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# INSTITUTE OF BUDDHIST STUDIES

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Seminary & Graduate School Established 1949



2019-2020 Catalog

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*Revised June 2019*



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# Introduction

## Welcome to the Institute of Buddhist Studies



The Institute of Buddhist Studies is a leading American Buddhist graduate school and seminary that provides graduate-level education across the full breadth of the Buddhist tradition, with specialized training in academic studies of Buddhism, Buddhist chaplaincy, and Jōdo Shinshū Buddhist ministry.

In addition to numerous graduate degree and certificate programs, IBS produces excellent and innovative scholarship, and fosters engaged and inclusive community through conferences, symposia, and other events of interest for scholars and practitioners alike.

This catalog contains the most current information on our degree and certificate programs, academic policies, and student support programs. Whereas this catalog is comprehensive, it should be used in conjunction with other information located on the IBS website or available from the GTU, especially in regards to tuition and the GTU-administered M.A. program.

This catalog is in effect for the 2019-20 academic year, July 1, 2019 through June 30, 2020.

IBS's administrative offices and classrooms are located inside the

Jodo Shinshu Center  
2140 Durant Avenue  
Berkeley, California 94704 USA

[www.shin-ibs.edu](http://www.shin-ibs.edu)  
Telephone: 510.809.1444  
Facsimile: 510.809.1443

Office Hours: M-F, 10:00 am to 4:00 pm  
See Academic Calendar for Academic and Administrative Holidays

## A Word from the President



Established in 1949 as a center for Shin Buddhist ministerial education, IBS today offers masters-level degrees and certificate programs in the full breadth of the Buddhist tradition, while maintaining its

specialization in Pure Land and Shin Buddhist Studies.

IBS graduates have gone on to become ordained Shin Buddhist ministers in North and South America and Japan. Other graduates now serve as chaplains in hospitals, prisons and the military, while others have embarked on careers as Buddhist scholars. This diverse student body and approach to Buddhist education is unique in North America, preparing students to be thoughtful and creative leaders in a complex and changing world.

IBS is associated with a number of religious and educational institutions. Its primary religious connection is with the Buddhist Churches of America and Jōdo Shinshū Hongwanji-ha. IBS is also affiliated with the Graduate Theological Union, a richly diverse consortium of graduate schools and seminaries representing a range of religious traditions. Other important partners include Ryūkoku University in Kyoto, Japan, Dharma Drum Institute of Liberal Arts in Taipei, Taiwan and the Sati Center for Buddhist Studies.

Gassho,  
Rev. David Matsumoto, PhD  
President, Institute of Buddhist Studies

## A Word from the Dean



The Institute of Buddhist Studies grew out of a desire to educate American-born Buddhists for ordination in the Jodo Shinshu Hongwanji-ha tradition of Shin Buddhism. This denominational affiliation,

however, is tempered by the American context. American Buddhists and those seeking to study Buddhism in America, are located in a necessarily diverse and pluralistic culture which informs their understanding of the tradition. Thus, the mission of the IBS has developed over time to include graduate education in the entirety of the Buddhist tradition.

This mission is expressed through providing our students with a broad base of knowledge upon which to build a depth of specialization. Whether our students are seeking to specialize in Jōdo Shinshū studies, Sōtō Zen studies, or Theravada studies, they approach their studies by first being well grounded in the breadth of the Buddhist tradition as a whole. In preparing our graduates for further academic work or careers in ministry or chaplaincy, we seek to expose students to the wide diversity of Buddhist and religious cultures from across the globe.

Our educational programs then prepare ministers, chaplains, and scholars to become public leaders and further the development of Buddhism and Buddhist Studies in the contemporary world.

Scott A. Mitchell, Ph.D.  
Dean of Students and Faculty Affairs

## History of IBS



The beginnings of the Institute of Buddhist Studies can be found in the early history of the Buddhist Churches of America (BCA), a branch of the Japanese Pure Land Jodo Shinshu Honpa Hongwanji-ha headquartered in Kyoto. In 1930, under Bishop Kenju Masuyama, a training program and residence center for English-speaking ministers was 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, as part of the 50th anniversary of the BCA, the program was expanded and moved to the Berkeley Buddhist Temple where it became known as the Buddhist Study Center (BSC). 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 on Haste Street in Berkeley, and the BSC was renamed the Institute of Buddhist Studies (IBS), incorporating with the State of California as a graduate school and Buddhist seminary. The Haste Street location was the home of the IBS for twenty-two years prior to moving to its second location on Addison Street. Bishop Shinsho Hanayama (Professor Emeritus, Tokyo University) and Bishop Kenryu Tsuji played vital roles in the early stages at the Haste Street campus. Rev. Haruyoshi Kusada served as



Executive Director from 1968 to 1983, laying the educational foundation for the graduate program.

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 graduate schools and Christian seminaries and one of the largest concentrations of ministerial and theological educational resources in the world

In 1986, Dr. Alfred Bloom, a noted Shin Buddhist scholar, was appointed Dean and Head Professor. Dr. Bloom retired in 1994, and Dr. Richard K. Payne was appointed to the position of Dean.

After having its administrative offices located in Mountain View for over a decade, IBS moved back to Berkeley in 2006. With its new offices and classroom space in the Jodo Shinshu Center, the IBS has experienced renewed growth and vitality over the past decade. This growth has included the expansion of its programs, a new Buddhist chaplaincy program, the addition of several new certificate programs, and the appointment of new faculty.

After serving as Dean for twenty-five years, Dr. Payne stepped down from this position in 2016. The Board of Trustees delegated his responsibilities to the newly appointed President, Rev. Dr. David Matsumoto, and Dr. Scott Mitchell, Dean of Students and Faculty Affairs.

## Mission Statement

To provide graduate level education in the full breadth of the Buddhist tradition with specialized education supporting Pure Land and contemporary Shin Buddhist Studies, while advancing Jōdo Shinshū Buddhist ministry and Buddhist chaplaincy.

## Institutional Learning Objectives

Creatively combining liberal arts and scholar-practitioner models of education, the Institute of Buddhist Studies:

- through educational programs grounded in critical thinking and academic freedom, empowers students to become effective and engaged scholars, teachers, ministers, and chaplains;
- through publications, scholarship, and research programs, promotes engagement with the Buddhist tradition and contributes to the public good;
- through institutional partnerships and in community, fosters an awareness, respect, and appreciation for Buddhist, religious, and cultural diversity.

## Executive Staff & Board of Trustees

**Rev. Kodo Umezu**, BCA Bishop  
Chancellor

### Executive Staff

**Rev. Dr. David Ryoe Matsumoto**  
President and Vice President of Academic Affairs

**Dr. Scott A. Mitchell**  
Dean of Students and Faculty Affairs

**Rev. Dr. Seigen Yamaoka**  
Vice President for Development

**Ms. Linda Shiozaki**  
Director of Finance

**Rev. Dr. Daijaku Judith Kinst**  
Director, Chaplaincy Program

**Dr. Richard Payne**  
Editorial Committee Chair, Pacific World Journal

**Ms. Helen Tagawa**  
Registrar and Director of Student Services

**Dr. Natalie Quli**  
Executive Editor, Pacific World Journal

**Ms. Sayaka Inaishi**  
Associate Librarian, Coordinator Administrative Services

**Mr. Thomas Calobrisi**  
IBS Student Dorm Manager

### Board of Trustees

Mr. Richard Endo, Chair  
Rev. Gerald Sakamoto, Interim Chair  
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Mr. Charles Ozaki  
Ms. Hoshina Seki  
Rev. Patricia Usuki

*Ex-Officio Members*  
Rev. Kodo Umezu  
BCA Bishop  
Mr. Richard Stambul  
BCA President

# Options for Study



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## Degree Programs

The Institute of Buddhist Studies offers three graduate degree programs:

- Master of Divinity (M.Div.)
- Master of Buddhist Studies (M.B.S.)
- Master of Arts, with a concentration in Buddhist Studies, administered by the Graduate Theological Union (GTU M.A.)

Application deadlines for all three degree programs are:

- March 1 for fall admission
- November 1 for spring admission

*\* Students are encouraged to apply by the March 1st deadline to receive consideration for some institutional grants.*

Applicants for the M.B.S. and M.Div. degrees can submit all application materials online at our website [www.shin-ibs.edu/apply](http://www.shin-ibs.edu/apply). An application will not be reviewed until it is complete, including all letters of recommendation, transcripts, application fee, and other required documents. Please see individual degree program descriptions for full application requirements.

Applicants for the M.A. degree should contact the [GTU Admissions Office](#) directly regarding questions and application materials. See the GTU website ([www.gtu.edu](http://www.gtu.edu)) for specific application instructions.

## Degree Program Comparison

	Degree Program		
	MDiv	MBS	GTU-MA(1)
Length of program	72 units/3 years	48 units/2 years	48 units/2 years
Foundational Education (required courses)	HRHS-1515		
	HRHS-1518		
	HRPS-1614		
	HR-1630 (2)	HR-1630	MA-1000
		HR-3300	
Language requirement	Optional	Suggested (3)	Required
Program track or specialization (4)	Other breadth requirements; electives coursework; curricular tracks; or concurrent certificate		
Practical education (5)	Fieldwork CES MAP Pub. Speak.	Publication Teaching Colloquia Public Speaking	
Capstone project	Thesis/project proposal		
	Thesis		

### Notes:

- (1) GTU degree program requirements are set by the GTU Council of Deans and are subject to change and revision.
- (2) With Dean's approval, students may take either methods course, HR-1630 or MA-1000.
- (3) Formal language study is strongly encouraged for the M.B.S. program; students may apply units of language study to the degree's unit requirement.
- (4) Students focus their studies in a variety of ways from specific M.Div. curricular tracks, informal course of study, or the completion of a concurrent certificate program.
- (5) IBS is committed to providing extracurricular professional development opportunities for its students; items listed here are suggestions and not a guarantee of specific programs. Please consult with your Academic Advisor or the Dean's Office for more information.



## Master of Divinity

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The chaplaincy program at IBS not only gave me a quality educational experience, it also provided me with an opportunity to participate in an ecumenical Buddhist community journeying together in spiritual formation. Even after graduating, I continue to regard the IBS sangha as among my most enriching and enlightening communities. I'm so grateful for the life-long spiritual friendships I formed at IBS!

Trent Thornley, class of 2014

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The Master of Divinity (M.Div.) Degree is a 72-unit graduate professional degree which prepares students to engage fully and with confidence in ministry, chaplaincy, and related professions as well as further academic work. The M.Div. program provides a unique opportunity for students to build a rich and nuanced understanding of Buddhist traditions at a Buddhist seminary, and, through its relationship to the GTU and its member schools, a well informed understanding of other faith traditions and the dynamic religious and spiritual landscape of contemporary society. Diversity and dialogue are an essential part of the program and support its aim — to develop skilled, thoughtful and effective leaders grounded in the Buddhist tradition, able to think critically and respond constructively to the needs of a changing world.

### **Students in IBS's Master of Divinity program will:**

- 1) develop foundational knowledge of Buddhist history, literature, thought, practice, and ethics as the basis for effective ministry, chaplaincy, or religious leadership;
- 2) develop ministerial skills appropriate to their professional goals, using a range of Buddhist and non-Buddhist sources, and demonstrate how these skills apply to their ministry;

- 3) gain specific, in-depth, knowledge of the teachings and practices of their own Buddhist tradition and develop a well-articulated understanding of how that knowledge serves as a guide and resource for their ministry;

- 4) relate their own tradition to multi-religious, multi-cultural, and multi-Buddhist contexts to support effective engagement with diverse communities; and

- 5) produce research projects and develop communication skills through writing, public speaking, and dharma talks.

All students are required to complete a range of courses across six subject areas to provide a foundational basis for Buddhist ministry, chaplaincy, and religious leadership in an increasingly interfaith and intercultural world.

Students from all Buddhist traditions are welcome in the IBS M.Div. program. Those seeking ministerial ordination in a specific tradition should consult with their community to ensure course work meets ordination requirements. For those students wishing to prepare for Jōdo Shinshū ministry and/or professional chaplaincy, specialized tracks of study provide additional structure to the M.Div. program. Additionally, students may consider completing a concurrent

certificate program to guide and focus their studies.

## ***Admissions Requirements***

1. A Bachelor's degree (BA) or its equivalent from an accredited college or university; or evidence of having completed equivalent studies under a different educational system.
2. Graduate Record Examination (GRE) scores from within the last five years. GRE Verbal scores should be at least 150.
3. Three letters of recommendation attesting to the applicant's ability to do graduate-level work and familiarity with Buddhist thought and/or practice.
4. A statement of purpose describing the applicant's reason for pursuing graduate study at IBS and what goal they wish to accomplish through the M.Div. program.
5. A non-refundable \$50 application fee, payable to Institute of Buddhist Studies.



## ***Graduation Requirements***

### **Unit Requirement**

A total of 72 units is required to complete the M.Div. degree program, usually divided between 22 three-unit courses plus 6 required “in thesis” units, usually taken the last two semesters of study.

### **Required and Elective Courses**

All students are required to complete the following four courses with a B or better:

1. HRHS-1515 Buddhist Traditions of South Asia
2. HRHS-1518 Buddhist Traditions of East Asia
3. HRPB-1614 Introduction to Shin Buddhist Thought
4. HR-1630 Methods in the Study of Buddhism (or MA 1000)

Additionally, students must complete one course from the following six (6) subject areas:

1. Buddhist history
2. Buddhist ethics
3. Buddhist literature/texts
4. Buddhist practice/ritual
5. Buddhist ministry
6. Buddhist pastoral care

Students should consult with their academic advisor prior to registering for their first semester of study to determine appropriate coursework and a plan toward graduation. Jōdo Shinshū ministerial aspirants and those seeking APC certification have additional requirements (see below).

### **Research-based thesis or project**

The M.Div. program culminates in a research-based thesis or final project, defended not later than the middle of the student's last semester in

residence. For more information, please see “Movement through the Program” and “The M.Div. research-based thesis or project” sections below.

### **M.Div. Foreign Language Policy**

Whereas no language competency is explicitly required for M.Div. students, an understanding and appreciation of the textual history of the Buddhist tradition is a central aim across all our degree programs. Students are thus strongly encouraged to take the “Texts, Terms, and Translations” course, offered biennially.

Additionally, IBS recognizes the practical necessity of language study for our ministerial and chaplaincy students. Ministerial students are therefore strongly encouraged to engage in Japanese language study while in residence.

Chaplaincy students are strongly encouraged to develop language skills relevant to their career goals. Students should consult with their Academic Advisor within the first semester of study to determine which language(s) may be appropriate.

In some cases, up to 12 units of graduate level language courses may be used toward the unit requirement for the M.Div. program, with prior approval of the Dean.

### **Satisfactory GPA**

Students must maintain an overall grade point average of B or better and receive Bs or better in the above four required courses to complete the program.

