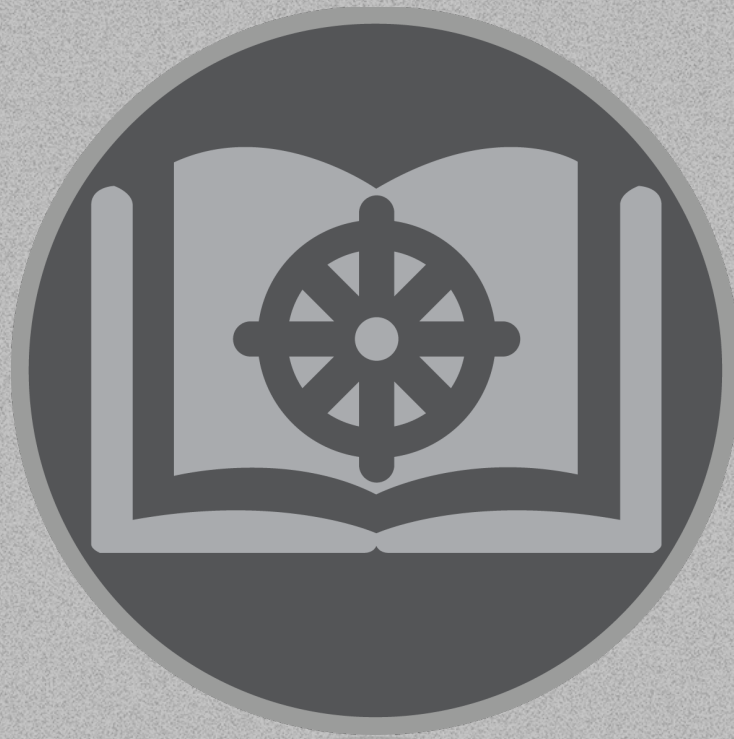


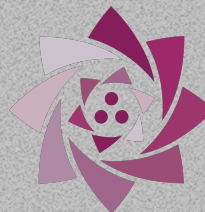
Institute for Contemporary Buddhist Ministry



Student Handbook and Course Catalog **Fall 2016**

buddhistministry.org
email: info@buddhistministry.org

ICBM is a proud
affiliate of:



**BOUNDLESS
BUDDHA**
zen society

The Information in this Handbook is accurate as of July 2016.

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STUDENT RESPONSIBILITY STATEMENT

The student handbook has been developed to help you, the ICBM student, understand and interpret the policies and procedures of ICBM. If you do not find answers to your questions within the handbook, contact the appropriate office(s) or consult with ICBM administration personnel.

You are personally responsible for reading, understanding, and adhering to all policies and information printed in ICBM's course catalog and this handbook, as well as all official notices sent via email, which may include revisions to this handbook.

Enrolling in ICBM courses signifies your receipt, acknowledgement, and agreement to adhere by the policies and terms detailed in this handbook.

Failure to read and understand the policies detailed in these documents does not excuse you from being subject to those regulations and their enforcement. It should be noted that while consulting course facilitators or faculty can be helpful to clarify issues, written policy controls over any oral advice or opinion received from an individual.

**The information in this guidebook is subject to change.
It is your responsibility to check the latest information on the
ICBM website.**

<https://www.buddhistministry.org>

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WELCOME

Welcome to the Institute for Contemporary Buddhist Ministry!
We are excited and grateful for your interest in the ICBM program.

It is our hope and aspiration that the ICBM program will support you in your continuing spiritual journey and growth and that you will develop a deeper awareness of your ministry and teaching practice.

The ICBM faculty is passionately dedicated to the ICBM mission and is eager to journey together with you.

Please, engage with the courses and resources that have been developed, and by all means, do not hesitate to share your feedback and impressions.

We are continuously striving to improve the program and find new and innovative ways to help enrich and deepen this experience for you!

With a deep bow of gratitude and appreciation,



Ven. Bup Mee
President & Co-Founder



Ven. Hae Won
Provost & Co-Founder

2016 - 2017 Academic Calendar

| Fall 2016 | |
|--|--------------|
| Registration Opens | May 13, 2016 |
| Application Deadline for New Students | August 15 |
| Registration Deadline | August 29 |
| Moodle Courses Opened | September 5 |
| Courses Begin | September 12 |
| Last Day for Course Drop (100% Refund) | September 19 |
| Last Day for Withdrawal ("W" Grade) | September 26 |
| Courses End | December 18 |

| Winter 2017 | |
|--|------------------|
| Registration Opens | December 5, 2016 |
| Application Deadline for New Students | January 15, 2017 |
| Registration Deadline | January 29 |
| Moodle Courses Opened | February 6 |
| Courses Begin | February 13 |
| Last Day for Course Drop (100% Refund) | February 20 |
| Last Day for Withdrawal ("W" Grade) | February 27 |
| Courses End | May 21 |

Please see www.buddhistministry.org/calendar for most current calendar.

About the Institute for Contemporary Buddhist Ministry (ICBM)

As Buddhism assimilates and integrates into Western culture, the expectations, roles and responsibilities placed upon Western Buddhist clergy will be contextually and culturally different than the expectations placed upon their Asian predecessors and counterparts. The Institute for Contemporary Buddhist Ministry (ICBM) was created with the awareness and recognition that the modern world we live in is multicultural and multi-religious, and that the psychological, emotional, spiritual, and existential needs of individuals, families, groups, systems, and the environment are diverse and complex.

Buddhist teachers in the West have an ethical obligation to promote healing, wholeness, awakening, justice, and harmony in not only their own ministerial practice, but also in their communities as well. Competent, confident, and compassionate ministerial presence is best cultivated and supported by ongoing education, practice, and reflection; all practices that aim to help alleviate suffering through awareness and skillfulness.

In the West there are very few systematic educational platforms, or ongoing curricula, available to help support ordained clergy and lay teachers already engaged in ministry, teaching, and outreach. The few programs that do exist are often inaccessible to many due to distance or costs.

ICBM is committed in helping to offer education and support that is widely available and more easily accessible. ICBM will achieve its mission through training, endorsing, and supporting persons working in communities within a spiritual/religious context, and provide those individuals with a solid theoretical background in practical areas of need.

Our Mission

ICBM aspires to aid in the nurturing and growth of competently skilled and confident ordained and lay members of all Buddhist traditions. It is the conviction of ICBM that Buddhist clergy, as well as clergy of all faiths, have an ethical obligation when sharing their understanding of religious doctrine and working for the alleviation of suffering of all beings. Therefore, Buddhist teachers need to be correspondingly informed, skilled, and ready to meet diverse needs and suffering with a competent, confident, and compassionate ministerial presence.

ICBM is affiliated with the [Boundless Buddha Zen Society](#) of St. Louis, Missouri.

The ICBM Declaration of Faith

Buddhism is a nearly 2,600-year-old religion and tradition that has been practiced and spread throughout the world. There are countless branches, schools, sects, movements, and interpretations that have manifested over the centuries.

While Buddhism does not mandate or impose a universal creed or dogma, the following tenets of faith are widely valued and practiced in many cultural and denominational forms, and also embraced by the Institute for Contemporary Buddhist Ministry.

- We take refuge in the Triple Gem, or Three Treasures of Buddha (the historical Buddha and the ideal of Buddhahood), Dharma (unmediated truth and teachings of the Buddha) and Sangha (spiritual community, community of life of all beings).
- We venerate and follow Shakyamuni Buddha as our supreme teacher and spiritual guide. Shakyamuni Buddha is respected and honored as a human being who realized great spiritual awakening and insight, and is not considered a god or deity.
- We subscribe to and practice the core teachings that Shakyamuni Buddha transmitted, such as the Four Noble Truths and the Noble Eightfold Path and also the profound teachings found in the great scriptures of the vast Mahayana canon.
- We cultivate ethical and moral conduct as we aspire to guide our lives in accordance with the Precepts of wholesome thought and action as found in the Vinaya Pitaka.
- We particularly honor, cherish, study, and practice the teachings expounded by the great ancestors of our Zen tradition, such as those teachings transmitted by Nāgārjuna, Bodhidharma, Seng-ts'an, Hui-neng, Lin-chi, Taego, Hyu-Jeong, Wonhyo, and Chinul, among others.
- We exercise various practices of meditation as the preeminent and a posteriori method of cultivating spiritual insight, realization, wisdom, and compassion.

Our Commitment to Diversity

ICBM has a strong commitment to diversity in all of its forms. Diversity is central to contemplative learning & service and our core values. The Institute continually works toward strengthening diversity in all of its learning environments, student support, and related institutional policy.

Situations may arise that do not reach the level of harassment, but raise concerns relating to underrepresented populations. Examples include lack of sensitivity by faculty, staff, or students to gender, racial/ethnic, religious, sexual orientation, physical or mental able-ness or ageism viewpoints; offensive content in the curriculum; classroom concerns or issues; inaccessibility of resources; etc.

Concerns about any member of the faculty, the curriculum, or other students should be brought to the attention of the ICBM Administration. Those in responsible positions will work with the parties involved to seek a satisfactory resolution of the concern.

Educational Design and Theory

ICBM's curriculum design is inspired and influenced by prominent and accredited graduate level theological and divinity programs from around the United States and from a diversity of religious traditions. The ICBM curriculum has been constructed and continuously strives to offer training and education opportunities on par with the education and training of other religious professionals.

