



Certificate in Spiritual Studies

Catalog, Policies and Procedures

September 2016 - August 2017

Revised June 13, 2016



Dear Ministerial Student,

Welcome to the School of Spiritual Leadership, Certificate in Spiritual Studies Program. I anticipate that you will find it one of the most rewarding experiences of your life. When I began as a ministerial student myself a dozen years ago, I wondered how the program would impact my spiritual development. The great beauty of our program is its balance of academic work, practical experience, and nurturing the student's spiritual development.

The program is designed to develop and prepare spiritual leaders for a wide array of ministries, including those of the student's unique design. By providing the essential tools and building blocks for spiritual leadership, the Centers for Spiritual Living School of Spiritual Leadership prepares its students to take their ministries out in the world and stand on par with clergy from any denomination. More importantly, our graduates have the confidence that they are prepared for all of the rigors and spiritual depth of ministry.

During your time in the program, please avail yourself of the many resources that are part of the educational experience. Resources include full participation in practica, mentors, faculty and teaching ministers who are at the top of their field, Home Office staff and regional registrar to guide you through administrative requirements, and your dean who is instrumental in your development as a minister and in navigating your journey.

I am thrilled and grateful at the same time that you have chosen to study in the School of Spiritual Leadership. We are an open organization and you may call on any of us, including me, for support and to enhance your experience.

I stand with you in prayer, knowing your experience is rich and rewarding in the unique ways that serve your particular calling.

A handwritten signature in black ink that reads "Robert A. Deen III". The signature is written in a cursive, flowing style.

Love and blessings,

Rev. Dr. Bob Deen
Manager of Professional Education
Centers for Spiritual Living

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School of Spiritual Leadership Mission

To prepare spiritual leaders for service in the global community.

School of Spiritual Leadership Goals

In support of our mission our goals are to:

1. Provide a quality distance academic program to ministers in training who are capable of benefiting from ministerial study.
2. Provide comprehensive support services to help students achieve their personal, vocational and academic potential.

School of Spiritual Leadership Objectives

Objectives are singularly focused on consciousness studies to prepare students to successfully:

1. Evaluate, adapt and apply theories and practices in the fields of Education, Leadership, Philosophy, Science and Spirituality, Psychology and Religion to facilitate spiritual development in self and others, and develop an awareness of the function of spiritual community in human development.
2. Analyze, apply and practice the values of a spiritual leader, including the development of personal and community vision and the fostering of congruence through the teaching and practice of the values that flow from that vision.
3. Assess, apply and adapt world cultural and spiritual traditions to bring a global spiritual perspective to the challenges and opportunities of contemporary individual and community spiritual life.

Learning Outcomes:

Upon completion of their studies, graduates will be able to:

- A. Adapt and apply fundamental theories and practices in:
 1. Education
 2. Leadership
 3. Philosophy
 4. Science and Spirituality
 5. Psychology
 6. Religion

B. Teach and demonstrate spiritual development by:

1. knowing and applying the practices of spiritual guidance
2. knowing and applying the leadership practices of administration and community organization

C. Describe and practice the formation of personal and community vision and values by:

1. facilitating, formulating and teaching vision building practices
2. identifying the values that proceed from vision and the relationship between vision, value and personal conduct
3. facilitating community learning activities regarding the practice and application of vision and values

D. Examine and apply the major world religious traditions and can analyze, combine and select aspects of these teachings for application to contemporary spiritual life

ADMINISTRATION CONTACT INFORMATION

Centers for Spiritual Living
573 Park Point Dr.
Golden, CO 80401-7042
Main phone number: 720-496-1370
Fax: 303-526-0913
www.holmesinstitute.org

Rev. Dr. Bob Deen, DD
Manager of Professional Education
Direct phone number: 720-279-8990
Fax: 303-526-0913
bdeen@csl.org
School of Spiritual Leadership Administration
Available Monday—Thursday, 8am to 5pm

Maureen Thurston, RScP
Administrative Registrar
Direct phone number: 720-279-8992
Fax: 303-526-0913
mthurston@csl.org
School of Spiritual Leadership Administration
Available Monday—Thursday, 8am to 5pm

Rev. Dr. Christina Tillotson, DD
Distance Education Dean
Phone: 760-944-9226
Christi999@roadrunner.com

Rev. Dr. Kim Kaiser, EdD
Academic Dean
Phone: 707-546-4543 Ext. 119
kkaiserjps.net@gmail.com

REGIONAL & PRIMARY TEACHER MINISTERIAL EDUCATION CENTER REGISTRARS

Denver Regional Center

Mile Hi Church of Religious Science
9077 West Alameda Avenue
Lakewood, CO 80226-2858

Director: Rev. Dr. Roger Teel, DD
Dean: Rev. Dr. Ras Smith
e-mail: rsmith@milehichurch.org
Registrar: Jennifer Severance, RScP
e-mail: jseverance@milehichurch.org
Phone: 303-237-8851
Fax: 303-238-1303

Florida Regional Center

Suncoast Centers for Spiritual Living
Tampa, FL 33507

Director: Rev. Alan Vukas
Dean: Rev. Kathryn Knox
P. O. Box 15678
Tampa, FL. 33684
Revkathryn@suncoastcsl.org
Registrar: Rev. Marilyn Earhart
revmarilyn@suncoastcsl.org
813-598-9951

Los Angeles Regional Center

Redondo Beach Center for Spiritual Living
907 Knob Hill Ave.
Redondo Beach, CA 90227

Director: Rev. Dr. Moira Foxe
Dean: Rev. Katherine McKinney
email: kmckinney@redondocls.org
Phone: 310-540-5080

San Diego Regional Center

Seaside Center for Spiritual Living
1613 Lake Drive
Encinitas, CA 92024

Director: Rev. Dr. Christian Sorensen, DD
Dean: Rev. Dr. Kathy Hearn
e-mail: kathy@revkathy.com
Registrar: Kathy Phelan
e-mail: holmesinstitute@seasidecenter.org
Phone: 760-753-5786 x*816
Fax: 760-753-7647

San Diego Regional Center

Seaside Center for Spiritual Living
1613 Lake Drive
Encinitas, CA 92024

Director: Rev. Dr. Christian Sorensen, DD
Dean: Rev. Dr. Kathy Hearn
e-mail: kathy@revkathy.com
Registrar: Kathy Phelan
e-mail: holmesinstitute@seasidecenter.org
Phone: 760-753-5786 x*816
Fax: 760-753-7647

Santa Rosa Regional Center

Center for Spiritual Living, Santa Rosa
2075 Occidental Road
Santa Rosa, CA 95401

Director: Rev. Dr. Edward Viljoen, DD
Dean: Rev. Dr. Kim Kaiser, EdD
e-mail: kkaiserjps.net@gmail.com
Registrar: Martha McCabe, RScP, MA
e-mail: Martha@cslsr.org
Phone: 707-546-4543 Ext. 118
Fax: 707-546-4548

Primary Teacher Center

Center for Spiritual Living Seattle

5801 Sand Point Way NE
Seattle, WA 98105

Primary Teacher: Rev. Dr. Kathianne Lewis
email: kathianne@spiritualliving.org
Phone: 206-527-8801

Center for Spiritual Living Greater Dayton

4100 Benfield Drive
Dayton OH 45429-4656

Primary Teacher: Rev. CC Coltrain
revcc@cslgd.org
Phone: 937-298-1376

Spiritual Studies Program

The Spiritual Studies Program content includes the study of the great wisdom of the world. Students currently study the world's great religions, philosophy, psychology, science and spirituality, leadership and education so that they can experience the same kind of synthesis of this great wisdom and universal spiritual principles that Dr. Ernest Holmes synthesized into the philosophy, faith, and way of life of the Science of Mind. The School of Spiritual Leadership provides students with the opportunity to study with current experts in those six disciplines so that they, too, can experience the great wisdom of the world. The Centers for Spiritual Living is the overall organization that spreads the philosophy, the faith and the way of life of Science of Mind throughout the world through its centers and other affiliated organizations.

Spiritual Leaders are expected to be conversant with a wide variety of topics. They must be well versed in the principles and beliefs of Religious Science and the metaphysical philosophers who preceded them. They are also expected to have some expertise in Buddhism, Islam, Judaism, Hinduism, Sufi, Taoism, Kabbalah, Classical Philosophy and Cosmology. They need to be well educated in Christianity, in all its manifestations, and are expected to be Bible scholars. Spiritual Leaders must also be aware of humanistic psychology, learning theory, and the latest scientific thinking that relates to spirituality.

A spiritual leadership academic program is based on the need for diverse and comprehensive education. A spiritual leader is also the manager in a spiritual organization. This means that there must be a background in financial management, leadership styles and concepts, administration, organization and ecclesiastical craftsmanship.

