

**Maitripa College**  
**STUDENT HANDBOOK**  
**& COURSE CATALOG**  
**2011 - 2012**



scholarship . . . meditation . . . service

Maitripa College  
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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, 1500 Valley River Drive, Suite 100, Eugene, Oregon, 97401.

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## **Maitripa College Vision & Mission**

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### **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.

### **The Mission**

The mission of Maitripa College is 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 nonsectarianism 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 Mission**

### **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 they live in. 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 combines aspects of a modern liberal arts education with traditional tools from Tibetan Buddhist scholarship.

## **Maitripa College 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.

## **Introduction to the College**

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Maitripa College, affiliated with Foundation for the Preservation of the Mahayana Tradition (FPMT), is a nonprofit organization dedicated to higher education through 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 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.

### **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 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.

## **Administration of the College**

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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**

Pamela Cayton (Board Vice-Chair)  
Damchö Diana Finnegan  
Alberto Fournier (Board Chair)  
Maria A. Garcia  
Priscilla Lewis  
Lynn B. Ogden  
Dr. Nicolas Ribush  
Scout South  
Kesang B. Tuladhar (Yangsi Rinpoche)  
Mark Waller (Board Treasurer)  
Kaiyun Yang  
Dr. Jose Cabezón

#### **Honorary 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  
James Blumenthal, Ph.D., University of Wisconsin, Madison – Associate Professor of Buddhist Studies

#### **Visiting and Adjunct Faculty**

Steven Vannoy, Ph.D., University of Washington, Seattle – Adjunct Professor of East/West Psychology

Dan Rubin, PsyD., California School of Professional Psychology – Adjunct Professor of East/West Psychology

Namdrol Miranda Adams, M.A., Portland State University – Service Learning Instructor

Karma Phuntsok, T.C.H., Lowry Memorial Teachers Training Institute – Tibetan Language Instructor

### **Administration**

Namdrol Miranda Adams – Dean of Education

Sara Winkelman – Director of Student Services

Leigh Sangster – Director of Programs

Kalleen Mortenson, M.L.S. – Library Director

Louise Light – Webmaster & Graphic Designer

Mark Sakamoto – Bookkeeper

Megan Evert – Online Technical Coordinator

### **Primary Consultants**

Kenneth Ivey, C.P.A.

Financial Oversight: Oversight and supervision of finances, oversight of day-to-day bookkeeping, 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.

### **Maitripa College Advisory Board**

Jose Cabezón, Ph.D.

XIVth Dalai Lama Professor of Tibetan Buddhism and Cultural Studies, University of California, Santa Barbara, author.

Expertise: Buddhist Studies

Lorne Ladner, Ph.D.

Clinical psychologist, author.

Expertise: Psychology and Buddhist Studies

Steven Vannoy, Ph.D.

Assistant Professor, Department of Psychiatry and Behavioral Sciences, University of Washington, Seattle

Expertise: Psychology and Buddhist Studies

William Keppler, Ph.D.

Former President, National College of Naturopathic Medicine, Portland, Oregon

Expertise: Accreditation, Higher Education Administration

## Academics

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### 2011-2012 Academic Calendar

#### Fall 2011

August 29:	Fall 2011 semester begins
September 12:	Last day to add/drop classes for Fall 2011 semester
November 20-27:	Thanksgiving week
December 15:	Registration opens for Spring 2011 semester
December 18:	Fall 2011 semester ends

#### Spring 2012

January 30:	Spring 2012 semester begins
February 1:	Early Admissions Deadline for Fall 2012 semester
February 13:	Last day to add/drop classes for Spring 2012 semester
March 19-April 1:	Spring break
May 2:	Deadline for application for Fall 2012 semester
May 21:	Registration opens for Fall 2012 semester
June 2:	Spring semester ends

**Summer 2012** TBD at date of publication

#### Fall 2012

August 27:	Fall 2011 semester begins
September 10:	Last day to add/drop classes for Fall 2011 semester
November 19-25:	Thanksgiving week
December 3:	Registration opens for Spring 2013 semester
December 16:	Fall 2012 semester ends

### Academic Program

Maitripa College currently offers two degree programs for incoming 2011 students: the Master of Arts in Buddhist Studies (MA – 44 credits) and the Master of Divinity (MDiv – 44 credits). In development are a Master of Theological Studies (MTS – 44 credits) and an expanded 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.

