GTU BUDDHIST STUDIES QUICK GUIDE
A Quick Guide for Steps and Procedures

Program Requirements

- Coursework
- Modern Foreign Language Requirement
- Program Checklist
- MA Capstone

Coursework

- Forty-eight units of coursework, comprised of 14-15 three-unit courses and 3-6 capstone units of in the last two semesters in the program.
- MA 1000 Research Methods is required in the first year in the program or before the student submits their thesis proposal.
- One course must be in Interreligious Studies (IR or other approved courses) that engages with one or more religious traditions.
- Only academic courses of three units or more, with a grade of B- or above will count towards the degree.
- Courses in Functional Theology (FT) and Field Education (FE), courses taken as Pass/Fail and courses less than 3 units will not count towards the degree.

Course Distribution Requirement: In consultation with their advisor and the IBS Dean, one course in each of the following groupings.
- HR 1525, HR 1615, HR 8160, HR 3017, HR 8317, HRPH 4566, HRPH 4567, HRPH 4568, HRPH 4569, or another course with approval from the IBS Dean in consultation with the advisor.
- HRPH 1614 Intro to Shin Buddhist Thought
- HR 1506, HR 1570, HR 2990, HRPH 4558 or another course with approval from the IBS Dean in consultation with the advisor.

Concentration Requirement: Four courses are required within the student’s concentration, two of which must be HR 1515 Buddhist Traditions of South Asia, HR 1518 Buddhist Traditions of East Asia and two advanced courses, 4000 or over.

Consortial Requirement: Two courses must be taken outside of the student’s School or Center of Affiliation.

Online Course Restriction: No more than five 3-unit online courses (8000) may be used to fulfill MA requirements.

Modern Foreign Language Requirement

MA students are expected to demonstrate competence in Japanese (or another foreign language in consultation with the advisor and IBS Dean) for the purposes of pursuing academic research. As a result, students must fulfill this requirement 90 days prior to submitting their Thesis Proposal Form.

1 The GTU Common MA Program Handbook is the official source for navigating the GTU Common MA Program; this “Quick Guide” is meant only to provide a convenient reference for faculty advisors and students. It does not not replace the handbook as the definitive source for policies and procedures.
MA students are expected to fulfill this requirement no later than their third semester in the program. Students may fulfill this requirement through examination, coursework or petition.

- The GTU Modern Foreign Language Exam is offered the last Wednesday of September, February and May through the Office of Student Services. The GTU certifies proficiency in Chinese, French, German, Modern Hebrew, Italian, Japanese, Latin and Spanish.
- The GTU also offers summer courses in French, German and Spanish (with prior approval) focused on preparing the student for the Summer Modern Foreign Language exam. The students must participate in the course and pass the exam to fulfill this requirement.
- Students can also petition to have their Foreign Language requirement certified by providing appropriate documentation of their language ability. Contact the Office of Student Affairs for details.
- Non-Native English speakers may certify English as their foreign language with a TOEFL score of 80 or higher.

Program Checklist
Students and advisors can use the one-page program checklist as a guide to establish a game plan of what courses to take and when so the student can fulfill all of their program requirements. This one-page document lists all of the course designations, fulfillment of the Modern Foreign Language Requirement and ensures the student has completed all of the relevant steps prior to submitting their thesis proposal. Once this is completed, the student will meet with the Associate Dean of Students to go over these requirements and the forms needed for the MA Thesis requirement.

MA Capstone
MA Students are required to present a culminating project. In consultation with their advisor, students may choose a 3-unit 30-40 page paper or a 6-unit 75-90 page thesis. All of the requirements – forming the committee, passing the oral defense, and filing the thesis – must be completed while the student is enrolled in the program.

- The student’s capstone must be in the student’s concentration and is drawn up in consultation with the Capstone Committee, which they form prior to writing their capstone proposal.
- The student must submit their MA Capstone Proposal Form with attached proposal 90 days before their defense date.
- The Capstone Defense date should be scheduled at least eight weeks prior to when the student would like to defend but two weeks prior to the filing deadline to allow ample time for revisions and filing procedures.
- The Capstone Certification form will be taken to the defense and filled out by the Capstone Coordinator with the result.
- The thesis must be filed prior to the filing deadline in each term. The Academic Programs Coordinator has the necessary paperwork.