



# MAITRIPA COLLEGE COURSE CATALOG

*2016 – 2017 Academic Year*

Maitripa College is a non-profit corporation authorized by the State of Oregon to offer and confer the academic degrees described herein, following a determination that state academic standards will be satisfied under OAR 583-030. Inquiries concerning the standards or school compliance may be directed to the Office of Degree Authorization, Higher Education Coordinating Commission, 775 Court Street NE, Salem, Oregon 97301.

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# GENERAL INFORMATION

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## THE MISSION

Maitripa College is a Buddhist institution of higher education offering contemplative learning culminating in graduate degrees. Founded upon three pillars of scholarship, meditation, and service, Maitripa College curriculum combines Western academic and Tibetan Buddhist disciplines. Through the development of wisdom and compassion, graduates are empowered with a sense of responsibility to work joyfully for the wellbeing of others. We serve our students and the region through diverse and relevant educational, religious, and community programs.

## THE VISION

Maitripa College in Portland, Oregon, will produce enlightened practitioners, politicians, businesspeople, social workers, teachers, artists, philosophers, scientists, environmentalists, and healthcare workers for the 21st century. We will fulfill this vision through the development of an accredited Buddhist university offering higher education guided by the principles of Buddhist thought. Maitripa College will educate students in traditional areas of liberal arts, such as philosophy, political science, languages, and the arts, as well as in practical areas of expertise, such as psychology, social work, environmental sciences, business, and healthcare. The emphasis of the education at Maitripa is on integrating Buddhist principles into the student's chosen field of study, and on developing the qualities of a good heart, tolerance, forgiveness, and joy in the students' minds as a basis for active engagement and benefit in society.

Furthermore Maitripa College is inspired to:

- Offer educational programs in Buddhist philosophy, languages, liberal arts, social service, and social science that reflect the standard of the tradition of scholarship of Tibetan Buddhism.
- Offer educational programs on a scholarship basis to those students who demonstrate both merit and need.
- Develop a community of scholars, practitioners, and friends to foster the spirit of analysis and exploration of Tibetan Buddhism in all its facets, and to integrate the principles of Buddhist philosophy into western culture.
- Create educational programs that function in conjunction with a program of meditation/mind training that will contribute to the development of the qualities of a good heart, tolerance, forgiveness, and joy.
- Encourage academic study, meditation for personal development, and community service as three aspects of a complete education.
- Operate in the spirit of the buddhadharma, under the principles of awareness of logical analysis, karmic cause and effect, ethics, equanimity, compassion, wisdom, and dependent arising.
- Remain committed to non-sectarianism in relation to the four schools of Tibetan Buddhism, and encourage and foster an environment in which interfaith and interdenominational dialogue is supported, encouraged, and utilized as a resource for personal development
- Complete the accreditation process and become a recognized, accredited university

- Promote the integration of Dharma principles in all aspects of college life, sustaining attitudes such as non-harming and the perfections of generosity, ethics, patience, joyous effort, concentration, and wisdom.
- Promote a sense of harmony, service, and joy in the daily life of our community as a basis to participate as an integral part of a wider society and the world.

## THE EDUCATIONAL PHILOSOPHY

Maitripa College is an affiliated member of the *Foundation for the Preservation of the Mahayana Tradition* (FPMT), and functions as a nonprofit organization. The College is dedicated to higher education through three educational pillars of scholarship, meditation, and service. We offer an education that not only teaches these principles as a theory, but also guides students to integrate them into their minds, hearts, and daily lives inspired by an attitude of universal responsibility. Maitripa College provides an intellectual, experiential, and practical education inspired by Buddhist principles.

The core of education at Maitripa is a Buddhist Studies curriculum of philosophical study, meditation training, and service learning, under the direction of Yangsi Rinpoche, which provides a foundation for every degree program.

## DEVELOPING THE WISDOM TO SUSTAIN COMPASSION

Maitripa College's educational program is based in the conviction that Buddhist thought and practice has significant contributions to make to American society and culture. On the basis of a worldview that emphasizes the interdependence of individual, society, and environment, Buddhism encourages the cultivation of wisdom to create compassionate individuals with a sense of responsibility for the community and world in which they live. Maitripa College seeks to do this through the powerful medium of higher education, through the offering and development of degree programs for adults. The core program at Maitripa integrates rigorous training in Buddhist thought and philosophy with the application of those ideas through both contemplative practices and active community service. In the process, Maitripa College combines aspects of a modern liberal arts education with traditional tools from Tibetan Buddhist scholarship.

## STATEMENT ON ACADEMIC FREEDOM

Maitripa College is committed to maintaining a climate of academic freedom, which is essential to the fulfillment of the educational mission of the college, and of fundamental importance to any academic institution. Academic freedom is defined in this case as the freedom of scholars, faculty, and students within the college to pursue knowledge and truth, to speak, write, engage in research or other creative work in order to expand knowledge, publish research findings, teach, and learn in an atmosphere of free inquiry and exposition without unreasonable restriction. Students and faculty at the college should bear in mind that these freedoms carry corresponding duties and responsibilities, which should be kept in mind at all times in order to maintain the integrity of the educational process.

Maitripa College faculty members have a primary obligation to fulfill their teaching and research responsibilities, and to be effective teachers and scholars. The freedom accorded to faculty members to seek and state the truth as he or she sees it is implicative of a corresponding obligation of self-discipline. Faculty members must make every effort to be accurate, objective, and restrained, and show respect for the opinions of others. Faculty members must practice academic honesty. All interactions with students



and peers must be governed by this guideline. Evaluation of students' work must be based on academic performance alone. Faculty members, students, and staff are not exempt from abiding by the rules of ethical conduct as put forth in this document.

## OUR HISTORY

Maitripa College is an affiliated member of the *Foundation for the Preservation of the Mahayana Tradition* (FPMT). The name Maitripa was given to the college by Lama Zopa Rinpoche, the founder (with Lama Thubten Yeshe) of FPMT and Spiritual Director of FPMT. FPMT is an international nonprofit organization committed to creating harmonious environments and helping beings develop to their fullest potential of infinite wisdom and compassion.

Maitripa, whose name means “He Whose Protection is Loving-Kindness,” lived in the 11<sup>th</sup> century. He was the teacher of the famed saint Marpa the Translator, and counted the eminent Naropa among his contemporaries and teachers. Maitripa was at Nalanda during the time of the great Atisha, and at Vikramashila University at the height of its fame in India. He was renowned as a great scholar and yogi, but eventually left the monastery to continue his practice as a mahasiddha. Maitripa is particularly renowned for his transmission of the mahamudra teachings of the *Uttaratantra Shastra*, and for his spontaneous songs of spiritual realization.

Maitripa College represents the first steps in the fulfillment of the aspirations of our founder, Yangsi Rinpoche, who envisioned the development of a Buddhist college of higher education where students might gain a philosophical background in Buddhist thought while at the same time gaining a practical education and the tools to integrate both into the modern world.

## FACULTY & ADMINISTRATION

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Maitripa College is an educational organization. It is a nonprofit corporation, primarily for educational purposes, and is not organized for the private gain of any person, under the statutes of Oregon Nonprofit Corporation Law.

The specific and primary purpose of this corporation is to engage in religious, charitable, literary, and educational activities within the meaning of Section 501(c)(3) of the Internal Revenue code of 1986, as amended, or the corresponding provisions of any future United States internal revenue law (the “Code”), in accordance with the precepts and teachings of Buddhism.

Maitripa College is overseen by a board of trustees in conjunction with Yangsi Rinpoche, founder and President, who closely follows the development and integration of its mission and vision. This work is supported on a day-to-day basis by a competent faculty and administrative staff, directly in charge of the day-to-day affairs of the college.

### ADMINISTRATIVE STRUCTURE

#### BOARD OF TRUSTEES

Jose Cabezon, PhD  
Pamela Cayton (Board Vice-Chair)  
Venerable Damchö Diana Finnegan, PhD  
Alberto Fournier (Board Chair), PhD  
Maria A. Garcia, MA  
Lynn B. Ogden, MA  
Nicholas Ribush, MD  
Scott South  
Kesang B. Tuladhar (Yangsi Rinpoche), Geshe Lharampa  
Mark Waller

#### SPIRITUAL DIRECTOR

Kyabje Lama Zopa Rinpoche

#### PRESIDENT

Kesang B. Tuladhar (Yangsi Rinpoche)

#### FACULTY

Yangsi Rinpoche, Geshe Lharampa, Sera Je Monastic University – Professor of Buddhist Studies

#### ADJUNCT FACULTY

Namdrol Miranda Adams, M.A., Portland State University

Craig Preston, J.D., University of Virginia School of Law, M.L.S., University at Buffalo – Tibetan Language Instructor

Leigh Miller, Ph.D., Emory University

Dan Rubin, PsyD., California School of Professional Psychology

Rev. Marilyn Sewell, Ph.D., Graduate Theological Union and The University of California at Berkely

#### ADMINISTRATION

Yangsi Rinpoche – President

Namdrol Miranda Adams, MA – Dean of Education

Leigh Miller, PhD – Director of Academic and Public Programs

Tiffany Patrella Blumenthal – Director of Student Services

Jacob Lindsley, MA – Assessment Coordinator and Registrar

Linda Brown, MLS – Library Director

Louise Light – Webmaster & Graphic Designer

Alfredo Piñeiro – Senior IT Supervisor

Sunitha Bhaskaran – Bookkeeper

Amanda Russell – Environmental Coordinator

#### PRIMARY CONSULTANTS

Kenneth Ivey, C.P.A. Financial Oversight: Oversight and supervision of finances, bookkeeping oversight, and advising staff on relevant external agency requirements, such as IRS and federal and state accounting laws.

Kathren Cavanaugh, M.B.A. Business Plan Consultation: Consultation with board of trustees, committees, president, and administrative staff on development and implementation of Maitripa College's business plan. Advisor on marketing and development strategies.

#### ADVISORS

Lorne Ladner, Ph.D. Clinical psychologist and author. Expertise: Psychology and Buddhist Studies

Steven Vannoy, Ph.D. Associate Professor of Counseling and School Psychology, College of Education and Human Development, University of Massachusetts Boston. Expertise: Psychology and Buddhist Studies

William Keppler, Ph.D. Former President, National College of Naturopathic Medicine, Portland, Oregon. Expertise: Accreditation, Higher Education Administration

# ACADEMIC CALENDAR

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## FALL 2016

August 26: Orientation  
August 29: First day of classes for fall semester  
September 5: Labor Day - Offices are closed  
September 15: Last day to add/drop classes for fall semester  
November 20: Lhabab Duchen – Buddha’s descent from the God Realm of the Thirty-three  
November 21-25: Fall break  
November 24 & 25: Thanksgiving Holiday – Offices are closed  
December 12-16: Finals week  
December 15: Registration opens for spring semester  
December 15: Registration opens for Classical Tibetan Language Summer Intensive  
December 16: Last day of classes for fall semester  
December 19 - January 29: Winter break  
December 23: Lama Tsong Khapa Day celebration  
December 25: Christmas Day – Offices are closed  
January 1: New Year’s Day – Offices are closed  
January 16: Martin Luther King Day – Offices are closed

## SPRING 2017

January 30: First day of classes for spring semester  
Losar – Tibetan New Year celebration  
February 15: Last day to add/drop classes for spring semester  
Chotrul Duchen - Day of Miracles commemorating the great activities of the Buddha  
March 27-April 7: Spring break  
April 15: Scholarship applications are available  
May 15: Registration opens for fall semester  
Saka Dawa – Buddha’s birth, enlightenment and parinirvana – Offices are closed  
May 29: Memorial Day - Offices are closed  
June 2: Last day of classes Spring Semester  
June 4: Commencement Ceremony  
June 15: Deadline for scholarship applications

## SUMMER 2017

June 12: First day of classes for Classical Tibetan Language Summer Intensive, Tibetan 110  
July 4: Independence Day – Offices are closed  
July 6: His Holiness the 14th Dalai Lama’s Birthday  
July 10-14: Summer break  
July 28: Last day of classes for Classical Tibetan Language Summer Intensive, Tibetan 110  
July 31: First day of classes for Classical Tibetan Language Summer Intensive, Tibetan 310r  
Chokhor Duchen – commemorating Shakyamuni Buddha’s first teaching  
August 11: Last day of classes for Classical Tibetan Language Summer Intensive, Tibetan 310r

## ACADEMIC PROGRAMS

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Maitripa College currently offers two degree programs for incoming 2016 students: the Master of Arts in Buddhist Studies (MA – 44 credits) and the Master of Divinity (MDiv – 72 credits). Maitripa's programs supplement rigorous academic study with contemplative and community service requirements, to offer an integrated graduate level education grounded in Buddhist thought that can serve as a basis for students' active engagement in and benefit to society.

Our programs are particularly geared toward students seeking an in-depth and critical understanding of Buddhist thought in the context of both traditional and academic scholarship, coupled with contemplative experience of the path. The aim is to train students to integrate Buddhist principles into active service in partnership with their communities.

### PROGRAM LEARNING OUTCOMES

Maitripa College constructs courses, course offerings, and degree program curricula in accordance with program learning outcomes (PLO) that reflect our unique contemplative educational model. Integrating scholarship, meditation, and service happens through learning opportunities that build knowledge, praxis, and habits of mind. On the basis of the College's founding PLOs, research on the changing landscapes of professional fields, religious organizations, and higher education, and assessment of the current opportunities and strengths of the College, the PLOs have been refined and expanded. In the fall of 2016, Maitripa College will formally adopt revised PLOs for the MA and MDiv programs, after which this section will be updated to include them in full.

### DEGREE STUDENTS

Maitripa College degree programs are composed of required and elective courses, based on a credit hour system. The College runs on a semester schedule from late August/early September to December (Fall semester) and late January to late May/early June (Spring semester), with summer term language courses.

Classes at Maitripa are taught at the graduate level. They can entail a combination of study of the great texts of Buddhist philosophy based on the structure of the lamrim (Gradual Path), Tibetan language study, meditation practice, and service as part of a unique curriculum. The degree programs were designed by Yangsi Rinpoche to guide western students to the understanding, mastery, and realization of Buddhist thought. The program provides a comprehensive, integrative, graduate-level education in Buddhist thought that integrates traditional scholarship with the tools and methods of western academic training, to be utilized in the modern world.

### FULL-TIME DEGREE STUDENTS

Full-time students enroll in seven or more hours of classes a week. Students can expect to commit to a minimum of 2 hours of reading and homework a week per hour of classroom instruction, or credit hour. A service requirement is part of all Maitripa College curricula and requires a minimum number of hours each semester outside class time.