THE BASICS

DISTANCE EDUCATION

The distance education program provides the academic foundation in a series of distance delivered theoretical courses offered by internationally known professors. The registration process is administered by the Administrative Registrar, Maureen Thurston, at Centers for Spiritual Living International Headquarters in Golden, Colorado. Registration is done through online registration. The Administrative Registrar is the person who links the students to their course MP3s, book lists, course requirements, dates and times for telephone or video conferences, etc. for distance courses posted in School of Spiritual Leadership Student Portal. Any questions or concerns are directed to the Administrative Registrar at International Headquarters.

Distance Education courses are comprised of ten one-hour lectures on MP3's and one video, required textbooks, and two or three telephone conferences with the professor. These courses require two written essays and exams. Generally students take two of these courses per term.

REGIONAL AND PRIMARY TEACHER COURSES

The regional program provides our students with direct, hands-on application of theory and principles, taught by experienced ministers of Religious Science. This part of the program is the responsibility of the regional office OR Primary Ministerial Education Center. Registration is done online and all scheduling, course pre-requisite determination and syllabus dispersing is done by the Regional Registrar or Primary Teacher. Any questions regarding regional course work or practica need to be directed to the Regional Registrar or Primary Teacher.

Each course includes 20 hours of classroom work that uses lecture, discussion, student dialogues, reports, presentations and problem-solving activities to prepare students to serve as ministers.

Each region and center schedules courses in a different manner to meet the needs of our students. Some schedule evening classes and others schedule weekend classes. Video-conferencing may be available. Check with your Dean or Primary Teacher for information and availability.

PRACTICA

The Practicum Program component of ministerial training provides the student with hands-on, real time and practical experience in the work of ministry. Each practicum addresses and fulfills at least one competency (area of focus and skill development.) Your Dean or Primary Teacher will provide you with the suggested List of Competencies and assist you in planning your practica.

COMPREHENSIVE MODULAR EXAMS

Proctored, written exams in each area of study will be taken at the completion of the 102 quarter unit credits of Distance Education and Center coursework. Three Centers for Spiritual Living licensed ministers who have accredited Master's Degrees will grade these exams. Scores must meet the equivalent of a passing grade of A or B for satisfactory completion.

In order to take exams, the student will provide proof of identity by presenting his or her Religious Science Practitioner License and a government-issued picture identification (driver's

ADMISSIONS PROCESS

OPEN ENROLLMENT

The School of Spiritual Leadership has an enrollment policy that allows students to enter the program at their Regional Campus at the beginning of any term. In Primary Teaching Centers the Primary Teacher determines when the class series begins.

ADMISSION REQUIREMENTS

The School of Spiritual Leadership is open to all licensed Practitioners of Centers for Spiritual Living. Professional Practitioners bring to the School of Spiritual Leadership a foundation of knowledge and a spiritual consciousness that we believe is essential to a career in a Science of Mind Ministry.

In addition, each of our successful applicants must have been an active member of a Centers for Spiritual Living Center for the previous two years, filling leadership roles as an active participant in these communities.

1. Licensed Practitioner with Centers for Spiritual Living
2. Clear report from the background check
3. A recommendation from a Regional Dean or Primary Teacher.
4. Three evaluations from: senior minister, another licensed minister and either a licensed practitioner or a long time professional colleague.
5. The language of instruction at the School of Spiritual Leadership is English. Students who are not native English speakers first language English proficient must submit evidence of passing a Test of English as a Foreign Language (TOEFL) test with a minimum score of 530.

HOW TO APPLY

All application documents and check in the amount of \$550 are to be sent directly to: *Administrative Registrar, Centers for Spiritual Living, 573 Park Point Drive, Golden, CO 80401, 720-279-8992.*

1. Contact the administrative registrar to discuss the program, receive your application materials and review the admission process.
2. Complete application packet, enrollment agreement and background check, and send both documents plus a check in the amount of \$550 to the administrative registrar. During the admissions process, students are required to submit a copy of a government-issued photo identification for their file (e.g., driver's license, passport, etc.).
3. Send out evaluation requests to be completed by your minister and additional references.
4. A recommendation from the Regional Dean or Primary Teacher.
5. Request official transcripts from your previously attended schools.
6. NOTE: If the transcript is not in English, it must be submitted through World Education Services' ICAP services; the student must pay the evaluation fee required by WES.
7. Locate and include a *copy* of your current Practitioner license.
8. Turn in all documentation to the administrative registrar before the admission deadlines listed on page 11.

How to Apply (continued)

Please note: *Additional documentation may be requested at the discretion of the Regional Dean or Primary Teacher.* Unless other arrangements have been made, all application materials should arrive at the office of the Administrative Registrar at least three weeks before the appointment with the Director/Dean/Primary Teacher. No one will be admitted to the ministerial education program before completing the entire application process. The mailing address is: 573 Park Point Drive, Golden, CO 80401.

The final decision of admission approval is made by the Dean or Primary Teacher and Ministerial Education Manager, and is subject to completion of all application requirements.

Quarterly Admission Deadlines

Fall Term	July 1
Winter Term	October 1
Spring Term	January 1
Summer Term	April 1

AFTER ADMISSIONS REQUIREMENTS

Students have one year from the date of admission to start their coursework. Beginning with the first academic term of course participation, students have 6 years to meet all degree requirements for graduation. After one year from date of admission, students who do not complete their admission requirements or do not register for coursework must re-apply to the School of Spiritual Leadership and meet any new admission and program requirements in effect.

Students must maintain an active Practitioner License with Centers for Spiritual Living throughout their ministerial program.

Centers for Spiritual Living School of Spiritual Leadership
CERTIFICATE IN SPIRITUAL STUDIES PROGRAM
Sample Tuition and Expenses 2016-2017

One Time Entrance Expenses

Application	\$300.
Background Check	\$250.

Distance Education Courses*

10 3–unit courses at \$450 each/
 includes a \$50 nonrefundable registration fee.

Regional Courses*

17 4–unit courses at \$600 each
 2 2–unit courses at \$300 each
 includes a \$50 nonrefundable registration fee

Other Fees

Retreats: regional 1 annually at approximately \$600
 All Campus Retreat 1 every other year
 Regional Graduation Fee \$200.

ESTIMATED EXPENSES OVER A THREE YEAR PROGRAM

Application		\$300.
Background Check		\$250.
First Year		
Distance (\$450)	4—3 unit courses	\$1,800.
Regional (\$600)	7—4–unit courses	4,200.
Retreats, 2		1,200.
	Total	\$7,750.
Second Year		
Distance (\$450)	3—3 unit courses	\$1,350.
Regional (\$600)	7—4–unit courses	4,200.
Retreats, 1		600.
	Total	\$6,150.
Third Year		
Distance (\$450)	3—3 unit courses	\$1,350.
Regional (\$600)	6—4 unit courses	3,600.
(\$300)	2—2unit courses	600.
Retreats, 2		1200.
	Total	\$6,750.
Graduation Fee		200.
Estimated Program Total		\$20,850.

Note: Actual annual tuition and expenses may vary depending on the individual student's timeline. Students have a minimum of 2 and up to 6 years to complete this program.

CERTIFICATE IN SPIRITUAL STUDIES PROGRAM

Students must complete the following graduation requirements:

	Distance Units	Regional Program Units
Science and Spirituality	6	
Religion	9	8
Psychology	3	16
Philosophy	6	8
Leadership	3	20
Education		20
Elective	3	
Total Quarter Units	30	72

Total Units Required 102

Growth and Enrichment Requirements

REQUIRED

Retreats

Spring student retreat 2017	Regional retreat
Fall student retreat 2017	Life Enrichment Center Tampa, FL
Spring student retreat 2018	Regional retreat
Practica	1 per term

Senior Status

Students should consult with their Deans to establish their status as a Senior. A Senior is a student who intends to complete the program within 12 months. In the Winter quarter of their last year of studies, students take their final program exams.

Comprehensive Modular Examination

Students in their senior year must complete and pass six proctored modular examinations (Education, Leadership and Administration, Psychology, Religion, Philosophy, Science and Spirituality). Each examination is a maximum of 2.5 hours and will be administered during the winter term.

TRANSFER CREDIT POLICY

COURSE TRANSFERS

School of Spiritual Leadership curriculum is specifically designed for in-depth study and preparation in spiritual leadership. Consideration will be given for transfer of credit for courses taken within the previous 7 years. During the first year of study only, a student may submit requests to transfer a maximum of 4 classes. The decision will be based upon equivalent graduate level study content and course learning outcomes from accredited graduate programs. Requests must include transcripts, syllabi or other supporting documents of previous study. These decisions are at the discretion of the regional Dean and Manager of Professional Education.

If the student is not satisfied with the decision of the dean, he/she may appeal the decision in writing to the Ministerial Education Manager within 5 working days. The dean and Manager of Professional Education shall review the appeal within 30 days and notify the student in writing. A copy of this letter will be placed in the student's file.