Core Learning Outcomes for MA Program students in Buddhist Studies include the following:

- Students will demonstrate an in-depth and critical understanding of the five core texts of Buddhist thought in the context of traditional Tibetan (monastic) scholarship
- Students will demonstrate an in-depth and critical understanding of the five core texts of Buddhist thought in the context of modern, western academic scholarship
- Students will demonstrate at least basic comprehension of Classical Tibetan language
- Students will demonstrate knowledge of the historical tradition and evolution of Buddhist thought
- Students will demonstrate knowledge of key components of meditative techniques of the Buddhist path
- Students will demonstrate knowledge of the work of their peers in western scholarship in the field
- Students will demonstrate knowledge of the key issues of Buddhist Studies and be able to engage in dialogue (written or otherwise) about said issues with confidence
- Students will demonstrate understanding of social models that have lent themselves to the practical application of Buddhist tenets in the past
- Students will demonstrate an empathetic understanding of the society in which they live, and an understanding of the practical application of components of a Buddhist worldview to their daily lives

Core Learning Outcomes for MDiv Program students include the following:

- Students will have a sophisticated understanding of the fundamentals of Buddhist philosophy, the issues at stake for Buddhist philosophers, and the approaches Tibetan and Western scholars take toward understanding this body of work
- Students will be familiar with the history, authors, and texts significant in the development of Buddhist thought in India and Tibet
- Students will have an understanding of the doctrines of Buddhist thought as they are practiced in both the historical and contemporary religions of Buddhism in both the eastern and the evolving western traditions
- Students will demonstrate knowledge of the interaction of religious/spiritual experience and culture as it has played out historically in Buddhism
- Students will be able to articulate a personal theology and have the ability to draw on Buddhist perspectives to nurture the development of a spiritual worldview (whatever it may be) in others with equanimity and respect
- Students will have solid awareness and fluency in the terminology of the vast corpus of techniques and practices of Buddhist meditation
- Students will be able to identify appropriate meditation practices to combat specific psychological problems and apply them to their own minds
- Students will be able to communicate these techniques to others appropriately in both secular and religious contexts
- Students will be able to live from an understanding of self informed by introspection, and an understanding of others as informed by wisdom and compassion

- Students will be able to assess community needs, develop strategies for meeting those needs, and actively work to bring concrete benefit to their communities through the practice of social service
- Students will be able to integrate Buddhist concepts of compassion, patience, joyous effort, and so forth into their work, and communicate these concepts to others as strategies for service
- Students will have the ability to draw on Buddhist perspectives to engage with their communities and become leaders and agents of positive change in our world

### Full-Time 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 occasional summer term courses.

Full-time students enroll in seven to ten (7-10) hours of classes a week. Students can expect to commit to a minimum of 15 hours of reading and homework a week. A service requirement is part of all Maitripa College curriculums and requires a minimum number of hours each semester outside class time.

Classes at Maitripa are taught at the graduate level. They entail a combination of study of the great texts of Buddhist philosophy based on the structure of the lamrim, Tibetan language study, meditation practice, and service as part of a unique curriculum. The program was 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 to students of the Buddhadharma that can be utilized in the modern world. The tools and methods of western academic training are also integrated into the program.

### Part-Time 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 on a part-time basis.

### Continuing Education Students

The continuing education option is designed for students who may be unable to enroll in the complete program but still want the opportunity to improve their knowledge of Buddhist philosophy, language and history. Registering as a continuing education student at Maitripa College enables the student to take advantage of our classes without committing to the entire two to three-year program. Continuing education students are expected to complete the readings, homework, and take exams just as would a full-time student.