### PART-TIME DEGREE STUDENTS

Enrolled degree students have the option to pursue their degree at a part-time pace (less than 7 credits per term) if the optimal full-time schedule cannot be accommodated. Students have five years to complete a 44-credit degree and seven years to complete a 72-credit degree on a part-time basis.

## CONTINUING EDUCATION STUDENTS

The continuing education option is designed for students who may be unable to enroll in a degree program but still want the opportunity to improve their knowledge of Buddhist philosophy, language and history, or to obtain skills to enhance their professional life, or for personal spiritual formation.

Registering as a continuing education student at Maitripa College enables the student to take advantage of our classes without committing to an entire program. Continuing education students are expected to complete the readings, homework, exams and other course requirements just as would a degree student and will receive a grade recorded on their transcript.

Participation in the program as a continuing education student is restricted to availability of space contingent on degree student enrollment. Continuing education students interested in eventually pursuing a degree must complete the full application process and fulfill all of the admissions criteria. If accepted, the continuing education student has the option to transfer some previous course credit taken at Maitripa toward their degree. Up to twenty-four credits taken as a continuing education student may be transferred into the degree program up to five years after the class(es) were taken.

## VISITING RESEARCH PROFESSOR

The intellectual culture at Maitripa College will be enriched periodically with the appointment of Visiting Research Professors for a period of one – two semesters. This non-salaried position for tenured professors of accredited universities includes a tuition remission of up to 75 percent, library privileges, and, if available, access to office space and administrative support. Visiting Research Professors recognize in Maitripa College faculty and library a unique opportunity to acquire or build upon expertise in Buddhist studies. In addition to pursuing their own studies and research at Maitripa, visitors may also be invited to participate in the academic life of the college by presenting their scholarly work to graduate students, faculty and/or the public in guest lectures, seminars or symposia, through discussion with graduate students, or conducting collaborative research.

## COURSE DESCRIPTIONS

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This course list describes courses that have been offered at Maitripa College between 2006-2016. Maitripa College faculty and staff are committed to periodic review and revision of degree curricula in light of new findings and methods in the fields of study, feedback from alumni and professionals, and faculty expertise. These courses are not guaranteed to be offered in the future, and new courses may be developed in 2016 and beyond.

### CS001 | CST001. Who We Are & Who We Serve: Personal Theology & Foundations of Engagement (*1 credit, 1st Term MA & MDiv*)

An introduction to the service pillar at Maitripa College for both MA and MDiv students, focusing on understanding and developing a personal theology both within and outside of the Buddhist tradition, understanding the concept of spiritual transformation through service, developing knowledge and relationships with local community partners, and developing a familiarity with the concept of “service” within the framework of traditional Buddhist philosophy. This class includes a 20-hour concurrent service-learning project.

### CS002. Compassionate Service: Building Bridges (*1 credit, 2nd term MA*)

Building on the foundation of CS001, this course will focus on developing the students’ practical understanding, fluency, and perspective on issues of Buddhist social service, with a focus on framing community issues in terms of spiritual practice, and caring for spiritual communities. As with all service learning curriculums at Maitripa, the course will emphasize the laboratory of the service partner environment and one’s own mind as the foreground for understanding, integration, and transformation. This class includes a 20-hour concurrent service-learning project.

### CST002. Compassionate Service: Building Bridges (*3 credit, 2<sup>nd</sup> term MDiv*)

Building on the foundation of CST001, this course will focus on developing the students’ practical understanding, fluency, and perspective on issues of Buddhist social service, with a focus on framing community issues in terms of spiritual practice, caring for spiritual communities, interfaith relationships, and models of community care. As with all service learning curriculums at Maitripa, the course will emphasize the laboratory of the service partner environment and one’s own mind as the foreground for understanding, integration, and transformation. As this is a core class for MDiv program students, another level of emphasis and exploration will also be placed on development of leadership skills and methods inside and outside one’s own community. This class includes a 30-hour concurrent service-learning project.

### CS003. Compassionate Service: Conflict & Diversity, Wisdom & Method (*1 credit, 3<sup>rd</sup> term MA*)

This class focuses on applying real-world skillful means for the individual and groups working in engaged service. The practical emphasis will be on ethics, identifying and engaging with diverse populations. This class will also examine personal narrative and storytelling as a means of constructing one’s relationships with others and the world. This class includes a 20-hour concurrent service-learning project.

**CST003. Compassionate Service: Wisdom & Method (3 credit, 3<sup>rd</sup> term MDiv)**

This class focuses on applying real-world skillful means for the individual and groups working in engaged service. The practical emphasis will be on ethics, diversity, and developing an awareness of multiculturalism. Topics will include an introduction to various theories and practices of group dynamics and systems, as well as an introduction to productive communication models such as compassionate communication. This class will also examine personal narrative and storytelling as a means of constructing one's relationships with others and the world. This class includes a 30-hour concurrent service-learning project.

**CS004. A Life of Social Action (1 credit, 4<sup>th</sup> term MA)**

This course will focus on facilitating the fourth term student in their service experience and helping them shape their accumulated body of service work into their culminating work for the term, a final project. This will be accomplished through an advanced study of personal narrative and an immersion in a group reflective process based on their service experience thus far. The focus and direction of the primary course materials and reading lists for the term will be developed by each student in accordance with his or her needs in conjunction with the course instructor.

**CST004. Buddhist Ministry & Leadership: Building Spiritual Communities (3 credits, 4<sup>th</sup> term MDiv)**

This course is intended for the intermediate/advanced student seeking a practical context for their spiritual training. The course will explore modern concepts of spiritual community and leadership and consider how a Buddhist community might evolve and integrate itself with purpose and dignity into the fabric of modern society. Topics covered will include leadership theory, as well as an introduction to organizational development, Dharma centers and communities, becoming an instructor, fundraising, the clash of cultures east & west, and more.

**CST007. Maitripa College Spiritual Leadership Public Program Internship (1 credit)**

Maitripa College Spiritual Leadership Public Program Internships provide advanced MA and MDiv students with an opportunity to enrich their studies. Internships are a practical experience for which academic credit is given. Internships provide students with an opportunity to tailor their course of study by meeting specific learning goals, to enrich and/or complement their courses, to provide more depth to a particular aspect of spiritual leadership, and/or to obtain greater exposure to a broader range of opportunities in spiritual leadership. The student will meet regularly (at least twice a month) with faculty supervisor(s) to tailor and articulate an Internship and learning experience relating to his or her particular area of interest within the Public Program/Meditation Hall at Maitripa College. The student will be expected to sign and abide by the Maitripa College Learning Internship Agreement, which will be provided to him or her at the start of the term in which the Internship falls. A reading list will also be provided at this time.

**CS008/CST008. Independent Study in Community Service (variable credit, MA/MDiv)**

Students wishing to pursue additional work in Community Service may propose a project in consultation with their academic advisor and to be completed with the permission and under the supervision of a CS instructor.

**CST011. Mindful Institutional Organization, Administration, & Development (1 credit)**



This course is designed to give students a survey of operational and strategic administration of educational Buddhist organizations. Students will examine contemporary leadership theory, educational management as a field of practice and study, the goals of spiritual education, how to “practice what you preach,” and look at case studies of existing and evolving organizations.

**CST122. Mindful Institutional Organization, Administration & Development II: The Relationship with the Spiritual Teacher (1 credit)**

The relationship with the spiritual teacher is one of supreme importance and critical implications on the path. In this class, we will explore both modern and traditional models of a student-teacher relationship in the Buddhist tradition, using classical guidelines from the Buddhist tradition and contemporary commentaries on the issue. Topics covered will include but not be limited to: Levels and Qualifications of Spiritual Teachers, Levels and Qualifications of Spiritual Seekers, The Difference Between Your Spiritual Teacher and Your Therapist, The Guru in Tantra, Conduct and Appropriate Behavior Around Teachers, and Separating Cultural Standards from Devotion as Practice.

**CST131. Contemplative Care and Counseling Skills (1 credit)**

This class will focus on developing practical contemplative care and counseling skills, applicable in therapeutic, organizational, and interpersonal contexts. Using techniques such as role-plays, self-assessment exercises, and other forms of experiential learning and skills building, students deepen self-awareness and its influence on their role in working with others. Special topics will include Buddhist and Western approaches to suffering and healing, how to form a helping relationship, difficult emotions, grief and loss, chronic illness, pain, conflict resolution, and multicultural issues. This course requires a minimum of five students. This course may be repeated for credit.

### CST132. Topics in Chaplaincy, Pastoral Counseling, and Contemplative Care as Service

This class builds on the material from CST131. This class will focus in depth on working with specific issues such as grief, loss, illness, pain, and trauma. We will practice counseling and communication skills relevant to chaplaincy, pastoral counseling, and the contemplative practice of helping others. Students are encouraged to be actively engaged in having a formal role of service or helping others, as we will bring real life case examples into class discussions and experiential learning exercises.

### CST142. Spiritual Leadership & Applied Buddhist Theology

This course is for students who are ready to translate their studies into the practicalities of being a spiritual leader or community chaplain. This course will challenge you to examine your own unique expression of spiritual leadership relative to specific skill areas. Ethics includes an examination of setting and maintaining healthy boundaries, navigating dual relationships, confidentiality, and leader accountability. Power includes examining earned authority vs. power over, empowerment vs. power over or power under, the dynamic of power over and power under, power over vs. agency, and power under vs. flexibility. It is impossible to know if your leadership is harmful or helpful unless you have accessible feedback structures. We will learn the practicalities of setting up systems that encourage mutual feedback as well as what might get in your way of gracefully receiving difficult feedback and how to skillfully engage those conversations. In the last section of the course, we will emphasize common dynamics that arise in the student/teacher relationship and how to recognize and skillfully navigate these dynamics. For each of these skill areas—Ethics, Power, Feedback, and the Student/Teacher Relationship—you will be asked to share personal examples from your life. Personal examples will be used to gain shared understanding, achieve conceptual clarity, and as platforms to practice communicating and relating in ways that fit a particular circumstance. Guided mindful experiential exercises will be a regular part of our work together.

### CST201. Compassion in Action: Living & Working Your Values in FPMT (The Foundation Service Seminar) (1 credit)

The Foundation Service Seminar (FSS) is a training created by the Foundation for the Preservation of the Mahayana Tradition (FPMT) specifically for those who are currently or plan to offer service in an FPMT center, project, or other environment. The Foundation Service Seminar explores how to best offer our skills and qualities in service. The course is an opportunity to investigate a model of developing our own and others' skills and qualities in relation to a specific organizational philosophy and mission; in this case, the purpose and mission of FPMT, and how the FPMT vision translates into action for centers, projects, and individuals. The topics that will be covered include: our relationship to resources—both material and human; communication skills and conflict resolution; teaching according to the level of the student; ways to maintain and develop our personal practice in the midst of service; and methods to prevent and cure burnout. We discuss service in terms of Guru devotion, karma, compassion, and emptiness, and a Buddhist view of how to draw strength, inspiration, wisdom, and guidance from these practices. Students will have the opportunity to use the Inner Job Description, a tool for developing what Lama Zopa Rinpoche calls the “inner professional”, and integrate the Dharma into our daily lives. The course includes group discussion and sharing of experiences, particularly of community service or other volunteer/service work, and introduces daily meditations as well as group practice as advised by Lama Zopa Rinpoche. The complete FSS will be offered at Maitripa College over the course of two (2) semesters, in the format of one non-residential weekend intensive in the Fall semester and one in the Spring semester. One credit hour will be awarded per semester by Maitripa College for each completed

weekend in addition to community service hours and student work completed outside the classroom instructional hours. To earn a FSS Certificate of Completion from FPMT, students must complete all of the hours of both weekend training sessions.

#### HIS301. History of Buddhist Philosophy: India & Tibet (2 credits)

This course will provide a broad-based survey of the history of Buddhism in India and Tibet. We will begin by discussing the historical and cultural context out of which Buddhism emerged, namely the Vedic period and Vedic traditions that preceded classical Hindu traditions in India. From here we will discuss the brahmana (ascetic) movement, the life of the historical Buddha, and the formulation of the early sangha. After discussing Buddhism during the lifetime of the Buddha, we will cover the early history of Buddhism including the early Buddhist councils, the creation of the Buddhist canon, and the formulation of early Buddhist schools. We will then cover the beginnings of the Mahayana, the early Mahayana philosophers and the intellectual history of Mahayana Buddhism in India. In addition to reading histories of Buddhism, we will also read and discuss scholarly articles about the proper methods for approaching and understanding this history. We will then turn our attention to the transmission of Buddhism from India to Tibet. We will discuss the key figures in both the early and later disseminations of Buddhism to Tibet and the key events which helped shape the forms Tibetan Buddhism takes today. This portion of the course will be divided into two sections: the early transmission and the later transmission. Each of the four major Tibetan Buddhist schools as well as the indigenous Bon tradition, their histories, key figures, texts and lineages will be discussed. Students will gain a comprehensive understanding of Buddhist beginnings in India, its history and development in the land of its origin, and the manner in which the tradition was transmitted to Tibet. In addition, students will gain a detailed understanding of the religious and intellectual history of Buddhism in Tibet, including the key figures, lineages, texts, and practices which make the schools of Buddhism in Tibet unique.

#### HIS305. Special Topics: Great Figures & Innovative Ideas in Buddhist History (2 credits)

This course will survey several of great figures and innovative ideas that helped to shape the evolution of Buddhist philosophy and intellectual history in Tibet. Figures studied will include the Indian scholar Shantarakshita (who spent seventeen years teaching in Tibet), and Tibetans such as Dolpopa Sherab Gyaltsen, Je Tsongkhapa, Jamgon Kongtrul, Gendun Choepel, and the Dalai Lamas of Tibet (focusing on the 5TH, 13TH, and 14TH). The course will examine the biographies and major events in the lives of these masters, as well as the historical context of their times, and their impact on Tibetan Buddhist history. Particular attention will be paid to their unique contributions to Buddhist thought, and to the polemical literature, to the criticisms and defenses of these contributions that followed their lives and work. Students will begin to develop a sophisticated understanding of Tibetan Buddhist intellectual history through analysis of ideas and the contextual factors which impacted these ideas. Primary literature and secondary modern scholarship will be utilized and critically examined.