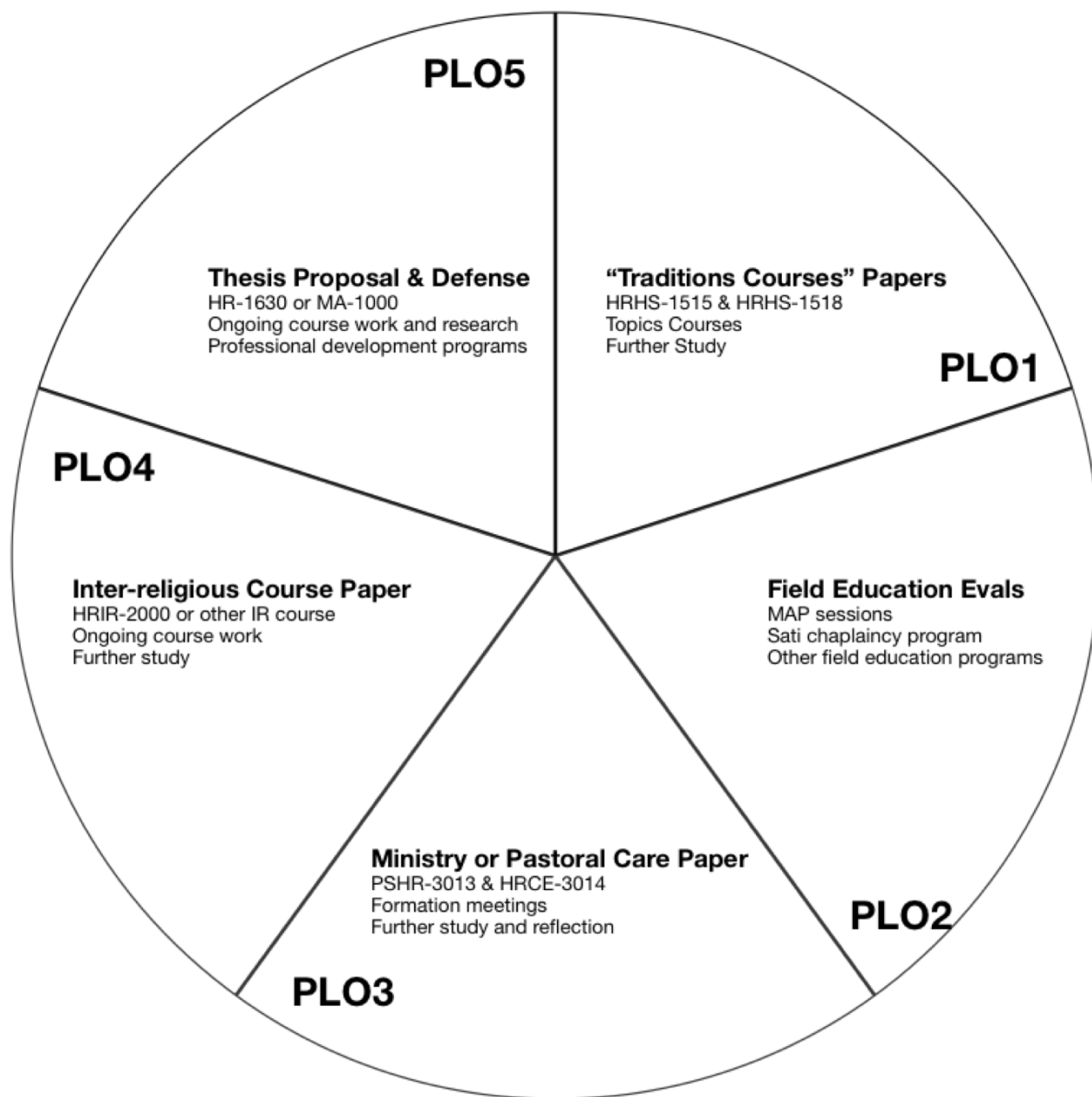


## *Program Learning Outcomes (PLOs) and Curriculum Map*

The program learning outcomes (PLOs) of IBS's M.Div. program are best understood as a set of interesting goals, not steps in a linear progression through the program. Students come to IBS with a variety of life experiences, enroll as both full- and part-time students, and thus proceed through the program at their own pace. knowledge and skills acquired at one phase of the program are sharpened and refined in later stages, and students thus have the opportunity to return to areas of study for further engagement and refinement.

Students in IBS's Master of Divinity program will:

	Outcome	Assessed in part through
PLO1	develop foundational knowledge of Buddhist history, literature, thought, practice, and ethics as the basis for effective ministry, chaplaincy, or religious leadership	Written assignments (final research papers) submitted in the two-semester "traditions" sequence (HRHS1515 & HRHS1518)
PLO2	develop ministerial skills appropriate to their professional goals, using a range of Buddhist and non-Buddhist sources, and demonstrate how these skills apply to their ministry	Evaluations completed by student and supervisor for a field education or approved extracurricular program (e.g., MAP, Sati)
PLO3	gain specific, in-depth, knowledge of the teachings and practices of their own Buddhist tradition and develop a well-articulated understanding of how that knowledge serves as a guide and resource for their ministry	Final paper or project submitted either to the Buddhist Pastoral Care course or the Buddhist Ministry Course (PSHR3013 or HRCE3015)
PLO4	relate their own tradition to multi-religious, multi-cultural, and multi-Buddhist contexts to support effective engagement with diverse communities	Final paper or project submitted to the Buddhism and World Religions course or other approved inter-religious studies course (HRIR2000 or other IR course)
PLO5	produce research projects and develop communication skills through writing, public speaking, and dharma talks	Thesis proposal (usually completed during the Methods course) and final thesis/capstone project (HR1630 or MA1000 plus thesis)



## ***Movement Through the Program***

The M.Div. program is designed so that students can complete their studies in three years of full-time (12 units per semester) coursework. A normative timeline to completion of the degree follows. Students who enroll part time or participate in the Exchange Programs will need to adjust their timeline accordingly. Please work with your Academic Advisor closely to ensure that all deadlines are met and that you progress toward graduation.

### **Semester 1**

Enroll in 4, three unit courses, ideally including HRHS-1515 Buddhist Traditions of South Asia

Meet with Academic Advisor to map out program, discuss possible thesis/research projects, and interest in language study

### **Semester 2**

Enroll in 4, three unit courses, ideally including HRHS-1518 Buddhist Traditions of East Asia and Methods course (if available)

### **Semester 3**

Enroll in 4, three unit courses, including Methods course (if not taken previously)

Complete Student Self-Evaluation at end of term

### **Semester 4**

Enroll in 4, three unit courses, including Methods course (if not taken previously)

By the semester's end, the student should have identified final project and committee members

### **Semester 5**

Enroll in 3, three unit courses, including Methods course (if not taken previously), and three units of "in thesis"

Formalize thesis/project committee and write proposal

Begin writing thesis/project by end of term and expect to continue writing and getting feedback on drafts

### **Semester 6**

Enroll in 3, three unit courses and three units of "in thesis"

Finish "defense draft" early in the term; schedule defense with Committee and Office of the Registrar

Defend and file final project no later than deadline listed in the GTU Extended Calendar—*note: these deadlines are not negotiable.*

## ***The M.Div. final research-based thesis or project***

To increase your success in completing the project on time, consult the GTU Extended Calendar for the semester you intend to graduate, identify the final thesis filing deadline, and work backwards from that date to complete the necessary steps for finishing your project. These steps, and a normative timeline, are:

1. Identify a topic and form a committee (semester 4).
2. Write a project proposal approved by project committee (semester 4).
3. Write a draft of the thesis/project and get feedback from your Committee Chair and other members (semester 5).
4. Submit the final “defense draft” to all committee members at least 3 to 4 weeks prior to the defense (end of semester 5)
5. Defend the thesis/project at least 2 to 3 week prior to the final filing deadline to give yourself time to make final revisions or edits (early in semester 6).
6. Submit the thesis to the GTU library for binding and submit all necessary paperwork to the Office of the Registrar for graduation; usually the mid-point of the sixth semester, this is the final thesis filing deadline.

When in doubt, consult your Academic Advisor or the Office of the Dean.

### **The Thesis/Project Committee**

Midway through a student’s program (usually after 3 semesters of study or an equivalent 36 units), the student should decide on a thesis/project topic and form her/his thesis committee. The committee is usually composed of a Chair (often, but not necessarily, the student's Academic Advisor) and at least one other committee member with relevant expertise in the student’s topic or field of study. The Chair must be a Core Faculty member of the IBS; the second reader should be a member of the IBS (including Research Fellows) or the GTU faculty. If needed, the student may enlist a third reader for the committee. The third reader may be from another academic institution or community. If so, the student should request that the reader send his/her academic curriculum vitae (CV) or résumé to the Dean for approval.

### **Thesis/Project Proposal Preparation and Procedures**

In order to facilitate the completion of the final project, it is essential that adequate groundwork be done in advance. The time spent thinking through the thesis/project 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 proposal. A complete proposal document is to be prepared in consultation with the committee chair prior to the forming of your thesis committee (consult the Registrar 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/project: 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/purpose statement: in one or two sentences state what the work will attempt to demonstrate or accomplish.
3. Methodology: explain the theoretical frameworks and specific methods or approaches that will be used for research and analysis.
4. Significance: discuss the significance of the work that is its distinctive contribution to Buddhist studies, ministerial/chaplaincy, or to a religious community.
5. Outline: clearly indicate the topics and sequence of their development. This may take the form of a proposed chapter outline.
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.

The proposal should be drafted in consultation with the Committee Chair and accepted by all committee members.

### **Thesis/Project Defense**

In consultation with the Committee, the student should schedule the defense well in advance of the final filing deadline to accommodate any final revisions or edits. Consult with the Office of the Registrar to schedule a room at IBS for the defense, and consult the GTU Extended Calendar for specific dates regarding filing deadlines.

The student should submit a “defense draft” to the Committee well in advance of the defense date. Once this draft is submitted, the student may not make any changes to the thesis/project before the defense.

At the defense, the student will have an opportunity to discuss the work and answer questions from all Committee members. 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).

Once passed, the student is responsible for submitting two copies of their project to the GTU library for binding. Please consult the GTU MA Handbook for proper procedures and policies regarding formatting and paper type. And consult with the Registrar’s office for fees, graduation forms, and other requirements.

**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 Turban, University of Chicago Press.**

## M.Div. Curriculum tracks

Students from all Buddhist traditions are welcome in the IBS M.Div. program. Those seeking ministerial ordination in a specific tradition should consult with their community to ensure course work meets ordination requirements.

### Jōdo Shinshū Buddhist Ministry Curriculum

Since 1949 one of the primary missions of IBS has been to provide a comprehensive program of education and training for persons aspiring to enter the Shin Buddhist ministry in the West with the support of the Buddhist Churches of America and the Jōdo Shinshū Hongwanji-ha in Kyoto, Japan. The M.Div. track for Shin Buddhist Ministry, includes courses and professional development opportunities for students preparing for ordination.

Required courses for the IBS M.Div. in Shin Buddhist ministry are:

Course Category	Required Course (if none listed, any course with approval)
<b>Buddhist History</b>	HRHS-1515 Buddhist Traditions of South Asia (3 units) HRHS-1518 Buddhist Traditions of East Asia (3) HRHS-3075 Shin Buddhist History: Premodern (3)
<b>Teachings of Buddhism</b>	HRPH-1614 Introduction to Shin Buddhist Thought (3)
<b>Buddhist Texts &amp; Literature</b>	Works of Shinran I, II, III & IV (12) HR-3017 Three Pure Land Sutras (3) HRHS-3250 Seven Pure Land Masters (3)
<b>Buddhist Ethics</b>	HRCE-3002 Buddhist Ethics (3)
<b>Comparative Religion</b>	Comparative religion course, usually offered through GTU or member school (3)
<b>Ethnic &amp; Cultural Diversity</b>	
<b>Chaplaincy, religious or spiritual counseling</b>	PSHR-3076 Buddhist Pastoral Care
<b>Practice of religious or spiritual counseling</b>	
<b>Practice of communication</b>	Special seminar on Homiletics FE-1810 Shin Buddhist Services and Ceremonies (3)
<b>Religious or spiritual education</b>	HRCE-3014 Issues in Buddhist Ministry (3)
<b>Ethics of professional practice</b>	
<b>Leadership in organizations &amp; institutions</b>	Organizations and Institutions: Efficacious Buddhist Practices in Communities and Groups Special seminar on Hongwanji Rules & Regulations

Course Category	Required Course (if none listed, any course with approval)
Faith-based internships	MAP workshops offered by the Center for Buddhist Education (3 workshops)
Research-based final project or thesis	MA-1000 or HR-1630 Methods in the Study of Buddhism 6 units “in thesis” for Final Research-Based Project
	24 Total courses (72 units) 20 Required courses (60 units) 4 Elective courses (12 units)

## Buddhist Chaplaincy Curriculum

The Institute of Buddhist Studies is pleased to offer a Buddhist Chaplaincy Program for students wishing to pursue a chaplaincy career in hospice or health care, prison outreach, or the armed services. The Association of Professional Chaplains (APC) has outlined a set of requirements for certification as a professional chaplain. The APC requires a total of 24 units in categories 1 through 4 below. The remaining 48 units can be taken in any of the remaining categories.

\* Are required for the IBS M.Div. in Buddhist Chaplaincy.