TRANSFER CREDITS

Transfer credits (if earned in the United States) may be accepted from institutions accredited by agencies recognized by the U. S. Secretary of Education and/or the Council of Higher Education Accreditation. Credits taken at the School of Spiritual Leadership are program specific, and are not automatically transferable to another institution. Acceptance of credits is determined by the receiving institution.

COURSE CHANGE FEE

Once registration is completed any changes in course registrations requires a \$50 change fee that is paid directly to Centers for Spiritual Living or the Regional Center. Once the term has started no changes or late registrations are allowed for the Distance Education courses. Please contact the Administrative Registrar at 720-279-8992 if you have any questions.

ACADEMIC CALENDAR YEAR 2016-2017

Note: Required courses are indicated in blue, electives are indicated in black.

Fall 2016

APPLICATION DEADLINE JULY 1, 2016

Student pre-registration call: Monday, August 1, 5:00 PM Mountain Time

Registration begins at 9am Mountain Time, Wednesday Nov. 9 at 9am

Closes at 5pm Mountain Time,, Wednesday Nov. 23, 2016

Term: Monday, Sept. 12 – Monday, Dec. 5, 2016 (12 weeks)

PHI 505: Birth of Consciousness in Early Greek Thought – Geldard** Max. 15 students

PHI 506: The Complete Writings of Thomas Troward – Sannar Max. 15 students

When the maximum number of allowed students register, a reservation list will be available in Moodle to hold space for a **MINIMUM OF 10 STUDENTS** for winter term offering

REL 501: World Religions –Coggan Max 20 Offered again Spring term

REL 502: Spiritual Philosophies of the West – Hoeller

REL 503: Wisdom of the Kabbalah - Feldman

Winter 2017

APPLICATION DEADLINE OCTOBER 1, 2016

Student pre-registration call: Monday, Nov. 7, 2016, 5:00 PM Mountain Time

Registration begins at 9am Mountain Time, Wednesday Nov. 9 at 9am

Closes at 5pm Mountain Time,, Wednesday Nov. 23, 2016

Term: Monday, Jan. 9 – Monday March 20, 2017 (10 weeks)

PHI 502: Classical Philosophy – Grimes** Max 25 students

REL 504: Understanding the Bible – Harris Max 47 students

SSP 508: Spirituality and the Brain—Waldman Max 47 students

Spring 2017

APPLICATION DEADLINE JANUARY 1, 2017

Student pre-registration call: Monday Feb. 20, 2017, 5:00 PM Mountain Time

Registration begins at 9am Mountain Time, Wednesday Feb. 22

Closes at 5pm Mountain Time, Wednesday Mar. 15, 2017

Term: Monday, March 27 – Monday, June 5, 2017 (10 weeks)

PHI 504: Mind in the Cosmos – de Quincey Max 25 students offered summer term

REL 501: World Religions –Coggan Max 20

REL 505: The Upanishads & the Bhagavad Gita - Banerji

REL 507: Gnosticism & Path of Inner Knowledge – Hoeller

REL 509: Eclectic Writings of Ernest Holmes – Sannar Max. 15 students

When the maximum number of allowed students register, a reservation list will be available in Moodle to hold space for a **MINIMUM OF 10 STUDENTS** summer term offering

SSP: 503: Science & Spirituality—Goswami Max 25 students offered summer term

Summer 2017

APPLICATION DEADLINE APRIL 1, 2017

Student pre-registration call: Monday May 1, 2017, 5:00 PM Mountain Time

Registration begins at 9am Mountain Time Wednesday May 3

Closes at 5pm Mountain Time, Wednesday May 24, 2017

Term: Monday, June 19 – Monday August 28, 2017 (10 weeks)

LAD 504: Facilitating Virtual Spiritual Community (Teaching & Learning On-Line) Tillotson Max. 15 students

When the maximum number of allowed students register, a reservation list will be available in Moodle to hold space for a **MINIMUM OF 10 STUDENTS** winter term offering

PHI 504: Mind in the Cosmos – de Quincey Max 25 students

PSY 502: Spiritual Psychology—Frager Max 25 students in 2 sections

REL 506: Buddhism in the Modern World – Kaiser

REL 508: The Wisdom of Islam - Frager

SSP: 503: Science & Spirituality—Goswami Max 25 students

** Choose one of these courses

HOLIDAY SCHEDULE 2017

New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Thanksgiving, Christmas Break (December 19-31)

Students service facilities are available through the primary administrative office at:

573 Park Point Drive, in Golden, Colorado.

School of Spiritual Leadership Administration can be contacted Monday—Thursday, 8am to 5pm (Mountain Time)

Phone—720-279-8992 E-mail—mthurston@csf.org

Contact information for the regional Deans and Primary Teaching Centers is shown on page 7.

EDUCATION

All of the following:

Regional & Primary Teacher Education EDU 401—Minister as Teacher

The course provides instruction in adult learning theory as well as course design, development and delivery. Students apply personal experience and have an opportunity to assess and improve their own teaching skills based on their use of best principles and practices. There is an emphasis on the application of curriculum design and development to Science of Mind theory, principles and practice.

(4 quarter units)

EDU 402—Youth and Family Ministry

The course emphasizes the minister's role in establishing, guiding and maintaining a successful Youth and Family Ministry program, with a focus on developing curriculum, training teachers and recruiting, training, supervising and recognizing volunteer staff.

(4 quarter units)

EDU 403—Creating & Teaching Workshops

In the course, students design, develop and present a workshop. As part of the training, students learn how to apply evaluation skills to their own work and the work of other participants, thus providing opportunities for skill improvement.

(2 quarter units)

EDU 406—Music in Ministry

The course covers the effective use of various music events at Centers/Centres and in Ministry. Students explore how to use music to set the tone and enhance the message, how to select different types of music for different effects. As a form of spiritual practice, students identify and analyze the types of music that have meaning for them and for their spiritual communities.

(2 quarter units)

EDU 407 Minister as Speaker I EDU 408 Minister as Speaker II

The courses examine the process of preparing and delivering talks with focus on necessary skills and components. The courses are experiential and give the student the opportunity to practice and improve speaking skills.

(4 quarter units)

LEADERSHIP

**Distance Education
Required**

LAD 504—Facilitating Virtual Spiritual Community

During this real-time interactive on-line course, students will learn to use technology to expand the reach of their ministries, no matter what those ministries may be. Students will learn how to facilitate community on-line using the most current learning theory as well as experience using those theories during real-time facilitation experiences. All teachers will refine their teaching skills.

(3 quarter units)

**Regional & Primary Teacher Education
All of the following:**

LAD 401—Organization and Management

The course focuses on the roles and responsibilities essential for creating and managing a healthy spiritual organization. The course addresses the executive role and responsibility of the minister, with emphasis on developing and assessing the health of a spiritual community.

(4 quarter units)

LAD 402—Services, Ceremony and Ritual

The course focuses on design, development and implementation of services, ceremonies and rituals. Students will construct a portfolio based on research and create resource material to support this important aspect of their ecclesiastical work.

(4 quarter units)

LAD 403—The Art of Spiritual Leadership

The course explores various styles of leadership enabling the student to compare and use these styles in a leadership role. Students develop a vision for spiritual leadership based on Science of Mind principles. It also compares leadership and management skills in order to determine the appropriate application of each in ministry.

(4 quarter units)

LAD 404—First Ministry

The course prepares students to begin ministry with the consciousness and competencies needed to create a new center, teaching chapter or focus ministry or to enter an already established one. Students focus on the nature and use of visioning and other principles and practices of effective organizational change. They become familiar with existing resources such as Centers for Spiritual Living support departments and services, regional ministers groups and strategies for networking and creating professional partnerships in the surrounding communities.

(4 quarter units)

LEADERSHIP continued

LAD 405—Financial Management

The course is designed to develop the competencies to vision, establish and monitor a sound program for the Center/Centre or Ministry as it relates to legal and procedural components of fiscal management. It places an emphasis on abundance consciousness and the use of spiritual tools to support the financial growth and stability of the Center/Centre or Ministry. Students have an opportunity to examine aspects of fiscal management such as leases, insurance, tax filing requirements and accounting practices.

(4 quarter units)

PHILOSOPHY

All of the following:

Distance Education

PHI 504—Mind in the Cosmos

This course explore a cosmology where cosmos and consciousness have coexisted from the beginning. We will closely examine the mysterious relationship between mind and matter from the perspectives of four major worldviews—*dualism, materialism, idealism, and panpsychism* - and will focus on the “most likely” story that can account for mind in the cosmos. A key guide on our journey will be philosopher and mathematician Arthur M. Young, and his seven-stage model of the evolution of consciousness.

