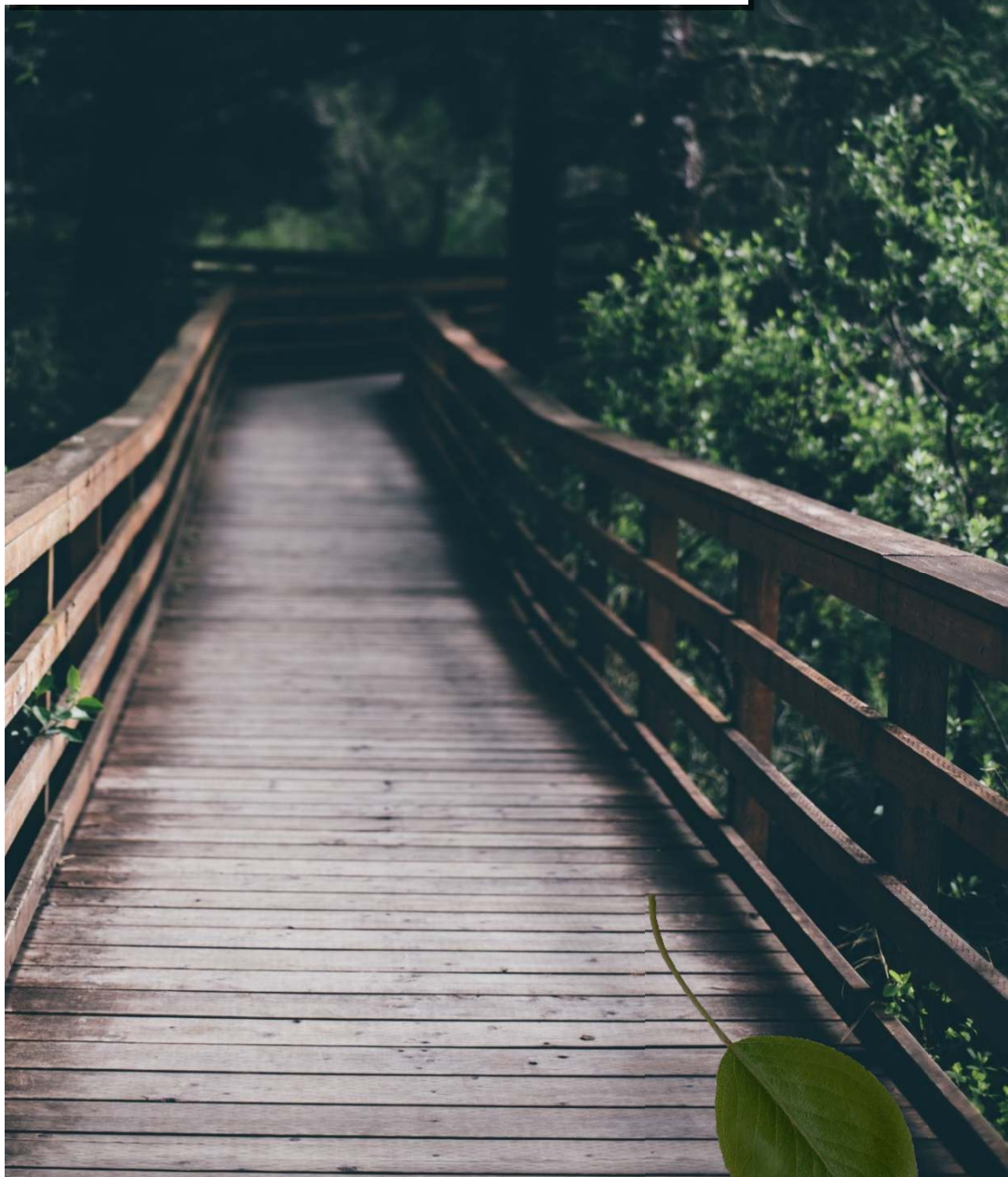




# Certificate in Ministerial Education

Course Catalog  
2018-19



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573 Park Point Drive  
Golden, CO 80401

Dear Ministerial Student,

Welcome to the School of Spiritual Leadership. I anticipate that you will find it one of the most rewarding experiences of your life. The great beauty of our program is its depth of academic work that brings balance and understanding to your practical experience and nurtures your spiritual development.

