirements.

NOTES

1) Consent is defined as positive cooperation in act or attitude pursuant to an exercise of free will; the person consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. It is a defense to the allegation of non-consent that the defendant held a reasonable and good faith belief that the complainant was consenting. However, a current or previous dating relationship shall not be sufficient to constitute consent. The determination regarding the presence or absence of consent should be based on the totality of circumstances, including the context in which the alleged incident occurred. The fact that an individual was intoxicated or under the influence of drugs at the time may be considered in determining whether that person consented to the act in question. Students should also understand that consent may not be inferred from silence or passivity alone.

2) Professionals in the field of rape counseling and prevention now favor using the term “survivor” instead of “victim” to describe someone who has been assaulted. The term “victim” describes one who has suffered through no fault of their own and is made to suffer due to persons or actions beyond their control. This is an accurate description of the reality of sexual assault. However, this term connotes the emotional image of helplessness, powerlessness, and hopelessness. The term “survivor” validates the notion of empowerment, resourcefulness, and strength which is critical to the healing process.

III.H. MANDATORY DRUG-FREE NOTIFICATION

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) requires all schools receiving federal funding of any kind (i.e. CWSP, Perkins Loans) to notify all students of the following on an annual basis:

1. The Institute of Buddhist Studies requires its campus be drug free. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance while at IBS is prohibited. Abuse of alcohol on the IBS campus is also not allowed. Violation of this policy will be considered cause for dismissal of a student.

2. IBS is required to impose sanctions, up to and including dismissal from all programs of study, of any student engaged in the abuse of alcohol (including underage drinking), or the unlawful possession, use, or distribution of illicit drugs while on the IBS premises. In addition, any student involved in such illegal activity is subject to legal sanctions under local, State and Federal law. Information regarding specific penalties is available from the GTU Business Office.

3. The health risks associated with the use of illicit drugs and the abuse of alcohol are many. Detailed information concerning the known health hazards resulting from the abuse of drugs or alcohol may be obtained from your physician, from UCB's Health Service facility or from the GTU Business Office.

4. Several drug and alcohol counseling, treatment, and rehabilitation programs are available to you. Should you or someone you know need help in dealing with a drug or alcohol dependency problem, you may call Summit Medical Center's Chemical Dependency Department at 510/652-7000; initial consultation is free. The consultation includes assessment of the problem and the recommendation of a treatment plan. In addition, you may call 510/839-8900 for referral to an Alcoholics Anonymous program near you or 510/843-3701 for referral to a Narcotics Anonymous program near you.

RELATION TO THE GRADUATE THEOLOGICAL UNION

HOW IT CAME TO BE

The Graduate Theological Union emerged out of the concerns of Roman Catholics, Protestants and Jews for cooperative educational experiences of the highest quality. The constituent members of the GTU believe that they can fulfill their primary goal of excellence in theological education only in an ecumenical interdependent community in which ideas are exchanged freely in an atmosphere of openness, sensitivity, and mutual respect. Here, a concern for common issues—in the church, the synagogue, and society as a whole—will foster a new understanding wherein the common and the unique will combine to enrich the lives and work of all those who participate.

Religious and theological studies, furthermore, can no longer be pursued in isolation from the full range of religious tradition. The GTU thus seeks to be a community in which ecumenical and interfaith encounters will not be forced and artificial, but natural and inevitable, through common programs and shared faculty, library and facilities

After three years of discussion, four Protestant seminaries (Baptist, Episcopal, Lutheran and Presbyterian) took the initiative in 1962 in incorporating the GTU as the common instrument for their doctoral programs. They were joined by the interdenominational Pacific School of Religion, Dominican faculty and Unitarian faculty in 1964, followed by the Jesuit faculty in 1966 and Franciscan faculty in 1968.

The Institute of Lay Theology/School of Applied Theology became an affiliated institution in 1968. A Center for Jewish Studies was

formed in 1968 and a Center for Urban-Black Studies in 1969. The Office of Women's Affairs came into being in 1970. (In 1977 the name was changed to the Center for Women and Religion.) In 1974 the Center for Ethics and Social Policy was established. A center for New Religious Movements was established in 1977. In 1981 the Orthodox Divinity Institute and the Center for Theology and the Natural Sciences were organized. The Institute of Buddhist Studies became an affiliate member in 1985.

ITS PURPOSE

The Graduate Theological Union, according to its Articles of Incorporation, is "formed to conduct an educational institution offering instruction on the graduate theological level; to participate with theological seminaries and other institutions of higher learning in cooperative programs of study; and to grant such academic degrees and honors as are customarily granted in universities and seminaries of learning, either in its own name only, or in conjunction with another such institution."