(3 quarter units)

Regional & Primary Teacher Education

PHI 401—Contemporary Application of Science of Mind

The course focuses on the application of Science of Mind principles to contemporary issues in today's world. Students deepen their familiarity with Holmes' works, create written and oral presentations demonstrating knowledge of Holmes' writings and demonstrate competency in interpreting and applying Science of Mind principles to societal and world situations.

(4 quarter units)

PHI 402—The Teachings of Ernest Holmes

The course examines the life and work of Ernest Holmes. It surveys the ideas that influenced him and the choices he made that led to the creation of Religious Science and the Science of Mind. It also looks at the works of Ernest Holmes, the cultural context in which they were formed as well as their continued personal and collective impact.

(4 quarter units)

One of the Following:

PHI 502—Classical Philosophy

This course surveys the origins and outcomes of the early thinkers who have come to be associated with the core foundation of classical philosophy. It begins with a study of pre-Socratic thinkers and traces the evolution of concepts about consciousness as developed by some of the world's greatest philosophers. Through a study of pre-Socratic philosophers, we glimpse into the origins and early development of philosophy which later led to a system of thought developed by Plato, Aristotle, Plotinus, and Proclus. Their wisdom and insights about the nature of man and the world have proven to be profound as well as lastingly beautiful.

(3 quarter units)

PHI 505—The Growth of Consciousness in Early Greek Thought

This course addresses a period of history that the modern philosopher Eric Voegelin named *The Great Leap of Being*, a few thinkers on the fringes of the Greek world began to explore the nature of the cosmos and with it the nature of human being. The Great Leap of Being described a period roughly from 800-300 bc when many great teachers were alive and presenting consciousness-altering visions of truth, reality and meaning. An important addition to course material will be a consideration of the Eleusinian and Delphic Mysteries and their relation to a new vision of consciousness.

(3 quarter units)

Elective

PHI 506—The Complete Writings of Thomas Troward

This course explores the complete writings of Thomas Troward based upon all of his published books and shows why Troward is the foundation for the entire teaching of *Science of Mind and Spirit* as it was intended by Dr. Ernest Holmes. To understand the complete theoretical foundation of *Science of Mind and Spirit*, it is necessary to understanding of the complete writings of Thomas Troward.

(3 quarter units)

PSYCHOLOGY

All of the following:

Distance Education

PSY 502—Spiritual Psychology

The mind is a complex and essential system for the revelation of Spirit to come consciously into our human awareness and our personal demonstrations of faith in life. This course explores the foundations for the development of a personal psychology and emphasizes how our spiritual belief systems are formed through our experiences and how they change over time with new life experiences. Western and Eastern systems of psychological thought and theory are explained to better understand how spiritual transformation, faith and religious belief systems are formed and how they create the basis for our personal and universal concepts of God.

(3 quarter units)

Regional & Primary Teacher Education

PSY 402—Ethics and the Ministry

The course explores contemporary ethical issues and practices from a personal, Science of Mind and minister's perspective. Students demonstrate their ability to interpret and apply Centers for Spiritual Living codes of ethics and differentiate between ethical, legal and professional responsibilities as they apply to all members of a spiritual community.

(4 quarter units)

PSY 403—Pastoral Care

Course Description: The course acquaints the student with the specifics of a pastoral care program including the analysis and construction of a program in a spiritual community. It also focuses on the individual skills required for effective pastoral care including the utilization of support structures in the community at large.

(4 quarter units)

PSY 404—Minister as Counselor

The course presents practical methods and techniques for using a spiritual approach while working with social and psychological issues. Students engage in self-reflective techniques to further understand their responses to various life and spiritual community issues. Counseling practices, theories, techniques and skills are explored and applied.

(4 quarter units)

PSY 406—Diversity Issues and the Ministry

The course provides spiritual leaders the opportunity to assess their own thoughts and behaviors regarding cultural inclusiveness. They are introduced to issues, concepts and skills that encourage cultural inclusiveness while recognizing, valuing, and acquiring knowledge of the diversity of cultural groups within local and global communities. They develop leadership skills to encourage and facilitate justice so that the environment is welcoming to a broad spectrum of cultures. Spiritual leaders evolve the local spiritual center's system to support an equitable world working for all in local and global communities.

(4 quarter unit)

RELIGION

Distance & Education
Each of the following

REL 501—World Religions

This course offers an overview of the many great spiritual traditions of the world. Buddhism, Christianity, Hinduism, Islam, Judaism, Taoism, and others are introduced with an emphasis upon Judeo-Christian and Eastern concepts of consciousness.

(3 quarter units)

REL 504—Understanding the Bible

This course offers an alternative approach to the bible's essential teachings with respect to its spiritual, literary and poetic significance. The course will aid the student in understanding how the Biblical words were understood by those who first heard them, as well as how we understand them today.

(3 quarter units)

REL 509-The Eclectic Writings of Holmes

This course introduces the primary ideas of Dr. Ernest Holmes which create the foundation of our teaching called *Science of Mind and Spirit*. We compare and contrast the ideas found in all of his writings, including unpublished material, from 1916 through 1959.

(3 quarter units)

Regional & Primary Teacher Education
All of the following

REL 404—Historical Foundations of New Thought

The class examines the history of New Thought, as well as political, cultural and individual influences on New Thought. Students identify key writers who had a direct impact on Ernest Holmes and understand their influence on the development of Science of Mind.

(4 quarter units)

REL 405—Metaphysical Bible

The course enables students to develop appreciation, understanding, confidence and competency in the use of the Bible through interpretation and application to spiritual living. The Bible's relevance to metaphysics, Science of Mind and contemporary issues is covered.

(4 quarter units)

Electives

REL 502—Spiritual Philosophies of the West Throughout History

This course explores ancient Mediterranean wisdom and its influence upon Western culture and spiritual philosophies. The course looks at the religion of Mithras, ancient Persian god of light and an important forerunner of Christianity, the recurrent deific figure of Hermes Trismegistus and the discipline of alchemy.

(3 quarter units)

REL 503—Wisdom of Kabbalah

This course focuses on the central teaching of Kabbalah, the Jewish mystical tradition that emerged in 12th-century Provence and profoundly influenced European spirituality. This course explores themes of Ein Sof (God as Infinity), Ayin (the divine nothingness), Shekhinah (the feminine nature of God), and Raising the Sparks (discovering God in every day life). We will study the original teachings of Kabbalah,

(3 quarter units)

REL 505—The Upanishads and the Bhagavad Gita

This course reviews the wisdom of the Upanishad and the Bhagavad Gita, The Song of God, which is the essence of Hindu spirituality. It is said that hearing the Upanishads with understanding leads from ignorance to liberation. The major themes of the Upanishads will be examined philosophically, as well as with integral realization in mind.

(3 quarter units)

REL 506—Buddhism in the Modern World

Buddhism is an integrated system that incorporates religious belief, philosophical analysis, and scientific inquiry. The foundation of the theory and practice of Buddhism focuses on the realities of suffering, its source and the path to liberation. These ancient teachings will be integrated with contemporary field of knowledge, including psychology, physics and medicine.

(3 quarter units)

REL 507 - Gnosticism: The Path of Inner Knowledge

Dr. Stephen Hoeller

This course explores the practices of modern Gnosticism, a spiritual philosophy which flourished during the first three centuries of the Christian Era. Gnosticism holds that the path of enlightenment is in gnosis (true knowledge), which consists of both knowledge of the inner spiritual self and knowledge of divinity. This course is based primarily on the Nag Hammadi documents with emphasis on the contemporary relevance of Gnostic teachings.

RELIGION continued

REL 508—The Wisdom of Islam

The Wisdom of Islam brings the richness and complexities of Islam to a Western audience—from its very beginnings, its practices and its relevance today. Topics include the life of the Prophet Muhammad, the history of Islam, the Qur'an, and Sufism (Islamic mysticism) including the mystical poetry of Rumi.

(3 quarter units)

SCIENCE AND SPIRITUALITY

Distance Education

All of the following

SSP 503—Science & Spirituality

This course is a brief history of the conflict between sciences and spiritual traditions. It reviews the reasons behind the division, and explores the possibility of integrating scientific and spiritual cosmologies with respect to current perspectives of science and spiritual practices for inner growth. It also covers the basics of quantum physics and the connections between quantum physics and spirituality.

(3 quarter units)

SSP 508—Spirituality and the Brain

This course examines the current neuro-scientific evidence showing how spiritual practices, religious beliefs, and positive thinking affect cognition, emotional regulation, and physiological health – and how to apply that knowledge in ways that can improve our communication, teaching, and ministerial skills.

(3 quarter units)

The Practicum Program Requirements

- **Students must complete a practicum and its paperwork every quarter that they are enrolled** in the School of Spiritual Leadership (the first-quarter practicum is optional.) This continued student engagement is required every quarter to insure growth in the practice of ministry.

- Each practicum involves approximately 40 hours of work and fulfills at least one unique competency.