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.

## Course Catalog

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

An introduction to the service “core” 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, 2<sup>nd</sup> 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, indentifying 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.

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**HIS301. History of Buddhism: India and 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 Gyaltzen, 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.

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**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 based on the experience and writings of Je Rinpoche Lama Tsongkhapa. 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 THE CORE REQUIREMENTS FOR THE MA IN BUDDHIST STUDIES OR MDIV AT MAITRIPA COLLEGE.

**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 based on the experience and writings of Je Rinpoche Lama Tsongkhapa. 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 THE CORE REQUIREMENTS FOR THE MA IN BUDDHIST STUDIES OR MDIV AT MAITRIPA COLLEGE.

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**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 and 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.

**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 based on the experience and writings of Je Rinpoche Lama Tsongkhapa. 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 THE CORE REQUIREMENTS FOR THE MA IN BUDDHIST STUDIES OR MDIV AT MAITRIPA COLLEGE.

**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 based on the experience and writings of Je Rinpoche Lama Tsongkhapa. 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 THE CORE REQUIREMENTS FOR THE MA IN BUDDHIST STUDIES OR MDIV AT MAITRIPA COLLEGE.

**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 50 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 will 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. Thesis projects must be completed within 2 semesters (1 year) of all other coursework and degree requirements at Maitripa. The student must enroll in PHL500 for each term they are working on the thesis until it is complete. For further details please see the Dean of Education or Director of Programs.

**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. PHL301 & MDT301 or some familiarity with Buddhist philosophy and meditation strongly recommended as prerequisites.

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**PSY 301. Survey of East/West Psychology (2 credits)**

This course provides an overview of western psychology and Buddhist perspectives on the mind. Students will become familiar with the historical foundations, major branches of psychology, and current issues in the field. Emphasis will be placed on overlap with Buddhism.

**PSY 302. Making the Sick Mind Well: An Overview of Clinical Psychology (2 credits)**

This course provides an overview of the field of clinical psychology with specific emphasis on the influence of Buddhism. Students will become familiar with categories of mental illness and prominent psychotherapies for treating mental illness, particularly modalities that incorporate mindfulness and eastern philosophy. The course will focus on the theoretical underpinnings of psychotherapy; students will not be trained in delivering psychotherapy.

**PSY401. Meaning, Mythology, and Mystical Experience: Understanding Social & Multicultural Psychology & the Psychology of Religion (2 credits)**

This course provides an overview of the field of social psychology. Students will become familiar with the role of social influence on human behavior and will explore themes relevant to Buddhism, including theories of altruism, anonymity, group think, etc. As well, students will explore the influence of global perspectives on western psychology as well as the phenomenon of intersecting cultures. Students will become familiar with the psychological impact of minorities in dominant culture and theories of human behavior that have evolved from minority perspectives. Finally, this course will provide an overview of the history of religion's influence on western psychology. Students will become familiar with the major contributors to the psychology of religion (e.g. William James, Carl Jung, Alfred Adler, Erik H. Erikson). Students will address questions related to the universality of religion in humanity and human behavior, as well as in their own lives.

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**THL 320 (formerly HST320) 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 305 (formerly SOC305). Engaged Buddhism: Non-Violence and Social Justice in Buddhist Thought and 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 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.

**THL500. Master of Divinity Final Project - Practical Theology (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 PTP class will meet throughout the term with the designated PTP advisor to help guide the students through the process of constructing their paper. PTP classes meet in Spring term only.

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

Introduction to alphabet, grammar, and sentence structure of Classical Tibetan language. Students gain first exposure to dictionary use and online 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.

**TIB110. Classical Tibetan Summer Intensive (8 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 with a short commentary by Dngul Chu Dharma Bhadra (1772-1851).