We designed the program to develop and prepare spiritual leaders for a wide array of leadership roles. By providing the essential tools and building blocks for spiritual leadership, the School of Spiritual Leadership prepares its students to take their place in the world and stand on a par with spiritual leaders from any denomination. More importantly, our graduates have the confidence that they are prepared for all of the rigors and depth of spiritual leadership.

During your time in the program, please avail yourself of the many resources that are part of the educational experience. Our faculty members are at the top of their fields. Home Office staff are here to guide you through administrative requirements and your Advisor is instrumental in your development and in your process of navigating the journey. Additional online resources related to your classes along with the Student Lounge connect you with information, fellow students, teachers, and Advisors.

I am thrilled and grateful that you have chosen to study in the School of Spiritual Leadership. We are an open organization. You may call on any of us for support to enhance your experience. I stand with you in knowing your experience is rich and rewarding in the unique ways that serve your particular calling or interest.

Love and blessings,

Rev. Robert A. Deen III, M.Div  
Manager of Professional Education

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## Mission, Goals and Objectives

### **The School of Spiritual Leadership's mission is to prepare spiritual leaders for service in the global community.**

Our goal is to provide quality instruction to future ministers, teaching the everyday operations of business, education, and leadership by incorporating the philosophies of Science of Mind and the teachings of Ernest Holmes.

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

- evaluate, adapt and apply theories and practices in the fields of Education, Leadership, Philosophy, Psychology and Religion to facilitate spiritual development in self and others and develop an awareness of spiritual community in human development.
- analyze, apply and practice the values of a spiritual leaders, 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.
- 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:

- Adapt and apply fundamental theories and practices in:
  - Education
  - Leadership
  - Philosophy
  - Psychology
  - Religion
- Teach and demonstrate spiritual development by:
  - knowing and applying the practices of spiritual guidance.
  - knowing and applying the leadership practices of administration and community organization.
- Describe and practice the formation of personal and community vision and values by:
  - facilitating, formulating and teaching vision building practices.
  - identifying the values that proceed from vision and the relationship between vision, value and personal conduct.
  - facilitating community learning activities regarding the practice and application of vision and values.
- Examine and apply the philosophy of Science of Mind to contemporary spiritual life.

## Administration Contact Information

School of Spiritual Leadership  
573 Park Point Dr.  
Golden, CO 80401-7042  
Phone: 720-496-1370  
Fax: 303-526-0913  
Monday-Thursday, 8am to 5pm (Mountain Time)

Rev. Bob Deen, MDiv  
Manager of Professional Education  
Phone: 720-279-8990  
Email: [bdeen@csl.org](mailto:bdeen@csl.org)

Maureen Thurston, RScP  
Administrative Registrar  
Phone: 720-279-8992  
Email: [mthurston@csl.org](mailto:mthurston@csl.org)

Rev. Dr. Christina Tillotson, DD  
Distance Education Dean  
Phone: 760-944-9226  
Email: [ctillotson@holmesinstitute.edu](mailto:ctillotson@holmesinstitute.edu)

Rev. Dr. Kim Kaiser, EdD  
Distance Education Dean  
Phone: 707-546-4543 ext. 119  
Email: [kkaiser@holmesinstitute.edu](mailto:kkaiser@holmesinstitute.edu)

## Education Centers and Registrars

### Regional Centers

#### Denver

Mile Hi Church of Religious Science  
9077 W. Alameda Ave.  
Lakewood, CO 80226-2858  
303-237-8851  
Fax: 303-238-1303