#### MDT301. Introduction to Buddhist Meditation (2 credits)

This course will provide a broad introduction to the vast corpus of techniques and practices of Buddhist meditation, with particular emphasis on the techniques of analytical meditation. The course will be taught in an interactive format, allowing students the opportunity to learn specific meditations as directed by the instructor, practice them, and discuss their experiences in class. The subject matter will parallel the topics of Buddhist philosophy as taught in PHL301. Part of this class will include regular meditation sessions out of class, the keeping of a sitting journal, and the opportunity for objective discussion on the effect of

these practices on the individual's mind. If desired, the committed student will have the opportunity to work with the instructor to design a personal meditation practice.

**MDT302. Techniques of Buddhist Meditation: The Medium & Great Scope (2 credits)**

This course will continue with instruction in meditation based on the foundations established in MDT 301. The course will be taught in an interactive format, allowing students the opportunity to learn specific meditations as directed by the instructor, practice them, and discuss their experiences in class. The subject matter will parallel the topics of Buddhist philosophy as taught in as taught in PHL302. Part of this class will include regular meditation sessions out of class, the keeping of a sitting journal, and the opportunity for objective discussion on the effect of these practices on the individual's mind. If desired, the committed student will have the opportunity to work with the instructor to design a personal meditation practice.

**MDT303. Techniques of Meditation: Madhyamaka (2 credits)**

The subject matter of this course will parallel the topics of Buddhist philosophy as taught in PHL303. The course will be taught in an interactive format, allowing students the opportunity to learn specific meditations as directed by the instructor, practice them, and discuss their experiences in class. Part of this class will include regular meditation sessions out of class, the keeping of a sitting journal, and the opportunity for objective discussion on the effect of these practices on the individual's mind. If desired, the committed student will have the opportunity to work with the instructor to design a personal meditation practice.

**MDT304. Madhyamaka Meditation: Preparation for Vajrayana (2 credits)**

The subject matter of this course will parallel the topics of Buddhist philosophy as taught in as taught in PHL304. The course will be taught in an interactive format, allowing students the opportunity to learn specific meditations as directed by the instructor, practice them, and discuss their experiences in class. Part of this class will include regular meditation sessions out of class, the keeping of a sitting journal, and the opportunity for objective discussion on the effect of these practices on the individual's mind. If desired, the committed student will have the opportunity to work with the instructor to design a personal meditation practice.

**MDT316. Stages of Meditation: Theory & Practice (2 credits)**

This class will be a workshop and practice class incorporating instruction, guided meditation, question and answer, and practice. The subject matter of this course will parallel the topics of Buddhist philosophy as taught in PHL316. The course will be taught in an interactive format, allowing students the opportunity to learn specific meditations as directed by the instructor, practice them, and discuss their experiences in class. Part of this class will include regular meditation sessions out of class, the keeping of a sitting journal, and the opportunity for objective discussion on the effect of these practices on the individual's mind. If desired, the committed student will have the opportunity to work with the instructor to design a personal meditation practice.

**MDT320. Calming the Mind: Shine Meditation Class (2 credits)**

This class will be a workshop and practice class incorporating instruction, guided meditation, question and answer, and practice. It is designed to give the student a basis in the practice and theory of the meditative practice of calming the mind (*shamatha*, *shiné*). Students will receive meditation instruction on the practice, as well as advice on the pitfalls and challenges of calming the mind practice, practical

advice on its application to everyday life, and personal meditation instruction. Sitting practice will be included in class time.

#### MDT340. Meditation for Mental Health I (2 credits)

This course will be the first in a two-part series of meditation instruction, resources, and practical application of techniques designed specifically to cultivate and support a healthy mind. Techniques learned in this class will include basic practices for developing a calm and focused mental state, techniques for managing stress and overwhelming emotions, and an emphasis on examining and correctly positioning one's motivation for working with others.

#### MDT341. Meditation for Mental Health II (2 credits)

This course is the second in a two-part series on meditation instruction, resources, and practical application of techniques designed specifically to cultivate and support a healthy mind. This part of the course will focus on strengthening the motivation and focus of the practitioner, as well as introduce methodologies and practices to help you help others manage their minds. This course will also introduce specific meditations designed to mitigate painful emotional states, such as anger, resentment, jealousy, and fear. Meditation for Mental Health I is a pre-requisite to this course.

#### MDT401. Vajrayana Meditation I: Preliminary Practices (2 credits)

This course is the first in a two-part series on the tantric path of Tibetan Buddhism. The course will explore the foundations and explanations of Vajrayana meditation. This class presupposes a familiarity with Buddhist tenets and a history of Buddhist practice. This class should be taken in conjunction with PHL401. *This course is restricted to those who have completed prerequisites established by the instructor.*

#### MDT402. Vajrayana Meditation II (2 credits)

This course is the second in a two-part series on the tantric path of Tibetan Buddhism. The course will explore the foundations and explanations of Vajrayana meditation. This class presupposes a familiarity with Buddhist tenets and a history of Buddhist practice. This class should be taken in conjunction with PHL402. *This course is restricted to those who have completed prerequisites established by the instructor.*

#### MDT500+. Retreat Series: General Description

Opportunities are offered to guide students through all aspects of meditation retreat, centered on a weekend meditation retreat at Maitripa to learn and practice specific meditations as directed by the instructor. Students will meet regularly with the instructors, who will provide guidance in preparing for retreat, creating retreat structure, and sustaining the benefits of meditation retreat after the weekend. The course begins with preparations, including: 1) daily preliminary practices to prepare for retreat, 2) a written learning contract which identifies the mentorship, educational goals including concepts, insights, and skills to be developed as the purpose of the retreat, and evaluation methods, and 3) readings. The retreat will take place Friday – Sunday; students should have no other obligations during this weekend. Following the retreat, students work with instructors on assessment, focus on maintaining a daily practice for that reinforces main themes of the retreat learning and, for MDiv students, may include development of practical pedagogical or other skills. *Please note retreat pre-requisites.*

Some retreat credits may be applied to the Spiritual Formation concentration for MA or MDiv students, fulfilled through a combination of retreat and coursework options. Please seek advising to discuss your degree progress.

**MDT500. Lamrim Retreat: Shiné and Viapassana (1 credit)**

This course will meet periodically to establish the learning objectives and meditation practices for preparing for a retreat, including opportunity to reflect upon the students' personal practice and ask questions of the instructor. The course includes one required weekend meditation retreat with the instructor, and then post-retreat practices to consolidate and sustain retreat insights and benefits. The course is designed to give the student a basis in the practice and theory of the meditative practice of calming the mind (*shamatha, shiné*). Students will receive meditation instruction on the practice, as well as advice on the pitfalls and challenges of calming the mind practice, practical advice on its application to everyday life, and personal meditation instruction. *No pre-requisites.*

**MDT501. Lamrim Retreat: The Small Scope (1 credit)**

The topics of the retreat will include Impermanence and Death, Precious Human Rebirth, Karma, and Refuge. A learning objective in the preparation stage will include setting up a shrine and familiarization with daily practice. Post-retreat practice will review motivations for spiritual practice in daily practice. *Prerequisites: Successful completion of MDT301 and PHL 301.*

**MDT502. Lamrim Retreat: The Medium Scope (1 credit)**

The topics of the retreat will include the truth of suffering, the cessation of suffering, the path of cessation, and the twelve links of dependent origination. A learning objective in the preparation stage will include refuge and familiarization with daily practice. Post-retreat daily practice will include focused training in concentration. *Prerequisites: Successful completion of MDT302, PHL 302, and MDT501 Lamrim Retreat: The Small Scope.*

**MDT503. Lamrim Retreat: The Great Scope – Generating Bodhicitta (1 credit)**

The topics of the retreat will include generating bodhicitta, seven point mind training, and exchange of self and other. A learning objective in the preparation stage will include purification and accumulation of merit practices in daily meditation practice. Post-retreat daily meditation practice will include focus on equanimity. *Prerequisites: Successful completion of MDT302, PHL302, and Lamrim Retreat: The Medium Scope.*

**PHL301. Introduction to Buddhist Thought (2 credits)**

This class will make use of philosophical treatises, literature, and historical analysis to present the foundations of Buddhist philosophy as taught by the early Indian pandits and commented upon by Tibetan scholars. Readings will include selections from the *Abhidharma Kosha*, *Pramanavarttika*, and *Abhisamayalamkara*, with particular focus on the readings that relate to the three scopes of the lamrim as presented by the Tibetan scholar Je Tsongkhapa. Students will come away from this course with a foundation in Buddhist philosophy and knowledge of key issues of Buddhist Studies, including personal identity and the five skandhas, subtle impermanence, and the basics of a Buddhist world view. Students will gain important grounding in basic principles of dependent arising, the structure of Buddhist logic, and familiarity with Buddhist logic and logical arguments.

PHL302. Foundations of Buddhist Thought: The Medium & Great Scope (2 credits)

This class surveys the foundational philosophical ideas of the Buddhist tradition as presented by the great pandits of India and commented upon by the Tibetan inheritors of the Indian Buddhist tradition. The course will make use of philosophical treatises (primary sources in translation), literature, and historical analysis to present the foundations of Buddhist philosophy. Readings will include selections from Vasubandhu's *Abhidharmakosha*, Dharmakirti's *Pramanavarttika*, the *Abhisamayalamkara* (attributed to Maitreya), *Guide to the Bodhisattva's Way of Life*, and *Seventy Topics*, as well as modern scholarly analysis of the same. There will be a particular focus on the readings as they relate to the medium and great scope of the Lamrim as presented by the Tibetan scholar Je Tsongkhapa and others. Students will gain a strong foundation in Buddhist philosophy including key topics that relate to the medium and great scopes such as: cause and effect, the potential for enlightenment, and the structure of existence according to the Buddhist world view. Students will gain a strong foundation in Buddhist philosophy including key topics that relate to the great scope such as: loving kindness, great compassion, and abandoning the mind of self-cherishing, as well as topics that relate to the great scope such as the mind of enlightenment, the six perfections, and an in-depth examination of the path of a bodhisattva.

PHL303. Madhyamaka Philosophy: Where is the Middle Way? (2 credits)

An overview and in-depth introduction to the heart of the Tibetan Buddhist tradition, the philosophy and practice of Madhyamaka, or the "Middle Way," as presented by the renowned Indian Buddhist philosopher Nagarjuna and his Indian and Tibetan commentators. Primary readings for this course include Lama Tsongkhapa's *Essence of Eloquence (Lekshé Nyingpo)* and its sources. Students are strongly encouraged to enroll in *MDT303 Techniques of Meditation: Madhyamaka* in conjunction with this class.

PHL304. Madhyamaka Philosophy: A Dose of Emptiness (2 credits)

A continuation of the Madhyamaka I class, in which the exploration and debate of the philosophy and practice of Madhyamaka, or the "Middle Way" is deepened and refined. The primary reading text for this class will be Khedrup Je's *Dose of Emptiness (stong thun chen mo)*, a detailed critical exposition of the theory and practice of emptiness as expounded in the three major schools of Mahayana philosophy, as well as its commentaries. Students are strongly encouraged to enroll in *MDT304 Madhyamaka Meditation: Preparation for Vajrayana* in conjunction with this class.

PHL315. Buddhist Psychology (2 credits)

An introduction to the study of the mind as presented by Buddhist philosophical sources and commentators. This course includes presentation of *lo rig*, or mind and mental factors, as taught in the traditional monastic curriculum, as well as in-depth analysis and discussion of the classical distortions of the mind, the mental afflictions, their antidotes, perceptions of reality, and the relationship between mind and its object.

PHL316. Stages of Meditation: Kamalashila's Gom Rim in Theory & Practice (2 credits)

Structured around readings of the root text *Stages of Meditation* by the ninth century Indian scholar-saint Kamalashila, and supplemented by traditional and modern commentaries, this class will explore the philosophical and practical elements of a Buddhist worldview. Particular focus will be given to Kamalashila's unique presentation of the logical sequence of meditational practice a practitioner should undertake in order to attain freedom from suffering and enlightenment, and its application to our lives in the modern world today.

PHL317. The Foundations of Mahayana Buddhism (2 credits)

The Bodhisattva Path: This course will introduce the history, philosophy, and practices of Mahayana Buddhism. The class will be a mix of lectures and discussion focused around both secondary literature as well as primary Mahayana texts in translation including the classics such as Shantideva's *Guide to the Bodhisattva's Way of Life*, and Atisha's *Jeweled Rosary of a Bodhisattva*. The course will begin by examining the historical beginnings of Mahayana Buddhism in India, then move on to investigate the major Mahayana philosophical schools: the Mind-Only School and the Middle Way School, and proceed from there to look at the practices and practice structure of Mahayana.

PHL321. The Good Heart: Buddhist Literature & Meditation – Cultivating Compassion through Lojong (2 credits)

This course will examine a corpus of Buddhist teachings called *lojong* (mind training) from both a traditional Tibetan Buddhist and a Western psychological approach. Based on the essential Mahayana Buddhist teachings of impermanence, compassion, and the exchange of self and other, the *lojong* teachings are a source of guidance shared by masters of all Tibetan traditions. These teachings offer techniques and inspiration toward a deep altruism for others, which in turn trains the practitioner's mind toward the embrace of tranquility and joy under any conditions. Western social psychology specializes in the observation and description of us as social beings, illuminating the best and worst of human behavior. This class will explore theories for why love, affection, and altruism are important for human development from the perspective of western psychology and the interstices between these conclusions and the Buddhist presentation of compassion. A combination of philosophical study, discussion, reflection, and meditation training will be utilized in the exploration of these topics. Texts studied will include: Serlingpa's *Leveling Out All Conceptions*, Atisa's *Bodhisattva's Jewel Garland*, Langri Tangpa's *Eight Verses on Mind Training*, Chekawa's *Seven-Point Mind Training*, among other Buddhist texts and works of Western psychology.

PHL323. The Good Heart: Cultivating Patience & Joyous Effort, Reducing Anger & Apathy (2 credits)

This course will examine the cultivation of patience as an antidote to anger, and joyous effort as an antidote to apathy from both traditional Indo-Tibetan Buddhist and western psychological perspectives. Specific attention will be focused on the analytic thoughts and meditations, worldviews, research, and secular techniques said to reduce anger and apathy and increase patience and joyful effort in daily living. The Buddhist perspective will be examined through a close reading of two chapters from the sixth century Indian master Shantideva's timeless classic, the *Guide to the Bodhisattva's Way of Life*, a beloved text in all the Tibetan Buddhist tradition's lineages and often praised by His Holiness the Dalai Lama as a peerless text on the cultivation of compassion. Shantideva's text offers techniques and inspiration to avoid major psychological pitfalls on the path to developing a deep altruism for others and oneself. Western clinical and social psychology specializes in the observation, description and development of humans as social beings, illuminating the best and worst of behavior. The Western psychological perspective will be examined through readings on theories of emotion, motivation, and social behavior. A combination of philosophical study, discussion, reflection, and meditation training will be utilized in the exploration of these topics and the interstices and convergences between Buddhist and western psychology.