ICBM draws inspiration from concepts found across diverse Buddhist traditions to develop a philosophy of learning that recognizes and honors Buddhist wisdom. The core tenets of this philosophy include:

- Learning is a process of mutual transformation and growth. Ultimately, there is no teacher and no student. Someone may at one moment function as the teacher, and at another moment the student. ICBM will employ course facilitators who do not presume to impose knowledge on the learner, but rather seek clarity, wisdom, and insight together. Students and facilitators are co-creators of knowledge.
- Buddhist inspired education should exercise mutual respect, grounded in the realization of the absence of any static or permanent self. Students and facilitators are mutually dependent, one does not exist without the other. Learning and spiritual growth flourish when all participants engaged in the learning process affirm and accept each other as they are. Learning is an ongoing process, without beginning or end.

- Learning transforms the mind afflicted by the hindrances of ignorance and confusion. Learning and understanding at one stage in this ongoing process may not manifest as behavior until a much later time. The totality of causes and conditions are beyond comprehension. Thus, learning cannot be assessed in terms of success or failure, because learning is a dynamic, fluid, and continuous process.

Additionally, ICBM draws upon the teaching strategies of Knowle's Theory of Andragogy (adult-centered learning), Lave's Theory of Situated Learning, and Heutagogy (self-determined learning). Our design and curriculum is influenced by the work and insights of many of the pioneers of the Critical Pedagogy educational and social movements, such as Paulo Freire, Henry Giroux, Ira Shor, and bell hooks.

Engaged learning is at the center of the ICBM educational theory. Courses are carefully constructed and designed to encourage critical engagement, reflection, and encourage individuals to actively integrate the principles and concepts introduced in ICBM courses into one's own ministerial practice.

Students are provided opportunities to engage with peers through shared discussion and video/audio conferencing throughout each course.

ICBM courses are held online and are asynchronous.

ICBM uses Moodle as its course platform, an industry leading Learning Management System (LMS).

ICBM courses are facilitated by experienced Buddhist teachers and other qualified professionals from other faith traditions and professional fields.

While course facilitators are encouraged and invited to create and deliver instructional lectures, the primary responsibilities of course facilitators are to encourage and promote peer group interaction and discussion, and offer individual support when needed.

Since many ICBM participants will already be functioning in active sangha ministry, the ICBM curriculum will serve to help further enrich, deepen, and contextualize one's practice of leadership and teaching. Through the achievement of meeting ICBM program Outcomes & Competencies, ICBM graduates will be better equipped in both theory and praxis, thus further building on one's experience and competency in sangha & community service.

Outcomes & Competencies

The ICBM curriculum focuses on supporting students to meet and exceed carefully crafted outcomes and competencies in eight distinct categories. Every ICBM course has also been carefully designed and planned to align with the outcomes and competencies identified below.

These outcomes and competencies are also directly correlated with ICBM's core values and mission to facilitate contemplative learning that helps one to achieve a more competent, confident, and compassionate ministerial presence while practicing good ethical behavior that helps to alleviate suffering of all beings without discrimination.

| | |
|--|---|
| Ministerial Self-Awareness <i>(MSA 1-4)</i> | <ol style="list-style-type: none">1. Functions in a manner that respects the physical, emotional, and spiritual boundaries of others.2. Articulate ways in which one's feelings, attitudes, values, and assumptions affect one's ministerial presence & behavior.3. Can identify and discuss major life events, relationships, and cultural contexts that influence personal and ministerial identity.4. Demonstrates professional ministerial demeanor; such as appropriate interpersonal dynamics, appropriate body language, and skillful awareness and handling of emotions during stressful situations. |
| Religious Understanding & Inclusiveness <i>(RUI 1-4)</i> | <ol style="list-style-type: none">1. Articulates a personal understanding of the Buddhist tradition, demonstrating competent understanding of essential Buddhist concepts, themes, and symbols.2. Demonstrates respect for different perspectives, beliefs, world-views, and faith orientations.3. Avoids imposing one's own convictions, beliefs, opinions, assumptions, projections, or cultural values.4. Understands different faith communities and spiritual traditions and actively promotes interfaith and multi-faith community. |

| | |
|--|---|
| Religious Teaching & Ceremonial Ministry <i>(RTCM 1-4)</i> | <ol style="list-style-type: none"> 1. Demonstrates competency in the construction and delivery of inspired and relevant discourses that promote personal wholeness and social equality. 2. Demonstrates fluency and elegance in performance of appropriate denominational liturgies and services. 3. Has basic skills and can identify resources for creating and officiating personalized liturgies and rituals such as weddings, memorials, and interfaith events. 4. Demonstrates an ability and eagerness to develop, coordinate, and facilitate/teach public spiritual practices and classes appropriate to diverse settings and needs. |
| Responsible Leadership <i>(RL 1-7)</i> | <ol style="list-style-type: none"> 1. Understands power dynamics and imbalances and exercises ministerial authority appropriately. 2. Respects confidentiality and works to build and maintain trust. 3. Respects the integrity and welfare of all persons, refrains from disparagement, and avoids any and all types of exploitation, including emotional and sexual exploitation. 4. Demonstrates awareness and understanding of how persons, social conditions, systems, and structures affect one's own life and the lives of others and can skillfully address these issues in ministerial practice. 5. Demonstrates an awareness personal ministerial strengths and proactively addresses ministerial ineptitudes. 6. Shows dependability, reliability, and punctuality in fulfillment of duties and responsibilities. 7. Adheres and abides by denominational and/or a professional code of ethics. |

| | |
|---|--|
| Skillful & Healing Communication <i>(SHC 1-4)</i> | <ol style="list-style-type: none"> 1. Demonstrates the ability to be present, attentive, and receptive so that the other persons feel understood and valued. 2. Uses inclusive and sensitive language when working with others and is supportive of all individuals and communities. 3. Integrates and embodies Buddhist prescriptions on wholesome and wise speech and communication. 4. Communicate effectively orally and in writing at a professional level. |
| Ministerial & Interpersonal Dynamics <i>(MID 1-4)</i> | <ol style="list-style-type: none"> 1. Able to identify and articulate understanding of group & family system dynamics. 2. Works skillfully with the projections that one receives from others while avoiding projecting one's own insecurities. 3. Consciously and continuously monitors for personal patterns of defensiveness, and can identify various types and levels of specific defense mechanisms. 4. Recognizes various conditions and manifestations of addictive behaviors and the impact those behaviors have on others. |
| Self-Care and Resilience <i>(SCR 1-4)</i> | <ol style="list-style-type: none"> 1. Ability to attend to one's own physical, emotional, and spiritual well-being. 2. Possesses and utilizes appropriate coping techniques when triggered by various situations, and specifically ministerial situations. 3. Establishes healthy personal and professional boundaries with self and others. 4. Demonstrates a willingness to seek counsel and assistance when necessary. |

Core Curriculum

The ICBM curriculum is comprised of 18 courses, carefully aligned with ICBM Outcomes & Competencies and inspired by our core values and mission.

Courses have been arranged into the following 5 thematic areas of focus:

- Buddhist Scriptures, Philosophy, & History (SPH)
- Ministerial Competence (MCO)
- Skills of Spiritual Care (SSC)
- Meditation Theory & Practice (MTP)
- Capstone Project (CAP)

The ICBM Academic Calendar includes 14-week Fall and Winter semesters.

Course Catalog

| Buddhist Scriptures, Philosophy, & History (SPH) | |
|--|---|
| Course ID | Title |
| SPH 524 | Mahayana Buddhism In this course students will be introduced to the largest of the three schools of Buddhism, the Mahayana school. Students will learn the foundations, history, and importance of the Mahayana School throughout East Asia. Students will come to understand why the Mahayana split from the more "traditional" thought and philosophy of Buddhism at the time. Special emphasis will be placed on the Bodhisattva ideal and its importance to the spread of Mahayana. |
| SPH 525 | Pali Canon The Pali Canon (or <i>Tipitaka</i> 'three baskets') is the collection of primary Pali language texts which form the doctrinal foundation of Theravada Buddhism. In this course, students will explore the three baskets of the Pali Canon; the <i>Vinaya Pitaka</i> (rules of conduct), <i>Sutta Pitaka</i> (discourses), and the <i>Abhidharma</i> (meta-teachings). |
| SPH 526 | Buddhist Psychology This course is designed to introduce the major concepts, figures, texts, and schools of thought that form the foundations of Buddhist psychology. Topics of exploration include, but are not limited to; consciousness, ego, mindfulness, and the perception and transformation of suffering. |
| SPH 612 | Mahayana Sutras In this course, students will examine a selection of essential texts in the pantheon of Mahayana Sutras. Students will study the selected sutras through multiple lenses and perspectives, while locating the sutras not only historically, but also explore ways to adapt and apply insights from the sutras to one's own life, practice, and teaching. Specific sutras to be studied will be determined by the course facilitator each semester offered. |