Director: Rev. Dr. Roger Teel, DD

Dean: Rev. Dr. Michelle Madrano [mmedrano@milehichurch.org](mailto:mmedrano@milehichurch.org)

Registrar: Jennifer Severance, RScP [jseverance@milehichurch.org](mailto:jseverance@milehichurch.org)

#### Tampa

Orlando Center for Spiritual Living  
1405 N. Saturn Ave.  
Tampa, FL 33755  
813-956-3870

Dean: Rev. Kathryn Knox [kknox.sslflorida@gmail.com](mailto:kknox.sslflorida@gmail.com)

Registrar: Rev. Marilyn Earhart [dvnmsm@yahoo.com](mailto:dvnmsm@yahoo.com)

#### Los Angeles

Redondo Beach Center for Spiritual Living  
907 Knob Hill Avenue  
Redondo Beach, CA 90227  
310-540-5080

Director: Rev. Dr. Moira Foxe

Dean: Rev. Katherine McKinney [kmckinney@redondocsl.org](mailto:kmckinney@redondocsl.org)

#### Santa Rosa

Center for Spiritual Living Santa Rosa  
2075 Occidental Road  
Santa Rosa, CA 95401  
707-546-4543 ext. 118  
Fax: 707-546-4548

Director: Rev. Dr. Edward Viljoen, DD

Dean: Rev. Dr. Kim Kaiser, EdD [kim@cslsr.org](mailto:kim@cslsr.org)

Register: Martha McCabe, RScP, MA [martha@cslsr.org](mailto:martha@cslsr.org)



### San Diego

Seaside Center for Spiritual Living  
1613 Lake Drive  
Encinitas, CA 92024  
760-753-5786 ext. \*816  
Fax: 760-753-7647

Director: Rev. Dr. Christian Sorensen, DD

Dean: Rev. Dr. Kathy Hearn [kathy@kathyhearn.com](mailto:kathy@kathyhearn.com)

Registrar: Kathy Phelan [holmesinstitute@seasidecenter.org](mailto:holmesinstitute@seasidecenter.org)

### Primary Teacher Centers

#### Seattle

Center for Spiritual Living Seattle  
5801 Sand Point Way NE  
Seattle, WA 98105  
206-527-8801

Rev. Dr. Kathianne Lewis [kathiannel@spiritualliving.org](mailto:kathiannel@spiritualliving.org)

#### Dayton

Center for Spiritual Living Greater Dayton  
4100 Benfield Drive  
Dayton, OH 45429-4656  
937-298-1376

Rev. CC Coltrain [revcc@cslgd.org](mailto:revcc@cslgd.org)

#### Edmonton

Center for Spiritual Living Edmonton  
10580 113th Street  
Edmonton, AB T5H 3H5  
Canada  
780-452-1711

Rev. Tim Peterson [csl.metro.revtim@shaw.ca](mailto:csl.metro.revtim@shaw.ca)

#### Kelowna

Centre for Spiritual Living Kelowna  
101-1865 Dilworth Drive Suite 131  
Kelowna, BC V1Y9T1  
Canada  
250-860-3500

Rev. Dr. Deborah Gordon [revgord@shaw.ca](mailto:revgord@shaw.ca)

## Introduction

Spiritual Leaders are expected to be conversant in a variety of topics including New Thought and the metaphysical philosophers who preceded it. All School of Spiritual Leadership Certificate in Spiritual Education students must complete 72 quarter credit hours of course work in specified categories with a G. P. A. of 3.00 or higher.

## 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 practicum 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 the 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.

## Capstone Exams

Proctored written exams in each area of study will be taken at the completion of the ministerial education coursework. Three Centers for Spiritual Living licensed ministers who have accredited Master's Degrees will grade these exams. All answers to these exams must meet the equivalent of a passing grade of A or B for satisfactory completion.

Students must provide a Religious Science Practitioner License and a government-issued picture ID (e.g., driver's license) to take exams.