- The total number of practica required of each student depends on the student's total number of quarters enrolled. For example, 2-yr program students will complete a minimum of 7 practica. 3-yr program students will complete a minimum of 11 practica.

- The Dean will help the student plan his/her Practicum Program, decide the competencies most important to be fulfilled and sign off on the completed paperwork.

- All practica must be completed and paperwork turned in one month before graduation.

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First Year Requirements:

- Courses: A full time student must take a minimum of one class per quarter term
- Practica: See page 22
- Retreats: One regional or Primary Teacher Center retreat every year plus one all campus retreat every odd –numbered year.

Second through Fifth Year Requirements:

- Courses: A full time student must take a minimum of one class per quarter term
- Practica: See page 22
- Retreats: One regional or Primary Teacher Center retreat every year plus one all campus retreat every other year.

Year of Graduation — Comprehensive Modular Examinations

Before the Certificate of Spiritual Studies is conferred, each student must complete and pass six proctored modular examinations (Education, Leadership and Administration, Psychology, Religion, Philosophy, Science and Spirituality). Each examination is a maximum of 2.5 hours. Exams are administered during the winter term of the graduating senior's final year.

Certificate in Spiritual Studies Program

Curriculum Plan

This is the scope and sequence of the ministerial training program. Academic calendars are issued each year to plan your schedule of courses. Students have a minimum of 2 and up to 6 years to complete this program. Students are encouraged to take the recommended courses (bolded) during their freshman year.

To be in good standing, a student must take a minimum of one class per term while attending the School of Spiritual Leadership.

Recommended First Year Distance Classes

PHI504 MIND IN THE COSMOS
REL501 WORLD RELIGIONS
REL504 UNDERSTANDING THE BIBLE
SSP503 SCIENCE & SPIRITUALITY

Education – 20 Units Required

All of the Following Courses: 20 units

EDU 401 Minister as Teacher (4)
 EDU 402 Youth & Family Ministry (4)
 EDU 403 Creating & Teaching Workshops (2)
 EDU 406 Music and Ministry(2)
 EDU 407 Minister as Speaker I (4)
 EDU 408 Minister as Speaker II (4)

Leadership and Administration – 23 Units Required

All of the Following Courses: 23 units

LAD 504 Teaching On-Line (3)
 LAD 401 Organization & Management (4)
 LAD 402 Services, Ceremony & Ritual (4)
 LAD 403 The Art of Spiritual Leadership (4)
 LAD 404 First Ministry (4)
 LAD 405 Financial Management (4)

Philosophy – 14 Units required

All of the Following Courses: 14 units

PHI 504 Mind in the Cosmos (3)
 PHI 401 Con. Apps of SOM (4)
 PHI 402 Teachings of Ernest Holmes(4)

One of the following:

PHI 502 Classical Philosophy (3)
 PHI 505 Early Greek Thought (3)

Elective

PHI 506 Complete Writings of Thomas
Troward (3)

Psychology – 19 Units required

All of the Following Courses: 19 units

PSY 502 Spiritual Psychology (3)
 PSY 402 Ethics and the Ministry(4)
 PSY 403 Pastoral Care (4)
 PSY 404 Minister As Counselor (4)
 PSY 406 Diversity and Ministry (4)

Religion – 17 Units required

All of the Following Courses: 17 units

REL 501 World Religions (3)
 REL 504 Understanding the Bible (3)
 REL 509 Eclectic Writings of Ernest
Holmes (3)
 REL 404 Historical Foundations (4)
 REL 405 Metaphysical Bible (4)

Electives

REL 502 Spiritual Philosophies (3)
 REL 503 Kabbalah (3)
 REL 505 Upanishads and Gita (3)
 REL 506 Buddhism (3)
 REL 507 Gnosticism (3)
 REL 508 Wisdom of Islam (3)

Science & Spirituality – 6 Units Required

All of the Following Courses: 6 units

SSP 503 Science/Spirituality (3)
 SSP 508 Spirituality & the Brain (3)

Graduation requirements:

	Distance	Campus
Science	6	
Religion	9	8
Psychology	3	16
Philosophy	6	8
Leadership	3	20
Education		20
Elective	3	
Total Quarter Units	30	72
Total Units Required	102	

Growth and Enrichment Requirements

Retreats

Spring Student Retreat 2017	Regional Retreat
Fall Student Retreat 2017	Life Enrichment Center Tampa, FL
Spring Student Retreat 2018	Regional Retreat

Senior Status

Students should consult with their Deans to establish their status as a Senior. A Senior is a student who intends to complete the program within 12 months. In the Winter quarter of their last year of studies, students take their final program exams.

Comprehensive Modular Examination

Students in their senior year must complete and pass six proctored modular examinations (Education, Leadership and Administration, Psychology, Religion, Philosophy, Science and Spirituality). Each examination is a maximum of 2.5 hours and will be administered during the winter term.

When you begin preparing for your academic term:

Be sure you to have access to the course MP3's and video files. Carefully review the course syllabus for content, objectives, course outlines, assessment experiences, assessment grading expectations, and all due dates carefully. Establish a plan for study, teleconference call participation and assessment submissions.

Utilize the course news forums to share ideas, insights and questions with other students and the instructor.

Required Reference Text:

Due to the expectation of Graduate level writing, the following book is required.

Turabian, Kate L., *A Manual for Writers of Research Papers, Theses, and Dissertations, Eighth Edition: Chicago Style for Students and Researchers*. University of Chicago Press: 2013. ISBN-13: 9780226816388

When you prepare to send your assessments to a faculty member:

Include your name and address on all correspondence to the instructor. For instructors that require mailed assessments, send a self-address, stamped envelope to the instructor with the assessments. Copy Maureen Thurston on all correspondence and assessments, at mthurston@csl.org.

Test out email connections with the instructor. Ask for a reply so that you have verification that communications and/or assessments are being received in a timely fashion. It is the student's responsibility to see that assessments are received by the instructor on time and that the student communicates with the instructor directly on any revisions to a published due date.

Guidelines for Writing Excellent Papers

The excerpt below is a summary written by Dr. Lionel Corbett, Instructor for New Myth of God. Dr. Corbett shared his thoughts with students to improve the quality of written papers he received from them. The information provided here offers some helpful and insightful guidelines which can benefit any student.

How the Quality of Your Thought Will Help You Write a Better Paper

There is more than one path to excellence or to a very good, competent work on student essays. Some courses, for example, have as their focus a large overview of a particular idea or concept which asks the student to know this material accurately without necessarily interpreting it. Other courses may focus on moving students to their own deep insights based on the material present. Such insights may reveal themselves in writing, an art project or a combination of both.

“A” paper: Reflects writing/thinking which is truly exceptional. It demonstrates a thesis of unusual originality or organization or style as well as conceptual complexity or reveals extensive imaginative use of course materials. In addition, the essay is free of basic errors and adheres in all cases to the elements of appropriate MLA formatting. The student has taken up an angle of vision towards the material such that some new understanding emerges from his/her engagement with it. If the paper is to be primarily expository, then both the scope and the quantity of the material discussed is outstanding, going well beyond the basic requirements of the assignments.

“B” paper: Demonstrates a solid grasp of course materials, a clear, well organized presentation and a thesis that is consistently developed throughout the paper. The work represents a thorough synthesis and commentary on the material that, while not necessarily moving the ideas into any new or original terrain, nonetheless reveals a sure and deep understanding of it and a competent expression of that comprehension. If the paper’s intention is to move towards personal insight based on the course material, then this category of grade reveals some original discovery.

“C” paper: Reflects work that shows a familiarity with the course material, but is perhaps too personal or too subjective, and lacks a clear thesis and focus, does not engage in any sustained way the idea or image, or has repeated errors in writing, formatting and facts. Where subjective writing is called for, the papers lacks an adequate grasp of the necessary underlying theory developed in the course and is therefore overly subjective. It contains many assertions that have no support or authoritative voice to help support what is said and assumes that the reader will simply accept what is declared at face value. Absent in C work is any original thought, complexity, subtlety or reflective sense of the ideas or insights from the course.

“F” paper: Reflects generally scattered and unfocused writing that includes course material only minimally, is almost entirely personal, has no discernible thesis, tends to drift from one idea to another and is flawed in writing, format and style. It is absent of any elegance in thought or expression. The format is arbitrary and inconsistent with the accepted rules governing documentation and style in presentation. It appears as the produce of carelessness, speed and a lack of any deep reflection, evidenced most prominently by sloppy proofreading or extreme brevity or scattered notes, incomplete form or failure to develop a thought with any finesse, subtlety, or overall coherence.