| Buddhist Scriptures, Philosophy, & History (SPH) | |
|---|--|
| Course ID | Title |
| SPH 812 | <p>Buddhist Ethics & Precepts</p> <p>Arguably one of the most important and influential dimensions of Buddhism is ethical behavior. The Buddha himself strongly emphasized a code of conduct that should be followed by not only the monastics, but the laity as well. The Buddha knew that acting with a moral and ethical consciousness not only greatly diminished the suffering of the person practicing, but the suffering of all beings. This course will look at the foundations of Buddhist ethics, including the traditional Pratimoksha vows of the monastic, the Bodhisattva vows, the Buddhist vows for the laity, as well as the six paramitas (six perfections). Students will gain a fundamental understanding of these ethical norms, as well as learn how to view contemporary social and ethical challenges through a Buddhist perspective.</p> |
| SPH 826 | <p>Buddhism in the West</p> <p>Buddhism is relatively young in the West, but the long and sometimes difficult process of assimilation of this ancient tradition is well under way. Everywhere Buddhism has spread, societies and cultures have integrated and synthesized the Buddhadharma with already existent traditions and customs. The course will trace the history and consider the future of Buddhism in the West. Students will become compare and contrast the more "traditional" types of Asian Buddhism to what is beginning to form in the West. In the West, congregations are much more ethnically, culturally, and spiritually diverse than in Asia. Students will learn how to navigate, embrace, and celebrate this cultural diversity in the modern Buddhist Sangha.</p> |
| Ministerial Competence (MCO) | |
| Course ID | Title |
| MCO 516 | <p>Emotional Awareness, Resilience, & Self-Care</p> <p>This course will study the multifaceted nature of emotions and also self-care theory and practices. Humans are emotional beings and emotions are present in every thought, action, interaction, and relationship, both with self and others. Cultivating a keen awareness of the nuances of how emotional patterns and energies manifest, one can better understand and respond to emotionally intense situations and care for oneself and others. As the work of ministry and teaching is often challenging, tiring, stressful, and sometimes even traumatic it is necessary to develop awarenesses and practices that sustain a healthy ministerial presence as one continues to 'bear witness' and expose oneself to intense emotional and spiritual situations.</p> |
| MCO 711 | <p>Comparative Religions & Interfaith Exploration</p> <p>In our increasingly multi-faith/multi-religious world it is becoming more incumbent to understand the broad and diverse faiths of our planet. This course will provide an in-depth exploration of many of the world's faiths; including the major religious traditions as well as some of the smaller lesser known faiths. Understanding how people make meaning of their lives and experiences is essential to fostering better communication, understanding, and cooperation for the benefit of all beings.</p> |

| Ministerial Competence (MCO) | |
|--------------------------------|--|
| Course ID | Title |
| MCO 712 | Homiletics & Spiritual Teaching Homiletics is the art of preparing and delivering spiritual/religious discourses. In this course, students will study the steps requisite to prepare a well-crafted and polished discourse. Students will also learn about general strategies and methods for teaching others about meditation and mindfulness. Students will be afforded opportunities to prepare and practice delivering short discourses, design a sample outline of an introductory lecture/workshop, while receiving feedback from course peers. |
| MCO 725 | Ritual, Ceremony, & Liturgy Ritual, ceremony, and liturgy function as core elements and dynamics of Buddhist practice and ministry. Rituals have long served to help people to make meaning and understand significant life experiences. This course will both introduce students to the concept and history of ritual in the Buddhist context and also help prepare students to create and adapt rituals for use in an increasingly post-modern and secular culture. Specific rituals explored will include both celebratory rituals and rituals of mourning, grief, and remembrance. Liturgical focus will be at the discretion of the Course Facilitator. |
| MCO 824 | Sangha Leadership & Administration This course will help students to develop healthy and conscientious leadership skills. Shifting clergy identity, roles, and responsibilities will be addressed in relation to a range of ethical issues faced in congregational life and ministry, including confidentiality, clergy misconduct, collegiality with professional peers, ethical boundaries, and the ethics of teaching, counseling, and social engagement. A Buddhological framework for ethical leadership and conduct will be developed with attention to issues of power and professionalism and their limits. Emphasis will be placed on healthy leadership and practices for forming and maintaining healthy congregations (Sanghas). This course will also cover mundane dynamics of leadership responsibilities such as setting up a new center/temple, including non-profit status, 501(c)3 status, as well as marketing and communication strategies. |
| Skills of Spiritual Care (SSC) | |
| Course ID | Title |
| SSC 611 | Foundations of Spiritual Care This is an introductory course in the discipline of Spiritual Care. Spiritual care is the art of ministry as it relates to caring for the emotional, psychological, and spiritual needs of persons and faith communities. Students will survey the theories, methods and practices of spiritual care in congregations and communities with individuals and groups. Students will be offered opportunities to explore some of the personal, interpersonal and communal issues that are commonly encountered by persons engaging in spiritual care within various types of communities and settings. |

| Skills of Spiritual Care (SSC) | |
|------------------------------------|--|
| Course ID | Title |
| SSC 724 | <p>Skillful Communication</p> <p>As one of the eight spokes of the Buddhist Noble Eightfold Path, 'Right Speech' is a crucial skill for competent and compassionate ministry. It has been said that one's tongue, or words, can be the most dangerous weapon in the world. Meaning, what we say, and how we say it, has the potential to heal or to injure others. In this course, students will learn the principles, strategies, and practices of skillful communication that contribute to understanding, reconciliation, and healing.</p> |
| SSC 811 | <p>Dying, Death, & Grief Experiences</p> <p>Death and loss are inevitable and fundamental aspects of the human experience. The Buddha was in part inspired to set out on his own spiritual quest after witnessing aging, sickness, and death. It is therefore imperative that Buddhist teachers be confident and competent to minister to those experiencing loss and grief. This course will explore the dying process and death from biological, psychological, sociological, philosophical, and spiritual perspectives. The experience of grief, and how to offer care for bereaved individuals and families, will also be addressed in this course.</p> |
| SSC 813 | <p>Addictions & Mental Health</p> <p>Nearly 58 million American adults (26%) suffer from a diagnosable mental disorder and 23 million Americans suffer from drug and alcohol addiction. On any given day, over 700,000 Americans seek help for an addiction. In this course, students will investigate the landscape of mental health and addiction through a ministerial lens. Students will develop their awareness and literacy of these two areas of suffering and acquire basic intervention skills when persons with mental health or addiction issues present themselves in one's sphere of influence.</p> |
| Meditation Theory & Practice (MTP) | |
| Course ID | Title |
| MTP 626 | <p>Meditation Methods / Contemplative Practices</p> <p>This course introduces students to specific Buddhist meditation methods or other contemplative practices. The Course Facilitator will determine the modalities and methods to be studied. A subtitle will be provided detailing the focus of the course each semester offered.</p> |
| MTP 726 | <p>Scientific & Therapeutic Dimensions of Mindfulness & Meditation</p> <p>Buddhist cultures and communities have long known the positive and healing qualities and effects of mindfulness and meditation. Empirical and scientific inquiry into the efficaciousness of meditation is fairly recent. This course will explore and examine the increasing wealth of evidence around mindfulness and meditation and prepare students to deepen their understanding of the benefits of meditation beyond the spiritual and ethical dimensions. Increased knowledge and insight into the secular benefits of meditation will enable students with additional upaya (skillful means) to offer and share such practices with persons who may have other spiritual or religious orientations.</p> |

| Capstone Project (CAP) | |
|------------------------|--|
| Course ID | Title |
| CAP 900 | Capstone Project The Capstone Project is offered in the student's final semester upon approval of the ICBM faculty. This course is an independent study course in which the student will devise an original project intended to integrate and synthesize their studies throughout the program. Projects are expected to demonstrate a student's achievement of ICBM competencies and outcomes in an applied ministerial context. Projects will be supervised by a faculty committee. |

Course Quorum Requirements

ICBM courses require a minimum enrollment of 3 students in order to achieve sufficient course interactivity for group discussions and peer learning. An audit of course enrollment will be assessed by the end of the 2nd week of each course. Courses that fail to maintain the enrollment quorum may be canceled. In the case of such an event full tuition refunds will be given.

Courses availability and offerings are dependent on sufficient student enrollment and are subject to change. Inaugural offerings of core courses will be phased in over a 3 year period from 2015-2018.

Policy on Revisions and Changes

ICBM may periodically make revisions or changes to the Course Catalog or other ICBM policies.

Generally, students should follow their admitting term catalog and handbook as a reference and guide. Currently enrolled students will be expected to adhere to all new policy revisions and changes.

All students will be expected to complete all current and future Core Courses, barring changes to courses that students have already completed.

Academic Progress Worksheets

Academic Progress Worksheets, a type of “roadmap” showing remaining required courses is available upon request (<https://buddhistministry.org/students/apw/>)

Assessment System

ICBM utilizes two types of assessment scales, a 32-point numeric scale (4.0 scale) and a binary Satisfactory/Unsatisfactory scale. There is also a third option to audit courses.

Some courses may grant students the option to choose their preferred assessment scale.

In such courses, students will declare their assessment scale preference at the beginning of the semester.

ICBM issues non-accredited academic credit according to the following scales:

- 32-point system of numerical grades 1.0 through 4.0, by tenths, and a no credit grade of 0.0.

Where conversion of numeric grades to letter grades is necessary, ICBM recommends the following scale: 3.6-4.0 = A; 3.0-3.5 = B; 2.0-2.9 = C; 1.0-1.9 = D; 0.0 = F.