PHL331. Mindfulness & Compassion: Mahayana Buddhist & Scientific Approaches (2 credits)

This course is the first in a two-part series. It will begin to lay foundations for understanding what traditional Mahayana Buddhist and emerging fields of Western psychology, neuroscience, and



contemplative studies have to say about mindfulness and attention on the one hand, and compassion and self-compassion on the other. The class will focus upon Chapters 1-5 of the classical Buddhist Text, *Guide to the Bodhisattva's Way of Life*, called the *Bodhicharyavatara* in Sanskrit, by the Indian scholar and meditator Shantideva. It will introduce students to some of the histories and cultural contexts of scientific and Buddhist traditions, and it will explore the similarities and differences between the two traditions' approaches to and uses of mindfulness and compassion training. Course materials will include a close reading of Shantideva's *Guide to the Bodhisattva's Way of Life*, along with Tibetan commentaries on Shantideva's masterpiece. A variety of contemporary western scholarship in the areas of psychology, neuroscience, and contemplative studies will be assigned, and a dialogue between Buddhism and science will emerge in classroom discussion.

**PHL332. Mindfulness & Compassion: Mahayana Buddhist & Scientific Approaches (2 credits)**

This course is the second in a two-part series. It will continue building upon foundations for understanding what traditional Mahayana Buddhist and emerging fields of Western psychology, neuroscience, and contemplative studies have to say about mindfulness and attention on the one hand, and compassion and self-compassion on the other. The class will focus upon Chapters 6-10 of the classical Buddhist Text, *Guide to the Bodhisattva's Way of Life*. It will introduce students to some of the histories and cultural contexts of scientific and Buddhist traditions, and it will explore the similarities and differences between the two traditions' approaches to and uses of mindfulness and compassion training. Course materials will include a close reading of Shantideva's *Guide to the Bodhisattva's Way of Life*, along with Tibetan commentaries on Shantideva's masterpiece. A variety of contemporary western scholarship in the areas of psychology, neuroscience, and contemplative studies will be assigned, and a dialogue between Buddhism and science will emerge in classroom discussion.

**PHL401. Vajrayana Philosophy I: The Stages of the Tantric Path (2 credits)**

This course is the first in a two-part series on the tantric path of Tibetan Buddhism. The course will explore the foundations and explanations of Vajrayana philosophy. This class presupposes a familiarity with Buddhist tenets and a history of Buddhist practice. This class should be taken in conjunction with MDT401. *This course is restricted to those who have completed prerequisites established by the instructor.*

**PHL402. Vajrayana Philosophy II (2 credits)**

This course is the second in a two-part series on the tantric path of Tibetan Buddhism. The course will explore the foundations and explanations of Vajrayana philosophy. This class presupposes a familiarity with Buddhist tenets and a history of Buddhist practice. This class should be taken in conjunction with MDT402. *This course is restricted to those who have completed prerequisites established by the instructor.*

**PHL410. Tantric Ritual & Ethics (2 credits)**

This course is a key foundational piece for anyone wishing to explore the unique practices of Tibetan Vajrayana Buddhism. The course will cover the basics of the ethics of tantric practice, including precepts of practice, their purpose, meaning, and how to properly maintain them. The course will also cover an introduction to tantric ritual, including the meaning and function of ritual instruments and ornamentation, altar preparation, tormas, and more.

#### PHL411. Tantric Ritual & Ethics II (2 credits)

This course builds on the key foundational piece for anyone wishing to explore the unique practices of Tibetan Vajrayana Buddhism as introduced in Tantric Ritual & Ethics I. The course will cover the basics of the ethics of tantric practice, including precepts of practice, their purpose, meaning, and how to properly maintain them. The course will also pick up from last semester's introduction to tantric ritual, including the meaning and function of ritual instruments and ornamentation, altar preparation, tormas, and more.

#### PHL450. Theories & Methods of Buddhist Studies (2 credits)

This course is designed to give students the methodological and theoretical tools needed to think critically about ways to approach the academic study of Buddhism, tools that will be imperative in the preparation of a master's thesis or deeper academic study. What are the goals of Buddhist Studies? What are the best methods for achieving those goals? What sorts of presuppositions and assumptions do we bring into our work and our orientation toward Buddhism? Do our presuppositions and assumptions serve our goals? How do political, religious, and/or ideological preferences impact our engagement with the object of study? What are the authoritative sources for the information we want and how do we determine that? How do we understand and interpret the "data"? What sorts of responsibilities do scholars have? What we study and how we study it are inextricably tied to questions of theory and method. Those who see methodological discussions as needless academic meanderings do not somehow thereby free themselves of methodological biases. Everybody engages their object of study with a theoretical and methodological orientation. The goal of this class is to encourage students to do so consciously, to think about their own assumptions and the assumptions of the broader community of scholars who engage the Buddhist traditions.

#### PHL500. Masters Thesis/Comprehensive Exam (4 credits)

Final mastery for the MA degree is demonstrated through one of the following two options:

1. Passing a Final, Comprehensive Exam - The comprehensive exam is an on-campus four-hour exam covering the breadth of content of the subject matter of the MA degree. A list of potential questions from which the faculty will draw are given to the students in advance for their study and preparation. The actual exam will have twelve questions from which the student will choose eight to answer in separate essays. Students will be given the list of questions at the start of the term in which they plan to take the exam, and the PHL500 class may meet during the term for review sessions.
2. Completion of a Master's Thesis - Under special circumstances, the highly motivated and extremely committed student may petition the Maitripa College MA faculty to complete a thesis project. Students propose, frame, and present drafts of the thesis in consultation with the thesis advisor. Thesis projects must be completed within 2 semesters (1 year) of all other coursework and degree requirements at Maitripa. For further details, please see the Dean of Education or Director of Programs.

#### PHL501. Masters Thesis/Comprehensive Exams (1 credit)

This course is required of MA students who have successfully completed all coursework toward their degree with the exception of their final degree requirement. Students must register for PHL501 to maintain residency in their program for each term that their thesis is in process toward final submission

and approval, or until the comprehensive exam is taken. Students are strongly advised to meet with their project advisor in regard to staying in compliance with policies on degree completion. *Prerequisite: PHL500 Masters Thesis/ Comprehensive Exam (4 credits).*

**PHL600. The Uttaratantra: The Nature of Mind (2 credits)**

The Uttaratantra Shastra (Sublime Continuum) is a Mahayana text presenting the definitive Buddhist perspective on the understanding of Buddha-nature and the inherent perfection of the nature of mind. One of the five classic texts attributed to the Arya Maitreya, the Uttaratantra is said to function as the philosophical bridge between the sutra and the tantra traditions of Tibetan Buddhist philosophy, and understanding it is a fundamental foundation for the practice of Vajrayana. This class will encompass a line-by-line reading and commentary on the work itself from the philosophical perspective, in addition to instructions on the lineage of meditative approach to the material. *Prerequisites: PHL301 & MDT301 or some familiarity with Buddhist philosophy and meditation strongly recommended.*

**THL 305. Engaged Buddhism: Non-Violence & Social Justice in Buddhist Thought & Practice (2 credits)**

Engaged Buddhism is the application of the Dharma to large and small scale problems that cause suffering in the world. Most commonly it is thought of as Buddhist social and political action, but can include everything from hospice care, to environmental work, to anti-war activism, to soup kitchen work, to solitary meditation in a Himalayan cave for ultimate benefit of all living beings. Socially Engaged Buddhism is not aligned with any particular Buddhist denomination and can be found across the Buddhist world. It has been more clearly defined and prominent in the past fifty years thanks to the efforts of leading engaged buddhist thinkers like Ven. Thich Nhat Hanh, His Holiness the Dalai Lama, Sulak Sivaraksa, Samdhong Rinpoche, and Robert Thurman among others. In this class we will look at the writings of these engaged buddhists and investigate the kinds of activities engaged buddhists are doing in order to transform society to create a world that engenders our highest ideals and nurtures compassion and wisdom.

**THL 320. Buddhist Theology (2 credits)**

The work of the academic study of Buddhism by contemporary scholars has offered tremendous insights into the historical and social conditions that grounded, informed, and influenced the formation of Buddhist ideas and institutions. Yet due to the academic attempt to keep an objective and scientific distance from its object of study, such scholars, many of whom are self-identified Buddhists, have traditionally been discouraged in the academy from thinking about the normative implications of these insights for modern Buddhist communities. Recent years have seen a growth of Buddhist "theological" thinking paralleling the kind of theological thinking our monotheistic counterparts have engaged in to address similar issues in their own traditions. Buddhist scholars who are also practitioners have moved beyond simply describing the tradition from a critical distance, and begun to use the critical skills of the academy to think about the tradition and speak from within the tradition about issues of concern to themselves as members of Buddhist communities. What do Buddhists have to say about the environmental crisis? How ought Buddhists think about the tradition's patriarchal past? What might Buddhism contribute to prison reform? How might "justice" be conceived in Buddhist terms? What does Buddhism have to contribute to hospice care? To psychology? What are the appropriate and effective Buddhist ways of thinking about these problems and questions? This course will examine the development of this new branch of Buddhist thinking including the very use of the term "theology" for a tradition without a theos (God), its theoretical grounding, and examples of its contemporary application.

#### THL 410. Buddhist Rituals, Ethics, Services, & Ceremonies (2 credits)

This course will present an overview of some of the most important rituals, ethics, services, and ceremonies that form the core of Buddhist practice in the Tibetan tradition, and shape everyday life of practitioners. We will begin with an overview of the ethical guidelines for practitioners, including precepts of practice, their purpose, meaning, and how to maintain them. The course will continue with an introduction to and, where relevant, instruction in, rituals, services, and ceremonies performed by the clergy and by practitioners themselves in the course of everyday life. Finally the course will touch on some of the more esoteric rituals and ceremonies of the tradition, such as divination, offering practices, and so forth, and their significance in the tradition and in the lives of practitioners and Buddhist communities.

#### THL421. Buddhist & Western Approaches to Pastoral Care & Counseling (2 credits)

This class will focus on counseling and communication skills relevant to pastoral counselors or other helping professions. We will discuss theories of counseling, healing, psychopathology, faith, and suffering, as well as special topics such as grief and loss, multicultural issues, chronic illness, and self-care. This class will emphasize practical training in communication and contemplative skills that are essential to anyone who wishes to effectively and compassionately be in a helping relationship with others. Skills and assignments for this class are also designed to support those students on a path towards Chaplaincy.

#### THL422. Contemplative Care & Counseling Skills (1 credit)

This class will focus on developing practical contemplative care and counseling skills, applicable in therapeutic, organizational, and interpersonal contexts. Using techniques such as role plays, self-assessment exercises, and other forms of experiential learning and skills building, students deepen self-awareness and its influence on their role in working with others. Special topics will include Buddhist and Western approaches to suffering and healing, how to form a helping relationship, difficult emotions, grief and loss, chronic illness, pain, conflict resolution, and multicultural issues. *Repeatable for credit up to three times.*

#### THL500. Master of Divinity Final Project - Comprehensive Paper in Buddhist Theology & Chaplaincy (4 credits)

The Master of Divinity program culminates in the completion of a substantial final written project that embodies the integration of the student's practical and theoretical knowledge and understanding gained in the program. The class will meet throughout the term with the designated advisor, Spring term only.

#### THL501. Master of Divinity Final Project - Comprehensive Paper in Buddhist Theology and Chaplaincy (1 credit)

This course is required of MDiv students who have successfully completed all coursework toward their degree with the exception of their final degree requirement. Students must register for THL501 to maintain residency in their program for each term that their final paper is in process toward submission and approval. Students are strongly advised to meet with their academic advisor in regard to staying in compliance with policies on degree completion. *Prerequisite: THL500 Masters Thesis/ Comprehensive Exam (4 credits).*

#### TIB101. Introduction to Classical Tibetan Language (3 credits)

Introduction to alphabet, pronunciation, grammar, and sentence structure of Classical Tibetan language as found in Indian treatises translated from Sanskrit into Tibetan and in indigenous Tibetan philosophical works. Students gain first exposure to dictionary use and resources for Tibetan studies.

TIB102. Introduction to Classical Tibetan Language II (3 credits)

Continued study of Tibetan grammar, syntax, and vocabulary of Classical Tibetan language.

TIB103. Introduction to Classical Tibetan Language (3 credits) *Summer Only*

This is an intensive, three-week course that meets 16 hours per week plus home study. It is designed for students who have never studied Classical Tibetan, or who wish a review from the beginning. The course covers first semester Classical Tibetan and starts with the alphabet and pronunciation, then rapidly moves on to words and particles. Next comes learning the patterns within syllables, words, phrases, clauses, and sentences towards understanding the grammar of Classical Tibetan as found in Indian treatises translated from Sanskrit into Tibetan and in indigenous Tibetan philosophical works. *Prerequisite: None, but some familiarization with the Tibetan alphabet would be helpful.*

TIB110. Classical Tibetan Summer Intensive (6 credits)

This class is for beginning students of Classical Tibetan or for those who wish a systematic and thorough review. The course starts with the alphabet and pronunciation, then rapidly moves on to words and particles. The class then moves to a discussion of how Classical Tibetan signifies meaning in regard to verbs, case particles and declension, and lexical and syntactic particles. The class culminates in a reading and translation of short texts or excerpts or commentaries, such as the *Three Principal Aspects of the Path* by Tsong-kha-pa (1357-1419), supplemented short commentary. *This course is a combination of TIB103 and TIB203r, a 6 credit unit that meets the MA requirement for a minimum of one year of language study.*

TIB201. Classical Tibetan Language Intermediate: Reading Class/Bridge to Translation I (2 credits)

Students continue to deepen their knowledge of Tibetan grammar and syntax through reading and decoding basic verse and prose texts and commentaries on Buddhist philosophy and practice in their original language. This course also introduces basic translation theory. Whenever possible, students receive oral commentary of the texts they are working with as part of the class, and being to learn how to “decode” some of the more cryptic forms of Tibetan philosophical exegesis.