HOW IT WORKS

The GTU is both a graduate school and a consortium of schools, as well as an agency for a variety of special programs and services. In its educational programs, the GTU draws upon its founding theological communities and works cooperatively with the University of California, Berkeley. But structurally, the GTU is a distinct entity, governed by an independent Board of Trustees, which includes members nominated by the participating seminaries. It is accredited by the Association of Theological Schools in the United States and Canada and by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, and it is also a member of the Council on Graduate Studies in Religion.

The GTU is fully committed to the principles of academic freedom as set forth by those associations and by the American Association of University Professors. It does not discriminate on the basis of race, color, national or ethnic origin, religious affiliation, age, sex, or handicap in its employment policies or in the administration of its educational programs, admissions policies, scholarship and loan programs, and other school administrative programs. For the M.A., Ph.D., and Th.D. degree programs administered by the GTU, faculty members of the schools constitute a single graduate faculty.

Professional programs and degrees (e.g., M.Div., Th.M., S.T.M., D.Min.) are the province of each of the participating seminaries in the GTU. The resources needed for these programs are developed in concert through the instrumentality of the GTU; however, the requirements for the degrees are set by the faculties of the schools. Consult the specific school catalog for details.

The combined full-time faculties now number approximately 150. More than 1,300 students are enrolled in resident degree programs, including approximately 350 in GTU doctoral and M.A. studies and 1,150 in professional degree studies and in special status. In addition, more than 900 students are enrolled in continuing education programs. All the participating schools have facilities in Berkeley, some having relocated their institutions as a whole. Most of the educational facilities are centered in an areaadjacent to the north gate of the University of California, Berkeley. The library resources of the schools are jointly developed through a common library working in concert with the libraries of the University of California.

MEMBER SCHOOLS:

American Baptist Seminary of the West
Church Divinity School of the Pacific
Dominican School of Philosophy and Theology
Franciscan School of Theology
Jesuit School of Theology at Berkeley
Pacific Lutheran Theological Seminary
Pacific School of Religion
San Francisco Theological Seminary
Starr King School for the Ministry

AFFILIATES AND PROGRAM UNITS:

Center for the Study of Religion and Culture
The School of Applied Theology
The Richard S. Dinner Center for Jewish Studies
Institute of Buddhist Studies
Patriarch Athenagoras Orthodox Institute
Center for Theology and the Natural Sciences
Center for the Arts, Religion, and Education

University of California, Berkeley, and Stanford University

Through a cross-registration arrangement between GTU and UCB, IBS students are able to take courses for credit (one course per semester) at UCB. The Department of Asian Languages, Department of South and Southeast Asian Languages and the Religious Studies groups, in particular, offer a wide range of courses in religion, Asian thought and languages that complement the GTU and IBS course offerings. Students may further take advantage of the resources avail-

able at Stanford University, located in Palo Alto, California (approximately one hour driving time) with its strong programs in East Asian Buddhism and religions.

PH.D. PROGRAM AT GTU

The IBS does not, at present, offer a Ph.D. degree. However, students completing our GTU-IBS M.A. program with strong record may apply for admission to the GTU Ph.D. program. In Area VIII, Cultural and Historical Studies of Religions, students are able to pursue studies with a focus on Buddhist Studies. While the Ph.D. program is a completely separate entity, the M.A. students will have the opportunity during their tenure to work with the GTU faculty for favorable consideration for the Ph.D. program. IBS is committed to encouraging capable students interested in pursuing the doctoral degree.

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ACADEMIC CALENDAR, 2011-2012

*(For additional important dates, consult the IBS Calendar on the IBS website,
as well as the GTU Extended Calendar, available on the GTU website
note: UCB instruction begins earlier, check GTU Extended Calendar if planning
to cross-register.)*

FALL SEMESTER, 2011

Early Registration	April 14–25
IBS Orientation	August 31
(for other orientation activities, see GTU Calendar)	
General Registration	August 23–September 3
Labor Day Holiday	September 5
Instruction Begins.....	September 6
Reading Week.....	October 24–28
Early Registration for Spring, 2012.....	November 7–18
Thanksgiving Holiday.....	November 24 & 25
Instruction Ends.....	December 16
IBS Offices Closed	December 19–January 13

SPRING SEMESTER, 2012

General Registration.....	January 16–27
Instruction Begins.....	January 30
Presidents' Day Holiday	February 20
Spring Recess.....	March 25–31
GTU Holiday (Good Friday).....	April 6
Early Registration for Fall, 2013.....	April 9–20
Instruction Ends.....	May 20