- Binary Satisfactory / Unsatisfactory scale

S = Satisfactory. Signifying at least a grade of 3.0 or higher, carries course credit.

U = Unsatisfactory. Does not carry course credit.

- Audit Option

Does not offer course credit, written work is not assessed, credit-seeking students receive feedback priority.

The following letter grades are also used:

| | |
|-----------|--|
| I | Required work was not completed within the time limit for the course. Students are allowed a maximum of 8 weeks to complete the course, subject to instructor approval. Capstone Projects may receive one incomplete extension and must be completed within one year from initial enrollment, subject to committee approval. |
| IP | Course in Progress. |
| R | Temporary mark assigned by the Registrar in the absence of a grade from the instructor. |
| S | Satisfactory. Signifying at least a grade of 3.0 or higher, carries course credit. |
| U | Unsatisfactory. Does not carry course credit. |
| W | Official Withdrawal. |
| Z | Audit - No credit given. |

Academic Transcripts are accessible in the Student Dashboard approximately 3 weeks after the end of the semester.

Courses offered in the Fall and Winter semesters are designated for 3 Credit Hours apiece.

Final Course Grades

The criteria, method, and calculation of assessing academic work is the prerogative of the Course Facilitator and the rules for determining final course grades should be established by the Course Facilitator and given to the students in a course syllabus at the beginning of the semester. All final course grades assigned by Course Facilitators are considered final, except Incomplete (I) and Course in Progress (IP) grades.

A student who believes grounds exist for an appeal of a final course grade must submit their appeal in writing within 10 days after final grades are posted. Once the appeal process is initiated, the burden of proof is on the student.

Student Responsibility

Students who have questions about final grades for the semester are required to contact the Course Facilitator who issued the final course grade by email or in writing to request a review of the grade. An informal conference with the Course Facilitator must be initiated no later than 10 days after final grades are posted to determine if an error has been made.

If the Course Facilitator is on leave, on sabbatical, or is not currently on the faculty during the time range stipulated above, the student should contact the ICBM Provost or President.

Course Facilitator Responsibility

The Course Facilitator must respond to the student within 10 days of being contacted by the student and explain to the student how the grade was determined. If an error was made in calculating the grade, the Course Facilitator will submit a Grade Change Request to modify the final grade.

If a resolution with the Course Facilitator is not reached, the student can initiate a Formal Grade Appeal Review. The grade appeal procedure is not to be used to review the judgment of a Course Facilitator in assessing the quality of the student's work. The burden of proof, however, rests with the student to demonstrate that the grade decision was made on the basis of any of the following conditions:

- The student believes that the grade received conflicts with the grading policy on the syllabus;
- The student believes that there is an error in calculation with the grade;
- The student believes that the grade was given arbitrarily, or with capriciousness or prejudice.

Certificate of Buddhist Ministry

Completing the full ICBM program requires 3 years of full-time study.

In order to complete the full program within 3 years, students will need to be enrolled full-time (3 courses/semester). Students that decide to study part-time will require additional time, dependent on the number of courses taken each semester.

To earn a Certificate of Buddhist Ministry, ICBM requires students to earn a minimum of 54 credits (17 courses & Capstone Project).

Upon successful completion of all program requirements, graduates will receive:

1. A Certificate of Buddhist Ministry from the Institute for Contemporary Buddhist Ministry.
2. An Official Transcript, detailing completed courses.
3. Access to the ICBM Alumni Network (communicate and network with previous cohorts, access ministerial resources).

ICBM does not confer ordination and does not guarantee Certificates of Ministry will be recognized by any civil or governmental organizations and/or entities. Licensure and ordination are reserved for professional & denominational bodies which grant such privileges.

Admissions, Finance, & Course Adjustment Policies

Admissions Policy

ICBM welcomes all interested persons to apply. In order to create necessary student accounts, ICBM must collect some demographic information, including; name, address, phone number, and email address. Providing other demographic information is optional.

Since ICBM is a graduate-level program, evidence of holding a baccalaureate degree (or higher) from a CHEA-accredited institution is a prerequisite for admission. Applicants not holding a baccalaureate degree may still be admitted to audit courses, but would be ineligible from earning an Certificate in Buddhist Ministry.

Application deadlines are August 15 to matriculate in the Fall semester and January 15 to matriculate in the Winter semester. A \$20 USD non-refundable application processing fee will be collected for all applications, regardless of admissions decision.

Tuition and Fees

ICBM offers a highly valuable education at a very nominal and reasonable tuition. ICBM administration has implemented the following tuition & fee schedule:

| Tuition & Fees Schedule | | | |
|------------------------------------|----------------------|-------------------------|------------------------|
| Admission Term: | Tuition Rate: | Application Fee: | Graduation Fee: |
| Fall 2016 - Winter 2017 | \$60 USD / course | \$20 USD | \$100 USD |

Tuition rates are 'locked in'* to the current rate at time of admission and initial registration, meaning that students will pay the same tuition rate for the duration of one's studies in the program.

** 'Locked-in' rates are limited to 1st enrollment only. Students who re-enroll in courses due to previous course failure or withdrawal will be required to pay the current tuition rate.*

Registration and Enrollment Process

Course registration opens no later than 2 months before each semester. Students may register online at buddhistministry.org under Current Students >> Student Dashboard and selecting 'Register for Courses' after logging in.

Payments are managed via *PayPal* and students may pay tuition fees with any major credit card, or bank account linked through Paypal. ICBM does not accept cash or checks for course registration.

Adjusting Courses (Withdrawal and Refund Policy)

Courses may be dropped with full refund by the end of the first week of a semester. Courses may be dropped without academic penalty through the end of the second week of a semester.

A "W" grade denoting withdrawal is recorded for courses dropped before the third week in a semester. Failure to drop a course on or before the appropriate drop deadline will result in the recording of a 0.0 (U) grade on the student's transcript.

Course refunds are possible only during the first week of courses. Refunds will not be issued after the first week of a course.

Students wishing to drop a course must complete the official course drop form at:

<https://buddhistministry.org/withdrawal/>

Withdrawals will not be accepted after the beginning of the 3rd week.

Please consult with course facilitators before requesting a course withdrawal, as withdrawal requests will not be reversed.

Please note that course access will be immediately revoked once the withdrawal request has been submitted. This includes access to course syllabi, course content/links, attachments, and course forum access.

Students wishing to re-register for courses that had previously been dropped will be required to pay the current tuition rate.

Auditing Courses

A formal audit option is available for students who wish to participate in a course on a non-graded basis. With written permission of the instructor, students may register to audit a course only during the first week of each semester.

Audit registrations are governed by the following rules:

- Regular tuition applies to all courses.
- ICBM will assign the final mark of Z to all formal audits.
- Changes of registration from credit to audit or from audit to credit will not be permitted once the course adjustment period has ended for a given semester (two weeks into the term).
- Students who wish to audit courses must have been admitted to ICBM.

Satisfactory Academic Progress

Collaborative peer-based learning is the core element and catalyst to engaged and shared learning, which is the heart of the ICBM program. Therefore, it is imperative that students maintain and demonstrate satisfactory contributions within all courses. Students who do not demonstrate consistent and satisfactory efforts can negatively affect the experience and learning of other students.

To stay in good academic standing, students must not allow their cumulative grade point averages (GPA) to drop below 2.50, or receive unsatisfactory grades in 50% or more of enrolled courses in a given semester.

The first semester a student is enrolled in ICBM is considered an acclimation semester and grades from the first completed semester shall not be factored into evaluations for satisfactory academic progress.

Students who fail to make satisfactory academic progress will be placed on probation in accordance with ICBM policy that stipulates that students must complete for credit most of the courses for which they register and must do so with a reasonable degree of academic proficiency. Students on probation who fail to meet the minimal standard of progress may be suspended or dismissed from the program.

Students who wish to be readmitted to ICBM after the compulsory separation period prescribed by the Student Performance Review Board must apply for readmission (If, in the dismissal notice, a student has been informed that readmission will not be considered, the student may not utilize this procedure).

Student Accounts & Records

Institutional transcripts, tuition receipts, academic progress worksheets, and other student records and documents are accessible in the protected Student Dashboard on the main ICBM site at buddhistministry.org.

Account Access and Password Resets

Students who have forgotten or lost their password for the Student Dashboard may reset their password through the following link:

<https://buddhistministry.org/membership-login/password-reset/>

Students who have forgotten or lost their password for Moodle may reset their password through the following link:

https://buddhistministry.org/moodle/login/forgot_password.php

Student Code of Conduct

Cheating and Plagiarism:

Cheating and plagiarism will not be tolerated. This includes but is not limited to;

- Copying work from another student, with or without the student's knowledge,
- Using material from any source (slides, books, articles, internet sites, video) for submission in written assignments, homework, projects, presentations without proper citation.
- Cases of academic misconduct will result in **failure of the course and possible dismissal from the program.**

Civility Policy:

Proper civility is crucial to a beneficial learning environment and is treated seriously. The conduct of both students and facilitators should contribute to a respectful, engaged, and productive learning culture. All course members are responsible for maintaining and protecting an ethic of civility. Accordingly, the following (non-exhaustive) guidelines for appropriate conduct have been established;

- Gender inclusive language is expected in both discussions and assignments. In every instance you should work to identify as clearly as possible the people, artifacts, events, or figures you are describing or interpreting.
- Vigorous and uninhibited debate of ideas is encouraged throughout discussions, but personal attack on other course members is inappropriate and will not be tolerated. This course is first and foremost a place of learning within an atmosphere of respect and caring for each other and ourselves.