PHONE CONFERENCES WITH FACULTY

Attendance on all conference calls is required for every class. Non-participation will affect your final grades. Conference calls provide students the opportunity to participate in two or more one-hour group conversations with their professor during each academic term. Conferences include all students registered for credit for that course. During calls students ask questions, explore issues and hear a variety of viewpoints. Topics and issues are also identified in advance for most courses. These topics are usually listed in each class syllabus. These calls challenge students, assist them in clarifying concepts related to the course, help them share meaningful experiences, learn from one another, and build a network of significant contacts.

For each course, the first conference is scheduled early in the term to assist students in clarifying their questions or concerns with the faculty member regarding course requirements. Later in the term, a second conference call takes place to give students another opportunity to share insights about their experiences, ask questions and hear individual views and perspectives about the topics presented. The date and time of each conference call is set in advance by each faculty member. All call-in times are published and scheduled as Pacific Coast times. Please refer to the course syllabus and/or the phone conference schedule for your class(s) to locate these important dates and times. This information is posted on the Moodle page for each class. Your phone conference moderator will post the conference call number and code to each class news forum prior to the scheduled call. Students need to plan their calendars and outside commitments accordingly in order to be available for every conference call.

Example of a typical agenda for conference call

A planned call will begin at 5:00 PM and end one hour later at 6:00 PM. Students call in prior to the start of the conference, usually 10 minutes in advance. During this time, student attendance is noted by the moderator. An opening invocation is offered to center students. If a student comes in late to the call, they should stay till the end of conference and make his or her presence known during the general business items. Students can press * 6 on their touchtone phone to mute their voice and background noise and later press * 6 again to allow their voice to be heard by the other callers on the line.

At 5:00 P.M., the faculty member will enter into the call. At that time the faculty member is introduced by the Moderator. The remaining time is then dedicated to the faculty member and the students meeting around the course information, prescribed topics, issues and concepts. Calls conclude with final participation, general announcements and a benediction.

What computer skills do I need?

Basic computer literacy and communication skills are required of all entering students. All students **MUST HAVE REGULAR ACCESS TO E-MAIL** and have a dedicated e-mail address to fully participate in their program of study. Every course regularly utilizes e-mail with faculty, the School of Spiritual Leadership and other students throughout the academic year.

How do I withdraw from courses or scheduled events?

Students may withdraw at any time. To withdraw from a course, send a written request for withdrawal to the Administrative Registrar for a Distance Course. A "W" will be noted on your transcript. If you are unable to complete the course because of some serious disability or extenuating circumstances, you may request an "I" (Incomplete) for the course and negotiate a completion date. If the incomplete is not completed and the grade submitted by the instructor by the end of the following term, the registrar will replace the I with an F and you will need to retake (and pay for) the course.

What about exams?

Each distance course has assessments and teleconference requirements.

May I Audit a Course?

Full tuition is required for audited courses. Registration is completed as instructed on page 10.

What are the time limits for attendance?

Students have one year from the date of their admission to start their coursework. Beginning with the first academic term of course participation, students have six years to meet all degree requirements for graduation.

What resources are available if I am having difficulty with course work, have a question about distance education final grade or for my regional dean regarding regional courses?

Contact information for the Regional Campuses and Primary Teach Centers is shown on page 7.

Rev. Dr. Christina Tillotson, DD

Phone: 760-944-9226

Email: Christi999@roadrunner.com

Who do I contact to change my contact information?

Maureen Thurston, RScP

Phone: 720-279-8992

Student Grievances

When student grievances arise, students should first contact persons directly involved in order to seek a solution. Any grievances should be handled in a professional manner. Direct and responsible communication with the School of Spiritual Leadership faculty and staff is expected. If a satisfactory solution cannot be reached, students may then contact the Distance Education Dean, Regional Dean or Primary Teacher. If a satisfactory solution is not reached at this level, the student may appeal in writing to the Manager of Professional Education. Utah Students may find the link to file a grievance at: www.dcp.utah.gov.

Non-Discrimination

The School of Spiritual Leadership does not wish to exclude anyone who has the intellectual ability, the psychological balance and the spiritual motivation to study. Aptitude, integrity, physical stamina, and emotional stability are some of the most basic requirements for admission and continued study. Every prospective student will be evaluated in light of his or her education, motivation and spiritual aspirations. There is no discrimination due to age, sexual orientation, race, religion, nationality or physical handicap, and reasonable efforts will be made to support those with special needs.

Sexual discrimination will not be tolerated and any violations should be reported promptly to the Ministerial Education Manager.

Disabilities

Prospective students with special needs are expected to discuss them with their Regional Dean during the application process.

Leave of Absence

A request for a leave of absence from the School of Spiritual Leadership may be obtained for up to one year, after which you may be required to reapply to the School of Spiritual Leadership. All requests must be made in writing to the Regional Dean, stating the reason for the leave and period of time covered. Students who take a leave of absence of more than one year are subject to graduation requirements in effect at the time of their reinstatement. It is the student's personal responsibility to notify the Regional Dean promptly of his or her intentions.

Withdrawing From the School of Spiritual Leadership

A student may withdraw from the School of Spiritual Leadership at any time. It is the student's personal responsibility to notify the Regional Dean promptly of his or her intentions. We request that notification be in writing.

Re-admission to the School of Spiritual Leadership

Students who must reapply for formal admission to the Regional Dean are: (1) students whose formal studies are interrupted for one or more terms; (2) students who have not met their admission requirements one year from the date of admission; or (3) students who were admitted to the School of Spiritual Leadership but did not register for any coursework within one year from the date of admission. Students who must reapply to the School of Spiritual Leadership do so under the new admission and program requirements in effect at that time. Only students who requested and received a leave of absence for up to one year are exempt from reapplying to the School of Spiritual Leadership. Coursework from a previous admission period is valid for a period of seven years following the successful completion date of the course.

Code of Conduct

The School of Spiritual Leadership is a school dedicated to the teaching and practice of the spiritual principles found within the New Thought metaphysical tradition. As such, faculty, staff, and students are expected to behave in a manner reflective of these spiritual principles in their individual behavior and in relationships with others.

Harassment or Discrimination

The School of Spiritual Leadership is a multicultural community sharing the New Thought affirmation of the absolute worth and dignity of each individual. The affirmation is expressed in the policy of the School of Spiritual Leadership which forbids harassment or discrimination based on gender, race, color, national origin, ancestry, age, marital status, sexual orientation, physical or mental handicap, disability, or military status.

The School of Spiritual Leadership affirms that any acts of discrimination are contrary to the practice of authentic spirituality. The School of Spiritual Leadership affirms that all forms of discrimination and harassment diminish the dignity and impede the academic freedom of members of the School of Spiritual Leadership community. The School of Spiritual Leadership is committed to providing and maintaining a positive learning and working environment, free of discrimination and harassment, for all students, staff, faculty, and other members of the School of Spiritual Leadership community.

Sexual Harassment

It is the School of Spiritual Leadership's policy to provide students and employees with an environment for learning and working that is free of sexual harassment. All students and employees are entitled to be treated with dignity and respect.

School of Spiritual Leadership administrators are responsible for assuring that effective measures are taken to implement this policy's procedures. It is a violation of this policy for any participant in the School of Spiritual Leadership to engage in verbal or physical sexual harassment. It is a violation of this policy for any members of the School of Spiritual Leadership community to make an intentionally false accusation of sexual harassment. Any person who has been accused of sexual harassment pursuant to the terms of this policy who retaliates against his or her accuser in any manner will be charged with violating this policy.

Course Conduct and Etiquette

In order to ensure that the School of Spiritual Leadership courses provide a safe and positive learning environment, students and faculty are expected to be respectful of each other. Any of the following may be grounds for formal warning and possible dismissal:

- Failure to maintain a respectful attitude in School of Spiritual Leadership courses and communications
- Engaging in conduct that is deemed disruptive to the learning of others
- Making defamatory statements that deliberately misrepresent others

Non-Academic Dismissal

Individuals who violate the School of Spiritual Leadership's stated Code of Conduct will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion. Therefore, the School of Spiritual Leadership expects that all relationships among students, staff, faculty, and other members of the School of Spiritual Leadership community will be free of discrimination and harassment.

<http://www.HolmesInstitute.edu/student-affairs/code-of-conduct/>

Academic Integrity

Student status in the School of Spiritual Leadership is predicated on acknowledgment of and compliance with the spirit as well as the letter of School of Spiritual Leadership standards and policies. Students who violate these standards especially through such actions as personal or financial irresponsibility, plagiarism on exams or assignments, or other forms of dishonesty and lack of integrity, will come under review and remedial action. Dismissal from the School of Spiritual Leadership may result. Note: The use of Internet material without proper footnotes is viewed as plagiarism.

Academic Term Evaluations

STUDENTS: School of Spiritual Leadership students will have regularly planned assessment experiences, phone conferences and e-mail discussion groups scheduled for each course. Each assessment or group activity is designed to enhance the learning process and all students are expected to participate fully. Faculty members utilize these activities to facilitate good communication and weigh student participation in each planned activity when determining final grades. Students will receive as much information as possible about their academic progress throughout each quarter. Additional student evaluations and surveys may be conducted as needed to assess student success and program quality.