Students need reliable internet access with speeds suitable for streaming video and accessing large files. Students will also need an email account and word processing software that can save files in Microsoft Word format.

## Admissions

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.

## 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.

- Licensed Practitioner with Centers for Spiritual Living (current at all times while a student).
- A clean background check.
- A recommendation from a Regional Dean or Primary Teacher.
- Three evaluations from: senior minister, another licensed minister and either a licensed practitioner or a long time professional colleague.
- The language of instruction at the School of Spiritual Leadership is English. Students whose first language is not English must submit evidence of passing a Test of English as a Foreign Language (TOEFL) with a minimum score of 530.

## How to Apply

1. Contact the administrative registrar to discuss the program, receive your application materials and review the admission process.
2. Complete application packet and enrollment agreement. Send both documents plus a check for \$250 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. Sign and complete the background check packet and release form.\*
  - a. The cost of a full background check is \$250 for US students.
  - b. The cost of a full background check is \$308 for Canadian students.
  - c. For newly licensed (2018) Practitioners the cost of the gap check to verify employment and education is \$75.
  - d. For students outside the US the cost of the background check will vary by country. Students are to submit the standard \$250 fee with the complete background check documents. Pricing for the background check will be confirmed by the processor and the student will be notified of the price differential. The balance of the difference will be paid in full before students can register for any courses.
4. Send out evaluation requests to be completed by your minister and additional references.
5. Photocopy of your current Practitioner License.
6. An autobiography† including the:
  - a. name of the center where you are a current member and any other previous centers you have attended.
  - b. center activities and programs in which you participate.

- c. information about your decision to become a Religious Scientist and a Centers for Spiritual Living minister.
  - d. description of how the Science of Mind principles are demonstrated in your life.
7. Turn in all documentation to the administrative registrar before the admission deadline.

\*If you are a student outside the United States or Canada, the cost of the background check is subject to variation. You will be notified regarding the cost and can mail a check at that time.

†If you are enrolling in multiple programs, these autobiography requirements are in addition to the autobiography requirements specific to the other program(s).

**Note:** The Regional Dean or Primary Teacher may request additional documentation. Barring other arrangements, all application materials should arrive at the office of the Administrative Registrar at least three weeks before the appointment with the Director, Dean, or Primary Teacher. No one is admitted to the ministerial education program before completing the entire application process. The mailing address is: 573 Park Point Drive, Golden, CO 80401.

The Dean or Primary Teacher and Ministerial Education Manager make the final decision of admission approval 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 six 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 the new admission and program requirements in effect.

Students need reliable internet access with speeds suitable for streaming video and accessing large files. Students will also need an email account and word processing software that can save files in Microsoft Word format.

## Graduation Requirements

### Certificate in Ministerial Education Program

Students must complete the following graduation requirements:

	<u>Ministerial Education Course Requirements</u>
Religion	8
Psychology	16
Philosophy	8
Leadership	20
Education	20
Total Quarter Credits	<u>72</u>

The student must complete the Certificate in Ministerial Education (19 courses).

## Sample Tuition and Expenses

Background check*	\$250
17 four-credit courses at \$600 each	10,200
2 two-credit courses at \$300 each	600

## Other Fees and Expenses

- Teleconference fees for campus program courses at \$50 per course
- Annual regional retreat at approximately \$600 each
- All-campus retreat at approximately \$600 every other year
- Graduation fee of \$200

## Estimated Expenses over a Three-Year Program

Background check*	\$250
<b>First Year</b>	
6 four-credit regional courses	3,600
1 retreat	600
	<u>600</u>
	\$4,450
<b>Second Year</b>	
6 four-credit regional courses	\$3,600
2 retreats	1,200
	<u>1,200</u>
	\$4,800
<b>Third Year</b>	
5 four-credit regional courses	\$3,000
2 two-credit courses	600
1 retreat	600
Graduation fee	200
Capstone testing fee	TBD
	<u>TBD</u>
	\$4,400

**Estimated program total: \$14,600**

All figures are estimates. Actual annual tuition and expenses may vary depending on an individual student's timeline. Students have a minimum of two, and maximum of six, years to complete the program. Costs are subject to change and do not include the cost of books or other materials.