- Every student is entitled to full participation and to full expression of their individuality and diversity within the bounds of courtesy, sensitivity and respect. Interruptions and disruptions of the course atmosphere inhibit and prevent learning, as well as convey disrespect to others in the course.

Technology Requirements & Assistance

Technology Requirements

Students are required and responsible for securing sufficient computer hardware, software, and internet access. ICBM courses may make use of large streaming or downloadable content, therefore a high-speed broadband internet connection is recommended. The suggested internet browsers are current versions of Firefox or Chrome. Some courses may also require students to have webcam and microphone capabilities. In some instances, third-party software may be required (ex. Skype). Please consult with individual Course Facilitators on specific course technology requirements.

Technical Assistance

Students who have general questions about the course (such as due dates, content, etc) or personal concerns (grades, etc.) should contact their Course Facilitator(s).

For Moodle or ICBM website technical issues that you cannot resolve on your own, please contact ICBM Support:

Email: support@buddhistministry.org

Submit a help ticket: <https://buddhistministry.org/support>

Other ICBM Policies

Anti-Discrimination Policy

ICBM affirms its commitment to equality of opportunity for all persons. In a society that relies on an informed, educated citizenry, no one should be denied the opportunity to attain his or her fullest potential. It is therefore the policy of ICBM that no person shall be discriminated against based on race, sex, age, physical or mental ability, color, religion, creed, sexual orientation, national origin or ancestry, marital status, or veteran status. The institute shall strive to build a community that welcomes and honors all persons and that provides equal opportunity in learning. The institute shall affirmatively follow the provisions of applicable state and federal anti-discrimination legislation in all of its activities and programs.

Course Facilitators, staff, students and non-student users of institute services who believe their rights have been violated may seek a resolution of the problem through ICBM Administration. Complaints will be processed equitably and in a timely manner.

Commitment to Universal Learning & Inclusion

ICBM is committed to the principle of universal learning. This means that our virtual spaces, our practices, and our interactions are intended to be as inclusive as possible. Mutual respect, civility, and the ability to listen carefully to the needs of others is crucial to universal learning.

Any student with particular needs should contact their course facilitator, or an ICBM administrator, at the start of the semester. All such notifications and arrangements shall be confidential between the student and the Course Facilitator/ICBM staff.

Terms of Use for Digital Products & Services

<https://buddhistministry.org/about/policies/terms-of-use/>

Thank you for your interest in the Institute for Contemporary Buddhist Ministry! (hereafter identified as *ICBM*)

ICBM's products and services are provided by ICBM. These Terms of Use ("Terms") govern your use of ICBM's website, apps, and other products and services ("Services"). As some of our Services may be software that is downloaded to your computer, phone, tablet, or other device, you agree that we may automatically update this software, and that these Terms will apply to such updates. Please read these Terms carefully, and [contact us](#) if you have any questions. By using our Services, you agree to be bound by these Terms and all other additional published and subsequent ICBM policies.

Using ICBM

Who May Use our Services

You may use our Services only if you can form a binding contract with ICBM, and only in compliance with these Terms and all applicable laws. When you register and are provided with an ICBM account, and subsequently when you use certain features, you must provide us with accurate and complete information, and you agree to update your information to keep it accurate and complete. **Any use or access by anyone under the age of 13 is prohibited, and certain courses may have additional requirements and/or restrictions.**

Our License to You

Subject to these Terms and our policies (including course-specific eligibility requirements and other terms), we grant you a limited, personal, non-exclusive, non-transferable, and revocable license to use our Services. You may download content from our Services only for your personal, non-commercial use, unless you obtain ICBM's written permission to otherwise use the content. You also agree that you will create, access, and/or use only one user account, and you will not share with any third party access to or access information for your account. Using our Services does not give you ownership of any intellectual property rights in our Services or the content you access.

Our Courses

Course Modifications

While we take pride in our courses, unexpected events do occur. ICBM reserves the right to cancel, interrupt, or reschedule any course or to modify any course content. Courses offered are subject to the Disclaimers and Limitation of Liability sections below.

No Accredited Academic Credit

Unless otherwise explicitly indicated by a credit-granting institution, participation in or completion of a course does not confer any accredited academic credit. Even if credit is awarded by one institution, there is no presumption that other institutions will accept that credit. ICBM, the Course Facilitators, and the associated participating institutions have no obligation to have a course recognized by any educational institution or accreditation organization.

Disclaimer of Student-Denominational Relationship

Nothing in these Terms or otherwise with respect to your participation in any course: (a) establishes any relationship between you and any religious institution and/or religious denomination with which ICBM may be affiliated; (b) ordains or authorizes you in any religious institution; or (c) entitles you to use the resources of any religious institution beyond participation in the course.

Your Content

User Content

The Services enable you to share content that you submit, posts you make in the forums, and the like (“User Content”), with ICBM, Course Facilitators, and/or other users. You retain all intellectual property rights in, and are responsible for, the User Content you share.

How ICBM and Others May Use User Content

To the extent that you provide User Content, you grant ICBM a fully-transferable, royalty-free, perpetual, sub-licensable, non-exclusive, worldwide license to copy, distribute, modify, create derivative works based on, publicly perform, publicly display, and otherwise use the User Content. This license includes granting ICBM the right to authorize participating institutions to use User Content with their registered students and on-campus learners independent of the Services. Nothing in these Terms shall restrict other legal rights ICBM may have to User Content, for example under other licenses. We reserve the right to remove or modify User Content for any reason, including User Content that we believe violates these Terms.

Feedback

We welcome your suggestions, ideas, comments, and other feedback regarding the Services (“Feedback”). By submitting any Feedback, you grant us the right to use the Feedback without any restriction or any compensation to you. By accepting your Feedback, ICBM does not waive any rights to use similar or related Feedback previously known to ICBM, developed by its employees or contractors, or obtained from other sources.

Security

We care about the security of our users. While we work to protect the security of your account and related information, ICBM cannot guarantee that unauthorized third parties will not be able to defeat our security measures. Please notify us immediately of any compromise or unauthorized use of your account by emailing admin@buddhistministry.org

Third Party Content

Through the Services, you will have the ability to access and/or use content provided by Course Facilitators, other users, and/or other third parties and links to websites and services maintained by third parties. ICBM cannot guarantee that such third party content, in the Services or elsewhere, will be free of material you may find objectionable or otherwise inappropriate or of malware or other contaminants that may harm your computer, mobile device, or any files therein. ICBM disclaims any responsibility or liability related to your access or use of such third party content.

Copyright and Trademark Policy

ICBM respects the intellectual property rights of our users, participating institutions, and other third parties and expects our users to do the same when using the Services. We have adopted and implemented the ICBM Copyright and Trademark Policy in accordance with applicable law, including the Digital Millennium Copyright Act.

Education Research

ICBM is committed to advancing the science of learning and teaching, and records of your participation in courses may be used for education research. In the interest of this research, you may be exposed to variations in the course content. Research findings will typically be reported at the aggregate level. Your personal identity will not be publicly disclosed in any research findings without your express consent.

Paid Services

ICBM offers paid Services for a fee. Unless otherwise stated, all fees are quoted in U.S. Dollars. You are responsible for paying all fees and applicable taxes in a timely manner with a payment mechanism associated with the applicable paid Services. If your payment method fails or your account is past due, we may collect fees using other collection mechanisms. Fees may vary based on your location and other factors, and ICBM reserves the right to change any fees at any time at its sole discretion. Any change, update, or modification will be effective immediately upon posting through the relevant Services. Refunds may be available for paid Services as described in our Refund Policy.

Modifying and Terminating our Services

We are constantly changing and improving our Services. We may add or remove functions, features, or requirements, and we may suspend or stop a Service altogether. Accordingly, ICBM may terminate your use of any Service for any reason. If your use of a paid Service is terminated, a refund may be available under our Refund Policy. None of ICBM, its participating institutions and Course Facilitators, its contributors, sponsors, and other business partners, and their employees, contractors, and other agents (the “ICBM Parties”) shall have any liability to you for any such action. You can stop using our Services at any time.

Disclaimers

THE SERVICES AND ALL INCLUDED CONTENT ARE PROVIDED ON AN “AS IS” BASIS WITHOUT WARRANTY OF ANY KIND, WHETHER EXPRESS OR IMPLIED. THE ICBM PARTIES SPECIFICALLY DISCLAIM ANY AND ALL WARRANTIES AND CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND NON-INFRINGEMENT, AND ANY WARRANTIES ARISING OUT OF COURSE OF DEALING OR USAGE OF TRADE. THE ICBM PARTIES FURTHER DISCLAIM ANY AND ALL LIABILITY RELATED TO YOUR ACCESS OR USE OF THE SERVICES OR ANY RELATED CONTENT. YOU ACKNOWLEDGE AND AGREE THAT ANY ACCESS TO OR USE OF THE SERVICES OR SUCH CONTENT IS AT YOUR OWN RISK.