TIB202. Classical Tibetan Language Intermediate: Reading Class/Bridge to Translation II (2 credits)

Students continue to deepen their knowledge of Tibetan grammar and syntax through reading and decoding more complex texts, treatises, poetry, and commentaries on Buddhist philosophy and practice in their original language. This course includes the continued study of translation theory, and students will begin working on their own basic translations. Students receive oral commentary of the texts they are working with as part of the class and as an aid to their understanding and translation of the texts.

TIB203r: Classical Tibetan Grammar & Academic Translation Methodology (4 credits) *Summer only*

This intensive summer course covers the grammar and methodology components of first year Classical Tibetan. It is designed for students who want a systematic presentation or review of grammar and academic translation methodology. The course is designed to be taken after TIB103 for beginning students, or prior to TIB301r for intermediate students who wish a thorough review. The first phase of the course covers the grammar of Classical Tibetan as found in Indian treatises translated from Sanskrit into

Tibetan and indigenous Tibetan philosophical works. The second phase of the course introduces academic methodologies for preparing translations of Tibet Buddhist Philosophical works for publication.

**TIB301 Advanced Tibetan Reading Class (2 credits)**

Students read Tibetan texts and their commentaries in their original language. Repeatable for credit.

**TIB309r: Topics in Translation: Genre and Methodology (1 credit) Summer Only**

This two-week intensive intermediate/advanced course introduces genres of Tibetan Buddhist scholastic literature, in order to contextualize grammar paradigms within indigenous texts. Students will also locate the author's philosophical allegiances within the larger stage of controversies within Tibetan philosophical thought.

**TIB310r: Topics in Translation: Genre & Methodology (2 credits) Summer Only**

This two week intensive intermediate/advanced course introduces two genres of Tibetan Buddhist scholastic literature: Collected Topics manuals (*bsdus grva*) and Tenets manuals (*grub mtha'*). Students will read selections on the tenets of the Sūtra School in Classical Tibetan. Students will also locate the author's philosophical allegiances within the larger stage of controversies within Tibetan philosophical thought.

# ACADEMIC REGULATIONS

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## ACADEMIC ADVISING

Academic advisement is a process by which Maitripa College helps each enrolled student realize his or her potential, and acts as a support for that student's academic and personal growth. Maitripa College degree students will be assigned an academic advisor.

Academic advisor's activities may include but are not limited to the following:

- Provide recommendations for course sequence and choice of electives to complete the degree program
- Provide information about general education and graduation requirements
- Provide support for general adjustments to Maitripa College and/or graduate school
- Provide assistance in seeking doctorate education outside of Maitripa College
- Provide information about career options and the value of a particular degree or concentration of study
- Provide assistance with registration and course scheduling or referrals to administrators who can provide such assistance
- Provide help with study habits, learning techniques, and research and writing skills
- Provide guidance with Final Project, Thesis or Exam preparation

## RESPONSIBILITIES OF MAITRIPA COLLEGE

- The responsibility of ensuring the availability of academic advisement rests with the program director.
- Student advisement (e.g. meeting individually with students to provide information about course requirements and student progress, working with students on independent projects of student and faculty interest, etc.) is part of the regular workload of every full-time faculty member, and may be delegated to part-time faculty as well
- Faculty and instructors are required to offer access to students for advising related to progression in courses they are teaching.
- The Director of Programs and Director of Student Services shall provide periodic updated information on academic policies and procedures including, but not limited to, rules and policies, graduation requirements, petition processes, and grading policies to academic advisors
- Maitripa College shall provide students with timely notice of academic probation status
- Maitripa College administration shall provide students with the documents and forms necessary for administrative record keeping, including academic status changes, transfers, etc.
- Maitripa College shall provide international students advising with a Student & Exchange Visitor Program's Primary Designated Student Official (SEVP DSO) at Maitripa
- Maitripa College shall provide program information in a clear, succinct, and easily understandable manner, such as through a brochure, website, a Course Catalog, and/or a checklist of major/degree requirements

## RESPONSIBILITIES OF STUDENTS

- Students must familiarize themselves with Maitripa College requirements
- Students agree to conduct themselves in accordance with the Rules of Ethical Conduct
- Students must bring current information regarding progress toward degree completion to meetings with their advisor
- All students should meet with an advisor on a regular basis once an advisor is assigned, at least once per semester
- Making and keeping appointments to see advisors is the responsibility of the students

## ACADEMIC YEAR

The academic year at Maitripa is based primarily on two semester terms, approximately sixteen weeks in duration. Spring term begins in late January and ends in late May/early June. Fall term begins in late August/early September and ends in mid to late December. The regular term may include Saturday classes. Summer term courses may be offered for course credit toward degree requirements.

## ACADEMIC EVALUATIONS

Students are evaluated regularly by a committee of faculty and academic staff, based on the grades they have received for the semester(s) they have completed. Students may be matriculated, passed on, or placed on probation based on their performance.

## ACADEMIC STANDARDS

Students are held to the highest possible level of academic standards. Classes at Maitripa are taught at a graduate level, and students are expected to fulfill all requirements for all classes without exception to continue toward graduation. No student may receive credit for a course in which the grade received was C+ or lower, and students must maintain GPAs of 3.0 or higher. Students have the option to re-take a course in which they receive a C+ or lower but will only receive credit once.

## ADVANCED STANDING

Maitripa College does not accept credit for advanced standing at this time.

## CLASS ATTENDANCE

Class attendance is mandatory. Timeliness is expected for all classes at all times. Faculty members may stipulate their own attendance policies on their course syllabi. In lieu of a faculty attendance policy, the College attendance policy understands emergencies and personal concerns, and therefore grants two excused absences per class per term. Students should communicate with their teachers directly in regard to attendance issues.

Absence from class and/or repeated tardiness is disruptive to the learning environment and can negatively impact a student's grade.

Excused absences during the semester may be permitted in the event of an emergency (medical, family or personal). Sufficient notice to the faculty member may be required in order to establish alternative arrangements for makeup work, including due dates for assignments and gathering required course



materials. Unexcused absences may be considered in the calculation of grades, and can result in course failure.

Absences on exam dates require a physician's note or other authoritative form of documentation to be considered an excused absence. Failure to provide documentation may result in failure of the examination or relevant coursework. Multiple absences of a class may warrant review of documentation attesting to the effect of an illness or other condition upon attendance and/or academic performance.

## CLASS WITHDRAW AND INCOMPLETE

On the 15th day of the semester, the drop/add period is closed. At this point if a student chooses to terminate enrollment in a course, it is considered a withdrawal. Maitripa College requires that a student who wishes to withdraw from a course, complete the Course Withdrawal Form. This form will prompt students to inform their professor, advisor and registrar of the withdrawal. The registrar will post a "W" on the transcript. No credits or grades will be awarded for partial work completed as part of the course. A grade of "W" can be replaced by re-taking the course at a future time.

Unlike a withdrawal, an incomplete "I" is a temporary grade given to a student who is enrolled in a course, but is unable to complete the work by the specified deadlines for some extenuating circumstance. An Incomplete Form must be signed by the instructor and submitted to the Registrar on or before the last day of the class. An incomplete grade may be given, at the discretion of the instructor, provided the work for the course will be completed within an agreed upon time frame. If the work is completed in the time stipulated, the "I" is replaced with the earned grade and credit for the course is granted. If the work is not completed in the agreed upon time frame, the instructor will issue a grade that is commensurate with the work completed.

## PROGRAM LEAVE OF ABSENCE

A program leave of absence is a plan to leave the college with a specific, pre-approved return term, issued no later than the end of the drop/add period for the term in which the leave commences. A leave of absence may be approved for one semester or year. Students may be eligible for up to two years of leave, cumulatively. An approved leave of absence does not change the degree completion time limit. A Leave of Absence Form request must be signed by the Academic Advisor and the Program Director or Dean and submitted to the Registrar. For discontinuing enrollment after this date, see program withdrawal or course withdrawal policies.

## PROGRAM WITHDRAWALS

Discontinuing enrollment in a degree program without an approved Leave of Absence, before or during a semester, constitutes withdraw from the degree program. If a student chooses to withdraw from a degree program they must submit a Program Withdraw Form signed by the Academic Advisor and the Program Director or Dean and submitted to the Registrar. The tuition and fees owed/refunded will be commensurate with the Tuition Schedule and Refund Policy.

## SATISFACTORY ACADEMIC PROGRESS

Academic Advisors along with the Dean and Program Director, will review students' records annually to ensure that satisfactory progress is being made, and program requirements are being met in a timely

manner. Satisfactory progress for full-time degree students is defined as completing a minimum of 14 credits per year (seven credits per semester) with a GPA of C+ or above in all courses. Part time degree students are expected to demonstrate commitment to degree progression. Any student whose GPA falls below 3.0 at any time in the program will be placed on academic probation. If the student's GPA does not rise above 3.0 in the next semester of completed coursework, the student will be dismissed from the program.

## SEPARATION

There are several academic reasons for which a student may be separated from a degree program. The first is a student's GPA falls below a 3.0 for two consecutive semesters (see Satisfactory Academic Progress for details). In the second instance, a student may be separated for making unsatisfactory progress toward the degree completion. Finally, if a student does not re-enroll after their approved Leave of Absence, they will automatically be separated from the degree program.

Please note: Students may be placed on probation or separated from the degree program due to failure to remain in good standing according to the College's disciplinary and financial policies.

## READMISSION TO GRADUATE DEGREE STANDING

Following academic separation or a requested withdraw, consideration for readmission to the degree program within Maitripa College may be requested by filing a Re-admission Request Form to the Director of Student Services. In the case of separation for unsatisfactory academic progress, a student must complete a minimum of seven credits as a continuing education (non-degree seeking) student, while maintaining a semester GPA of 3.0.

## CREDIT EARNED

At Maitripa College, one unit of academic credit is earned through 16 hours of in-class time and approximately 32 hours of student work outside of class, for a total of approximately 48 hours per credit earned. This is in accordance with the ratio as provided by the State of Oregon. "Work outside of class" consists of coursework reading, reflection papers, research, meditation training, and writing of research papers, depending on the class. Volunteer hours for service learning courses are an additional requirement and vary depending on the class.

## AUDITING

To maintain the highest level of participation from all students, auditing of courses at Maitripa College is not allowed at this time (except in rare cases approved by the instructor and the Director of Programs.) Prospective students may be allowed to sit in on a course once per semester, if they have made prior arrangements with the administrative office and faculty. Please see the Director of Programs for further information.

## DEGREE REQUIREMENTS

The MA in Buddhist Studies and the MDiv degrees will be awarded to students who have completed the minimum credits required and culminating exam, thesis or project, some taken in mandatory core courses and others in elective courses, as indicated below in the coursework distribution requirements and sample

curricula. Students can utilize the Degree Audit tracking function in Populi and meet with an advisor each semester to make sure students are on track and fulfilling degree requirements toward graduation.

Courses from other colleges, universities, or educational programs generally may not be counted for credit at Maitripa College, but under certain conditions, transfer credit may be recognized; see Transfer Policy below. Language courses and/or training received elsewhere may be accepted for up to one year of credit at Maitripa College provided it was received at an accredited institution, and pending instructor approval. Students may also test out of a language requirement or prerequisite at the discretion of the course instructor. Students may also test into an intermediate or advanced placement language courses. Regardless of transfer credit or placement, students in the MA in Buddhist Studies must complete two semesters of language study at Maitripa to complete their language credit requirement.

#### DEMONSTRATION OF FINAL MASTERY: MA IN BUDDHIST STUDIES

Students must choose one of the following two options:

1. Completion of a Master's Thesis (*see PHL500*) – The extraordinarily motivated and successful student may propose a master's thesis to a committee of faculty. If approved, the student will work with advisor(s) to complete the thesis in a timely manner, a process that may include submission of drafts and an oral presentation of their research.
2. Passing a Final, Comprehensive Exam (*see PHL500*) – The comprehensive exam is an on-campus four-hour exam covering the breadth of content of the subject matter of the master's degree. A list of potential questions from which the faculty will draw are given to the students in advance for their study and preparation. The actual exam will have twelve questions from which the student will choose eight to serve as the subjects of their essays, which will be evaluated on a pass/fail basis by MC faculty.

#### DEMONSTRATION OF FINAL MASTERY: MDIV

Students must complete the Comprehensive Paper in Buddhist Theology and Chaplaincy (see THL 500).

#### CURRICULA LEADING TO DEGREE

Student services and academic advisors are prepared to review sample curricula which map possible routes to degree completion. Maitripa College faculty and staff are committed to periodic review and revision of curricula in light of new findings, methods, and research in pertinent fields of study, feedback from students and alumni, and faculty expertise. Individual students' course of study will vary according to optional concentrations, language studies, electives, and periodic rotation of course availability and development of new courses. Students are encouraged to work with academic advisors to create individualized, complete course plans.

#### MASTER OF ARTS DEGREE IN BUDDHIST STUDIES

In order to qualify for the Master of Arts degree in Buddhist studies, students must take a certain set of core courses, as well as additional elective courses. Please seek academic advising to review sample course curricula.

In order to maintain status of a full-time student at Maitripa, students must enroll in a minimum of 7 credits per semester and complete all required courses.

## MASTER OF DIVINITY DEGREE

In order to qualify for the Master of Divinity degree, students must take a certain set of core courses, as well as additional elective courses. Please seek academic advising to review sample course curricula.

In order to maintain status of a full-time student at Maitripa, students must enroll in a minimum of 7 credits per semester and complete all required courses.

## DECLARATION OF CANDIDACY FOR A DEGREE

To initiate the steps leading to the award of a master's degree, students must identify the term they expect to complete degree requirements by filing a graduation/degree candidacy declaration form through the Maitripa College administrative offices at least one academic year before anticipated graduation (declaring in September for a June graduation the following year).

Upon submission, the student's expected graduation term and degree will be recorded. The student must submit a new form if he or she wishes to change his or her graduation term or degree.

## EXAMINATIONS

Examinations will be given in all courses in a form to be determined by the course instructor.

## GRADING SYSTEM

All grades are to be submitted no later than one week after the final examination has been given for classes, or after the last official meeting of the class. Grade point averages are determined from letter grades as follows:

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0

## GRADE OF INCOMPLETE

Grades of incomplete ("I") may be given at the discretion of the instructor, provided the work for the course will be completed by the student within an agreed-upon amount of time, in accordance with Maitripa policy, and within the limitations period on grade changes. An "I" may be entered in place of a

regular grade. If the “I” is not replaced within a year from the date of the end of the last class, it will transform into a permanent “F.” Petition forms for extension of an incomplete can be obtained from the administrative office. Contact the Director of Student Services for details on such a petition.