Required 24 units from the following categories:

Course Category	Required Courses (* are required for this track)
<b>Buddhist History</b>	<ul style="list-style-type: none"> <li>* HRHS-1515 Buddhist Traditions of South Asia (3 units)</li> <li>* HRHS-1518 Buddhist Traditions of East Asia (3)</li> <li>* HR-2849 Buddhism in the West (3)</li> </ul>
<b>Teachings of Buddhism</b>	<ul style="list-style-type: none"> <li>* HRPB-1614 Introduction to Shin Buddhist Thought (3)</li> <li>* A course on Buddhist practice (e.g., Zen Meditation, Theravada Meditation, etc.) (3)</li> </ul>
<b>Buddhist Literature</b>	* Two "Readings" or Buddhist literature courses (6)
<b>Buddhist Ethics</b>	* HRCE-3002 Buddhist Ethics (or other ethics course with approval) (3)
<b>Comparative Religion</b>	* Comparative religion course, usually offered through GTU or member school (3)
<b>Cultural Diversity</b>	
<b>Pastoral Care &amp; Chaplaincy to total 12 units</b>	<ul style="list-style-type: none"> <li>* PSHR-3076 Buddhist Pastoral Care</li> <li>* Psychological Aspects of Buddhism II</li> <li>* Plus 2 additional pastoral care classes such as: Advanced Seminar in Buddhist Pastoral Care Pastoral care taken at GTU member school Psychological Aspects of Buddhism I or III Sati Center for Buddhist Chaplaincy year-long program with academic credit</li> </ul>
<b>Communication in Chaplaincy &amp; Ministry</b>	
<b>Religious Education &amp; Foundations of Buddhist Ministry</b>	* HRCE-3014 Issues in Buddhist Ministry
<b>Ethics in Chaplaincy &amp; Ministry</b>	
<b>Leadership in organizations &amp; institutions</b>	Organizations and Institutions: Efficacious Buddhist Practices in Communities and Groups
<b>Education in Ministry &amp; Chaplaincy</b>	Structured, supervised chaplaincy site such as Clinical Pastoral Education, Sati Center, or Sojourn.
<b>Research-based final project or thesis</b>	MA-1000 or HR-1630 Methods in the Study of Buddhism 6 units "in thesis" for Final Research-Based Project

## Combined Ministry/Chaplaincy Curriculum

Students desiring to be well versed in both the Shin Buddhist ministerial and Buddhist chaplaincy tracks are required to follow the below curriculum:

Course Category	Required Course (if none listed, any course with approval)
<b>Buddhist History</b>	HRHS-1515 Buddhist Traditions of South Asia (3 units) HRHS-1518 Buddhist Traditions of East Asia (3) HRHS-3075 Shin Buddhist History: Premodern (3)
<b>Teachings of Buddhism</b>	HRPH-1614 Introduction to Shin Buddhist Thought (3) Two courses from the Works of Shinran sequence (6)
<b>Buddhist Texts &amp; Literature</b>	HR-3017 Three Pure Land Sutras (3) HRHS-3250 Seven Pure Land Masters (3)
<b>Buddhist Ethics</b>	HRCE-3002 Buddhist Ethics (3)
<b>Comparative Religion</b>	Comparative religion course, usually offered through GTU or member school (3)
<b>Ethnic &amp; Cultural Diversity</b>	
<b>Chaplaincy, religious or spiritual counseling</b>	PSHR-3076 Buddhist Pastoral Care (3) PSHR-5160 Advanced Pastoral Care Seminar (3)
<b>Practice of religious or spiritual counseling</b>	
<b>Practice of communication</b>	
<b>Religious or spiritual education</b>	HRCE-3014 Issues in Buddhist Ministry (3)
<b>Ethics of professional practice</b>	
<b>Leadership in organizations &amp; institutions</b>	Organizations and Institutions: Efficacious Buddhist Practices in Communities and Groups Special seminar on Hongwanji Rules & Regulations
<b>Faith-based internships</b>	MAP workshops offered by the Center for Buddhist Education (3 workshops) And/or structured, supervised chaplaincy site such as Clinical Pastoral Education, Sati Center, or Sojourn.
<b>Research-based final project or thesis</b>	MA-1000 or HR-1630 Methods in the Study of Buddhism 6 units "in thesis" for Final Research-Based Project
	24 Total courses (72 units) 17 Required courses (51 units) 7 Elective courses (21 units)

# Master of Buddhist Studies

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What made my experience at the Institute of Buddhist Studies special was how the faculty create a space where critical engagement is paired with profound respect, a space where novelty and tradition can be considered equally and deeply.

Thomas Calobrisi, Class of 2016

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The Master of Buddhist Studies (M.B.S.) Degree is a 48-unit graduate degree designed for those seeking a systematic education in Buddhist Studies for professional, academic, or personal purposes. Three different dimensions of the program are identified in order to deliver a comprehensive and systematic education in Buddhist Studies: methodology, scope, and topics of study.

**Methodology:** Buddhist Studies incorporates a variety of different methodologies, including but not limited to: textual and philological studies, history, psychology, sociology, anthropology, philosophy.

**Scope:** Buddhist Studies examines the entire range of societies and cultures in which Buddhism has played a role, such as: South and Southeast Asia, Central/Inner Asia, East Asia, and an increasingly global role.

**Topics:** Buddhist Studies focuses on a diverse array of issues and topics of study, for example: environment/ecology, marginalized peoples (race, gender, differently abled), transmission/translation, specific historical or textual issues, death and dying, and so on.

Students in the M.B.S. program will:

- Develop substantive knowledge of Buddhist history, thought, texts, and practices
- Demonstrate analytical skills through specialist and comparative work
- Assess multiple theories and methods of Buddhist Studies
- Develop critical thinking, writing, and research skills

Students in the program are required to take 48 semester units (16, three-unit courses). These include a breadth of courses in Buddhist Studies, which provide a basis for an understanding of the doctrinal, historical and cultural development of the Buddhist 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. The program is designed so that students can complete their studies in two years.

## Admissions Requirements

1. A Bachelor's degree (B.A.) or its equivalent from an accredited college or university; or evidence of having completed equivalent studies under a different educational system.
2. Satisfactory completion of two undergraduate courses in Buddhism, eastern religions, or eastern philosophy; and one undergraduate course in comparative or world religions.
3. Graduate Record Examination (GRE) scores from within the last five years. GRE Verbal scores should be at least 150. (TOEFL score may be substituted.)
4. Three letters of recommendation attesting to the applicant's ability to do graduate-level work and familiarity with Buddhist thought and/or practice. Choose people who can speak knowledgeably and articulately about your academic and intellectual potential and will write specific letters. Academic references are not general character references.
5. A statement of purpose, approximately 500 words, describing the applicant's reason for pursuing graduate study at IBS and what goal they wish to accomplish through the MBS program.
6. A non-refundable \$50 application fee, payable to Institute of Buddhist Studies.



## Graduation Requirements

### Unit Requirement

A total of 48 units is required to complete the M.B.S. degree program, usually divided between 14 three-unit courses plus 6 required “in thesis” units, usually taken during the last two semesters of study.

### Required and Elective Courses

Required courses for the M.B.S. degree include:

1. HRHS-1515 Buddhist Traditions of South Asia
2. HRHS-1518 Buddhist Traditions of East Asia
3. HRPB-1614 Introduction to Shin Buddhist Thought
4. HR-1630 Methods in the Study of Buddhism
5. HR-3300 Texts, Terms, and Translation\*

*\* Please see note about optional language study below.*

In consultation with their advisor, students will select 9 elective courses specific to their specialization. Additionally, students may consider completing a concurrent certificate program to guide and focus their studies.

### Master's Thesis

The M.B.S. program culminates in a Master's Thesis, defended not later than the middle of the student's last semester in residence. For more information, please review “Movement Through the Program” and “The Master's Thesis” below.

### Satisfactory GPA

Students must maintain an overall grade point average of B or better and receive Bs or better in all required courses to complete the program.

## Languages, Texts, and Translations

A primary goal of the Master of Buddhist Studies degree is an understanding and appreciation of Buddhism's textual history and the ability to contextualize that history in Buddhism's historic and cultural locations. To fulfill this aim, students are required to take the "Texts, Terms, and Translations" course, offered biennially.

Students who intend to pursue further academic study or apply to a PhD program are strongly encouraged to begin formal language training in any of the Buddhist canonical languages (i.e.,

Sanskrit, Pali, Chinese, Tibetan) and related research languages of Buddhist Studies (i.e., Japanese, French, German). With the Dean's permission, students may take up to 12 graduate-level (or graduate-level equivalent) units of language study which may count toward the 48 units for graduation. These units may be taken in lieu of the "Texts, Terms, and Translation" course requirement, with the Dean's approval. Please consult with your advisor within the first semester of study to determine which language(s) may be appropriate.



## Curriculum map

Students in the M.B.S. program will:

1. Develop substantive knowledge of Buddhist history, thought, texts, and practices
2. Demonstrate analytical skills through specialist and comparative work
3. Assess multiple theories and methods of Buddhist Studies
4. Develop critical thinking, writing, and research skills

		PLO1	PLO2	PLO3	PLO4
Foundational Education	HRHS-1515	X	X		
	HRHS-1518	X	X		
	HRHS-1614	X			
	HR-1630	X	X	X	X
	HR-3300*	X	X	X	
	Language*	X			
Specialization (& optional concurrent certificate)	Required Courses		X		
	Electives and other coursework		X		
Practical education	Publication, public speaking, and teaching opportunities				X
					X
Capstone project	Thesis proposal		X		X
	Thesis		X	X	X

*\* See above for more information on language policy and study at IBS.*

## ***Movement Through the Program***

The M.B.S. program is designed so that students can complete their studies in two years of full-time (12 units per semester) coursework. A normative timeline to completion of the degree follows. Students who enroll part time or participate in the Exchange Programs will need to adjust their timeline accordingly. Please work with your Academic Advisor closely to ensure that all deadlines are met and that you progress toward graduation.

### **Semester 1**

Enroll in 4, three unit courses, including HRHS-1515 Buddhist Traditions of South Asia, and HR-1630 if available.

Meet with Academic Advisor to map out program, discuss possible thesis/research projects, and interest in language study

### **Semester 2**

Enroll in 4, three unit courses, including HRHS-1518 Buddhist Traditions of East Asia and HR-1630 (if not taken previously)

Begin the process of identifying members for the thesis committee

Complete Student Self-Evaluation at end of term

### **Semester 3**

Enroll in 3, three unit courses, including HR-1630 (if not taken previously), and three units of “in thesis”

Formalize thesis committee and write thesis proposal

Begin writing thesis by end of term and expect to continue writing and getting feedback on drafts

### **Semester 4**

Enroll in 3, three unit courses and three units of “in thesis”

Finish “defense draft” of thesis early in the term; schedule thesis defense with Committee and Office of the Registrar

Defend and file thesis no later than deadline listed in the GTU Extended Calendar—*note: these deadlines are not negotiable.*

## ***The Master's Thesis***

To increase your success in completing the thesis on time, consult the GTU Extended Calendar for the semester you intend to graduate, identify the final thesis filing deadline, and work backwards from that date to complete the necessary steps for finishing your thesis. These steps, and a normative timeline, are:

1. Identify a topic and form a committee (semester 2).
2. Write a thesis proposal approved by thesis committee (summer before and/or semester 3).
3. Write a draft of the thesis and get feedback from your Committee Chair and other members (semester 3).
4. Submit the final “defense draft” to all committee members at least 4 weeks prior to the defense (beginning of semester 4).
5. Defend the thesis at least 2 to 3 week prior to the final filing deadline to give yourself time to make final revisions or edits (semester 4).
6. Submit the thesis to the GTU library for binding and submit all necessary paperwork to the Office of the Registrar for graduation; usually the mid-point of the fourth semester, this is the final thesis filing deadline.

When in doubt, consult your Academic Advisor or the Dean's Office.

### **The Thesis Committee**

By the end of the first year of study (or equivalent 24 units), the student should decide on a thesis topic and form her/his thesis committee. The committee is usually composed of a Chair (often, but not necessarily, the student's Academic Advisor) and at least one other committee member with relevant expertise in the student's topic or field of study. The Chair must be a Core Faculty member of the IBS; the second reader should be a member of the IBS (including Research Fellows) or the GTU faculty. If needed, the student may enlist a third reader for the committee. The third reader may be from another academic institution. If so, the student should request that the reader send his/her academic curriculum vitae (CV) to the Dean for approval.

### **Thesis Proposal Preparation and Procedures**

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 the Registrar 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. This may take the form of a proposed chapter outline.
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.

The proposal should be drafted in consultation with the Committee Chair and accepted by all committee members.

## Thesis Defense

In consultation with the Committee, the student should schedule the thesis defense well in advance of the final filing deadline to accommodate any final revisions or edits. Consult with the Office of the Registrar to schedule a room at IBS for the defense, and consult the GTU Extended Calendar for specific dates regarding filing deadlines.

The student should submit a “defense draft” to the Committee well in advance of the defense date (see timeline above). Once this draft is submitted, the student may not make any changes to the thesis before the defense.

At the defense, the student will have an opportunity to discuss the work and answer questions from all Committee members. 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).

Once passed, the student is responsible for submitting two copies of their thesis to the GTU library for binding. Please consult the GTU MA Handbook for proper procedures and policies regarding formatting and paper type. And consult with the Registrar’s office for fees, graduation forms, and other requirements.

**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, Univeristy of Chicago Press.**

## Master of Arts (Buddhist Studies concentration)

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### The Concentration in Buddhist Studies at the Graduate Theological Union

A necessarily interdisciplinary and often cross-cultural field, the study of Buddhism at the GTU is well balanced with anthropological, cultural, and area studies perspectives. Students may choose to focus on one or more Buddhist traditions from the origin of the tradition to the present, studied in historical-cultural contexts, in Asia or the West. Faculty have close working relationships with the Buddhist studies groups at both the University of California, Berkeley and Stanford, providing students ample opportunity for professional growth.

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The Master of Arts is an academic degree offered in cooperation with the GTU, providing students an interreligious learning community. The purpose of the program is to provide a basic understanding of theological or religious studies as preparation for doctoral study or as an academic foundation for secondary school teaching, educational or social justice ministries, or religious leadership in the non-profit sector.

Students who complete the M.A. program will be able to:

- demonstrate focused knowledge in the field of study represented by a chosen concentration;
- demonstrate general knowledge of several different approaches to theological and religious studies;
- engage in respectful dialogue with practitioners of another religious tradition;
- and produce research projects, each with a clearly formulated thesis statement that is supported by appropriate evidence from primary and secondary sources and communicated in an effective scholarly presentation.

Students in the Buddhist Studies concentration affiliate with the Institute of Buddhist Studies which serves as the student's home school.

The GTU M.A. is a two-year degree program requiring: a total of fourteen 3-unit academic courses, two of which are taken outside the school of affiliation, plus six units of thesis work; a Master's Thesis of approximately 75-90 pages; and reading proficiency in at least one modern foreign language relevant to Buddhist Studies, approved by the IBS Dean.

Required courses include:

- 1 course on Research Methods
- 1 course in Interreligious Studies
- 1 course in Sacred Texts & Their Interpretation
- 1 course in Historical & Cultural Studies of Religion
- 1 course in Theology & Ethics
- 1 course in Religion & Practice
- 4 courses (at least 2 at the 4000 level or above) in the Buddhist Studies concentration
- electives needed to make up a total of 14 courses

Additional courses are required for the concentration in Buddhist Studies, including survey courses on the history of the Buddhist tradition from South Asia to East Asia.

## Admissions requirements

1. A Bachelor's degree from an accredited institution (completed prior to matriculation).
2. A completed application form and an academic statement of purpose. This is not a personal biography, but a statement of goals, study interests, and reasons the GTU and IBS are an appropriate place for the proposed program of study. This statement should be approximately one page in length.
3. Three academic letters of recommendation. Choose people who can speak knowledgeably and articulately about your academic and intellectual potential and will write specific letters. Academic references are different from general character references.
4. Two official transcripts from each undergraduate and graduate school. Applicants are expected to have a minimum Grade Point Average of 3.0 (on a scale of 4.0) for the bachelor's degree.
5. Satisfactory completion of two undergraduate courses in Buddhism, eastern religions, or eastern philosophy; and one undergraduate course in comparative or world religions.
6. Graduate Record Examination (GRE) scores or Test of English as a Foreign Language scores sent directly to the GTU. (The GTU's institution code is 4336).
7. A non-refundable application fee of \$50. The fee should be sent in a check payable on a U.S. bank, or by means of an international postal money order, or using a credit card through the online application.

Application materials should be sent directly to GTU. For more information, please consult the GTU website and catalog, or contact the GTU Admissions Office ([admissions@gtu.edu](mailto:admissions@gtu.edu)).

## A note about the GTU Common MA

Whereas IBS participates in the GTU M.A. program, and whereas M.A. students must be admitted by IBS in addition to the GTU, the GTU is the degree-granting institution for the common M.A., student transcripts are held by the GTU, and students must follow all policies and protocols of the GTU.