Limitation of Liability

TO THE MAXIMUM EXTENT PERMITTED BY LAW, THE ICBM PARTIES SHALL NOT BE LIABLE FOR ANY INDIRECT, INCIDENTAL, SPECIAL, CONSEQUENTIAL, OR PUNITIVE DAMAGES, OR ANY LOSS OF PROFITS OR REVENUES, WHETHER INCURRED DIRECTLY OR INDIRECTLY, OR ANY LOSS OF DATA, USE, GOODWILL, OR OTHER INTANGIBLE LOSSES, RESULTING FROM: (A) YOUR ACCESS TO OR USE OF OR INABILITY TO ACCESS OR USE THE SERVICES; (B) ANY CONDUCT OR

CONTENT OF ANY PARTY OTHER THAN THE APPLICABLE ICBM PARTY, INCLUDING WITHOUT LIMITATION, ANY DEFAMATORY, OFFENSIVE, OR ILLEGAL CONDUCT; OR (C) UNAUTHORIZED ACCESS, USE, OR ALTERATION OF YOUR CONTENT OR INFORMATION. IN NO EVENT SHALL ICBM'S AGGREGATE LIABILITY FOR ALL CLAIMS RELATED TO THE SERVICES EXCEED TWENTY U.S. DOLLARS (\$20) OR THE TOTAL AMOUNT OF FEES RECEIVED BY ICBM FROM YOU FOR THE USE OF PAID SERVICES DURING THE PAST SIX MONTHS, WHICHEVER IS GREATER.

YOU ACKNOWLEDGE AND AGREE THAT THE DISCLAIMERS AND THE LIMITATIONS OF LIABILITY SET FORTH IN THIS TERMS OF USE REFLECT A REASONABLE AND FAIR ALLOCATION OF RISK BETWEEN YOU AND THE ICBM PARTIES, AND THAT THESE LIMITATIONS ARE AN ESSENTIAL BASIS TO ICBM'S ABILITY TO MAKE THE SERVICES AVAILABLE TO YOU ON AN ECONOMICALLY FEASIBLE BASIS.

YOU AGREE THAT ANY CAUSE OF ACTION RELATED TO THE SERVICES MUST COMMENCE WITHIN ONE (1) YEAR AFTER THE CAUSE OF ACTION ACCRUES. OTHERWISE, SUCH CAUSE OF ACTION IS PERMANENTLY BARRED.

Indemnification

You agree to indemnify, defend, and hold harmless the ICBM Parties from any and all claims, liabilities, expenses, and damages, including reasonable attorneys' fees and costs, made by any third party related to: (a) your use or attempted use of the Services in violation of these Terms; (b) your violation of any law or rights of any third party; or (c) User Content, including without limitation any claim of infringement or misappropriation of intellectual property or other proprietary rights.

Governing Law and Jurisdiction

The Services are managed by ICBM, which is located in St. Louis, Missouri. You agree that any dispute related to these Terms will be governed by the laws of the State of Missouri, excluding its conflicts of law provisions. You further consent to the personal jurisdiction of and exclusive venue in the federal and state courts located in and serving St. Louis, Missouri as the legal forum for any such dispute.

Excluding claims for injunctive or other equitable relief, for claims related to the Services where the total amount sought is less than ten thousand U.S. Dollars (\$10,000.00 USD), either you or ICBM may elect at any point during the dispute to resolve the claim through binding, non-appearance-based arbitration. The dispute will then be resolved using an established alternative dispute resolution ("ADR") provider, mutually agreed upon by you and ICBM. The parties and the selected ADR provider shall not involve any personal appearance by the parties or witnesses, unless otherwise mutually agreed by the parties; rather, the arbitration shall be conducted, at the option of the party seeking relief, online, by telephone, or via written submissions alone. Any judgment rendered by the arbitrator may be entered in any court of competent jurisdiction.

General Terms

Revisions to the Terms

We reserve the right to revise the Terms at our sole discretion at any time. Any revisions to the Terms will be effective immediately upon posting by us. For any material changes to the Terms, we will take reasonable steps to notify you of such changes. In all cases, your continued use of the Services after publication of such changes, with or without notification, constitutes binding acceptance of the revised Terms.

Severability; Waiver

If it turns out that a particular provision of these Terms is not enforceable, this will not affect any other terms. If you do not comply with these Terms, and we do not take immediate action, this does not indicate that we relinquish any rights that we may have (such as taking action in the future).

Participating Institutions

ICBM's participating institutions are third party beneficiaries of the Terms and may enforce those provisions of the Terms that relate to them.

Notice for California Users

Under California Civil Code Section 1789.3, California website users are entitled to the following specific consumer rights notice: The Complaint Assistance Unit of the Division of Consumer Services of the California Department of Consumer Affairs may be contacted in writing at 1625 N. Market Blvd., Suite S-202, Sacramento, California 95834, or by telephone at (800) 952-5210.

Effective as of July 6th, 2015.

Acceptable Use Policy

ICBM's mission is to aid in the nurturing and growth of competently skilled and confident ordained and lay members of all Buddhist traditions. We believe strongly in preserving free speech and expression for our learners as well as academic freedom for our partner institutions and Course Facilitators. We also want to make sure that all of our learners and Course Facilitators feel safe and comfortable while using our Services. We have drafted these guidelines to ensure that people understand and follow the rules when participating in our online community and otherwise using our Services.

Although we do not routinely screen or monitor content provided by users, we may remove or edit inappropriate content or activity reported to us or suspend, disable, or terminate a user's access to all or part of the Services.

You are prohibited from using our Services to share content that:

- Contains illegal content or promotes illegal activities with the intent to commit such activities.
- Contains credible threats or organizes acts of real-world violence. We don't allow content that creates a genuine risk of physical injury or property damage, credibly threatens people or public safety, or organizes or encourages harm.
- Harasses others. We encourage commentary about people and matters of public interest, but abusive or otherwise inappropriate content directed at private individuals is not allowed.
- Violates intellectual property, privacy, or other rights. Do not share content that you do not have the right to share, claim content that you did not create as your own, or otherwise infringe or misappropriate someone else's intellectual property or other rights. Always attribute materials used or quoted by you to the original copyright owner.
- Spams others. Do not share irrelevant or inappropriate advertising, promotional, or solicitation content.

- Otherwise violates the ICBM Terms of Use. Please note that specific courses may have additional rules and requirements.

You also aren't allowed to:

- Do anything that violates local, state, national or international law or breaches any of your contractual obligations or fiduciary duties.
- Share your password, let anyone access your account, or do anything that might put your account at risk.
- Attempt to access any other user's account.
- Reproduce, transfer, sell, resell, or otherwise misuse any content from our Services, unless specifically authorized to do so.
- Access, tamper with, or use non-public areas of our systems, unless specifically authorized to do so.
- Break or circumvent our authentication or security measures or otherwise test the vulnerability of our systems or networks, unless specifically authorized to do so.
- Try to reverse engineer any portion of our Services.
- Try to interfere with any user, host, or network, for example by sending a virus, overloading, spamming, or mail-bombing.
- Use our Services to distribute malware.
- Impersonate or misrepresent your affiliation with any person or entity.
- Encourage or help anyone do any of the things on this list.

Effective as of July 6th, 2015.

Copyright and Trademark Policy

ICBM respects the intellectual property rights of our partner institutions, Course Facilitators, and other third parties and expects our users to do the same when using the Services. We reserve the right to suspend, disable, or terminate the accounts of users who repeatedly infringe or are repeatedly charged with infringing the copyrights, trademarks, or other intellectual property rights of others.

The Digital Millennium Copyright Act of 1998 (the "DMCA") provides recourse for copyright owners who believe that material appearing on the Internet infringes their rights under U.S. copyright law. If you would like to read the DMCA, please visit the U.S. Copyright Office website at <http://www.copyright.gov/legislation/dmca.pdf>.

If you believe in good faith that materials on the Services infringe your copyright, the DCMA provides that you (or your agent) may send us a notice requesting that the material be removed or access to it blocked.

The notice must include the following information:

1. the physical or electronic signature of a person authorized to act on behalf of the owner of an exclusive right that is allegedly infringed;
2. identification of the copyrighted work claimed to have been infringed (or, if multiple copyrighted works located on the Services are covered by a single notification, a representative list of such works);
3. identification of the material that is claimed to be infringing or the subject of infringing activity, and information reasonably sufficient to allow ICBM to locate the material on the Services;
4. the name, address, telephone number, and email address (if available) of the complaining party;
5. a statement that the complaining party has a good faith belief that use of the material in the manner complained of is not authorized by the copyright owner, its agent, or the law; and
6. a statement that the information in the notification is accurate and, under penalty of perjury, that the complaining party is authorized to act on behalf of the owner of an exclusive right that is allegedly infringed.

Notices must meet the then-current statutory requirements imposed by the DMCA. Notices and counter-notices with respect to the Services can either be sent:

1. via mail: Copyright Agent, ICBM 6208 Wanda Ave. St, Louis, MO 63116
2. via email: admin@buddhistministry.org

We suggest that you consult your legal advisor before filing a notice. Also, be aware that there can be penalties for false claims under the DMCA.