**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.

**TIB300. Advanced Tibetan Reading Class** (2 credits)

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

## **Academic Regulations**

### 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. Full-time Maitripa College students will be assigned an academic advisor.

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

- Providing recommendations for course sequence and choice of electives to complete the degree program
- Providing information about general education and graduation requirements
- Providing assistance in seeking doctorate education outside of Maitripa College
- Providing information about career options and the value of a particular degree or concentration of study
- Providing assistance with registration and course scheduling or referrals to administrators who can provide such assistance
- Providing 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
- 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
- Maitripa College shall provide students with timely notice of academic probation status
- Maitripa College shall provide program information in a clear, succinct, and easily understandable manner, such as through a brochure, website, a student handbook, and/or a checklist of major/degree requirements

#### *Responsibilities of Students*

- Students must familiarize themselves with Maitripa College requirements
- 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 includes Saturday classes. Summer term courses are an occasional option for course credit toward degree requirements.

#### Academic Evaluations

Students are evaluated at the end of each term by a committee of faculty and academic staff, based on the grades they have received for the semester 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. Unexcused absences may be considered in the calculation of grades, and can result in academic failure.

### Satisfactory Academic Progress

Students will be reviewed annually by Maitripa College's program committee to ensure that satisfactory progress and program requirements are being met in a timely manner. Satisfactory progress for full-time students is defined as completing a minimum of 14 credits per year (seven credits per semester) with a GPA of B or above in all courses. 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.

### Dismissal

A student may be suspended from their degree program if his or her cumulative or semester GPA falls below 3.0 for two consecutive semesters, or if the student is deemed to be making unsatisfactory progress toward the degree.

### Readmission to Graduate Degree Standing

Following suspension, consideration for readmission to the degree program within Maitripa College may be requested after the student has completed a minimum of seven credits as a continuing education (non-degree seeking) student, and has maintained 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, and writing of research papers, depending on the class.

### Degree Requirements

Courses from other colleges, universities, or educational programs may not be counted for credit at Maitripa College at this point. Language courses and/or training are a possible exception—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. 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.

### Graduation 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 are advised to utilize the Progress To Graduation tracking document in the Handbook Appendix to note their personal path to degree completion.

Final mastery for the MA in Buddhist Studies is demonstrated through 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 which 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 50 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.

Final mastery for the MDiv is demonstrated through completion of the Practical Theology Project (see THL 500).

#### Sample Curricula Leading to Degree

##### ***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. A **sample** course curriculum is outlined below, with required core courses listed first, followed by *italicized electives*.

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.

CRN	COURSE	CREDITS	OFFERED
PHL301	Introduction to Buddhist Thought	2	Fall 2011
MDT301	Introduction to Buddhist Meditation	2	Fall 2011
TIB101	Introduction to Classical Tibetan Language	3	Fall 2011
CS001	Personal Theology & Foundations of Engagement	1	Fall 2011
HIS301	History of Buddhism: India and Tibet	2	Fall 2011
PHL302	Foundations of Buddhist Thought: The Medium and Great Scope	2	Sp 2012
MDT302	Techniques of Buddhist Meditation: The Medium & Great Scope	2	Sp 2012
TIB102	Introduction to Classical Tibetan Language II	3	Sp 2012
CS002	Compassionate Service: Building Bridges	1	Sp 2012
PHL450	Theories & Methods of Buddhist Studies	2	Sp 2012
PHL303	Madhyamaka Philosophy: Where Is the Middle Way?	2	Fall 2012
MDT303	Techniques of Meditation: Madhyamaka	2	Fall 2012