## GRADE CHANGES

Grades may be changed at the discretion of the course instructor, for due cause, up to one year after the course has completed. After this time grades are permanent and cannot be changed.

## APPEALING A GRADE

Students may appeal a grade only when they can document one or more of the following:

- An error in grade calculation.
- Failure of the instructor to clearly notify students of the grading criteria.
- Assignment of a grade based on reasons other than the announced criteria and standards.
- Assignment of a grade based on factors other than student achievement, e.g., personal bias.
- Inconsistent or inequitably applied standards for evaluation of student academic performance.

If the student believes that the grade received is based upon unlawful discrimination, or sexual harassment, as defined in these policies and procedures, the student should proceed under the procedures in this handbook related to grievances and sanctions.

Once a student believes he or she has grounds for appealing a grade issued by an instructor the following procedures should be initiated: The student must submit a written appeal to the Director of Programs within 30 days of the end date of the course. The student will be required to provide documentation proving the occurrence of one or more of the above criteria.

Within 45 days of the end date of the course, the student must provide clear documentation that demonstrates the occurrence of one or more of the above-listed grounds for appeal. Documentation may be in the form of e-mail correspondence, graded assignments, proof of timely submission, etc. The student must also provide evidence of the level of achievement in support of the particular grade that the student believes he or she should have been awarded. If the evidence meets the criteria, the dean forwards the student's written statement to the instructor for a response, which the instructor must provide within 15 days. The dean then refers all documentation to the grade appeals committee.

## GRADE APPEALS COMMITTEE

The grade appeals committee consists of three faculty members appointed by the appropriate school dean. The grade appeals committee considers the documentation and may decide either to change or uphold the grade.

The grade appeals committee will render a final decision within thirty days of receiving the grade appeal information from the dean. This decision is forwarded to the dean who informs the student, the instructor and the administrative office of the decision in writing.

# JAMES A. BLUMENTHAL LIBRARY

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## MAITRIPA COLLEGE LIBRARY (MCL) MISSION STATEMENT

The mission of the James A. Blumenthal Library at Maitripa College is to support the broader mission of the college by providing the highest standard of resources in Western and Buddhist languages for scholars, faculty, and the interested public. The library will provide physical facilities that encourage individual and collaborative education and promote engaged discourse and active exchange of ideas.

The James A. Blumenthal Library at Maitripa College currently holds over 3,000 titles in print and multi-media materials. Approximately 2,000 titles are English books, and 1,000 additional titles include videos of teachings and films, audio media for Tibetan language study, magazines and journals, as well as Tibetan, Sanskrit, and Chinese works. In order to fulfill Maitripa College's mission of offering a world-class enlightened education for the 21st century, a world-class research library is essential. Based on acquisition lists developed in consultation with internationally respected professors of Buddhist studies, we are now actively building our collections. We estimate that the College's library will ultimately house 20,000 volumes, becoming a lending and research facility that will meet the highest standards of electronic, archival, and print resources for the use of our students, faculty, and local community for many years to come.

## ACCESS TO MAITRIPA COLLEGE LIBRARY COLLECTIONS

Library hours are posted outside the library during the academic year, and generally provide access to the collections and circulation before and after classes. Please make an appointment to visit outside of public library hours.

Enrolled degree students, faculty, and staff have access to the Maitripa College collections of print and digital materials, media, online research databases, and reserve materials, in accordance with borrowing and use policies.

A non-refundable library fee of \$10/semester is required of all registered degree and continuing education (CE) students. This fee goes toward costs associated with technology, circulation, research resources, subscriptions, acquisitions, and equipment.

Alumni, former students (not enrolled in the current semester), and the general public may obtain circulation privileges with a Community Membership for \$25 per year. Community membership forms are on file at the circulation desk.

Non-members may access collections of print materials and media for on-site use only during library hours.

## LIBRARY CARDS – FACULTY, STAFF AND STUDENTS

Maitripa College identification cards for degree students serve as Library Cards. Identification cards need to be kept current to show proof of active enrollment or employment. Inactive or expired cards cannot be used for library privileges. Please see the College office with questions or to update your card.

## LIBRARY USE

The Library catalog and some academic resources are available online at <http://maitripa.org/library/>

Circulation of print materials and media is available with assistance during posted open hours or by appointment.

All materials in circulation are subject to recall and/or non-renewal if items are required by faculty, staff, or currently enrolled degree students. Access to online research databases and course reserve materials are restricted for use by enrolled degree and CE students, faculty, and staff only.

Current students will be offered opportunities to attend Library Orientation sessions and obtain consultation with librarians or qualified volunteers for guidance utilizing the library resources.

#### BORROWING PRIVILEGES FOR PRINT AND MULTIMEDIA

To check out any materials, all patrons must be assisted by a staff, librarian, or staff-trained volunteer.

#### CIRCULATION

Books are checked-out for one month. Audio & Video Materials & Periodicals are available for one week. Reserve Materials are available for two hours.

All materials can be renewed three consecutive times, if they are not recalled or placed on hold by another patron.

Faculty and currently enrolled students may recall materials needed for research or syllabi purposes. The patron will have 7 days to return the recalled item(s). Faculty and students may also put a hold on an item, and will be notified when it is returned and held for them to pick up promptly.

To Renew, Recall or Hold Items, email: [library@maitripa.org](mailto:library@maitripa.org)

#### OVERDUE, LOST AND DAMAGED MATERIALS

Patrons will be notified via email of overdue materials. Lost or unreturned items will result in the billing of the patron for replacement cost plus \$10. Books that are more than two months overdue will be considered lost and the library user will be notified. Replacement cost is based on the average current price listed on Amazon.com or publisher. Charges for out-of-print books will be determined from average price listed by book dealer, Amazon, etc. or by average price of Library materials of similar subject matter and condition. A service fee of \$10 will be charged in addition to replacement cost for all lost or damaged items. Patrons will be billed by mail. Borrowing privileges will be suspended if patrons incur overdue balances in excess of \$20. Overdue library balances may result in a hold being placed on a student's ability to register for courses or request official transcripts.

#### COURSE RESERVES

Reserve materials rotate each semester. Materials are placed on reserve by course faculty and are intended for the use of students enrolled in their course for short-term, on-site borrowing in order to maximize access to limited materials. These materials may include any item in the library's print and media collections. Check out is for two hours, items may not be removed from Maitripa College, and priority is given to students enrolled in the course. Additional copies of Reserve items may be found in their usual shelving location by call number; any regularly shelved copies may be checked out.

## LIBRARY NOTICES

Patrons must provide valid email address upon check-out. Patrons will be notified of bills and overdue items via email.

## ACCESS TO OREGON LIBRARY COLLECTIONS AND INTERLIBRARY LOAN

Maitripa College student IDs may also be used for borrower privileges at local college, university, and city public libraries. Research materials held in libraries outside of Oregon may be obtainable through Interlibrary Loan. Please visit the library webpage or speak to the librarian for additional information.



# APPLICATION & ADMISSIONS

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## ADMISSION AS A DEGREE-SEEKING STUDENT

Students interested in enrolling in degree programs must submit a completed application by the date designated in the application materials and website. Applications will be accepted every fall. To apply for admission, students may complete the online application. A calendar of important dates and deadlines will be posted on our website and will also be available in the administrative office.

Admission to current degree programs at Maitripa College require a bachelor's degree (B.A. or B.S.) from an accredited institution, completed application, letters of recommendation, official transcripts, a resume or cv, an essay and a personal statement of interest, as well as an admissions interview. All application materials will be reviewed by the admissions committee, and decisions will be sent out within a reasonable period of time. The admissions committee will act in accordance with Maitripa College's nondiscrimination policy, and all student information will be kept private. A non-refundable application fee is required with each application.

## ADMISSION TO CLASSES AS A CONTINUING EDUCATION STUDENT

Students interested in taking classes as a continuing education student should complete the online application. Once accepted, students will be led through the registration process and meet with an advisor. Continuing education students are expected to comply with the full attendance and evaluation requirements for the course.

In the case of a continuing education student who has been taking classes and wishes to enroll in a Maitripa degree program, he or she must submit a full application, receive acceptance as a degree student, and complete all requirements for graduation. The student must also submit the Transfer of Continuing Education Credit form. Up to 24 credits of coursework accumulated as a continuing education student within the past five years may be applied to a degree program.

Students with more than 24 credits of continuing education work may submit a petition for the recognition of additional credits to be reviewed by the Maitripa Program Committee. The recognition of additional credit is not guaranteed and students interested in obtaining their degree should apply well in advance of meeting the 24 credit limit.

Availability of courses for continuing education students will be posted each semester on the college's website and in the administrative office.

Please refer all admissions queries to:

Maitripa College Administrative Office

1119 SE Market St.

Portland, OR 97214

503-235-2477

[studentservices@maitripa.org](mailto:studentservices@maitripa.org)

[www.maitripa.org](http://www.maitripa.org)

## ENROLLING IN A COURSE

Enrollment for any course is open through week two of the academic term. Very special circumstances may extend the enrollment deadline by permission of instructor only.

## ENROLLMENT LIMIT

The current enrollment limit for residential students for the 2016-2017 school year is a maximum of 70 students per semester. This number is based on the available space of the facilities and the number of current instructors. The enrollment limit is established solely for the purpose of protecting the quality of education and safety for the students, instructors and staff of the college.

## DEGREE PROGRAM CHANGE

Students wishing to change or add degree programs must follow one of two processes: 1) submit a new, formal application for the new degree program, or 2) submit the Degree Program Change Request Form. Students who have completed less than two semesters of work for an existing degree must submit a new application and the Internal Transfer of Credit form. Students who have completed more than two semesters of work for an existing degree must submit the Degree Program Change Request form and the Internal Transfer of Credit form.

## NON-CLASS CREDIT

Other than the approved service learning curriculum, Maitripa College does not recognize any non-class credit for work done outside of classes.

## REGISTRATION

Students will be required to register for each semester of enrollment at Maitripa College. Registration is completed by logging in to a student account and adding or dropping classes. Students who need assistance can request an appointment with their advisor, the Director of Student Services or Technical Support. Registration opens at least one month before classes begin. Students may not register for classes if their accounts with the College are not in good standing.

## DROP/ADD PERIOD

Students can add/drop classes up until the first 15 days of the semester. Any increase in tuition will be invoiced on the day of the change to the schedule and due immediately. If the student is on a payment plan and adds a class, the plan will be adjusted accordingly. Any outstanding tuition due for the month will be due immediately. Likewise, if a class is dropped within the first fifteen days of the semester, the bookkeeper will process the refund on the day the dropped class is requested.

## REPEATING COURSES

Courses at Maitripa may be repeated for a grade if the grade received in the course was a C+ or below. The repeated course must be the same course as one previously taken. The grading basis must also be the same. Students who repeat a course do not earn additional credit toward their degree. Credit from the repeated course will replace the previous course in computing cumulative grade point average. Both courses will remain on the student's transcript.

Tibetan language courses and theology lab courses may be repeated for credit, as indicated by the 'r' in the course number or in the course description in the course catalog.

## TRANSFER OF CREDIT TO OTHER SCHOOLS

Transfer of credit is always at the discretion of the receiving school, generally depends on comparability of curricula, and may depend on comparability of accreditation.

## TRANSFER OF CREDIT WITHIN PROGRAMS AT MAITRIPA COLLEGE

Credits accumulated at Maitripa Collage for a particular degree program may be transferred to another degree program if the student is in compliance with the policies relating to and has completed the formal process for degree program change (see applicable section in this handbook). To complete this process, students must submit the Internal Transfer of Credit form, available from the administrative office.

## TRANSFER OF CREDIT IN FROM OTHER SCHOOLS

Courses from other accredited or HECC-approved colleges, universities, or educational programs may be counted for credit at Maitripa College under certain circumstances and when meeting College criteria. The below policy outlines the maximum transfer credits that may be applied towards a Maitripa College degree, and the general considerations for assessing course equivalency or elective course credit. The Academic Program Director receives requests for transfer credit, and may review transcripts, course descriptions, and course syllabi in a case by case assessment of appropriate awarding of credit according to the below guidelines.

Language courses and/or training in Tibetan language instruction received elsewhere may be accepted for up to one year of credit at Maitripa College provided it was received at an accredited institution, and pending instructor approval. Students may also test out of a language requirement or prerequisite at the discretion of the course instructor. Students may also test into an intermediate or advanced placement language courses.

Students wishing to be awarded transfer credit for academic work completed at the graduate level before admissions or after matriculation must submit a Transfer Credit Authorization form to the Director of Programs for review. There may be an administrative fee for review of Transfer Credit Authorization form. The Director of Programs or Dean will make a determination whether courses are relevant to the curriculum of study, meet general graduation requirements, count towards specific degree requirements, or may be equivalent to Maitripa College courses. This determination will be based upon the criteria outlined below and review of materials such as transcripts, syllabi, and course descriptions.

Maitripa College graduate students may accrue a maximum total of 25% of the credit required towards the degree (18 credits in the MDiv, 11 credits in the MA). No transfer credit will be awarded in the final year of coursework; degree requirements at this culminating stage of must be completed residually. The maximum credit total for Clinical Pastoral Education (CPE) completed at an ACPE accredited program is 1 unit, which will transfer as 7 credits.

Maitripa College transfer credit process includes student petition and administrative review and approval that the below criteria are met. Upon review of the a student's petition for transfer credit , the administration is satisfied that:

1. The course was/is offered by an accredited university, and is at corresponding degree level, or otherwise approved by the HECC
2. The course was/is equivalent to courses in the student's degree curricula and the total number of hours of student effort may be calculated according to OAR definitions of credit hours for a semester
3. The area of course focus was/is pertinent to the degree and closely aligned with the student's professional and academic interests,
4. Those interests could not be met under supervision of Maitripa faculty or through coursework on campus
5. If the proposed transfer credit is for a course that requires community service, volunteer service hours and mentorship was or will be secured at a suitable and enriching community organization with mentorship or supervision
6. Maitripa College is able to provide faculty oversight in reviewing the student's final papers and coursework produced, liaison with mentors or instructors as needed, and/or grant administrative oversight to manage transcripts, student assessment, etc.
7. The grade earned must be in accordance with Maitripa College grade policies and OARs (C or above) to receive credit towards the degree

## TRANSCRIPTS

Grade transcripts will be available to students from the administrative offices beginning one month after grades are turned in for each semester. Students can check their current, unofficial transcripts by logging in to Populi. For assistance in accessing unofficial transcripts via Populi, please refer to the Current Students page of the Maitripa College website or contact Technical Support at [office@maitripa.org](mailto:office@maitripa.org).