ICBM also respects the trademark rights of others. Accounts with any other content that misleads others or violates another's trademark may be updated, suspended, disabled, or terminated by ICBM in its sole discretion. If you are concerned that someone may be using your trademark in an infringing way on our Services, please email us at admin@buddhistministry.org and we will review your complaint. If we deem appropriate, we may remove the offending content, warn the individual who posted the content, and/or temporarily or permanently suspend or disable the individual's account.

Effective as of July 6th, 2015.

ICBM Refund Policy

If you are found to be in violation of any of ICBM's policies or otherwise violate the Terms of Use, you will not be issued a refund or voucher. For more information about our refund process, including instructions for requesting a refund, please visit our website at buddhistministry.org or the pertinent section of the Student Handbook.

For Session-Based Courses (courses with a registration deadline)

If you elect to cancel your registration for a session-based course, ICBM will offer you a complete refund until one week after the course's first scheduled date.

For Other Paid Services

Except as described in this Refund Policy or as explicitly stated as part of the sign-up process for a Service, ICBM has no obligation to provide refunds or vouchers for any other Services.

Third Party Marketplaces

Notwithstanding the foregoing, if you purchase any other paid Service through a third party marketplace, the refund policy applicable to that third party marketplace will apply, unless otherwise explicitly stated by ICBM. Except as otherwise explicitly stated by ICBM, the third party marketplace will be solely responsible for making refunds under its refund policy, and ICBM will have no refund obligations. ICBM disclaims any responsibility or liability related to any third party marketplace's refund policy or the third party's compliance or noncompliance with such policy.

ICBM Privacy Policy

Purpose

The purpose of this Privacy Policy is to describe how Institute for Contemporary Buddhist Ministry, Inc. ("ICBM," "us," "we," or "our") collects, uses and shares information about you through our online interfaces (e.g., websites and mobile applications) owned and controlled by us, including www.buddhistministry.org (collectively referred to herein as the "Site"). Please read this notice carefully to understand what we do. If you do not understand any aspects of our Privacy Policy, please feel free to contact us at admin@buddhistministry.org. Your use of our Site is also governed by our Terms of Use.

What Information this Privacy Policy Covers

This Privacy Policy covers information we collect from you through our Site. Some of our Site's functionality can be used without revealing any personal information, though for features or services related to the Online Courses, personal information is required. If you do not use these specific features or services on the Site, then the only information we collect will be "Non-Personal Information" (i.e., information that cannot be used to identify you). Non-Personal Information includes information such as the web pages that you have viewed. In order to access certain features and benefits on our Site, you may need to submit "Personally Identifiable Information" (i.e., information that can be used to identify you). Personally Identifiable Information can include information such as your name and email address, among other things. You are responsible for ensuring the accuracy of the Personally Identifiable Information you submit to ICBM. Inaccurate information may affect your ability to use the Site, the information you receive when using the Site, and our ability to contact you. For example, your email address should be kept current because that is one of the primary manners in which we communicate with you.

What You Consent to by Using Our Site

Please understand that by submitting any Personally Identifiable Information to us, you consent and agree that we may collect, use and disclose such Personally Identifiable Information in accordance with this Privacy Policy and our Terms of Use, and as permitted or required by law. If you do not agree with these terms, then please do not provide any Personally Identifiable Information to us. If you refuse or withdraw your consent, or if you choose not to provide us with any required Personally Identifiable Information, we may not be able to provide you with the services that can be offered on our Site.

What Information We Collect

We gather two types of information about users through the Site:

Non-Personal Information. When users come to our Site, we may track, collect and aggregate Non-Personal Information indicating, among other things, which pages of our Site were visited, the order in which they were visited, when they were visited, and which hyperlinks were “clicked.” We also collect information from the URLs from which you linked to our Site. Collecting such information may involve logging the IP address, operating system and browser software used by each user of the Site. Although such information is not Personally Identifiable Information, we may be able to determine from an IP address a user’s Internet Service Provider and the geographic location of his or her point of connectivity.

We also use or may use cookies and/or web beacons to help us determine and identify repeat visitors, the type of content and sites to which a user of our Site links, the length of time each user spends at any particular area of our Site, and the specific functionalities that users choose to use. Essentially, cookies are a user’s identification card for the ICBM servers. Web beacons are small graphic files linked to our servers that allow us to track your use of our Site and related functionalities. Cookies and web beacons allow ICBM to serve you better and more efficiently, and to personalize your experience at our Site. Cookies and web beacons are not used to retain Personally Identifiable Information. From time to time we may also use additional typical methods of collecting data.

You should be able to control how and whether cookies will be accepted by your web browser. Most browsers offer instructions on how to reset the browser to reject cookies in the “Help” section of the toolbar. If you reject our cookies, many functions and conveniences of this Site may not work properly.

Personally Identifiable Information. We collect Personally Identifiable Information that you provide to us when you register for an account, update or change information for your account, purchase products or services, complete a survey, sign-up for email updates or Online Courses, participate in our public forums, send us email messages, and/or participate in Online Courses or other services on our Site. We may use the Personally Identifiable Information that you provide to respond to your questions, provide you the specific course and/or services you select, send you updates about Online Courses offered by ICBM or other ICBM events, and send you email messages about Site maintenance or updates.

Account Registration. If you register for an account on our Site, you may be required to provide us with Personally Identifiable Information such as your name and email address

Updates. ICBM may offer you the ability to receive updates either via email or by posting on portions of the Site only accessible to registered users. In order to subscribe to these services, you may be required to provide us with Personally Identifiable Information such as your name and email address.

Forums. ICBM may offer public forums from time to time (the “Forums”) where you can share comments and thoughts. In order to participate in the Forums, you may be required to register with us and/or provide us with Personally Identifiable Information such as your name and email address. Personally Identifiable Information shall not include any information posted or sent by or to you via any public Forum. Please keep in mind that information you post or make available in Forums will be publicly available. Accordingly, you should be careful when posting any personal or sensitive information. Please also reference our Terms of Use for our Rules for Online Conduct and additional information about proper use of our Forums.

Participation in Online Courses. ICBM offers users the opportunity to participate in an Online Course on or through the Site. If you desire to participate in a course, you will be asked to provide us with certain information necessary to conduct such a course. This information may include, among other things, your name and email address.

If you participate in an online course, we may collect from you certain student-generated content, such as assignments you submit to Course Facilitators, peer-graded assignments and peer grading student feedback. We also collect course data, such as student responses to in-video quizzes, standalone quizzes, exams and surveys.

Identity Verification. ICBM may offer you the ability to verify your identity for selected classes. In order to enroll for these services, you are required to provide us with Personally Identifiable Information such as your name, address, date of birth, a headshot taken using a webcam, a photo identification document, and a sample of your typing patterns. Additionally, if you apply for financial aid in connection with these services, you are required to provide information regarding your income.

Communications with ICBM. We may receive Personally Identifiable Information when you send us an email message or otherwise contact us.

Third Party Sites. We may receive Personally Identifiable Information when you access or log-in to a third party site, e.g., Facebook, from our Sites. This may include the text and/or images of your Personally Identifiable Information available from the third party site.

Surveys. We may receive Personally Identifiable Information when you provide information in response to a survey operated by us.

Partner sites providing Online Course related tools and services to ICBM users may collect nonfinancial individual level user data regarding the individual's use of that partner site while engaged with such Online Course related activities, and the partner sites may share that data with ICBM for the purpose of improving ICBM's services, the partner site's services, and the individual's education experience. This data includes information such as the amount of time spent on the partner site and pages viewed.

Third Party Credit Card Processing. ICBM provides you with the ability to pay for Online Courses and other services using a credit card through a third party payment processing service provider. Please note that our service provider – not ICBM – collects and processes your credit card information.

How We Use the Information

Non-Personal Information. We use Non-Personal Information to build higher quality, more useful services by performing statistical analyses of the collective characteristics and behavior of our users, and by measuring demographics and interests regarding specific areas of our Site. We may also use it for other business purposes.

Personally Identifiable Information. Except as set forth in this Privacy Policy or as specifically agreed to by you, ICBM will not disclose any Personally Identifiable Information we gather from you on the Site. In addition to the other uses set forth in this Privacy Policy, we may disclose and otherwise use Personally Identifiable Information as described below. We may also use it for research and business purposes, including improving and customizing the Site and the products and services we offer.

Updates. We use Personally Identifiable Information collected when you sign-up for our various email or update services to send you the messages in connection with the Site or an Online Course. We may also archive this information and/or use it for future communications with you.

Forums. To facilitate your use of the Forums, we use Personally Identifiable Information collected during your use of the Forums. In addition, we may publish this information via extensions of our Platform that use third-party services, like mobile applications. We also reserve the right to reuse Forum posts containing Personally Identifiable Information in future versions of the courses we offer, and to enhance future course offerings. We may archive this information and/or use it for future communications with you and/or your designee(s), and/or provide it to ICBM or the instructor(s) associated with the courses you have taken. We may also use or publish posts submitted on the Forums without using Personally Identifiable Information.

Participation in Online Courses. We use the Personally Identifiable Information that we collect from you when you participate in an Online Course through the Site for processing purposes, including but not limited to tracking attendance, progress and completion of an Online Course. We may also share your Personally Identifiable Information and your performance in a given Online Course with the Course Facilitator or Course Facilitators who taught the course, with teaching assistants or other individuals designated by the Course Facilitator or Course Facilitators to assist with the creation, modification or operation of the course, and with the institution or institutions with which they are affiliated. Also, we may archive this information and/or use it for future communications with you.