CS003	Service: Conflict & Diversity/Wisdom & Method	1	Fall 2012
<i>TIB201</i>	<i>Classical Tibetan Language Intermediate I</i>	2	<i>Fall 2012</i>
<i>PHL/MDT/PSYC/SOC/THL</i>	<i>Elective</i>	2	<i>Fall 2012</i>
<i>PHL/MDT/PSYC/SOC/THL</i>	<i>Elective</i>	2	<i>Fall 2012</i>
PHL304	Madhyamaka Philosophy: A Dose of Emptiness	2	Sp 2013
MDT304	Madhyamaka Meditation: Preparation for Vajrayana	2	Sp 2013
CS004	A Life of Social Action	1	Sp 2013
<i>TIB201</i>	<i>Classical Tibetan Language Intermediate II</i>	2	<i>Sp 2013</i>
<i>PHL/MDT/PSYC/SOC/THL</i>	<i>Elective</i>	2	<i>Sp 2013</i>
PHL500	Masters Thesis/Comprehensive Exam	4	
	TOTAL	44	

### ***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. A **sample** course curriculum is outlined below, with required core courses listed first, followed by *italicized electives*.

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.

CRN	COURSE	CREDITS	OFFERED
PHL301	Introduction to Buddhist Thought	2	FALL
MDT301	Introduction to Buddhist Meditation	2	FALL
HIS301	History of Buddhism: India and Tibet	2	FALL
THL 320	Buddhist Theology	2	FALL
CST001	Community Service: Foundations	1	FALL
Elective	Elective	2	FALL
PHL302	Foundations of Buddhist Thought: The Medium and Great Scope	2	SPRING
MDT302	Techniques of Buddhist Meditation: The Medium & Great Scope	2	SPRING
THL 305	Engaged Buddhism	2	SPRING
Elective	Elective	2	SPRING
Elective	Elective	2	SPRING
CST002	Compassionate Service: Building Bridges	1	SPRING
PHL303	Madhyamaka Philosophy: Where Is the Middle Way ?	2	FALL
MDT303	Techniques of Meditation: Madhyamaka	2	FALL
THL 410	Buddhist Ritual, Ethics, Services & Ceremonies	2	FALL
CST003	Compassionate Service: Wisdom & Method	3	FALL

PHL304	Madhyamaka Philosophy: A Dose of Emptiness	2	SPRING
MDT304	Madhyamaka Meditation: Preparation for Vajrayana	2	SPRING
THL	Theology Elective	2	SPRING
CST004	Compassionate Service: Buddhist Ministry & Leadership	3	SPRING
THL 500	Final Project	4	SPRING
	TOTAL	44	

### ***Tantric Studies Certificate\*\****

PHL401	Vajrayana Philosophy I	2
PHL402	Vajrayana Philosophy II	2
MDT401	Vajrayana Meditation I	2
MDT402	Varjayana Meditation II	2
CS011	Buddhist Ministry & Leadership: Defining Buddhist Leadership	1
CS012	Buddhist Ministry & Leadership: Building Communities	1
	TOTAL	10

*\*\*The Tantric studies certificate program is a post-graduate certificate program, and is only open to students who have completed the core 301-304 series of Buddhist philosophy & meditation courses. Maitripa College may offer this program at the discretion of the President.*

### 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 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.

### **Auditing**

Due to space limitations and to maintain the highest level of participation from all students, auditing of courses at Maitripa College is not allowed at this time. 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.

### **Application & Admissions**

#### *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. Applications will be accepted every fall. To apply for admission, students may retrieve an application form from the College's website and send it to Maitripa College's mailing address by the due date, or call the office to request a form. 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. 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. The selected method of tuition payment is due within the first week of class or designated registration period.

#### *Admission to classes as a Continuing Education Student*

Students interested in taking classes as a continuing education student should submit a Quick-Entry registration form. 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)

### **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 will be available by internet, by mail, and in person at least one month before classes begin. Students may not register for classes if their accounts with the College are not in good standing.

### **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.

### **Transfer of Credit to Other Schools**

Maitripa College cannot guarantee the transferability of credits earned at Maitripa to public or private colleges or universities in Oregon or elsewhere. Such transferability will be subject to the policies and procedures governing that particular school.