Students are strongly encouraged to consult the GTU catalog and GTU M.A. Handbook available on the [GTU website](#) for up-to-date and accurate information regarding the M.A. program, policies, and admissions and graduation requirements.

It is the student's responsibility to be familiar with GTU M.A. program protocols, policies, and deadlines. Students are advised to refer to the GTU M.A. Student Handbook for additional information regarding the M.A. program. Wherever there is any disagreement between this catalog and GTU materials, GTU policies take precedence.



## ***Graduation requirements***

### **Unit and Course Requirement**

A total of 48 units is required to complete the GTU \ M.A. program, usually divided between 14 three-unit courses plus 6 required “in thesis” units, usually taken the last two semesters of study.

In addition to two courses taken at a GTU member school other than IBS and the breath requirements mentioned above (one course each in Interreligious Studies, Sacred Texts & Their Interpretation, Historical & Cultural Studies of Religion, Theology & Ethics, and Religion & Practice), students in the Buddhist Studies Concentration are also required to complete: HRHS-1515 Buddhist Traditions of South Asia; HRHS-1518 Buddhist Traditions of East Asia; and HRPH-1614 Introduction to Shin Buddhist Thought.

Please refer to the GTU website and M.A. Handbook for the most up-to-date information on M.A. graduation requirements.

### **Master's Thesis**

The M.A. program culminates in a Master's Thesis, defended not later than the middle of the student's last semester in residence. For more information, please visit the GTU website and download the M.A. Program Handbook.

### **Satisfactory GPA**

Students must maintain an overall grade point average of B or better and receive Bs or better in required courses to complete the program.

### **Reading competency in a modern foreign language**

The GTU M.A. degree program requires 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 and 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.

Please refer to the GTU M.A. Handbook for guidelines concerning language examinations and alternative means of demonstrating proficiency. If you have any questions about where to find this information, please consult with your academic advisor, the IBS Dean, or the GTU Dean's Office.

Note: ministerial aspirants enrolled in the GTU M.A. program are required to take Japanese as their modern foreign language. Chaplaincy aspirants enrolled in the GTU M.A. program are encouraged to take Spanish.

## **The GUT MA + Buddhist Chaplaincy Certificate Program**

Students pursuing a career in chaplaincy may combine the GTU M.A. and the Buddhist Chaplaincy Certificate program (GTUMA+BCC). Combined, the degree-plus-certificate may be equivalent to a 72-unit degree, the minimum requirement for the Association of Professional Chaplains.

Students are expected to complete the following requirements in their first year (first 24 units) of study before continuing on to the GTU M.A. program and its requirements.

- HR1515 Buddhist Traditions of South Asia
- HR1518 Buddhist Traditions of East Asia
- PSHR3076 Buddhist Pastoral Care I or HRSP3016 Psychological Aspects of Buddhism
- A course on World Religions or an Interreligious Studies course

Plus four elective courses selected in consultation with the program director to meet individual students' specific needs. These courses will generally meet the APC requirements of sections 1.1 through 1.4.

Students are expected to meet with the IBS Chaplaincy Program Director and the GTU Assistant Dean to chart out their course of study early in the program to ensure they meet all requirements.



## Certificate Programs



The Institute of Buddhist Studies offers the following certificate programs which may be completed concurrently within a degree program to focus one's studies and certify competence in a particular field of study, or may be completed as stand-alone programs (i.e., not completed as part of a degree program).

Students admitted to a degree program must petition for admittance into a concurrent certificate program. Please contact the Registrar for the applicable form.

For students who are not currently enrolled in a degree program, the admission requirements for all certificate programs is:

1. application form
2. transcripts of previous college work
3. two letters of recommendations
4. statement of intent
5. \$50 application fee

Applicants for all certificate programs can submit all application materials online at our website [www.shin-ibs.edu/apply](http://www.shin-ibs.edu/apply). An application will not be reviewed until all materials have been submitted, including the application fee. Applications are generally due no later than two weeks before the start of the semester.

## Certificate in Buddhist Studies (online option)

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The Certificate in Buddhist Studies introduces students both to the history of the Buddhist tradition as well as the academic field of Buddhist Studies.

This program is intended for those seeking a systematic introduction to the Buddhist tradition, especially lay Buddhist leaders and ministers or priests seeking continuing education opportunities. Curriculum includes courses on Buddhist history, practice, ethics, and modern expressions.

This low-residency program is designed to be completed in one year, either in residence or fully online.

The certificate is overseen by Scott Mitchell, Dean.

## Program Requirements

Students must complete a total of four, 3-unit courses over the year-long program and an exit interview with the program director.

### Required course:

Introduction to Buddhism and Buddhist Studies

Plus three electives chosen in consultation with program director.



## Certificate in Shin Buddhist Studies

The purpose of this certificate program is to enable its participants to develop an increased ability to understand and transmit the significance of the Shin Buddhist teachings in the contemporary world.

Moreover, the Certificate in Shin Buddhist Studies program provides persons with an educational grounding in areas specified by the Jōdo Shinshū Hongwanji-ha as requisite for receiving *kyōshi* certification.

Since 1949 one of the primary missions of the Institute of Buddhist Studies has been to provide a comprehensive program of education and training for persons aspiring to enter the Shin Buddhist ministry in the West. The significance and effectiveness of that effort has long been recognized by the Buddhist Churches of America and the Jōdo Shinshū Hongwanji-ha in Kyoto, Japan. As a result, over the years scores of IBS graduates have been able to receive *tokudo* ordination, *kyōshi* certification and *kaikyōshi* status as overseas Shin ministers from the Hongwanji.

The BCA has recognized the importance of expanding the scope and availability of the Shin Buddhist ministry in order to meet the changing needs of its temples. The minister's assistant program (MAP) represents the BCA's response to

that situation. Persons who wish to receive *tokudo* or *kyōshi* ordination or serve as ministers in BCA temples should contact the minister at their local temple or the Office of the Bishop of BCA. The IBS Certificate in Shin Buddhist Studies has been developed in order to provide an educational foundation for those on this path.

The certificate is overseen by the Program Director, Rev. Dr. David Matsumoto.

### Program Requirements

Students must complete a total eight, 3-unit courses for a total of 24 units. All courses must be taken for credit and passed with a B- or better. Audited courses may not count toward fulfillment of the certificate requirements. Please see the IBS catalog for further information regarding course credit, audited classes, and related policies.

The program's eight required IBS courses (with the corresponding Hongwanji requirement) are:

1. Introduction to Shin Buddhist Thought (真宗教義 1)
2. Readings in Mahayana Texts: The Three Pure Land Sutras (仏教教義1)
3. The Seven Pure Land Masters: History of the Pure Land Tradition (仏教教義 2)
4. History of the Shin Buddhist Tradition: Premodern (真宗史)
5. Buddhist Traditions of South Asia (仏教史 1)
6. Buddhist Traditions of East Asia (仏教史 2)
7. Works of Shinran I: Shorter Works, or Works of Shinran II: Teaching, Practice and Realization (真宗教義 2)
8. Buddhism and World Religions (宗教概説)



## Certificate in Sōtō Zen Buddhist Studies

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The Certificate in Sōtō Zen Buddhist Studies is intended for two types of students: (1) IBS degree (M.A., M.B.S., or M.Div.) program students who wish to demonstrate substantive knowledge of Soto Zen history, teachings and practice. basic knowledge of Sōtō Zen Buddhist studies, history, and practice; and (2) students from outside the IBS, particularly Sōtō Zen priests, lay and monastic teachers and students, who wish to enhance their engagement with the tradition and their communities through systemic graduate level study. by obtaining a systematic graduate level . Students will develop the ability to place critical scholarship in relationship to received teachings, mutually benefiting both the study and practice of Sōtō Zen Buddhism.

Students who complete this program will:

- Locate Sōtō Zen Buddhism within the larger history of Buddhism as a whole
- Be able to articulate Sōtō Zen teachings, texts and practices, and texts in relationship to other Ch'an and Zen traditions both historically and in the contemporary world.
- Be able to articulate the relevance of Soto Zen teachings and practices for and in contemporary settings.
- Develop and apply critical reasoning and academic writing skills within a practice-based community

The certificate is overseen by the Program Director, Rev. Dr. Daijaku Kinst.

## Program Requirements

Students must complete a total of six, 3-unit courses within three years to complete the certificate. (In-degree program students may complete the course requirements within the timeframe of their degree program.)

### Required courses include:

- Buddhist traditions of South Asia (HRHS 1515)
- Buddhist traditions of East Asia (HRHS 1518)
- Zen Buddhism (HR 3040)
- Readings in Mahayana Texts (HR 3017 or HR 8317) when subject is a Zen text

### Recommended courses include:

*Final paper should be topic relevant to Sōtō Zen Buddhist Studies*

- Topics in Buddhist Practice (HRHS 8454)
- Topics in Zen Buddhist Thought (HRPH 8488)
- Ritual, Practice and Ceremony in Buddhism (HR 1570)
- Buddhism in the West (HR 2850)
- Topics in Japanese Religion (HRHS 8450)
- Buddhist Ethics (HRCE 3002)
- Chinese Buddhist Philosophy (HRPH 3006)
- Topics in the Buddhist Traditions of East Asia (HRPH 3242)
- Topics in the Buddhist Traditions of Japan (HRHS 4540)
- Topics in Japanese Religion (HRHS 8450)
- Other courses with Dean's approval

## Certificate in Theravada Buddhist Studies

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The Certificate in Theravada Buddhist Studies is intended for two types of students: (1) IBS degree (M.A., M.B.S., or M.Div.) program students who wish to demonstrate a knowledge of Theravada Buddhist studies, history, and practice; and (2) students from outside the IBS, particularly Theravada practitioners, who wish to enhance their engagement with the tradition and their communities by obtaining a systematic graduate level education in Theravada Buddhist studies.

Students who complete this program will:

- Locate Theravada Buddhism within the larger history of Buddhism as a whole
- Study Theravada Buddhist texts and practices using critical methodologies
- Develop critical reasoning and writing skills through academic writing and reflection

The certificate is offered in cooperation with the Sati Institute of Theravada Studies and overseen by the Program Director, Dr. Diana Clark, in cooperation with Dr. Scott Mitchell, Dean.

### Program Requirements

Students must complete a total of six, 3-unit courses within three years to complete the certificate. (In-degree program students may complete the course requirements within the timeframe of their degree program.)

#### Required courses:

- Buddhist traditions of South Asia (HRHS 1515)
- Buddhist traditions of East Asia (HRHS 1518)

#### Recommended courses include:

*Final paper should be topic relevant to Theravada Buddhist Studies*

- Introduction to the Study of Theravada Buddhist Traditions (HR 1596)
- Readings in Early Buddhist Texts (HR 1615, HR 8160)
- Introduction to Buddhist Meditation (HRPH 1508)
- Meditation in the Theravada Tradition (HR 2990)
- Life and Teachings of the Buddha (HR 1550)
- Life and Teachings of Theravada Buddhist Masters (HR 1551)
- Buddhist Texts: Pali I (HR 1525)
- Buddhist Texts: Pali II (HR 1511)
- Readings in Early Buddhist Texts (HR 1615), (may be repeated if different texts are studied)
- Buddhism and the West (HR 2849, HR 2850, HR 8344)
- Topics in Theravada Buddhist Thought (HR 2995), (may be repeated if different topics are studied)
- Buddhist Ethics (HRCE 3002)
- Theravada Buddhism (HRHS 4550)
- Topics in Buddhist Thought (HRPH 4556, HRPH 8455), when topic is appropriate
- Topics in Buddhist Practice (HRPH 4558), when topic is appropriate
- Topics in Buddhism in the West (HRHS 5526), when topic is appropriate
- Topics in Buddhist Studies (HRPH 6015), when topic is appropriate
- Other courses with Director's approval

## Certificate in Buddhist Chaplaincy

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This program is available as a stand-alone certificate supplementing significant previous academic and/or clinical studies. This certificate is appropriate for students wishing to pursue a chaplaincy career in hospice or health care, prison outreach, or the armed services. The certificate indicates that the student has completed a course of study focusing on the application of Buddhist thought and practice in pastoral care and chaplaincy.

The certificate is overseen by the Program Director, Rev. Dr. Daijaku Kinst.

### Program requirements

Students must complete a total of eight, 3-unit courses within three years to complete the certificate.

#### Required courses include:

- HR1515 Buddhist Traditions of South Asia
- HR1518 Buddhist Traditions of East Asia
- PSHR3076 Buddhist Pastoral Care I
- Any Pastoral Care course from another GTU school

Plus four elective courses selected in consultation with the program director to meet individual students' specific needs.

Students may also combine this certificate with the GTU M.A. for a 72-unit program. See M.A. program information for more information or contact our offices for details.



## Certificate in Buddhism and Contemporary Psychology

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The Certificate in Buddhism and Contemporary Psychology is intended for two types of students: (1) IBS degree (M.A., M.B.S., or M.Div.) program students who wish to focus their studies on the intersection of Buddhist understandings of consciousness and contemporary psychology; and (2) students from outside the IBS, particularly ministers, lay and monastic teachers, therapists and chaplains, who wish to enhance their engagement with the tradition and their communities by obtaining a systematic graduate level education in Buddhist studies.

Students who complete this program will:

- Engage Buddhist understandings of consciousness as a foundation for conversation with contemporary psychology and cognitive studies
- Apply critical methodologies to the study of Buddhist texts and practices
- Develop critical reasoning and writing skills through academic writing and reflection

The certificate is overseen by the Program Director, Dr. Richard K. Payne.

### Program Requirements

Students must complete a total of six, 3-unit courses within three years to complete the certificate. (In-degree program students may complete the course requirements within the timeframe of their degree program; in-degree program students may substitute other courses for the Buddhist traditions sequence.)

#### Required courses include:

- Buddhist traditions of South Asia (HRHS 1515)
  - Buddhist traditions of East Asia (HRHS 1518)
- Plus two courses from the following:
- Psychological Aspects of Buddhism I (HRPS 8320)
  - Psychological Aspects of Buddhism II (HRPS 3016)
  - Psychological Aspects of Buddhism III (HRPS 8322)

#### Recommended courses include:

- Third course from Psychological Aspects sequence
- Topics in Buddhism and Psychology
- Other courses with Director's approval

# Exchange Programs & Affiliated Institutions

## *Exchange Programs*

The Institute of Buddhist Studies is pleased to provide the following student exchange programs for our regular degree program students, giving them the opportunity to study Buddhism either in Japan or Taiwan.

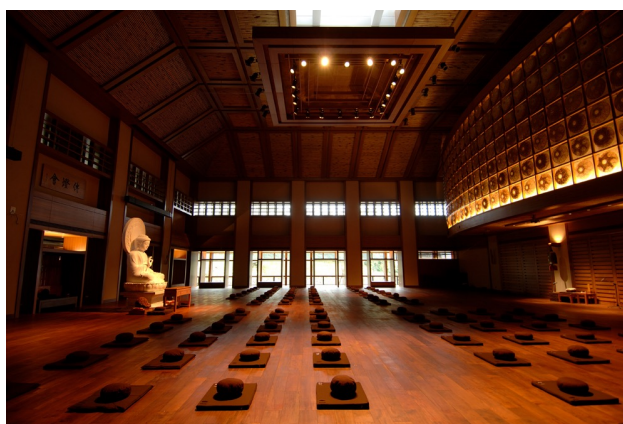
### **Ryukoku Univeristy, Kyoto, Japan**



Each year two students from IBS are able to study Buddhism at Ryukoku University in Kyoto, Japan. This program is open to degree program students only.