The request for official transcripts must be made in writing. Allow 5 business days for processing official transcripts. Transcripts will be mailed to your current mailing address, or to other addresses as requested in writing. Transcripts will not be released to students with an outstanding balance on their account.

## TUITION & FEES

Maitripa College is committed to keeping our programs accessible to every student who wishes to study here. To that end tuition is a considerably less expensive than comparable, private, graduate programs in the United States. Additionally, we make every effort to consider the financial concerns of each student and to support their progress to graduation through a commitment to flexible payment options and scholarship opportunities.

Tuition will be charged by the credit hour for instruction during an academic semester. No student is obligated to pay for tuition charges for a term that has not commenced if the student withdrew, or for a term that was truncated by cessation of school services.

The tuition and fees for the upcoming academic year reflect a standard, cost of living increase in tuition and the new fee schedule based on increased expenses per student for the upcoming year. Please see descriptions on each of the fee charges below.

## TUITION FOR 2016-2017 ACADEMIC YEAR: \$375/CREDIT

### FEE SCHEDULE FOR 2016-2017

	International	US Citizen/Residents	Continuing Education	Tibetan Language Intensive
Technology Fee	\$28/semester	\$28/semester	\$28/semester	\$14/6 weeks
Library Fee	\$12/semester	\$12/semester	\$12/semester	\$0/6 weeks
Registration Fee	\$25/semester	\$25/semester	\$10/semester	\$10/6 weeks
Student Services Fee	\$20/semester	\$20/semester	\$0/semester	\$0/6 weeks
Building Maintenance	\$10/semester	\$10/semester	\$0/semester	\$10/6 weeks

Maitripa College will maintain fees that are fair and uniformly applied to all students. Maitripa College will not change the fee policy during an academic year and will announce possible changes previous to the registration period before the start of a new academic year. All fees are non-refundable.

- A **technology fee** is required for each student upon registration. This fee goes towards the cost of the student database.
- A **registration fee** is required when a student registers each term. This amount is not applicable to the student's tuition costs and the fee applies to all students. Re-registering to add courses does not require an additional fee. This fee goes towards costs associated with the Registration process.
- A **library fee** is required of all students. This fee goes toward costs associated with technology, circulation, research resources, subscriptions, acquisitions, and printing.
- A **student services** fee is required of degree program students. This fee goes toward costs associated with the student handbook, orientation, identification cards, student life gatherings, graduation, and other incidentals.
- A **building fee** is required of degree program students. This fee goes toward costs associated with building maintenance, kitchen supplies, and other incidentals.

### TUITION AND FEE SCHEDULE FOR 2016-2017

Tuition and fees are billed at the time of registration and due on the first day of class. If you opt-in to a payment plan, the payment plan must be in place and the first payment submitted on the first day of class or a late fee, as detailed below, will be added to your account.

### ANNUAL ESTIMATED COSTS

For full-time, degree seeking students, please see here the estimated cost of attending Maitripa College based on 7 credits per term and two terms per year:

\$5,250 Tuition (7 credits per semester)

\$190 Fees (\$95 per semester)

\$200 Books (\$100 per semester)

\$18,000 Living Expenses (\$1500/month for 12 months)

\$23,640 Total

Tuition does not include the degree application fee, room, board, books, medical insurance, retreat costs, pilgrimage costs, or any other costs except tuition. Maitripa College reserves the right to adjust tuition costs on a yearly basis at the discretion of the Board of Trustees.

#### CONTINUING EDUCATION STUDENTS TUITION AND FEES

Tuition for Continuing Education students for the 2016-2017 Academic year is \$375/credit.

Fees for Continuing Education students per semester are \$50 as outlined in the above Fee Schedule.

Continuing education students must comply with the same Payment Plan and Refund Schedule structure as defined below.

#### PAYMENT PLANS

Students who choose to enroll in a payment plan must be enrolled and submit their first payment on or before the first day of class. Once a payment plan has been agreed upon, students can either submit payment on the due date via check or credit card, or complete an Automatic Withdraw Form. Late fees will automatically be charged to the student account for late tuition payments, as per the below.

#### PAYMENT PLAN SCHEDULE

Students can register for a variety of payment plan options including:

- Dividing tuition as described in our current policy, which increases payment amount over time:

Class time elapsed: Amount due

First day of semester: 10% paid

30th day of semester: 25% paid

60th day of semester: 50% paid

90th day of the semester: 100% paid

- Dividing tuition in equal parts per month over the time between the first and last day of the semester.

Class time elapsed: Amount due

First day of semester: 25% paid

30th day of semester: 50% paid

60th day of semester: 75% paid

90th day of the semester: 100% paid

- Paying in two installments, etc.

Class time elapsed: Amount due

First day of semester: 50% paid

90th day of semester: 100% paid

By offering more customizable options, we are hoping to meet the needs of our students, while receiving on-time payments for credits earned at Maitripa College. We highly encourage students to complete the Automatic Withdraw Form when signing up for a payment plan. This way you can be confident that you will not accrue additional fees for late payments.

## REFUND SCHEDULE

After classes begin for a term, a student who drops a course within the first fifteen days of the semester will receive a full refund. After the first fifteen days, a student is eligible for a partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated as stated below. Refund rates shall not be differentiated on the criteria of a student's source of income or loan repayment obligations except as otherwise required by law.

Class time elapsed | Amount of Refund

1<sup>st</sup>-15<sup>th</sup> day of semester | 100% of tuition refunded

16<sup>th</sup>-30<sup>th</sup> day of semester | 80% of tuition refunded

31<sup>st</sup>-45<sup>th</sup> day of semester | 40% of tuition refunded

45<sup>th</sup>-60<sup>th</sup> day of semester | 20% of tuition refunded

No refund will be issued on or after the 61<sup>st</sup> day of the semester.

## SERVICE CHARGE

A service charge of \$15 per enrolled credit will be added to an account on the day after tuition is due. Every 30 days that tuition remains outstanding, a \$15 service charge will be added to the account. The service charge will continue to accrue on past due accounts on a monthly basis until the amount is paid in full.

## HELD TRANSCRIPTS AND REGISTRATION FOR PAST DUE ACCOUNTS

A student will not be able to register for classes for the next semester until their account is balanced. Transcripts will be not be released to students with an outstanding account balance.

## TUITION DISCOUNTS

### ALUMNI

Graduates of a Maitripa degree program may take classes as a continuing education student at Maitripa College with a 25% tuition reduction, per class, in recognition of the work they've already accomplished at Maitripa, as well as the vital role they play in our community. This discount is only available to those who have fully completed all requirements for graduation, including a culminating thesis, exam, or final project.

### STUDENTS 60+

Maitripa continuing education students who are sixty years or older at the time of registration qualify for a 10% tuition reduction per class.

\*Students who qualify for both reductions may choose which one they wish to utilize.

## FINANCIAL AID

There is currently no state or federal financial aid available to Maitripa College students. Private financial aid may be available from private lenders.

## TUITION WAIVERS

Partial or full tuition waivers may be available to a limited number of students per year based on monastic status, employment with FPMT, or employment with Maitripa College. Please see financial office for details.

## SCHOLARSHIPS

### Maitripa College Education Fund Scholarship

Since 2006, Maitripa College has awarded the Education Fund Scholarship to full-time degree students who demonstrated need, merit, and a commitment to complete their degree. Applications are evaluated by the Maitripa College Scholarship Committee, and a notification of awards is made to the students after the add/drop deadline date each semester.

The selection criteria for the scholarship award is based on an assessment of student need in combination with merit. This information is analyzed by our scholarship committee, which approves partial tuition grants based on this information.

### General Scholarship Guidelines

(Applicable to Education Fund Scholarship & any other scholarship offered by Maitripa College unless specified in scholarship materials)

Scholarship recipients will be chosen by Maitripa College's scholarship committee on the basis of:

- financial need
- demonstrated commitment to completing requirements for their degree
- demonstrated excellence of academic progress within their degree program
- statement of purpose in accordance with the mission and vision of Maitripa College, as stated in student's application form

### Award Notification

Recipients will be notified of their award by email communication by June 15 for the following academic year.

### Scholarship Eligibility:

To be eligible for scholarships, the student must:

- be enrolled as a full-time student in a Master of Arts in Buddhist Studies or Master of Divinity degree program at Maitripa College
- commit to the completion of the entire program
- complete and submit the scholarship application to the Maitripa College Scholarship Committee by the deadline specified in application materials

### Scholarship Review & Revocation

Scholarship monies may be revoked and students asked to refund the amounts in the case of:



- unsatisfactory attendance
- failure to comply with the rules and regulations of the college
- failure to complete the term
- failure to complete the necessary coursework or a grade of “C+” or lower in any course

Scholarship students’ transcripts will be reviewed by the scholarship committee at the end of each semester to ensure that the student is in good standing and complying with all of the stipulations listed in the general scholarship guidelines. Students who are not in compliance with the guidelines at the time of review will be given a warning in writing, and will have 30 days to establish compliance with said guidelines. Students unable to establish compliance with the guidelines within 30 days may have their scholarships revoked at the discretion of the scholarship committee, and will be held fully responsible for all outstanding balances and fees payable to Maitripa College.

# STUDENT SERVICES

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## GENERAL BUILDING INFORMATION

The Maitripa College entrance is located on Market Street. Please enter the building through this entrance and avoid entering through the 11<sup>th</sup> Avenue side of the building unless the student is meeting with a staff or faculty member in the administrative offices. Maitripa students are expected to respect Foundation for the Preservation of the Mahayana Tradition International Office (FPMT IOF) work area and should not enter the International Office facilities at any time without invitation.

We ask that students be punctual to classes. If you are late and the doors are already closed, this is an indication that class has already begun. Please do not ring the FPMT IOF doorbell. On weekdays when we have classes, students must exit the building by 10:00 PM at the latest. The alarm system will arm itself after this time.

As an urban campus, we encourage students to protect the security of their belongings by keeping personal items with them while on campus and not leaving bags outside of their classroom (the Jokhang in the case of meditation class) while class is in session.

The restroom lights come on and off automatically. Please wait a few seconds for lights to come on as turning them on manually will prevent the automatic system from working properly.

## MAITRIPA ENVIRONMENTAL POLICY

In recognition of our interdependent existence and with the wish to benefit sentient beings, Maitripa College has adopted the following plan to help us become more environmentally sustainable.

### BUILDING

Maitripa College is located in the building shared with the FPMT International Office, which has been renovated with the following resource conservation measures for environmental stewardship:

- The exterior walls have been thickened for extra insulation
- The roof is super-insulated to conserve energy
- Some windows have been replaced with thermopane windows, and gradually all windows will be replaced in this way
- The elevator is turned off unless needed
- The toilets are pressurized in order to use as little water as possible while complying with commercial standards
- Office thermostats are set to reasonable levels, and are set in a way that reduces heating and cooling when the building is not being used
- Bike racks were installed outside the building to encourage staff and students to travel in this manner

### ENERGY & LIGHTING

- Appliances are regularly maintained in order to keep them working at maximum efficiency
- The goal is to use electricity supplied by renewal resources and to have regular energy audits to see how we can improve our energy consumption
- 98% of light fixtures use high-efficiency bulbs and this will eventually be 100%
- The restrooms use motion sensors that automatically shut off lights when they're not needed

- All lights are turned off when leaving the building in the evening (with the exception of lights identified for security purposes), and natural light is utilized as much as possible.
- Computers are generally turned off at night to conserve energy

#### RECYCLING & KITCHEN USAGE

- Maitripa ensures that as much recycling as possible is done, and there are clearly marked and accessible recycling bins in the kitchen and student commons
- Used toner and ink cartridges are recycled
- Reusable dishes, silverware, and glasses are used in the kitchen except for large events when this is not possible
- No toxic cleaning products are used
- Filtered drinking water is made available to reduce plastic bottled-water waste

#### FACILITIES: SPECIFIC INFORMATION FOR STUDENTS

##### ADMINISTRATIVE OFFICES

Maitripa's administrative offices are open Monday through Friday, 9 am to 4 pm. Please call ahead to schedule an appointment with a staff member to ensure that they are available for your needs.

##### COURSE MATERIALS

Students are responsible for purchasing their own course materials for each semester. Maitripa College does not have a bookstore. In certain cases, professors may make available readers for courses that will be available from the Maitripa College administrative office for a nominal fee. Students are encouraged to check the "current students" section of the website for book lists for courses prior to the semester. Copies of all texts are available in the library on Reserves and/or for check out.

##### PUBLIC PROGRAMS

Maitripa College offers public programs such as weekly teachings and group meditation, monthly pujas and holiday observance, weekend workshops, short courses, continuing education, conferences, retreats, and pilgrimages that are open to the general community as well as the student body. Public program events are taught by invited guests as well as faculty members. Students are invited and encouraged to attend public program events whenever possible.

##### JOKHANG MEDITATION HALL

The Jokhang meditation hall at Maitripa College hosts traditional Tibetan Buddhist religious teachings, rituals & prayers, and visiting lamas. It was given its name by Maitripa College's president & primary teacher, Yangsi Rinpoche, after the famed temple in Lhasa, Tibet. In the spirit of generosity, all Jokhang programs are offered to the public free of charge, although participants are invited to offer donations as an expression of support. The Jokhang strives to operate in a spirit of openness and community, and everyone is welcome to come at any time for any activity in the meditation hall, regardless of religious affiliation.

The mission of the Jokhang meditation hall at Maitripa College is to offer traditional Tibetan Buddhist religious teachings to the local community and the public at large, to create an environment in which

group spiritual practice may be developed and sustained, and to offer a forum in which to foster the spirit of community and friendship among all.

#### STUDENT COMMONS

The student commons is open and available for student use before and after program classes, public teachings, and special events. Students may also organize study groups to meet in the student commons at a specified time—please call the office to make arrangements with a staff member. A student who wishes to use the student commons at other times must ring the doorbell for a staff member.

#### HOUSING

Maitripa College does not offer on-campus housing at this time. Please see the website at [www.maitripa.org/student\\_life](http://www.maitripa.org/student_life) for information on the Portland area and leads for off-campus housing. Students may also post announcements on the Student Commons bulletin board, and on the student-only email group; neither of which constitute official College communications or endorsements and must be used at the students' risk.

#### PARKING

Street parking is available on SE Market and on SE 11th St. and neighboring streets. Please read the street signs and obey them. Parallel parking must face the direction of traffic for that side of the street.