### **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.

### **Transcripts**

Grade transcripts will be available to students from the administrative offices beginning one month after grades are turned in for each semester. The request for formal or informal transcripts must be made in writing. Allow one to two (1-2) weeks for processing. 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.

### **Withdrawal**

Students who wish to withdraw from a course and/or program at Maitripa College must do so in writing, and submit said withdrawal to the administrative offices of the college. Students who withdraw from a course before the end of the semester will receive a non-credit grade of "Withdrew." Please see section on tuition and fees for financial policy on withdrawal.

### **Distance Learning Classes**

Maitripa College distance learning classes may not be counted for college credit as of the publication of this document.

Students enrolled in Maitripa College Distance Learning classes are subject to and responsible for upholding all of the policies, rules, and regulations put forth in the Maitripa College Course Catalog and Student Handbook. As well, students are expected to be familiar with and abide by the Maitripa College Online Etiquette Guidelines (published on the Maitripa College distance learning website), as well as common practices of "netiquette."

### **Tuition & Fees**

Payment of tuition and fees are due, upon receipt of notice. All accounts must be in good standing before the students will be permitted to formally register, attend class, or receive final grades. A student who fails to comply with his or her financial obligations will be contacted by our financial office. Students not complying with financial obligations may be asked to withdraw from the program.

Tuition for Degree Seeking Students 2011-2012  
\$314 per credit hour per semester  
\$2198 for 7 credits (minimum load for full-time status)  
\$3140 for 10 credits

Estimated costs of attending Maitripa College for Full-Time Students, 2011/2012 School Year  
(based on 7 credits per term/two terms per year)  
\$ 4,396 Tuition  
\$ 400 Books  
\$12,000 Living Expenses  
\$16,796 Total

Tuition fees do not include application fee, registration 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.

#### *Payment Plans*

Students may request to pay tuition on an installment plan. The minimum terms of a payment plan are as follows:

10% of total tuition is due by Week 1 of the term  
25% of total tuition is due by Week 4 of the term  
50% of total tuition is due by Week 8 of the term  
75% of total tuition is due by Week 12 of the term  
100% of total tuition is due by Week 16 of the term

Students interested in a payment plan must contact the Director of Student Services prior to or at the time of registration to confirm the terms of the plan and to provide their acceptance of those terms in writing. It is the responsibility of the student to track and pay their tuition installments on time.

#### *Interest Accrual on Past Due Accounts*

An interest of 6% will begin to accrue on past due accounts after the final day of the term, and will continue to accrue on a monthly basis until the past due amount is fully paid.

#### *Held Transcripts for Past Due Accounts*

Transcripts will not be released to students with an outstanding balance on their account.

#### *Tuition Refund Policy for All Students*

Maitripa College will refund 100% of the amount paid for tuition within 30 days upon written notice of cancellation submitted by the student prior to the first day of instruction. Students will be fully refunded within 30 days if the school cancels or discontinues a course. After instruction begins, Maitripa College will refund tuition in the following manner:

<b>Class time elapsed</b>	<b>Amount of Refund</b>
Up to 10%	90% of tuition paid
Up to 25%	75% of tuition paid
Up to 50%	50% of tuition paid

After classes begin for a term, any student who withdraws from a course is eligible for partial refund through the middle week of the term. Refunds shall be based on unused instructional time and shall be prorated as stated above. After the middle week of the term, no refunds will be given.

#### Tuition for Continuing Education (including Distance Learning) Students

Changes to tuition costs for continuing education students will be announced on the College's website before registration periods each semester.

\$314 per credit hour per semester  
 \$2198 for 7 credits  
 \$3140 for 10 credits

Continuing education students must submit full payment for courses within the first two (2) weeks of class each semester, unless a payment plan has been developed in consultation with the college's financial office. Failure to submit payment or set up a payment plan will result in the student being dropped from the class.