Up to twelve units of credit may be earned in this program. Grounding in conversational and basic reading Japanese is required. Opportunities to study Japanese language are available through this program, but for all other coursework the language of instruction is Japanese. Tuition and fees for this program are the same as for regular IBS classes, and are payable directly to IBS. Housing is provided by Ryukoku University. Transportation, food and other incidentals are at student's own expense.

### **Dharma Drum Institute of Liberal Arts Taipei, Taiwan**



Each year two students from IBS are able to study Buddhism at Dharma Drum Institute of Liberal Arts (DILA), located just outside Taipei, Taiwan. This program is open to degree program students only.

Up to twelve units of credit may be earned in this program. Grounding in conversational and basic reading Chinese is recommended, but not required. The program provides opportunities to study Buddhism in English and to simultaneously study Chinese language. Tuition and fees for this program are the same as for regular IBS classes, and are payable directly to IBS. Food and housing are provided by DILA. Transportation, study materials, other food and incidentals are at student's own expense.

## *Affiliated Institutions*



### **Graduate Theological Union**

Founded by ecumenical pioneers in 1962, the Graduate Theological Union (GTU) in Berkeley, California, is the largest and most diverse partnership of seminaries and graduate schools in the United States. The interfaith approach attracts leading theologians, scholars of religion, and students from around the world who are pursuing new models for inter-religious collaboration in teaching, research, ministry, and service.

Study at the GTU is intellectually challenging and rich in resources. As a consortium, we have the largest theological faculty in one location in the United States. Students pursuing a Ph.D., D.Min., or M.A. share a world-class library, access to more than 700 courses across member schools and academic disciplines, and a strong sense of community. Here, honest exchanges arise, world views expand, understanding deepens.

The mission of the GTU is to:

- Educate men and women for vocations of ministry and scholarship
- Equip leaders for a future of diverse religions and cultures
- Teach patterns of faith which nurture justice and peace

- Serve as an educational and theological resource for local communities, the nation, and the world.

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. 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 and by the Western Association of Schools and Colleges, Senior College and University Commission. 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. and Ph.D. programs administered by the GTU, faculty

members of the schools constitute a single graduate faculty.

#### Member Schools

- American Baptist Seminary of the West
- Church Divinity School of the Pacific
- Dominican School of Philosophy and Theology
- Jesuit School of Theology of Santa Clara University
- Pacific Lutheran Theological Seminary
- Pacific School of Religion
- San Francisco Theological Seminary
- Starr King School for the Ministry

#### Affiliated and Program Units

- Asia Project
- Black Church/Africana Religious Studies
- Center for Dharma Studies
- Center for Islamic Studies
- Center for the Arts, Religion, and Education
- Center for Theology and the Natural Sciences
- Institute of Buddhist Studies
- New College Berkeley
- Patriarch Athenagoras Orthodox Institute
- Richard S. Dinner Center for Jewish Studies
- School of Applied Theology
- Women's Studies in Religion
- University of California, Berkeley, and Stanford University

#### The GTU Doctoral Program

The IBS does not offer a Ph.D. program. However, students completing either the M.A. or M.B.S. programs are strongly encouraged to apply for admission to the GTU Ph.D. program with a concentration in Buddhist Studies. While the

Ph.D. program is a completely separate entity, M.A. students have the opportunity during their tenure to work with GTU faculty, allowing them to become familiar with the GTU culture. IBS is committed to encouraging capable students interested in pursuing the doctoral degree.

#### University of California, Berkeley

Through a cross-registration arrangement between GTU and UCB, IBS degree program 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 available at Stanford University, located in Palo Alto, California with its strong programs in East Asian Buddhism and religions.



### **Center for Buddhist Education**

Inspired by Shinran Shonin's legacy, the mission of the Center for Buddhist Education (CBE) is to provide diverse learning opportunities to deepen the understanding and appreciation of Buddha's wisdom and compassion among Sangha leaders and the broader community.

CBE organizes a number of educational programs throughout the year and across North America. CBE is primarily responsible for the Minister's Assistant Program which prepares women and men for Buddhist leadership in their sanghas and ordination from Hongwanji-ha in Kyoto, Japan.

IBS cooperates with CBE to host academic and educational programs (such as the Pacific Seminar) as well as the MAP program and other practicum series for Shin Buddhist ministerial aspirants.

### **Sati Institute for Theravada Studies**

The Sati Institute for Theravada Studies, in the Insight Meditation tradition and lead by Jennifer Block, Gil Fronsdal, and Paul Haller, balances scholarly inquiry with serious meditation practice. The Institute of Buddhist Studies has partnered with the Sati Institute to provide both Buddhist chaplaincy education and the Certificate in Theravada Studies.

## Other Enrollment Options

### Special Student Status

Students who do not wish to matriculate in a degree or certificate program may apply for status as a special student.

Special student status is either: (1) for students preparing to enroll at IBS as a degree program student, in which case the status is normally maintained for no more than one academic year; or (2) 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 academic advising and 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.

See Transfer Credits policy for additional information.

### Auditing a course

Some courses are open to enrollment by auditors. No grade is given to the auditor, nor is any record of attendance maintained by the Institute. Transcripts are not available for audited classes. Auditor status does not include library privileges or academic advising. Permission to audit a course is always at the discretion of the instructor. Whereas auditors can expect to work at the graduate level, attend all class sessions, and participate in discussion, the instructor's first priority will always be to regular students. The auditor shall not expect to receive any guidance, feedback, or advising from the instructor.

### Online and Hybrid Courses

Each semester, IBS offers a number of online courses. Online courses run the length of a regular IBS semester but are asynchronous in nature, generally hosted via the GTU Moodle online education platform. Some faculty augment Moodle courses with video conferencing or other media.

Additionally, many courses are available as "hybrid" courses, wherein students may participate in a real-world class via video conferencing.

Permission to join a class via video conferencing is always at the discretion of the instructor. Moreover, these courses meet during regularly scheduled times, usually once a week for three hours for the duration of a 15-week semester. Students are expected to attend all classes.

Students at a distance are expected to meet all course requirements which includes significant reading, research, and writing. Distance students should consult with their academic advisor, the Dean, or individual faculty about expectations and seek out a local research library for necessary academic support.

At present, IBS does not offer a fully online degree or certificate program. Degree programs have residency requirements or limits on the number of online courses that can be used to satisfy graduation requirements. All students should expect to spend some time in Berkeley.

Non-degree (special students and auditors) may enroll in online classes and benefit from IBS's course offerings. Credits earned as a special student may count toward certificate and degree programs. See Transfer Credits policy for additional information.

# The Faculty of IBS

## Core Faculty

### Rev. Dr. Daijaku Judith Kinst

Director of Buddhist  
Chaplaincy Program

Noboru and Yaeko Hanyu  
Professor of Buddhist  
Chaplaincy

Buddhist Pastoral Care and  
Chaplaincy, Zen Buddhism

B.A., Occidental College

M.A. and Ph.D., California Institute of Integral  
Studies



### Rev. Dr. David Ryoe Matsumoto

Director of Center for  
Contemporary Shin Buddhist  
Studies

George and Sakaye Aratani  
Professor of Contemporary  
Shin Buddhist Studies

Contemporary Shin Buddhist  
Studies

B.A. and J.D., University of Minnesota,  
Minneapolis

M.A., Institute of Buddhist Studies

M.A. and Ph.D., Ryukoku University



### Dr. Scott A. Mitchell

Rev. Yoshitaka Tamai  
Professor of Jodo Shinshu  
Buddhist Studies

Buddhism in the West,  
Buddhist modernism,  
media studies

B.A., San Francisco State  
University

M.A., Institute of Buddhist Studies

Ph.D., Graduate Theological Union



### Dr. Richard K. Payne

Yeah Numata Professor of  
Japanese Buddhist Studies  
Esoteric Buddhism

B.A. and M.A., San Jose  
State University

M.A., Nyingma Institute

Ph.D., Graduate  
Theological Union



### Rev. Dr. Seigen H. Yamaoka

H.E. Kosho Ohtani  
Professor

Shin Buddhist Religious  
Education

B.A. California State  
University, Fresno

M.R.E. and D.Min., Pacific  
School of Religion

M.A. and Litt.D., Ryukoku University



## Research Fellows

Research Fellows have an ongoing relationship with the Institute, provide additional scholarly expertise, and are able to serve on thesis committees.

- Dr. Gil Fronsdal, Buddhist Chaplaincy Training Program, Theravada Buddhist Studies
- Dr. Natalie Quli, South Asian Buddhism, Anthropology of Buddhism
- Dr. Steven Barrie-Anthony, Public Theologies of Technology and Presence

## Adjunct Faculty

- Dr. Galen Amstutz, Pure Land Buddhism
- Rev. Harry Bridge, Shin Liturgy and Literature
- Prof. Diana Clark, Theravada Buddhist Studies
- Dr. Lisa Grumbach, Buddhist Studies and Japanese Religions
- Rev. Kiyonobu Kuwahara, Jodo Shinshu Studies
- Rev. Taigen Leighton, Zen Buddhism
- Rev. Charlie Korin Pokorny, Buddhist Philosophy and Zen Buddhism
- Grace Ramswick, Buddhist Studies and South and Central Asian Buddhism
- Bhante Seelawimala, South Asian Buddhism
- Emily Wu, Buddhism and World Religions, Chinese Religions
- Thomas Calobrisi, Modern Buddhism, 2019-20 Newhall Fellow

# Course Offerings

Please consult the IBS [website](#) for courses being offered in the 2019-2020 academic year.

Course Numbers	
1000	Introductory level courses
2000-3000	Intermediate level courses
4000	Advanced level courses
5000-6000	Doctoral level courses
8000	Online courses (second number represents course level)

Courses required for most of our degree and certificate programs are offered on a rotating basis according to the following schedule. Consult the IBS website and your academic advisor prior to registration to ensure you are meeting program requirements.

Course	Offered every...
HRHS-1515 Buddhist Traditions of South Asia	fall semester
HRHS-1518 Buddhist Traditions of East Asia	spring semester
HRPH-1614 Intro to Shin Buddhist Thought	fall semester
MA-1000 Research Methods	usually every fall, consult GTU website
HR-1630 Methods in the Study of Buddhism	every other fall, alternating with HR-3300
HR-8160 or HR-1615 Early Buddhist Texts	usually every fall
HRHS-3250 Seven Masters	every other spring, alternating with HR-3017
HR-2850 Buddhism in the West	usually every other spring
World Religions (HRIR-2000)	usually every fall
Introduction to Buddhism and Buddhist Studies	fall semester
History of the Shin Tradition	usually every fall

## Introductory Courses

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

### INTRODUCTION TO BUDDHISM AND BUDDHIST STUDIES

HR 1501, HR 8107

This course introduces the student to the Buddhist tradition and the academic study of Buddhism. The course covers the development of Buddhism across Asia, its history, major texts, lineages, practices and doctrines. Secondly, we will discuss the academic discipline of Buddhist studies, its own historical development, methodologies, orientations and assumptions. It is required for the Certificate in Buddhist Studies.

### 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 and 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 developed 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

HR 1525

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.

## BUDDHIST TEXTS: PALI II

HR 1511

Intermediate level Pāli grammar and extensive readings drawn from the early nikayas (sutta collections). By the end of the second semester, students can expect to have a firm grasp of Pāli grammar and competence in reading complex passages of prose and verse nikaya material. Pre-requisite: Pāli I or equivalent. Auditors with faculty permission.

## 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.

## LIFE AND TEACHINGS OF THERAVADA BUDDHIST MASTERS

HR 1551

Course examines the life and fundamental teachings of Buddhist Masters in the Theravada traditions, providing an understanding of the how the teachings have been practiced and passed down by the Buddhist Masters in South East Asia. It then examines contemporary Buddhist Masters, in Asia and in the West. 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 THE STUDY OF THERAVADA BUDDHIST TRADITIONS

HR 1596

This course will survey the traditions of Buddhism commonly referred to as Theravada, with reference to their doctrine, development, and concrete localizations throughout South and Southeast Asia, as well as the contemporary West. We will also interrogate the shifting representations of these traditions that emerge in their interface with modernity. The course will incorporate both foundational primary texts and representative secondary scholarship in an attempt to broadly chart the living and historical dimensions of these traditions and the terms of their contemporary study.

## 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.

## SHIN BUDDHIST SERVICES AND CEREMONIES

FE 1810

Teaches chanting and ceremonial required for ministerial service in the Jodo Shinshu Hongwanji-ha tradition. Ministerial aspirants are required to take this course, offered every other semester.

## Intermediate Courses

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More specialized, some background expected. Primarily for M.A. level students.

### BUDDHISM AND WORLD RELIGIONS

HRIR 2000

Contextualizes the history, thought, and practice of Buddhism within the broad sweep of world religions, historically and contemporarily.

### BUDDHISM AND THE WEST

HR 2849, HR 2850, HR 8344

This course surveys the history of Buddhist traditions in the West. Beginning with 19th century colonial contact and Asian immigration through 21st century global exchanges, we will explore the various ways that Buddhists, Buddhist communities, and Buddhist ideas have come to and developed in Western contexts. Previous Buddhist studies courses helpful but not required.

### MEDITATION IN THE THERAVADA TRADITION

HR 2990

Meditation practice is 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 M.A. and M.Div. 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'ō, Shan- tao, 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, HRCE 8340

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 philosophical 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/abhidhamma, 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

This two-semester sequence of training is offered by the Sati Center (Redwood City, CA) in affiliation with IBS. Over the course of ten months, through discussion, readings, meditation, and internship, 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. Course limited to IBS students. Both semesters must be completed for credit to be awarded. NOTE: To be accepted in the course, a separate application must be submitted directly to the Sati Center with a \$50 application fee. Student will be interviewed, and if accepted, will pay a separate tuition for two semesters to the Sati Center. Faculty Consent required; interview required; auditors excluded.

## 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 or MDiv 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.

## CRITICAL HISTORIOGRAPHY OF BUDDHISM

HRPH 8465

The West has been interacting with Buddhism for many centuries, but it is only in the past couple of decades that a truly sophisticated (postmodernist, post colonialist) sense of intercultural hermeneutics has been applied to this history. Having a deep critical awareness of the selected, constructed nature of perceptions of “Buddhism” is essential to having any understanding of what Buddhism has meant and can mean in the West.

## 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 difference 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.

## PSYCHOLOGICAL ASPECTS OF BUDDHISM III

HRPS 8322

This course presents Buddhist psychologies as they evolved over the centuries, and Psychology in its several forms in the Anglophone literature. Many of the topics of particular importance in the Buddhist traditions find parallels, resonances, or denials in modern American psychology. The developments of Buddhist psychology found in Yogācāra, Tathāgatagarbha, Madhyamaka, and subsequent traditions are considered.