Identity Verification. For services that require identity verification, we use the Personally Identifiable Information that we collect for verifying your identity, and for authenticating that submissions made on the Site were made by you. Your photo identification document will be deleted after successful verification of your profile information.

Communications with ICBM. When you send us an email message or otherwise contact us, we may use the information provided by you to respond to your communication and/or as described in this Privacy Policy. We may also archive this information and/or use it for future communications with you.

Disclosure to ICBM Operations and Maintenance Contractors. We use various service providers, vendors and contractors (collectively, "Contractors") to assist us in providing our products and services to you. Our Contractors may have limited access to your Personally Identifiable Information in the course of providing their products or services to us, so that we in turn can provide our products and services to you. These Contractors may include vendors and suppliers that provide us with technology, services, and/or content related to the operation and maintenance of the Site or the Online Course. Access to your Personally Identifiable Information by these contractors is limited to the information reasonably necessary for the contractor to perform its limited function for us.

Government Authorities, Legal Rights and Actions. ICBM may share your Personally Identifiable Information with various government authorities in response to subpoenas, court orders, or other legal process; to establish or exercise our legal rights or to protect our property; to defend against legal claims; or as otherwise required by law. In such cases we reserve the right to raise or waive any legal objection or right available to us. We also may share your Personally Identifiable Information when we believe it is appropriate to investigate, prevent, or take action regarding illegal or suspected illegal activities; to protect and defend the rights, property, or safety of ICBM, the Site, our users, customers, or others; and in connection with our Terms of Use and other agreements.

Disclosure to Acquirers. ICBM may disclose and/or transfer your Personally Identifiable Information to an acquirer, assignee or other successor entity in connection with a sale, merger, or reorganization of all or substantially all of the equity, business or assets of ICBM to which your Personally Identifiable Information relates.

e-Readers. If we receive any Personally Identifiable Information related to the extent to which you use designated e-Readers to access ICBM materials, we may archive it, and use it for research, business, or other purposes.

External Links

For your convenience we may provide links to sites operated by organizations other than ICBM ("Third Party Sites") that we believe may be of interest to you. We do not disclose your Personally Identifiable Information to these Third Party Sites without obtaining your consent. We do not endorse and are not responsible for the privacy practices of these Third Party Sites. If you choose to click on a link to one of these Third Party Sites, you should review the privacy policy posted on the other site to understand how that Third Party Site collects and uses your Personally Identifiable Information.

Confidentiality & Security of Personally Identifiable Information

We consider the confidentiality and security of your information to be of the utmost importance. We will use industry standard physical, technical and administrative security measures to keep your Personally Identifiable Information confidential and secure and will not share it with third parties, except as otherwise provided in this Privacy Policy, or unless we have good faith belief that such disclosure is necessary in special cases, such as a physical threat to you or others. Because the Internet is not a 100% secure environment we cannot guarantee the security of Personally Identifiable Information, and there is some risk that an unauthorized third party may find a way to circumvent our security systems or that transmission of your information over the Internet will be intercepted. It is your responsibility to protect the security of your login information. Please note that e-mails and other communications you send to us through our Site are not encrypted.

Updating or Deleting Your Personally Identifiable Information

You can access your Personally Identifiable Information and confirm that it remains correct and up-to-date or choose whether or not you wish to receive material from us or some of our partners by logging into the Site and visiting your user account page. You may also contact us via admin@buddhistministry.org. We try to answer every email promptly, but may not always be able to do so. Keep in mind, however, that there will be residual information that will remain within our databases, access logs and other records, which may or may not contain your Personally Identifiable Information.

If you have any privacy-related questions, unresolved problems, or complaints you may contact us via admin@buddhistministry.org.

California Privacy Rights

Under California's "Shine the Light" law, California residents who provide personal information in obtaining products or services for personal, family or household use are entitled to request and obtain from us once a calendar year information about the customer information we shared, if any, with other businesses for their own direct marketing uses. If applicable, this information would include the categories of customer information and the names and addresses of those businesses with which we shared customer information for the immediately prior calendar year (e.g. requests made in 2012 will receive information regarding 2011 sharing activities).

To obtain this information, please send an email message to admin@buddhistministry.org with “Request for California Privacy Information” on the subject line and in the body of your message. We will provide the requested information to you at your e-mail address in response. Please be aware that not all information sharing is covered by the “Shine the Light” requirements and only information on covered sharing will be included in our response.

International Privacy Practices

ICBM’s Sites are primarily operated and managed on servers located and operated within the United States. In order to provide our products and services to you, we may send and store your personal information (also commonly referred to as personal data) outside of the country where you reside or are located, including to the United States. Accordingly, if you reside or are located outside of the United States, your personal information may be transferred outside of the country where you reside or are located, including to countries that may not or do not provide the same level of protection for your personal information. We are committed to protecting the privacy and confidentiality of personal information when it is transferred. If you reside or are located within the European Economic Area and such transfers occur, we take appropriate steps to provide the same level of protection for the processing carried out in any such countries as you would have within the European Economic Area to the extent feasible under applicable law. By using and accessing our products and services, users who reside or are located in countries outside of the United States agree and consent to the transfer to and processing of personal information on servers located outside of the country where they reside, and that the protection of such information may be different than required under the laws of their residence or location.

Changing Our Privacy Policy

Please note that we review our privacy practices from time to time, and that these practices are subject to change. Any change, update, or modification will be effective immediately upon posting on our Site. We will notify you of any material change to this Privacy Policy by posting a notice on our Site’s homepage for a reasonable period of time following such update, and by changing the effective date (located at the bottom of this page). Be sure to return to this page periodically to ensure familiarity with the most current version of this Privacy Policy.

No Information from Children Under 13

ICBM strongly believes in protecting the privacy of children. In line with this belief, we do not knowingly collect or maintain Personally Identifiable Information on our Site from persons under 13 years of age, and no part of our Site is directed to persons under 13 years of age. If you are under 13 years of age, then please do not use or access this Site at any time or in any manner. We will take appropriate steps to delete any Personally Identifiable Information of persons less than 13 years of age that has been collected on our Site without verified parental consent upon learning of the existence of such Personally Identifiable Information.

Effective as of 15 October, 2015.

Student Records Privacy Policy For Students

Institute for Contemporary Buddhist Ministry ("ICBM") is committed to the privacy and security of our students. ICBM Student Records Policy complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) – sometimes called the Buckley Amendment – which establishes students' rights and institutions' responsibilities regarding the privacy of education records. It provides guidelines for maintaining the confidentiality of education records and monitoring the release of information from those records.

Your Rights Under FERPA

As a current or former student, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights regarding your education records. They are:

The right to inspect and review your records. You may request to review your records by submitting a written request to ICBM Registrar or other school official having custody of such records;

The right to seek amendment of your records which you believe are inaccurate, misleading, or otherwise in violation of your privacy rights. Requests for amendment of records must be in writing and must describe the specific portions of specific records that you wish to have amended, text or instructions as to the change desired, and the reasons why the change is justified;

The right to restrict the disclosure of Directory Information; and

The right to file a complaint with the Department of Education's Family Policy Compliance Office concerning alleged failures by ICBM to comply with the requirements of FERPA.

Definition of Education Records

Education records are those records directly related to a student maintained by ICBM or by a party acting for ICBM.

Release of Education Records

Except as provided in FERPA (see below) or other applicable law, ICBM will not disclose personally identifiable information from your education records unless you provide a written release containing:

What information is to be released

To whom the information is to be released

The purpose for which it is to be released

Your signature and the date signed

Faculty and staff are responsible for protecting the identity of students and keeping student grades confidential. Grades or evaluations linked to personal identifiers (names, ID numbers, or social security numbers) may not be publicly disclosed. Grades or evaluations may be posted only by using randomly generated codes or numbers. The return of graded papers or other assignments must also be accomplished in a manner that protects your identity.

Some records created and maintained by ICBM, although not covered by FERPA, may be subject to other federal and state laws or regulations regarding disclosure.

Directory Information Restriction

You may choose to grant or restrict release of your Personally Identifiable Information. ICBM by default restricts release of your personally identifiable information, and will only release personally identifiable information with your consent.

ICBM, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for monitoring access to and release of information from student education records. Staff and faculty with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students at ICBM regarding their education records. These rights do not transfer to parents, guardians, spouses or other family members without the specific written permission of the student.

Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all Institute employees and to all other persons who have access to education records. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential information is expected to adhere to the regulations stated below. A person who has access to education records may not:

Reveal the content of any record or report to anyone, except in the conduct of his or her work assignments and in accordance with Institute policies and procedures.

Make or allow any unauthorized use of information.

Knowingly include false, inaccurate or misleading entry in any report or record.

Knowingly expunge a data record or a data entry form and record, report or file.

Share individual passwords with any other person (for password protected data).

Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information they have acquired through work assignments.

Remove any official record or report, or copy of any official report, from the office where it is maintained, except in the performance of official duties.

Any knowledge of a violation of this code must be reported immediately to the violator's supervisor. Violations may lead to disciplinary action, including dismissal.

Definition of Education Records

Education records are those records directly related to a student maintained by ICBM or by a party acting for ICBM.