#### *Scholarships for Continuing Education Students*

Scholarships are not available for continuing education students at this time.

Please refer all financial queries to:  
 Maitripa College Administrative Office  
 1119 SE Market St.  
 Portland, OR 97214  
 503-235-2477  
[accounts@maitripa.org](mailto:accounts@maitripa.org)

#### 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.

## Fees

Maitripa College will maintain fees and refund policies that are fair and uniformly applied to all students. Maitripa College will not change its fee policy during an academic year and will announce possible changes prior to the registration period before the start of a new academic year. Currently Maitripa College's academic year runs from September to June, with occasional opportunities for summer term course work.

Tuition will be charged by credit 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.

A non-refundable application fee of \$25.00 is due with the application form for degree-seeking students.

A non-refundable registration fee of \$25.00 will be charged to each student per semester.

## 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

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 on applying for a tuition waiver.

## Scholarships

### *FPMT Education Fund Scholarship*

Since 2006, Maitripa College has awarded the FPMT 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 prior to the registration process.

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 FPMT 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 and regular mail within 45 days of application due date.

**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, particularly to the meditation class on Saturdays. If you are late and the doors are already closed, this is an indication that class has already begun and no entry will be granted. 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.

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 is located in the building shared with the FPMT International Office which has all the following environmental conditions in place:

- 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 to 5 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 some texts are available in the library.

#### 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 buzz in.

### Housing

Maitripa College does not offer on-campus housing at this time. Please see the website at [http://www.maitripa.org/student\\_life.html](http://www.maitripa.org/student_life.html) for information on the Portland area and leads for off-campus housing.

### Parking

Street parking is available on SE Market and on SE 11th St. Please read the street signs and obey them.

### Identification Numbers & Cards

#### Identification Numbers

All Maitripa College students will be issued an identification number.

#### Identification Cards

All Maitripa College students enrolled in a degree program will be issued an identification card each fall term valid for one year. Replacements for lost cards may be obtained for a fee of \$5.00 from the administrative office.

### Maitripa College Library

#### Maitripa College Library (MCL) Mission Statement

The mission of the 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.

#### Access to Maitripa College Library Collections

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

Continuing education students, alumni, former students (not enrolled in the current semester), and the general public may access collections of print materials and media on-site only during library hours, and may obtain a Community Membership for circulation privileges. Community memberships cost \$25 per year to maintain.

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 students, faculty, staff, and continuing education students with community memberships **only**. These specific materials are not available to continuing education students without community memberships, nor other community members not enrolled as students.

#### Library Cards – Faculty, Staff and Students

Maitripa College identification cards for degree students, faculty and staff 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.

Community members of the library may show current photo ID as identification.

#### Borrowing Privileges for Print and Multimedia

To check out any materials, all patrons must be assisted by a staff or staff-trained volunteer. Please show your student ID (or photo ID in the case of a community member) to staff or staff-trained library volunteers at check-out or upon request.

Community membership forms are on file at the circulation desk.

Whenever possible, the library is open to the public (non-members) for use on an in-house (non-circulating) basis only. Please make an appointment to visit outside of public library hours (during Maitripa College's regular office hours).

#### 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.

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 - [program@maitripa.org](mailto:program@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.

### Course Reserves

Reserve materials rotate each semester and 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.

### Library Notices

Patrons must provide valid email address upon check-out. MCL will notify patrons over overdue items via email.

### Library Patron User Guide

A copy of the User Guide is made available to students at orientation, upon request in the office, via Maitripa College Library webpage, and a copy remains in the library. The Maitripa College Library website also contains links to numerous resources.

## **General Policies & 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.

### **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 Buddhadharmā.

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 Buddhadharmā.

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**

### 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 provide the school with up-to-date emergency information contacts. 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.

## **Important Phone Numbers & Contact Information**

### **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 & Staff Contact Information**

Office phone number: 503-235-2477

Office fax number: 503-231-6408

### Faculty

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