COURSES: Students complete evaluations on SurveyMonkey.com at the end of every Distance Education course to assess student satisfaction with course content, faculty and ability to meet goals.

**Student Privacy Policies
(FERPA)**

Under the provision of the federal law known as the Family Education Rights and Privacy Act of 1974 (FERPA), eligible students are afforded certain rights pertaining to University records and personally identifiable information on file with the institution. An eligible student is defined as any person who is currently enrolled or has been enrolled in the institution's program. It is the policy of the institution to treat all student information, both personal and academic, as strictly confidential. Student information will only be released after appropriate written permission has been obtained.

Grading Policies

Students are expected to be committed to their program of study by accepting responsibility for all program and course requirements. Students are expected to show pride in the integrity and quality of their academic coursework and successfully demonstrate proficiency in all skill and competency areas. Continuance at the School of Spiritual Leadership and graduation require students to maintain minimally 3.0 grade point average (or “B”).

A = 4 points, A- = 3.7 points

Exceptional: participates and contributes generously to class discussions and conferences; completes all assignments on time; demonstrates exceptional grasp of the subject and/or skill being taught; and passes all examinations and assessment experiences at the level of excellence set by the instructor for this grade.

B = 3 points, B+ = 3.3 points, B- = 2.7 points

Above Average: participates willingly in class discussions, conferences and exercises; demonstrates a superior grasp of the subject and/or skill being taught; completes all assignments; and passes all examinations and assessment experiences at the level of excellence set by the instructor for this grade.

C = 2 points, C+ = 2.3 points, C- = 1.7 points

Not Satisfactory: (for a master’s level of academic coursework): maintains a positive attitude throughout the course; demonstrates a rudimentary grasp of the subject matter and/or skill being taught; and passes all examinations and assessment experiences at the basic level set by the instructor for this grade.

D = 1 points, D+ = 1.3 points, D- = .7 points

Barely passing: Not typically used in graduate work.

F = 0 points

Not passing: no discernible progress in the acquisition of knowledge and/or skills being taught; has failed to turn in one or more of the assignments; and has performed unsatisfactorily on reports, projects, or examinations. It may also mean student has missed more than the prescribed number of class sessions and/or assignments, exhibited a poor or unprofessional attitude, or have refused to participate or cooperate. Excessive “F’s” at term end will mean strict probation or immediate dismissal from the School of Spiritual Leadership. A grade of “F” requires students to repeat the course.

I = 0 points

NC = No Credit

TC = Transfer Credit

Incomplete (course extension policy)

This grade will be given any time there are incomplete assignments or other extreme circumstances. The instructors’ approval must be obtained prior to the end of the course to receive an incomplete in any course. The “I” must be cleared within the quarter following the end of the term. If not cleared, the grade will automatically become an “F.” The course must be repeated when next offered and at full tuition. This is usually the following academic year. *It is the responsibility of the student to contact the instructor and remove an “I” by completing the required work.* No grade change will be issued without written confirmation to the Administration Office by the instructor.

Transcripts

Unofficial transcripts are available electronically through the Administrative Registrar or your regional registrars during normal business hours: Monday through Thursday 8:00 am—5:00 pm Mountain Time. This document is provided at no charge to the student.

Official transcripts are available through the Administrative Registrar during normal business hours: Monday through Thursday 8:00 am—5:00 pm Mountain Time. The cost for official transcripts is \$20.00.

Policy On Academic Dishonesty, Plagiarism and Copyrights

All work submitted by a student must represent the student's original endeavor. When outside sources are used as references, the student must identify the source to make clear the extent to which the source has been used. The School of Spiritual Leadership considers plagiarism and falsification of documents a serious matter which will result in appropriate sanctions up to and including loss of full or partial credit for the work, suspension for a specific period of time, or expulsion from the program.

Acts of copyright infringement include, but are not limited to, misusing copyrighted material in one's coursework and misusing material for which the institution owns the copyright (i.e., web site materials, course materials, publications, etc.)

School of Spiritual Leadership Plagiarism Policy

To prevent cases of plagiarism, the School of Spiritual Leadership has adopted the policy to include the following plagiarism statement on all course syllabi that is distributed to students:

What is Plagiarism?

When you quote from, make reference to, or use ideas attributable to others in your writing, you must identify these sources in citations or bibliography, or both. If you do not, whether deliberately or accidentally, you have committed plagiarism.

Plagiarism, defined as the act of stealing or using as one's own the ideas of another, is not permitted in college or university work or in any published writing. "Plagiarism may take the form of repeating another's sentences as your own, adopting a particular apt phrase as your own, paraphrasing someone else's argument as though it were your own." (Modern Language Association Handbook, New York: MLA, 1977)

The sanctions for plagiarism range from reprimands and counseling to expulsion from School of Spiritual Leadership. The appropriate sanction is determined by the Distance Education Dean and the Manager of Professional Education. School of Spiritual Leadership faculty may use internet-based services to identify those portions of student written assignments that might not meet the full standards of academic integrity as defined in this statement.

Academic Freedom

The School of Spiritual Leadership honors the expertise of its faculty and provides the freedom to teach, dialogue, assess, and discuss academic issues with students without threat of any reprisals or intimidation.

Catalog, Policies and Procedures

The official Catalog, Policies and Procedures of the year the student matriculates into the School of Spiritual Leadership is the official document for the student to follow and remains so throughout one's work for this certificate.

Course Cancellations

The School of Spiritual Leadership reserves the right to cancel courses if student enrollment is below a certain enrollment.

School of Spiritual Leadership Liability

The School of Spiritual Leadership assumes no responsibility for personal property and possessions brought to a Primary Teacher Regional Center or school function.

Library Resources

Spiritual Living Archives and Library Foundation:

<http://scienceofmindarchives.org/>

Science of Mind Spiritual Living Archives & Library Foundation

The **archives** and library are located in Golden, CO where they occupy a designated leased space within Centers for Spiritual Living. This facility is secure and climate-appropriate to ensure our precious documents and artefacts are preserved.

Items that are included are photographs, poetry, class and lecture tapes and transcripts, radio talks, class curricula, manuscripts, letters, and videos as well as all of Holmes' published books. Other items preserved in the Archives are a complete run of *Science of Mind* and *Creative Thought* magazines, rare books by early New Thought writers, and meeting minutes of the Religious Science organizations from their inception.

The **library** has approximately 12,000 volumes of new and rare books by metaphysical authors, great theologians, and popular self-help authors. It is one of the largest collections of metaphysical books in the United States. We are constantly adding materials today...for the history of tomorrow.

Online Collection

This website contains published and unpublished writings of Dr. Ernest Holmes. It contains books, pamphlets and magazines by other Science of Mind authors as well as collections of other New Thought writings. We are dedicated to presenting a complete library of Science of Mind in digital format. We currently have over 200 E-books available on our website.

Thanks to the generosity of our donors, membership to this website is now provided free of charge to all. All public domain materials may be downloaded. Copyrighted materials may be previewed and are available for sale in our E-Store.

Please visit our library at <http://scienceofmindarchives.org/>.

Online Research Resources and Writing References

A Writer's Reference

<http://bcs.bedfordstmartins.com/writersref6e/Player/Pages/Main.aspx>

Chicago-Style Quick Guide

http://www.chicagomanualofstyle.org/tools_citationguide.html

Google Scholar

<http://scholar.google.com/>

Guide to Grammar and Writing

<http://grammar.ccc.commnet.edu/grammar>

Paradigm Online Writing Assistant

<http://www.powa.org/>

Purdue University's Online Writing Lab

<https://owl.english.purdue.edu/>

University of Chicago Manual of Style Citation Quick Guide

http://www.chicagomanualofstyle.org/tools_citationguide.html

Style Manuals & Writing Guides

<http://www.evernote.com/>> www.evernote.com

Style Manuals and Writing Guides

<http://www.calstatela.edu/library/styleman.htm>

Technical Writing Zone: Tips and Information for Technical Writers [http://](http://www.technicalwritingzone.com)

www.technicalwritingzone.com

University of San Francisco

http://www.usfca.edu/Learning_Center/writingcenter/corner.htm

Tuition Refund Policy for Withdrawals from Centers for Spiritual Living School of Spiritual Leadership

Distance Education Course and Regional Course Refunds

Students may cancel enrollment at any time and in any manner. When a student cancels before midnight on the fifth (5th) business day after course materials are made available, he/she will receive a refund of all monies paid excluding the non-refundable \$50.00 registration fee. When a student withdraws from the course after five (5) business days, but before the end of the academic term, the refund will be calculated as follows:

% of Course Completed Fee

10%	10% + \$50 registration fee
10-25%	25% + \$50 registration fee
25-50%	50% + \$50 registration fee
over 50%	100%

All refunds are made within 45 days of the request to withdraw.