## 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 textual studies (Biblical Studies or Sacred Texts) requirement for the GTU MA.

#### READINGS IN THERAVADA TEXTS

##### NEW COURSE

Introduces and closely examines major Theravada sutras in English translation. May be augmented with work on text in canonic language(s). HRHS 1515 Buddhist Traditions of South Asia and HRHS 1518 Buddhist Traditions of East Asia are recommended as background. Fulfills the textual studies (Biblical Studies or Sacred Texts) requirement for the GTU MA.

#### HISTORY OF THE THERAVADA BUDDHIST TRADITIONS

##### NEW COURSE

This course studies how the different Theravada Traditions become established as the religious and cultural centers in various South and South East Asian countries. It also delves into the subsequent history of these traditions in their homelands and in their spread to the West. Introduction to Theravada Traditions required.

#### ZEN BUDDHISM

HR 3040, HR 3041, HR 8150

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.

#### ISSUES IN SHIN BUDDHIST MINISTRY

HRFE 3076

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

#### 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 (Sanskrit, Chinese, Tibetan) and the corresponding concepts within Buddhist thought. Students will continue to build upon knowledge of Buddhist terminology and kanji.

#### BUDDHIST JAPANESE IV

HR 3061, HR 8359

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.

## BUDDHIST PASTORAL CARE I

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.

## TOPICS IN THE BUDDHIST TRADITIONS OF SOUTHEAST ASIA

NEW COURSE

Specialized topic related to the history of Buddhist thought and practice as it developed in South East Asia is selected by instructor. Course may be repeated for credit, if topic is different. HRHS 1515/HRHS 8151 Buddhist Traditions of South East Asia recommended as background.

## TOPICS IN THE BUDDHIST TRADITIONS OF CENTRAL ASIA

NEW COURSE

Specialized topic related to the history of Buddhist thought and practice as it developed in Central Asia, selected by instructor. Course may be repeated for credit, if topic is different. HRHS 1518/HRHS 8152 Buddhist Traditions of East 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

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Very specialized. Background study definitely expected. May be taken by both M.A. and Ph.D. 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 Tradition of East Asia recommended as background.

### TOPICS IN JAPANESE RELIGIONS

HRPH 4543, HRHS 8450

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.

### TOPICS IN THERAVADA BUDDHIST THOUGHT

NEW COURSE

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

### THERADADA BUDDHISM

HRHS 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."

## NEMBUTSU: SHIN PRACTICE

HR 4551

An examination of the issue of practice in Shin Buddhist thought, culture and life. Will examine historical and doctrinal developments of the notion of practice in Pure Land thought, Shinran's unique perspective on the nembutsu of Other Power, and contemporary approaches to Shin Buddhist practice in Asia and the West. Prerequisites: HR 1614 or instructor's permission.

## TOPICS IN BUDDHIST THOUGHT

HRPH 4556, HRPB 8455

Examination of a topic of instructor's choice from the history of Buddhist thought, such as philosophy, psychology or social thought. As 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

HRPH 4566, HRPB 8453

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. HRPB 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 textual studies (Biblical Studies or Sacred Texts) requirement for the GTU MA.

## WORKS OF SHINRAN, II: TEACHING, PRACTICE, AND REALIZATION

HRPH 4567, HRPB 8454

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. HRPB 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 textual studies (Biblical Studies or Sacred Texts) requirement for the GTU MA.

## WORKS OF SHINRAN, III: TEACHING, PRACTICE, AND REALIZATION, CONTINUED

HRPH 4568

Continuation of the study of Shinran's major treatise focusing on the Japanese original. HRPB 4567 Works of Shinran, II or equivalent as determined by instructor is prerequisite to enrollment. Course is

recommended for ministerial aspirants. Fulfills the textual studies (Biblical Studies or Sacred Texts) requirement for the GTU MA.

#### WORKS OF SHINRAN, IV: TANNISHO

HRPH 4569, HRPH 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. 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 is prerequisite to enrollment. Course is required for ministerial aspirants. Fulfills the textual studies (Biblical Studies or Sacred Texts) requirement for the GTU MA.

#### 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.

#### ORGANIZATIONS AND INSTITUTIONS: EFFICACIOUS BUDDHIST PRACTICES IN COMMUNITIES AND GROUPS

PS 4390

Working with social groups of any kind — temple sanghas, meditation groups, hospitals, jails — requires specialized knowledge and skills. Buddhism began as a group, the sangha, and has a 2,500 year history to draw on for efficacious practices in relation to groups. In addition, contemporary society creates additional responsibilities for any religious leader, whether identified as a minister, priest or chaplain. This course is designed to provide knowledge regarding contemporary legal requirements, working with group dynamics, basics of organizational procedures, understanding finances, and related issues. This will be set in the context of the long tradition of Buddhist practices for creating effective institutions.

#### EXCHANGE STUDY PROGRAM

MA 5020; UP TO 12 UNITS

For study at the IBS a late Ryukoku University in Kyoto, Japan, or at Dharma Drum Buddhist College in New Taipei, Taiwan; 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

Textual study and analysis of a Mahayana Buddhist text, selected by instructor. May be repeated for credit when text is different.

#### TOPICS IN BUDDHISM IN THE WEST

HRHS 5526

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 CARE

PSHR 5160

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.

#### SPECIAL READING COURSE

SRC 9999, SRC 8888

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). SRC 8888 is used to upgrade a course to a higher registration level by completing additional work at the course instructor's discretion.

## TECHNOLOGY AND HUMAN PRESENCE

CERS 4875

New technologies are broadly reshaping human relationships—the ways in which people are or are not present with each other. In this seminar, we will engage resources available across the academic study of religion and theology to examine, critique, and productively address these impacts. In doing so, we will explore the important roles that religion scholars and theologians might play both in shaping public understandings of technologies' impacts on presence and in shaping the technologies themselves. The seminar is part of Public Theologies of Technology and Presence, a three-year program and research initiative funded by the Henry Luce Foundation. The seminar affords students the opportunity to take up the program's questions and work. The approach to the seminar is multidisciplinary and interreligious. Students are welcome from all academic disciplines, specializations, and religious traditions. Method of Evaluation: class participation, reflection papers, final paper. Suitable for graduate students pursuing any advanced degrees. There are no prerequisites. Course is repeatable for credit.



# Academic Support & Policies



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# Academic Support & Student Life

## Offices of the Dean and Registrar

The Dean of Students and Faculty Affairs and the Registrar and Director of Student Services work cooperatively to oversee the academic program and course schedule, organize student orientations and commencement ceremonies, track student progress through degree and certificate programs, and review requests for incompletes, leaves of absences, proposals, and other necessary policy and procedural concerns brought by the student. Students are encouraged to check with the Registrar first with general questions regarding admissions, registration, forms and deadlines.

The Registrar further works with the IBS Haste Street Dormitory manager regarding housing options.

## Communication and Registration

Students should provide the IBS registrar with their current email address and should expect occasional emails from the Office of the Dean regarding policy updates, event announcements, or other official communications from the Institute.

Students should also subscribe to the Institute's email list, including the Dean's Newsletter, to receive important announcements and information. To sign up for the newsletter, visit this link: <http://eepurl.com/bOHPxr>

IBS registration happens via our online student portal, [Populi](#). Once admitted, students will receive a Populi account and instructions on how to register for classes. Note that GTU uses a different student portal; students enrolled in the GTU M.A. or Certificate in Buddhist Chaplaincy should contact the GTU Registrar for instructions.

## Student Groups and Events

Organized by the Director of the Chaplaincy Program, the monthly Formation Meeting provides a space for chaplaincy and ministerial students to connect, mutually support one another's progress through the program, and discuss topics relevant to their professional development, spiritual growth, and Buddhist pastoral care.

The Graduate Student Symposium, held annually in the fall, provides a venue for current IBS and GTU students to present their work, connect with graduate students and senior faculty, and to further professional development. The event is overseen by the Dean and a student in the Buddhist Studies concentration of the GTU doctoral program. The Symposium is supported, in part, by the Numata Foundation (BDK).

The annual Spring Colloquy provides an opportunity for advanced students in the ministerial and chaplaincy programs to present and celebrate their work prior to graduation.

The annual Ryukoku Lecture held in March brings a distinguished member of Ryukoku University's faculty to Berkeley to present on topics relevant to Shin Buddhist Studies or general Buddhist Studies. The lectures may be held in conjunction with a for-credit course (HRPH 4576).

In co-operation with the BCA's Center for Buddhist Education, IBS co-hosts the Pacific Seminar, held biannually in the winter and summer, a multi-day event that brings Buddhist teachers and scholars together to discuss topics relevant to Buddhist study and practice. IBS and CBE also co-host a symposium during the annual BCA National Council Meeting.

Contact the Dean's Office for additional information regarding student groups or other events. The [Dean's Newsletter](#) is also a valuable source of information on IBS's public events.

### Library and Research 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.

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 emerging 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 and religion, racial-ethnic minorities, inculturation, theology and the arts, and theology and 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 religious studies and theology.

Free borrowing privileges at the 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. The C. V. Starr East Asian Library, part of the UC Berkeley library system, contains one of the most comprehensive collections of materials in East Asian languages in the United States. Its

combined holdings, totaling over one million volumes in Chinese, Japanese, Korean, and other East Asian languages, make it one of the top two such collections.

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 searching 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.



### Housing and the Haste Street Dorm

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. Applications for residence are due by May 15th for the following academic year or Fall term, and October 15th for the following Spring term. Replies to applications will be made by July 1st, and December 1st, respectively.

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, the amounts given here are estimates based on recent history, not a firm offer of rental rate.

Single room (per month): \$700 to \$900, plus a security/cleaning deposit. Students wishing to reside in the dormitory should contact the dormitory manager or Registrar directly.

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 housing options with rents typically ranging from \$1000 to \$2000 per month for a shared room, studio, or one bedroom apartment. Students are encouraged to start early in their housing search.

## **Transportation**

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

See Location of Classes for a detailed map of the IBS, GTU, and the downtown Berkeley area.

# Academic Policies

## Academic Freedom Policy

The Institute of Buddhist Studies (IBS) affirms that academic freedom is essential for institutions of higher education, and that it is the policy of the IBS that both faculty and students be free to express their views on academic matters freely, though within the confines of common courtesy. In other words, the views of others are to be treated with respect, and disagreements are to be addressed with reason and information. At IBS academic freedom means that faculty and students may engage in research, scholarship, or other creative work in order to expand knowledge, to publish research findings, to teach and to learn in an atmosphere of free inquiry and free expression.

Academic freedom, however, entails certain duties and responsibilities. Faculty members are free to conduct research, write, and engage in other creative work, and then to publish or otherwise make the results of their work public. Faculty are also entitled to teach and discuss topics relevant to their faculty assignments with the goal of educating their students. In the same way, students are free to conduct research, write and engage in other creative work in pursuit of their studies. Freedom in research, writing, publishing and teaching requires a commitment to accuracy and integrity on the part of both faculty and students.

Faculty and students are members of the public, members of a learned profession, and members of an educational institution. When a faculty member or student speaks or writes as a citizen, he or she should be free from institutional censorship or discipline. Both faculty members and students should remember, however, that the public may judge the profession and institution by their utterances. Both faculty and students should always seek to be accurate, exercise appropriate restraint, show respect for the opinions of others, and be clear that he or she is not speaking for the institution.

## Residential and Online Unit Policies

In order to differentiate between online and on-site courses, online courses will be numbered in the 8000s in both course listings and transcripts. No more than five online courses may be used to fulfill GTU MA requirements, as long as they are three (3.0) unit, letter-grade, academic courses.

The Tuition/Residency requirement for the GTU MA is 48 units at full tuition. Once the Tuition/Residency requirement is fulfilled, students enrolling in additional courses pay the MA continuing fee, a flat fee calculated at one-half of full (12 units) tuition. Part-time status is not available once students are paying continuing fees.

Whereas IBS offers both online and hybrid courses, not all required courses are offered in these modalities. M.B.S and M.Div. students should expect to spend at least a full-time semester in residence in Berkeley.

## Transfer Credits

Up to 9 units for the M.B.S. and 15 units for the M.Div. may be transferred from a school outside IBS or GTU and up to 24 units may be transferred from an IBS certificate or GTU degree program into a IBS degree program. (The GTU M.A. has a different transfer of credit policy; please see the GTU website for

additional information.) Available courses (1) must not have been used toward completion of a prior degree; (2) must have been completed with a B or better; (3) must match the intent of IBS requirements; (4) are units above and beyond the degree requirements in a graduate-level degree program; (5) or for a degree the student did not and will not complete. Courses completed as an IBS special student or certificate student may be transferred, by petition. In some cases, two 1.5 unit courses can be combined if documentation proves the reading and written work was comparable to a 3-unit academic course.

It is the student's responsibility to petition for course work to be transferred. GTU M.A. students should contact the GTU Dean's office for the appropriate forms. M.B.S. and M.Div. students should contact the IBS Office of the Registrar.

Petition to transfer credits must be made no later than the end of the first semester 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.

### **Credit Units/Hours Policy**

IBS follows the GTU credit units/hours policy which, in turn, follows federal guidelines regarding credit units and credit hours as per Federal Policy 34 CFR 600.2 which defines a credit hour as follows:

A credit hour is an amount of work represented in learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as in paragraph 1 of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

### **Grading of Courses**

For degree and certificate 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	Above average graduate-level work
A-, 3.7	
B+, 3.3	
B, 3.0	Good, sound graduate-level 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	
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:

**I Incomplete:** Course work was not completed (see incomplete policy below).

**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, but does count toward units attempted.

**NR No Report:** Instructor is unable to provide final evaluation. Written explanation from instructor will be expected. Is not considered a permanent grade, and therefore will not count either towards calculating grade point average, or units attempted.

## 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. An Incomplete (I) grade must be made up within three weeks of the end of the current semester. Faculty must turn in the grade three weeks after the submission of the student's work. If no grade is

turned in by the end of the sixth week after the semester ends, the “I” will automatically change to a grade of “F” and will not count toward graduation requirements (i.e., no credit is earned for the course, it counts as a 0 for GPA). This becomes the student’s permanent grade 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.

### **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.

### **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.

### **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. (Students with ongoing personal situations — for example, health, family, or financial — such that they will fall below this average may petition the Office of the Dean for an exemption.) 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 below).

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

### **Continuing Registration**

After two years of full-time enrollment or equivalent in the M.A. and M.B.S. degree programs, or after three years of full-time enrollment or equivalent in the GTU M.A.+Chaplaincy Certificate program or M.Div. program, 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.

### **Leave of Absence**

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 for M.A. students). 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 fees will apply. Requests for a leave of absence will not be accepted after the “deadline for registered students to change enrollment without special permission” (see GTU Extended Calendar for specific date in each semester); after that date the student will be required to take Incompletes for courses, and finish work according to requirements for Incompletes.

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 during the registration period of each semester of leave is required to maintain leave of absence status.