#### IDENTIFICATION NUMBERS & CARDS

All Maitripa College students will be issued an identification number. Students who participate in Fall Term orientation and have their photo taken will be issued an ID card. Students who missed orientation must contact Student Services about rescheduling for their ID photo.

## GENERAL POLICIES AND PROCEDURES

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The following policies and procedures are implemented at Maitripa College to ensure the well-being and benefit of the Maitripa community. As the community aspires to live by the principles of the Buddhist teachings, the college encourages its students, faculty, and staff to integrate these principles into their daily lives.

### NONDISCRIMINATION & EQUAL OPPORTUNITY POLICY

Maitripa College values the principles of equal opportunity and diversity in relation to education and employment. In accordance with Buddhist principles and with federal and state laws, the college does not discriminate against individuals on the basis of race, color, gender, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, or national or ethnic origin. This policy applies to all programs and activities of the college, including, but not limited to, the administration of its educational policies, admissions policies, employment policies, scholarships, or any other programs or activities administered by the college.

### RIGHT TO PRIVACY

Maitripa College emphasizes the importance of protecting the rights and privacy of its students. All personal information submitted to Maitripa College is kept under strict confidentiality. Personal information and information on students' records will only be released in the case of specific written authorization of the student.

### CONFLICT OF INTEREST POLICY

Maitripa College administrators, faculty and staff shall not participate in institutional decisions involving direct benefits such as appointments, retentions, promotions, salaries, leaves of absence or awards to members of their immediate families.

The principle of anti-nepotism shall not be used as a criterion against appointment or employment at Maitripa.

Maitripa shall conduct its affairs so that no member of the community shall derive private gain from his or her association with the college except as provided by explicit policies of the college.

### CONSENSUAL RELATIONSHIPS

Maitripa College is committed to fostering a learning environment characterized by professional behavior, fair and impartial treatment, high ethical standards, and a safe and harmonious campus conducive to academic and spiritual growth. Consensual romantic, intimate or sexual relationships are of concern to Maitripa College when there is a difference in power or institutional responsibility between the adults due to the nature of the student-teacher relationship in both academic and religious contexts. Consensual relationships between faculty and students, or between employers and employees, can involve a conflict of interest that can: compromise the integrity of the exercise of institutional responsibility or impaired objectivity in supervisory, evaluative, or advisory duties; create the potential for abuse of the authority; or cause problems due to the perceptions of third parties. Actual or perceived conflict of interest can adversely affect other members of the College community, and may be disruptive to the

collegiality and mutual trust that are essential for the effective functioning of an academic and religious institution.

Therefore, it may constitute an abuse of power or conflict of interest for: faculty members to engage in sexual or romantic relationships with students enrolled in their classes or otherwise subject to their direct supervision or evaluation; staff members or work supervisors to engage in sexual or romantic relationships with students subject to their direct supervision or authority.

Maitripa College recognizes the value of harmonious, healthy relationships between consenting adults who wish to share their intellectual and religious commitments and aspirations in a committed partnership. When the parties recognize they share a responsibility for upholding the mission and vision of Maitripa College, such relationships may positively contribute the establishment and applicability of Tibetan Buddhism in American culture.

Nonetheless, Maitripa College prohibits faculty and staff from initiating or acquiescing to sexual or romantic relationship with a student enrolled in a course being taught by the faculty or staff member or whose work is being evaluated or supervised by the faculty or staff member.

Maitripa College strongly discourages consenting sexual or romantic relationships between faculty and student or staff and employee outside the instructional context, but if it should arise, the faculty or staff member should immediately take appropriate action and cooperate with appropriate arrangements as defined below to mitigate potential or actual conflict of interest.

#### PROCEDURE

- Faculty or staff member must immediately inform their supervisor and/or the President, and distance or recuse themselves from any evaluative role in relation to the student.
- Faculty or staff will cooperate with their supervisor or an ethics committee to make appropriate arrangements, defined in the State of Oregon as, “an action reasonably calculated to remove or substantially mitigate a conflict or a potential conflict of interest or abuse of power, taking into account the interests of the University, the parties to the relationship, and others actually or potentially affected.”
- (A full list of the possible appropriate arrangement is available upon request.)
- In addition to the appropriate academic arrangements, both the faculty member or staff and the student or employee shall jointly with their supervisor discuss and take appropriate steps to mitigate impact of their relationship upon student body and the larger Maitripa community.

Failure to inform supervisors, abide by appropriate arrangements, or a pattern of serial incidences on the part of the senior, may reflect failure to take seriously the college position to strongly discourage romantic or sexual relationships with juniors, violate faculty member’s professional obligations, and potentially indicate unwillingness to perform satisfactorily the responsibilities of the position.

#### COMPLAINT AND SANCTIONS PROCESS

Complaints by students with standing to allege a violation of this rule, or by third parties alleging adverse affect by the relationship, and investigation and sanctions shall be handled in accordance with procedures set forth in the State of Oregon codes by which Maitripa College abides, documentation of which and discussion of may be provided by staff upon request.

## STUDENTS' RIGHT TO EDUCATIONAL RECORDS

- Maitripa College students may inspect or review their educational records after submitting a written request to the administrative office.
- Students may request amendments of the records if these are proven to be inaccurate.
- Students have the right to give consent to disclose personal information, with the exception of situations related to the internal use of educational information for legitimate reasons, by officials such as faculty and administrators.

## RULES OF ETHICAL CONDUCT

Maitripa College's rules of ethical conduct are designed to ensure that all members of the college's community are capable of attaining the fulfillment of their educational objectives within an environment in which the physical, emotional, and spiritual health and security of each person is protected. Maitripa's facilities are considered a sacred space, and all students are expected to conduct themselves with maturity and responsibility in that space, respecting the rights and property of others according to the principles of the Buddhадharma.

### PROHIBITIONS

The following are strictly prohibited at Maitripa College:

#### Plagiarism

Plagiarism entails passing the work or information of others as if it were your own. Plagiarism is considered theft and will result in disciplinary action. Plagiarism includes taking information from sources that have been paraphrased, quoted, or summarized without giving credit to the original source. When writing an academic paper, all sources used must be listed with specific in-text citations, with the inclusion of full bibliographical details.

#### Dishonesty

Dishonesty refers to lying and/or supplying information that is knowingly false to school faculty or administrators. This includes misrepresentation of information or the intentional defamation of an individual within the school community.

#### Harassment

Maitripa College prohibits the harassment of any other member of our community.

Harassment is the manifestation, be it written, verbal, emotional or physical, of statements of malicious intent directed toward any person in violation of our nondiscrimination policy and representing disregard for the ethical conduct outlined in the teachings of the Buddhадharma.

Examples may include using inflammatory, violent or profane language; making jokes or using epithets about another person due to their origin, gender, sexual orientation or any other situation as expressed in our nondiscrimination policy; teasing or making practical jokes as expressed in our nondiscrimination policy; circulating or displaying degrading written material or pictures; or verbal abuse or insults of any kind.

## Sexual Harassment

Examples of sexual harassment include:

- Making sexual advances.
- Requesting sexual favors.
- Any other physical or verbal conduct of a sexual nature, made or threatened to be made, implicitly or explicitly, placing terms or conditions on the person's education or employment.
- Any conduct that may have as a purpose, or produce a result of interfering with an individual's professional or academic performance, or creating a sense of intimidation, hostility or offensive environment for the student or employee.

## Tampering

Tampering with or accessing without authorization official school records and interfering with faculty and staff in the performance of their official duties.

## Stealing

Taking anything that has not been given, theft, acquiring without authorization, removing or inappropriately using property that belongs to the school or to others.

## Disregard

Failure to respond to official school business or correspondence in a timely manner.

## Disorderly Conduct

Engaging in disorderly conduct or in any action that may endanger the health or safety of any member of the Maitripa community. This includes endangering the wellbeing of the person that is performing the action.

## Use of Intoxicants

The use, possession, and consumption of alcoholic beverages, drugs and controlled substances within the premises of the school building and public areas are prohibited.

## Smoking

Smoking in all campus areas is strictly prohibited.

## Truancy & Tardiness

Absenteeism is not acceptable and all students are expected to be present at their classes and at community service hourly commitments. Written medical or verbal excuses for particular situations are required when the student is absent from a test, project, or community service commitment.

## Recording & Copyrights

Students enrolled in a course may use personal recording equipment in class *subject to the instructor's approval*. Personal recordings are not to be distributed to the public, and are to be used only by those enrolled in the class. All course lectures and original materials are copyrighted to Maitripa College and are not to be reproduced, copied, or published by any individual without express written permission from the professor and Maitripa College. Maitripa College archive recordings are currently not available for public use.



## GRIEVANCES & SANCTIONS

### COMMITTEE ON STUDENT RELATIONS & CONDUCT

Engagement in any one of the abovementioned prohibited activities by a student of Maitripa College while on school grounds will result in the student's referral to the Committee on Student Relations & Conduct, and the imposition of disciplinary sanctions. These sanctions may include, but are not limited to, the following:

- Verbal or written warnings
- Disciplinary or academic probation
- Maitripa College reserves the right to immediately suspend a student, pending further action, who threatens the life or property of another person or school property or who behaves in a way that could be perceived as violent or potentially violent. Maitripa College also reserves the right to immediately and permanently suspend a student for a second violation of these guidelines.

### ADJUDICATION PROCESS ON GRIEVANCES & SANCTIONS (FIRST OFFENSE)

1. Following a first offense incident, a MC Student Conduct/Incident Report will be filed with the MC Committee on Student Relations & Conduct by a staff member, faculty member, or student who witnessed or was involved in the incident
2. Following the filing of the Conduct/Incident Report, one or more members of the MC Committee on Student Relations & Conduct and/or a staff member will meet with the student with the intent of collecting information about the student's perspective on the events
3. A follow-up report will be made in writing to the MC Committee on Student Relations & Conduct
4. Within three weeks of the interview, the student will be presented by mail with a disciplinary notice that includes the following:
  - a. An objective description of the specific behaviors that are being addressed
  - b. The section/s of the Student Handbook that were violated
  - c. A description of the expected behaviors and the specific consequences of not meeting those expectations.
  - d. An explanation of the period of probation that the student will be expected to adhere to and a clear definition of what activities they will be allowed or not allowed to participate in during their probation. Normally a first offense violation will not result in the suspension of any activities, or will only result in the suspension of activities that are directly related to the violation. This decision will be determined on a case-by-case basis by the MC Committee on Student Relations & Conduct.
  - e. An explanation that clearly states that the student is being observed during this time
  - f. A clear explanation of the consequences should the student incur another violation during this time
  - g. Signatures of the MC Committee on Student Relations & Conduct, and relevant staff members
5. The student will sign & date the document, & return it to the office. If the student does not return the document to the office within 2 weeks, the document will be considered null and void and the student will be considered suspended from participation in activities at Maitripa College.
6. At the end of the probationary period, the MC Committee on Student Relations & Conduct will present a formal recommendation to end the probation, extend the probationary period, or announce the implementation of the consequences described in the original document.
7. Decisions made by the MC Committee on Student Relations and Conduct are final.

#### ADJUDICATION PROCESS ON GRIEVANCES & SANCTIONS (SECOND OFFENSE)

1. If a student commits another reported offense during the time of probation, the MC Committee on Student Relations and Conduct will present that student with formal suspension from all Maitripa College activities for as long as they deem appropriate. This suspension may be permanent.

## SAFETY & EMERGENCIES

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Safety and emergency procedures are posted in the Maitripa building according to the rules and regulations established by the fire departments and other governmental agencies in the state of Oregon. Compliance with these procedures and regulations will be strictly enforced.

It is important that all students, staff, and faculty maintain their Emergency Contact information in Populi for use in the event of an emergency, crisis, or significant disruption. In case of a personal emergency, the designated contact or contacts will be advised by the school on the situation at hand. In case of a medical emergency that requires immediate attention, the student, staff, or faculty will be moved by ambulance service or taken to the nearest hospital for immediate attention.

Maitripa College encourages you to report suspected crimes and emergencies as promptly and accurately as possible. In case of emergency at any time, night or day, call 911.

If you call 911 from your cell phone, remember to provide your location.

In case of a large-scale emergency, if you wish to be kept informed of urgent safety alerts by the City of Portland, you can sign up for Public Alerts by registering at [PublicAlerts.org](http://PublicAlerts.org). Maitripa College urges all students, faculty, administration, and community members to do this.

Also, please be aware of the closest “BEECN” (Basic Earthquake Emergency Communication Node) to your location; this is a place to go after a major earthquake if phone service is down to report damage and ask for help. The closest BEECN to Maitripa College is in Brooklyn Park, at SE Haig St and SE Milwaukee St. Visit [portlandoregon.gov/beecon](http://portlandoregon.gov/beecon) for more information.

For recent and detailed information on earthquake awareness and survival, please see <http://www.pdxmonthly.com/articles/2014/7/1/the-big-one-an-earthquake-survival-guide-july-2014>

And remember, in case you are indoors during an earthquake, the simple steps are **Duck, Cover, and Hold!** <https://www.youtube.com/watch?v=O-MycATjypg>



# IMPORTANT PHONE NUMBERS & CONTACT INFORMATION

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## STUDENT INFORMATION

All students are expected to keep their personal information on file, such as phone number, address, and email, up to date with the administrative offices of Maitripa College. Please notify the administrative offices of any changes as soon as they occur.

## MAITRIPA FACULTY & ADMINISTRATION CONTACT INFORMATION

Office phone number: 503-235-2477

Office fax number: 503-231-6408

### Faculty

Yangsi Rinpoche	<a href="mailto:president@maitripa.org">president@maitripa.org</a>
Professor Dan Rubin	<a href="mailto:drdanrubinpsyd@gmail.com">drdanrubinpsyd@gmail.com</a>
Professor Leigh Miller	<a href="mailto:program@maitripa.org">program@maitripa.org</a>
Instructor Namdrol Miranda Adams	<a href="mailto:education@maitripa.org">education@maitripa.org</a>
Instructor Craig Preston	<a href="mailto:cpreston@giganticom.com">cpreston@giganticom.com</a>

### Administration

Namdrol Miranda Adams	<a href="mailto:education@maitripa.org">education@maitripa.org</a>
Sunitha Bhaskaran	<a href="mailto:accounts@maitripa.org">accounts@maitripa.org</a>
Tiffany Patrella Blumenthal	<a href="mailto:services@maitripa.org">services@maitripa.org</a>
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Jacob Lindsley	<a href="mailto:registrar@maitripa.org">registrar@maitripa.org</a>
Leigh Miller	<a href="mailto:program@maitripa.org">program@maitripa.org</a>
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