Example: If there are 10 lessons in a 3 unit Distance Education course and a student completes 1 lesson and requests to be withdrawn

1 divided by 10 = 10% has been completed; 9% remaining
 \$450.00 minus non-refundable registration fee \$50.00
 \$400.00 x .90 (remaining 9%) = \$360.00 to be refunded

Payment in full is due for all courses at time of registration.

For additional Regional Campus Refunds, Video Conferencing or Retreats fees contact your Regional registrar or dean for more information.

The School of Spiritual Leadership Electronic Student Lounge

The School of Spiritual Leadership Electronic Student Lounge (Holmes Student Lounge) is a continually updated source for School of Spiritual Leadership Information. **IT IS VERY IMPORTANT THAT YOU ARE FAMILIAR WITH THIS INFORMATION.** Check the student lounge often. Your regional registrar will enroll and provide you the login name and password.

How to Access the Holmes Student Lounge

To access the Student Lounge, go to www.holmesregistration.org, click on "Holmes Student Lounge" under "Course Categories," located on the left upper part of the page, then click on "Holmes Student Lounge" in the middle of the page.

Contents of the Holmes Student Lounge

Holmes Student Lounge Tools

- Section 1 Holmes Contact Information, Faculty Directories by term and Distance Academic Calendars
- Section 2 Holmes Institute® Technology Directions
- Section 3 Important Homes Student Resources, Catalogs, "How to" Directions, Participating in Phone Conference and the Distance Class Booklist
- Section 4 Library Resources
- Sections 5—8 Sample distance education syllabi listed by quarter for planning purposes only
- Section 9 Senior Proctored Exam Instructions

Accessing the Holmes Distance Electronic Video and MP3 Files

All of the instructions for accessing your electronic video and MP3 files are detailed in the Holmes Institute Technology Directions, Section 2 of your Holmes Student Lounge.

IMPORTANT Confidentiality Agreement

By downloading MP3 and video files for distance classes, you are agreeing of the following confidentiality agreement:

As students of spiritual leadership, we are dedicated to ensuring that the spiritual leadership education process produces the best ministers possible. Sharing course materials with those who are not enrolled in these courses excludes access to teachers, fellow students and participation in other aspects of the School of Spiritual Leadership curriculum . Offering this material in such an incomplete manner would jeopardize the reputation of School of Spiritual Leadership and the education it offers. Therefore, I agree to not share any portion of these School of Spiritual Leadership class materials in electronic or any other form of media with anyone not enrolled in these courses.

LEADERSHIP COUNCIL

Rev. Dr. Kenn Gordon

Spiritual Leader, Centers for Spiritual Living

Rev. Dr. John Waterhouse

Field Leader

Steve Burton

Executive Director

Rev. Laura Shackelford

Minister Member, Recording Secretary

Rev. Dr. David Alexander

Minister Member, Chair

Detra Johnson, RScP

Practitioner Member, Vice Chair

Rev. Michelle Wadleigh

Minister Member

Dr. Nirvana Gayle

Minister Member

Walter Drew

Laity Member

Paul Hietter, RScP

Practitioner Member

Carol Shields

Laity Member

Geoff Sindon

Laity Member, Secretary

Juliet Vorster, RScP

Practitioner Member, Treasurer

Executive Team members are notated in bold print

CERTIFICATE IN SPIRITUAL STUDIES TRACKING FORM CHECKLIST 2016-17

Keeping Track

Use the forms on the following pages to keep track of your class and internship progress. Each term note the classes you have taken by filling out the transcript record. If you keep this up to date you will have a current, easily verifiable record showing which classes you need to take for graduation. You can then plan your schedule easily and well.

EDUCATION - 20 Units Required

Course #	Course Name	Units	Term	Teacher	Grade
Core Course					
	Each of the following:				
EDU 401	Minister as Teacher	4			
EDU 402	Youth & Family Ministry	4			
EDU 403	Creating & Teaching Workshops	2			
EDU 406	Music and Ministry	2			
EDU 407	Minister as Speaker I	4			
EDU 408	Minister as Speaker II	4			

LEADERSHIP & ADMINISTRATION– 23 Units Required

Course #	Course Name	Units	Term	Teacher	Grade
	Each of the following:				
LAD 504	Facilitating Virtual Spiritual Community	3			
LAD 401	Organization & Management	4			
LAD 402	Services, Ceremony & Rituals	4			
LAD 403	The Art of Spiritual Leadership	4			
LAD 404	First Ministry	4			
LAD 405	Financial Management	4			

CERTIFICATE IN SPIRITUAL STUDIES TRACKING FORM CHECKLIST 2016-17

PHILOSOPHY – 14 Units required

Course #	Course Name	Unit	Term	Teacher	Grade
:	Each of the following:				
PHI 502	Philosophy	3			
PHI 503	Mind in the Cosmos	3			
PHI 401	Contemporary Applications of S.O.M.	4			
PHI 402	Teachings & Writings Ernest Holmes	4			
	Elective				
PHI 506	The Philosophy of Thomas Toward	3			

PSYCHOLOGY – 19 Units required

Course #	Course Name	Unit	Term	Teacher	Grade
	Each of the following:				
PSY 502	Spiritual Psychology	3			
PSY 402	Ethics & the Ministry	4			
PSY 403	Pastoral Care	4			
PSY 404	Minister as Counselor	4			
PSY 406	Diversity and Ministry	4			

CERTIFICATE IN SPIRITUAL STUDIES TRACKING FORM CHECKLIST 2016-17

RELIGION 17 units required

Course #	Course Name	Units	Term	Teacher	Grade
	Each of the following:				
REL 501	World Religions	3			
REL 504	Understanding the Bible	3			
REL 509	Eclectic Writings of Holmes	3			
REL 404	Historical Foundations	4			
REL 405	Metaphysical Bible	4			
	Electives				
REL 502	Spiritual Philosophies	3			
REL 503	Kabbalah	3			
REL 505	Upanishads & Gita	3			
REL 506	Buddhism	3			
REL 507	Gnosticism	3			
REL 508	Wisdom of Islam	3			

SCIENCE AND SPIRITUALITY 6 units required

Course #	Title	Units	Term	Teacher	Grade
	Required Courses:				
SSP 503	Science and Spirituality	3			
SSP 508	Spirituality & The Brain	3			

CERTIFICATE IN SPIRITUAL STUDIES TRACKING FORM CHECKLIST 2016-17

Education – 20 Units Required

All of the Following Courses: 20 units

- EDU 401 Minister as Teacher (4) _____
- EDU 402 Youth & Family Ministry (4) _____
- EDU 403 Creating & Teaching Workshops (2) _____
- EDU 406 Music and Ministry(2) _____
- EDU 407 Minister as Speaker I (4) _____
- EDU 408 Minister as Speaker II (4) _____

Leadership and Administration – 23 Units Required

All of the Following Courses: 23 units

- LAD 504 Teaching On-Line (3) _____
- LAD 401 Organization & Management (4) _____
- LAD 402 Services, Ceremony & Ritual (4) _____
- LAD 403 The Art of Spiritual Leadership (4) _____
- LAD 404 First Ministry (4) _____
- LAD 405 Financial Management (4) _____

Philosophy – 17 Units required

All of the Following Courses: 17 units

- PHI 502 Philosophy (3) _____
- PHI 504 Mind in the Cosmos (3) _____
- PHI 402 Teachings of Ernest Holmes(4) _____
- PHI 401 Con. Apps of SOM (4) _____

ELECTIVE

- PHI 505 Complete Writings of Troward (3) _____

Psychology – 19 Units required

All of the Following Courses: 19 units

- PSY 502 Spiritual Psychology (3) _____
- PSY 402 Ethics and the Ministry(4) _____
- PSY 403 Pastoral Care (4) _____
- PSY 404 Minister As Counselor (4) _____
- PSY 406 Diversity and Ministry (4) _____

Religion – 17 Units required

All of the Following Courses: 17 units

- REL 501 World Religions (3) _____
- REL 504 Understanding the Bible (3) _____
- REL 509 Eclectic Writings of Ernest Holmes (3) _____
- REL 404 Historical Foundations (4) _____
- REL 405 Metaphysical Bible (4) _____

ELECTIVES

- REL 502 Spiritual Philosophies (3) _____
- REL 503 Kabbalah (3) _____
- REL 505 Upanishads and Gita (3) _____
- REL 506 Buddhism (3) _____
- REL 507 Gnosticism (3) _____
- REL 508 Wisdom of Islam (3) _____

Science and Spirituality – 6 Units Required

Required Courses: 6 units

- SSP 503 Science/Spirituality (3) _____
- SSP 508 Spirituality & the Brain (3) _____



**Centers for Spiritual Living
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