Students in the M.A. program may obtain a leave of absence with the approval of both IBS and GTU; students in the M.B.S. and M.Div. programs need the approval of IBS only.

### **Withdrawal from Degree Program**

Students who wish to leave their 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 M.A. students) by the final day for late registration of the semester in which the student intends to withdraw (see GTU Extended Calendar for specific date in each semester). 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.

## 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 without notification. It is the student's responsibility to inform the Institute of changes in their plans. Withdrawal without notification follows from the student's actions, and therefore the Institute is not obliged to inform the student of the change in the student's status. 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.

## 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 below.) Students have one semester in which to restore their grade point average or risk dismissal from the program.

## Satisfactory Academic Progress Policy

The Institute of Buddhist Studies applies the following standards for meeting the requirement of satisfactory academic progress as required for federal financial aid. These standards are intended to accord with the relevant Graduate Theological Union policies. These standards apply to all students for the purposes of financial aid. Satisfactory academic progress is judged by two criteria: (1) cumulative credits earned and (2) cumulative grade point average (GPA).

(1) Quantitative standard: Pace toward Completion (Cumulative credits earned/semesters in program)

- Full time students are expected to enroll in twelve (12) credit hours or more each semester. A full time student will be allowed three (3) years to complete a two-year program (M.A./M.B.S.), and four (4) years to complete a three-year program (M.Div.).
- Part-time students are expected to enroll in at least six (6) credit hours each semester to be eligible for federal financial aid. A part-time student will be allowed four (4) years to complete a two-year program (M.A./M.B.S.), and six (6) years to complete a three-year program (M.Div.).
- Certificate students may enroll either full or part time. Certificate students enrolled full time will be allowed one and a half years, i.e., three (3) semesters to complete the one year program. Certificate students enrolled part time will be allowed two years, i.e., (4) semesters to complete the one year program.
- Concurrent enrollment (M.A. and Certificate): students enrolled concurrently in both the M.A. and Certificate programs will be evaluated in the same fashion as if they were enrolled in an M.Div. program.

(2) Qualitative standard: Cumulative GPA

At the end of each academic semester, full-time students must have earned at least 12 credit hours and part-time students must have earned at least 6 credit hours with a cumulative GPA of 3.0 or higher.

Part-time enrollment petition: Any student intending to enroll on a part-time basis (less than 12 semester units) must at the time of registration submit a letter of petition explaining the circumstances motivating their request. This must be done each semester for which part-time status is requested.

Any students whose federal financial aid has been terminated may reestablish Satisfactory Academic Progress by any of the following methods:

- Repeating and passing failed courses
- Removing incomplete grades

The following evaluation criteria are important to note:

**Incomplete:** IBS policy does not allow permanent incomplete (a grade of Incomplete converts to a Failure if work is not completed in the time allowed after the end of the semester, see policy on Incompletes above). Students may repeat a failed course.

**Repetitions:** students may repeat those “topics” courses as specified in the catalog course descriptions when the subject matter of the course changes; repeated courses of this type will be treated as a regular course for SAP. Students may repeat a failed course; however, in evaluating SAP, it will count toward both GPA (as a 0), and Pace toward Completion (i.e., the failure for the course is not replaced when the course is repeated).

**Transfer Credits:** any credits transferred into the student’s record (see catalog section on transfer of credits) will count toward both GPA, and Pace toward Completion in evaluating SAP.

**Withdrawals (W Grades),** which are recorded on the student’s transcript will be included as credits attempted and will have an adverse effect on the student’s ability to maintain Satisfactory Academic Progress. The successful completion of a course identified as receiving one of the following grades: A, B, C, or D. Courses with grades of F, I, or W will not qualify in meeting the minimum standard for Satisfactory Academic Progress.

**Change of Degree:** A student may change from one program to another during attendance at the Institute of Buddhist Studies. Students who change from one program to another are still expected to maintain Satisfactory Academic Progress. They also must complete the course work within the time frame or hours limitation stated unless an appeal is otherwise approved.

**Class Load:** The number of hours in which a student is enrolled on the day following the published last day to add or drop a class will be used as the official enrollment date for financial aid purposes.

## **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, the 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.

### **Transcripts and Retention of Student Records**

Transcripts will be available upon request. For current fees for transcripts, please see the section on Tuition and Fees. Note that these fees are subject to change. It is the policy of the Institute of Buddhist Studies to maintain permanent records of: student names; contact information (address, telephone, email); the degree or certificate awarded and date the degree or certificate was granted; all courses and units upon which the degree or certificate was based; and the grades earned by the student in each of those courses.

Transcripts for the GTU M.A. degree may be requested via the GTU Registrar's Office.



# Tuition, Financial Assistance, & Other Policies



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## Tuition, Fees, & Related Policies

Please note: tuition and fees are set and adjusted annually by the Graduate Theological Union and are subject to change without notification.

### Tuition and Fees for 2019-2020

<b>Application fee (non-refundable)<sup>i</sup></b>	\$50
<b>Tuition</b>	\$780/semester unit
<b>Fieldwork tuition<sup>ii</sup></b>	\$780/3 units
<b>Continuing tuition<sup>iii</sup></b>	\$4530
<b>Auditor fee</b>	\$780/course
<b>Leave of absence fee</b>	\$100/semester
<b>Late registration fee</b>	\$100
<b>Change in enrollment (after second week of semester, per change)<sup>iv</sup></b>	\$50
<b>Graduation fee<sup>v</sup></b>	\$150
<b>Certificate completion fee</b>	\$50
<b>Transcript fee (per copy)</b>	\$5
<b>Reinstatement fee<sup>vi</sup></b>	\$200
<b>Terminal MA Fee</b>	\$100
<b>Senior discount (for those 65+ wishing to audit a course)<sup>vii</sup></b>	50% of auditor fee

#### Notes:

- i. Application fee is payable directly to GTU for the GTU M.A. and Certificate in Buddhist Chaplaincy; payable to IBS for all other programs.
- ii. See “Fieldwork Tuition” section below for more information.
- iii. See “Continuing Tuition Rate” section below for more information.
- iv. Note that dropping one course and adding another counts as two changes.
- v. Graduation fee is payable directly to GTU for the GTU M.A. program; payable to IBS for all other programs; please note there is an additional thesis binding fee for M.A. students for a total of four bound copies of the thesis.
- vi. Only students who have withdrawn in accord with stated policies may be reinstated; see “Withdraw from Degree Program” section for more information.
- vii. Senior discount applies only to audited courses; it cannot be used for courses taken for credit.

## Total Charges of Educational Program

At 2019-20 tuition rates of \$780 per unit, the total charges for completing an IBS program on-time and enrolled full-time (12 units per semester), would be:

Program	Estimated total tuition*
Master of Divinity	\$56160
Master of Buddhist Studies	\$37440
Master of Arts (GTU M.A.)	\$37440
Certificate in Buddhist Studies (online option)	\$9360
Certificate in Shin Buddhist Studies	\$18720
Certificate in Soto Zen Buddhist Studies	\$14040
Certificate in Theravada Buddhist Studies	\$14040
Certificate in Buddhist Chaplaincy	\$18720
Certificate in Buddhism and Psychology	\$14040

*\* The above amounts do not include cost of living, fee, books or supplies*

Tuition is adjusted annually in response to inflation, so the actual total costs will be greater than the estimates given above. Also, part-time enrollment will extend the duration of a student's program of study and thus increase the costs further. Students should also note that health insurance is required, proof of which will be requested at the time of registration.

## Funding, Scholarships, and Financial Aid

### Aid and Eligibility

The Institute of Buddhist Studies offers institutional aid (scholarships and awards), and the Graduate Theological Union offers federal student aid (federal direct loans) to eligible students. Financial Aid is awarded based on a standard 9-month academic year, not by calendar year. Students must apply for financial aid each academic year for which they wish to receive financial aid. It is the student's responsibility to reapply for funding as necessary by completing the Financial Aid Application, FAFSA, and any subsequent documents requested by the IBS Registrar's Office or the GTU Financial Aid Office. Awarding normally occurs in the Spring, but students entering in the Spring term can apply in the Fall. For GTU M.A. and Chaplaincy Certificate students, financial aid applications for new students are reviewed only after the GTU Financial Aid Office has been notified that a student has been admitted.

The IBS Scholarship Application is due no later than March 1 for the following academic year. Students admitted after the March deadline may apply for scholarships; however, there is no guarantee that funding will be available. Students entering the spring term should apply for scholarships no later than November 1.

## Federal Student Aid

Currently, only students enrolled in the GTU M.A. program and the Certificate in Buddhist Chaplaincy are eligible for Federal Direct Student loans. Please contact the [GTU Financial Aid Office](#) for specific eligibility and application requirements.

Requirements for Federal Direct Student loans are:

- Applicant must be a U.S. citizen or an eligible non-citizen;
- Be enrolled as a regular student and working toward an eligible degree or Gainful Employment certificate program\*;
- Must have a valid Social Security Number;
- Be registered with Selective Service (if required);
- Maintain satisfactory academic progress;
- Certify that no federal student loan is in a default status and no money is owed on a federal student grant;
- Be enrolled at least half-time.\*

*\* Only students enrolled at least half-time (minimum of 6 units) in the GTU M.A. or Buddhist Chaplaincy Certificate programs are eligible for Federal Direct Students loans.*

Pursuant to California Education Code §9490 9(a)(11), if a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## Institutional Aid (IBS Scholarships)

Institutional Aid generally refers to scholarships and other awards that do not need to be repaid by the student. Members of the Buddhist Churches of America, the Jodo Shinshu Hongwanji-ha, and other organizations and individual donors have generously raised funds in support of IBS Student Scholarships.

General requirements for IBS Scholarships are:

- Applicant may be a foreign or domestic student;
- Applicant must be a regular student enrolled in a degree or certificate program (i.e., auditors and special students are excluded from these awards);
- Maintain satisfactory academic progress;
- Some awards have additional requirements and may include additional application materials (see below for more details).

## How to Apply for Scholarships and Loans

Students enrolled in either the GTU M.A. or the Certificate in Buddhist Chaplaincy programs must complete the Free Application for Federal Student Aid and submit supporting documents directly to the GTU Financial Aid Office. Please contact that office for specific instructions, deadlines, and necessary forms.

All students who wish to apply for IBS-specific awards or scholarships must submit an application form directly to the IBS Office of the Registrar. Materials are due no later than March 1 for the following academic year. (For students entering in the spring, the financial aid application is due November 1.)

## Awards and Scholarships

### Scholarships by special application

#### **The Hongwanji Scholarship Award**

Due to the generous support of the Jōdo Shinshū Hongwanji-ha in Kyoto, Japan, IBS is pleased to offer an annual scholarship to one qualified student enrolled in either the M.B.S. or M.Div. degree program. This scholarship is awarded to a student in need who shows exceptional academic promise or a history of religious leadership with a clear vision of how she/he will apply their education at the IBS post-graduation as a scholar, minister, or chaplain. The applicant must intend to enroll as a full-time student for the duration of the year of the award; the award amount varies by year, but generally is at least \$5000 per year. Award recipients are publicly announced in the Buddhist Churches of America's newsletter, *Wheel of Dharma*.

All application materials must be received no later than March 1 for the following year.

In addition to the institutional aid application requirements above, applicants should submit:

1. Hongwanji Scholarship Award application sheet (available via the IBS website);
2. Cover letter addressed to the Scholarship Committee detailing why the applicant is qualified for the award, what her/his goals are in the IBS program; and what contribution she/he hopes to make post-graduation in a specific community or academic field;
3. Current resume or curriculum vitae;
4. Two letters of recommendation (may be the same letters of recommendation for program admission if those letters speak to the requirements of this award).

### Scholarships by Nomination

#### **Shin Buddhist Ministerial Scholarship**

The membership of the Buddhist Churches of America has generously raised funds in support of Jōdo Shinshū ministerial education. Scholarships are awarded annually to those students in need who are enrolled in the Shin Buddhist Studies Certificate Program, the Shin Buddhist ministerial track of the M.Div. program, or have otherwise formally signified a commitment to Shin Buddhist ministry. No additional application is required, but students must apply for financial aid via the application process

listed here. Nominations are made by the Scholarship Committee after reviewing all applications. Returning students must maintain satisfactory academic progress to be eligible.

### **Scholarship for Women Shin Buddhist Ministerial Aspirants**

This award supports women students who wish to pursue a career in Shin Buddhist ministry. This scholarship is awarded to any qualifying student in need who is enrolled in the Kyōshi Certificate Program, the Shin Buddhist Studies Certificate Program, the Shin Buddhist ministerial track of the M.Div. program, or have otherwise formally signified a commitment to Shin Buddhist ministry. No additional application is required, but students must apply for financial aid via the application process listed above. Nominations are made by the Scholarship Committee after reviewing all applications. Returning students must maintain satisfactory academic progress to be eligible.

### **Buddhist Chaplaincy Scholarship**

These scholarships are awarded annually to those students in need who are enrolled in the Buddhist Chaplaincy Certificate Program, the Buddhist chaplaincy track of the M.Div. program, or have otherwise formally signified a commitment to Buddhist chaplaincy. No additional application is required, but students must apply for financial aid via the application process listed above. Nominations are made by the Scholarship Committee after reviewing all applications. Returning students must maintain satisfactory academic progress to be eligible.

### **Travel Grants**

The Institute of Buddhist Studies encourages and supports students to present work at academic or scholarly conferences. A limited number of travel grants may be available to those students who are presenting at conferences. Generally, IBS awards up to \$500 for domestic and \$1000 for international travel, depending on availability of funding.

To be eligible, students must be (1) enrolled in any degree or certificate program, (2) maintain satisfactory academic progress, and (3) provide documentation that their paper has been accepted and that they have registered for the conference.

Please contact the Registrar for the appropriate form; applications must be submitted by September 15 for conferences scheduled from September through January, and January 15 for conferences scheduled from January through August.

### **Takashima Scholarship Fund for the Ryukoku Student Exchange Program**

The Institute of Buddhist Studies encourages and supports students who wish to study Buddhism in Japan. The Takashima Scholarship Fund has been created to support BCA ministerial aspirants participating in the Ryukoku University student exchange program. IBS may award up to \$2,500 for either a single semester or \$5,000 for a full academic year of study, depending on the availability of funding.

To be eligible, students must (1) be enrolled in a degree program; (2) maintain satisfactory academic progress; (3) be accepted into the exchange program; and (4) have demonstrated progress in nearing the completion of their thesis project.

Please contact the Registrar for the appropriate form; applications must be submitted by May 1 for students planning to begin the exchange program in the US fall semester and November 1 for students planning to begin the exchange program in the US spring semester.

### **Student's Right to Cancel**

The student has a right to cancel enrollment and obtain a refund (less the nonrefundable registration fee amount of \$100). To cancel enrollment, the student must submit a written notice to the Office of the Dean and a request for a refund by 5 p.m. of the day following the first day of scheduled instruction, or the seventh day after beginning of instruction, whichever is later. The student's notice must be written (email is acceptable) and clearly state that he/she no longer wishes to be enrolled. If delivery of the cancellation form is sent by post (2140 Durant Avenue, Berkeley, CA 94704), the notice must be postmarked on or before the date notice is required.

### **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. Refunds will be prorated only through the first 60% of the semester. (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 proportional 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.

### **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. (Delinquent Accounts below.)

### **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.

### **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 chaplaincy training program, or other similar practicum courses of study.

### **Continuing Tuition Rate**

The continuing tuition rate applies once a student has completed all of the course work required (48 or 72 semester units, depending on degree program, or the number of units required for a certificate).

Continuing status is intended to allow students additional time to complete work on their thesis, and is based on one half regular full-time tuition. While tuition during the course of study is prorated by the number of units for which a student enrolls, continuing tuition is a flat rate (i.e., cannot be prorated).

## **Other policies**

### **Policy of Non-Discrimination**

Institute of Buddhist Studies admits students of any race, color, national origin, and ethnic origin, gender, sexual orientation, religion, age or physical disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin, gender, sexual orientation, religion, age or physical disability in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

### **Policy and Procedures Regarding Sexual Harassment**

*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 implicitly 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 Catalog.

## IV. Sources of Information on Sexual Harassment Policies and Programs

### A. INFORMATION SOURCES

The Student Advisors, the Dean 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 individual 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.

## 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 offenses 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 survivor/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: 510.981.5900
- Highland General Hospital, Emergency: 510.437.4148; 1411 East Fifty-first, Oakland
- Alta Bates Medical Center, Emergency: 510.204.4444; 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, 510.642.2000.

#### 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.

## **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 510/839-8900 for referral to a Narcotics Anonymous program near you.

# Accreditation & Effectiveness

## Western Association of Schools and Colleges (WSCUC)

The Institute of Buddhist Studies has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, 510.748.9001. This status is a preliminary affiliation with the Commission awarded for a maximum period of five years. Candidacy is an indication that the institution is progressing toward Accreditation. Candidacy is not Accreditation and does not ensure eventual Accreditation.

The Commission action letter and team report has been made public on the WSCUC directory: <https://www.wscuc.org/institutions/institute-buddhist-studies>

## Educational Effectiveness

The Institute of Buddhist Studies is committed to the highest standards of educational effectiveness in all of its academic programs. Measures of educational effectiveness include graduation rates, the length of time that students take to complete their degrees, and placement after graduation in positions appropriate to their vocational objectives.

Please visit [our website](#) for graduation rates and times to degree for the M.B.S. and M.Div. programs.

For information on the GTU M.A. program, please visit the [GTU website](#).

Program-specific Student Performance Fact Sheets may also be [found online](#).



# Notifications & Disclaimers

## Bureau of Private Postsecondary Education (BPPE)

The Institute of Buddhist Studies is licensed to operate in the State of California by the Bureau of Private Postsecondary Education and is required to inform its students of the following:

1. Pursuant to CCR, title 5, § 71810(b)(7): Institute of Buddhist Studies does not award credit for prior experiential learning.
2. Pursuant to CCR, title 5, §71810(b)(9): courses at IBS are seminar-based; students should expect to spend class time in a classroom critically analyzing texts (e.g., academic books and journal articles, primary religious texts) and engaging in collegial conversation and debate. Instructors may use white boards, paper, and AV materials (e.g., slides, PowerPoint, films).
3. Pursuant to California Education Code §§ 94897(p)(2) and 94909(a)(16)(B): Institute of Buddhist Studies has been recognized as a Candidate for Accreditation by WASC Senior College and University Commission (WSCUC). However, at present, IBS programs (with the exception of the GTU MA) are not accredited with any agency recognized by the United States Department of Education. A degree program that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.
4. Pursuant to CCR, title 5, § 71810(b)(3): Institute of Buddhist Studies does not accept students from countries outside the U.S. to its degree or certificate programs.
5. Pursuant to CCR, title 5, § 71810(b)(5): instruction at IBS occurs only in English.

## Important Notices to Students

- Institute of Buddhist Studies is a private institution, approved to operate in the State of California by the Bureau of Private Postsecondary Education, Department of Consumer Affairs.
- Any questions a student may have regarding this catalog, that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589, or by fax (916) 263- 1897.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

- Institute of Buddhist Studies does not now have a pending petition of bankruptcy, is not operating as a debtor in possession, has not filed a petition of bankruptcy nor had a petition of bankruptcy filed against it in the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## Student's Right to Cancel

The student has a right to cancel enrollment and obtain a refund (less the nonrefundable registration fee amount of \$100). To cancel enrollment, the student must submit a written notice to the Office of the Dean and a request for a refund by 5 p.m. of the day following the first day of scheduled instruction, or the seventh day after beginning of instruction, whichever is later. The student's notice must be written (email is acceptable) and clearly state that he/she no longer wishes to be enrolled. If delivery of the cancellation form is sent by post (2140 Durant Avenue, Berkeley, CA 94704), the notice must be postmarked on or before the date notice is required.

Attendance Policy: students are expected to attend all meetings of on-site classes, or participate in each weekly component of online classes. Limited exceptions may be made at the instructor's discretion for illness or family emergency, in the event of which students will be expected to demonstrate comparable participation. If the illness or family emergency is such that the student will not be able to complete the work assigned for the course, the student is directed to policies regarding withdrawal from program or leave of absence (pages 65 and 66).

## Total Charges of Educational Program

At 2019-20 tuition rates of \$780 per unit, the total charges for completing an IBS program on-time and enrolled full-time (12 units per semester), would be:

Program	Estimated total tuition*
Master of Divinity	\$56160
Master of Buddhist Studies	\$37440
Master of Arts (GTU M.A.)	\$37440
Certificate in Buddhist Studies (online option)	\$9360
Certificate in Shin Buddhist Studies	\$18720
Certificate in Soto Zen Buddhist Studies	\$14040
Certificate in Theravada Buddhist Studies	\$14040
Certificate in Buddhist Chaplaincy	\$18720
Certificate in Buddhism and Psychology	\$14040

*\* The above amounts do not include cost of living, fees, books or supplies*

Tuition is adjusted annually in response to inflation, so the actual total costs will be greater than the estimates given above. Also, part-time enrollment will extend the duration of a student's program of

study and thus increase the costs further. Students should also note that health insurance is required, proof of which will be requested at the time of registration.

### **Student Tuition Recovery Fund**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

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

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

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

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment (note: IBS does not have a separate STRF charge, but considers it part of the non-refundable registration fee for those students to whom these regulations apply), and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. Note that the Bureau specifies that no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at the Institute of Buddhist Studies is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree (M.A., M.B.S., M.Div.), or certificate you earn is also at the complete discretion of the institution to which you may seek to transfer, or apply for certification, ordination, or other recognition. If the credits, degree or certification you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the Institute of Buddhist Studies to determine if your credits, degree or certification will transfer.

# Contact Information & Academic Calendar

## Location of classes

For the 2019-2020 academic year, classes are held in the Jodo Shinshu Center (2140 Durant Ave., Berkeley, CA, 94704), and on the campus of the Graduate Theological Union (2400 Ridge Rd, Berkeley, CA 94709) and its member schools. Check the schedule of classes issued at the beginning of each semester for class locations. For building names, see the GTU website.

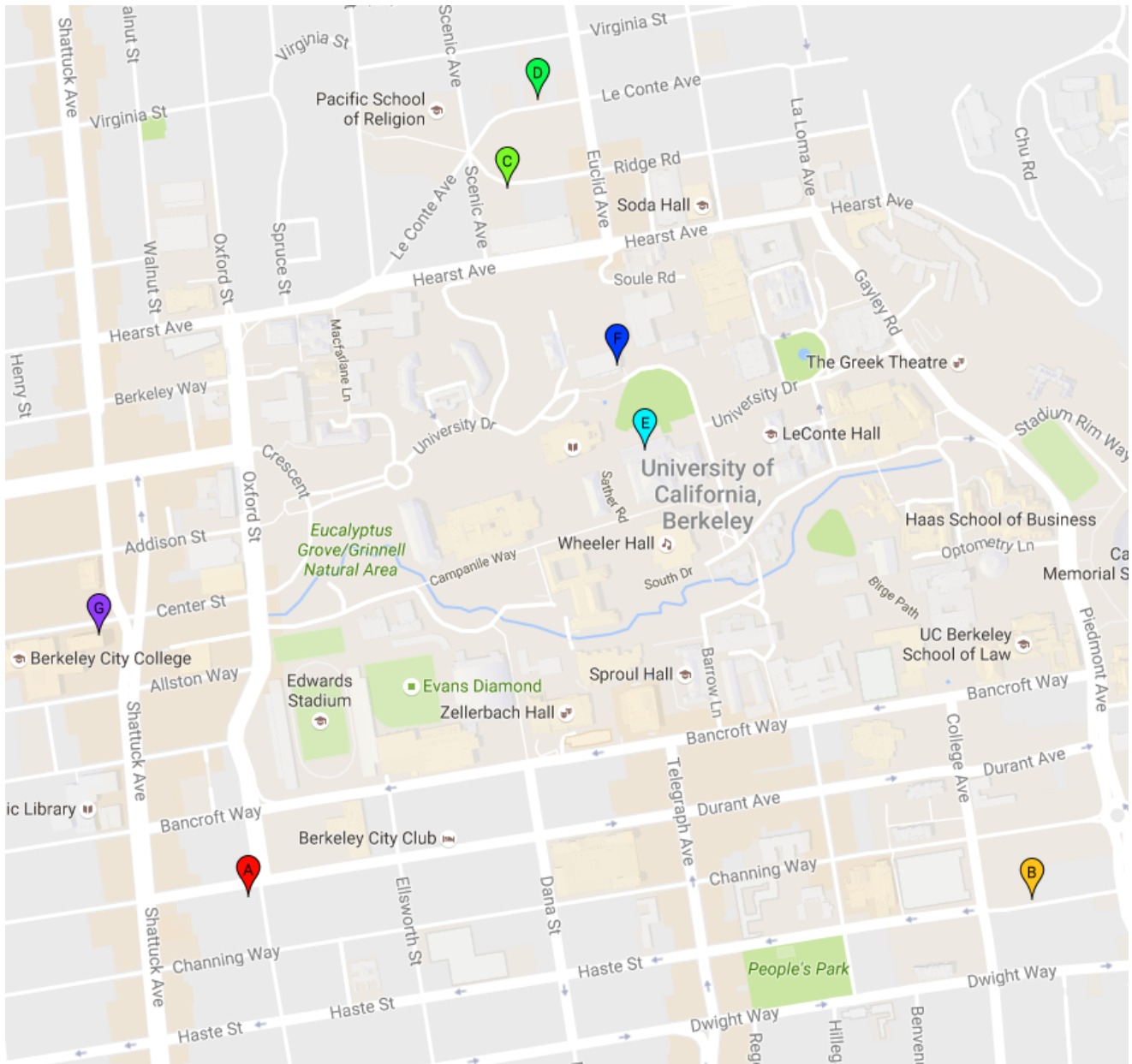
In addition we offer online classes each semester. Please check the current schedule of classes for information on availability.

Our mailing address is:

Institute of Buddhist Studies  
2140 Durant Avenue Berkeley  
California 94704  
510.809.1444  
[www.shin-ibs.edu](http://www.shin-ibs.edu)

For general information of questions, we may be reached via email at:

[info@shin-ibs.edu](mailto:info@shin-ibs.edu)



- A. Institute of Buddhist Studies, faculty and administrative offices, classrooms, 2140 Durant Avenue
- B. IBS Haste Street Dorm
- C. Graduate Theological Union, Dean's Office and Library, 2400 Ridge Road
- D. GTU Admissions and Financial Aid Offices, 2465 LeConte Avenue
- E. Doe Memorial Library (UC Berkeley main library, circulation desk)
- F. UC Berkeley CV Starr East Asian Library
- G. Downtown Berkeley BART Station, intersection of Shattuck Avenue and Center Street

# Academic Calendar 2019-2020

For additional important dates, consult the IBS website, as well as the GTU Extended Calendar, available on the GTU website. In general, IBS follows all deadlines listed in the GTU extended calendar.

UCB instruction generally begins a week or more prior to the start of the GTU semester. Check GTU Extended Calendar if you are planning to cross-register.

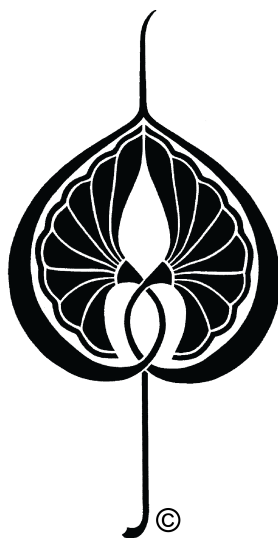
This catalog is in effect July 1, 2019 – June 30, 2020

Fall Semester, September 3 through December 13, 2019	
Fall 2019 certificate application deadline	August 19
Fall 2019 general registration	August 19-30
GTU MA new student orientation	August 22
IBS new and returning student orientation	August 28
UCB instruction begins	August 28
Labor Day (administrative offices closed)	September 2
IBS/GTU instruction begins	September 3
Late registration	September 2-13
Deadline to register, add/drop w/out charge, and petition for part time or leave of absence	September 13
Thesis defense deadline (to avoid fall 2019 registration)	September 13
Thesis filing deadline (for fall 2019 graduation)	October 1
Graduate Student Symposium	October 17
Reading week	October 21-25
Spring 2020 degree program application deadline	November 1
Spring 2020 scholarship applications due	November 1
IBS Annual Memorial Service (tentative)	November 14
Early registration for Spring 2020	November 4-15
Annual meeting of the American Academy of Religion	November 22-26
Thanksgiving Holiday (administrative offices closed)	November 28-29
IBS/GTU semester ends; petition for incomplete due	December 13
IBS Winter Holiday (administrative offices closed)	December 25-January 1
Deadline to make up an incomplete	January 3
Spring 2020 certificate application deadline	January 20

## Spring Semester, February 3 through May 22, 2020

Spring 2020 early registration	November 4-15
UCB instruction begins	January 14
Shinran Shonin Memorial Day (administrative offices closed)	January 16
Spring 2020 certificate application deadline	January 20
Martin Luther King Day (administrative offices closed)	January 20
Spring 2020 general registration	January 20-January 31
IBS/GTU instruction begins	February 3
Late registration	February 3-14
Deadline to register, add/drop w/out charge, and petition for part time or leave of absence	February 14
Thesis defense deadline (to avoid spring 2020 registration)	February 14
Presidents Day (administrative offices closed)	February 17
BCA National Council Meeting	February 19-23
Deadline for degree program applications for AY2020-21	March 1
Reading week, spring break	March 23-27
Thesis filing deadline (for spring 2020 graduation)	April 1
Spring colloquy (tentative)	April 3
Early registration for fall 2020	April 6-17
Good Friday (administrative offices closed)	April 10
GTU Commencement (tentative)	May 7
IBS Commencement (tentative)	May 22
IBS/GTU semester ends; petition for incomplete due	May 22
Memorial Day (administrative offices closed)	May 25
Deadline to make up an incomplete	June 12
Independence Day (administrative offices closed)	July 4





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[info@shin-ibs.edu](mailto:info@shin-ibs.edu)

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