\*The cost of a full background check is \$308 for Canadian students.

## Academic Calendar

### Fall 2018

Application Deadline: July 1, 2018

Registration: August 8 at 9:00 am to August 29, 2018 at 5:00 pm Mountain

New Student Call: August 6, 2018 at 5:00 pm Mountain

Term: September 17 to December 3, 2018 (11 weeks)

Capstone Exams: October 2 to November 20, 2018 (seven weeks)

### Winter 2019

Application Deadline: October 1, 2018

Registration: November 8 at 9:00 am to November 29, 2018 at 5:00 pm Mountain

New Student Call: November 6, 2018 at 5:00 pm Mountain

Term: January 7 to March 18, 2019 (10 weeks)

Capstone Exams (retakes): January 7 to January 9, 2019 (three days)

Immersion: North Hollywood January 29 to 30, 2019. Could be extended one day depending on the number of panelists.

### Spring 2019

Application Deadline: January 1, 2019

Registration: February 28 at 9:00 am to March 21, 2019 at 5:00 pm Mountain

New Student Call: February 26, 2019 at 5:00 pm Mountain

Term: April 1 to June 10, 2019 (10 weeks)

Capstone Exams: April 1 to June 10, 2019 (seven weeks)

### Summer 2019

Application Deadline: April 1, 2019

Registration: May 8 at 9:00 am to May 29, 2019 at 5:00 pm Mountain

New Student Call: May 6, 2019 at 5:00 pm Mountain

Term: June 24 to September 2, 2019 (10 weeks)

Capstone Exams (retakes): June 24 to June 26, 2019 (three days)

Immersion: Sometime between January 31 and February 15, 2019, location to be determined.

## Course of Study

All courses are required.

### Education

**EDU 401 Minister as Teacher** **4 units**

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.

**EDU 402 Youth and Family Ministry** **4 units**

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.

**EDU 403 Creating & Teaching Workshops** **2 units**

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.

**EDU 406 Music and Ministry** **2 units**

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.

**EDU 407 Minister as Speaker I** **4 units**

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.

**EDU 408 Minister as Speaker II** **4 units**

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.

### Leadership

**LAD 401 Organization & Management** **4 units**

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.

**LAD 402 Services, Ceremony and Ritual** **4 units**

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.



**LAD 403 The Art of Spiritual Leadership****4 units**

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.

**LAD 404 First Ministry****4 units**

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.

**LAD 405 Financial Management****4 units**

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.

**Philosophy****PHI 401 Contemporary Application of Science of Mind****4 units**

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.

**PHI 402 The Teachings of Ernest Holmes****4 units**

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.

**Psychology****PSY 402 Ethics and the Ministry****4 units**

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.

**PSY 403 Pastoral Care****4 units**

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.

**PSY 404 Minister as Counselor****4 units**

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.

**PSY 406 Diversity and Ministry****4 units**

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.

**Religion****REL 404 Historical Foundations of New Thought****4 units**

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.

**REL 406 Metaphysical Bible****4 units**

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.

## Policies

### Student Grievances

When student grievances arise, students should first contact the persons directly involved in order to seek a solution. Any grievances should be handled in a professional manner. Direct and responsible communication with the faculty and staff is expected. If a satisfactory solution cannot be reached, students may then contact the Distance Education Dean. If a satisfactory solution is not reached at this level, the student may then contact the Regional Dean or primary instructor. 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](http://www.dcp.utah.gov).

### Leave of Absence

A request for a leave of absence may be obtained for up to one year, after which you may be required to reapply. All requests must be made in writing stating the reason 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 Dean promptly of his or her intentions.

### Withdrawal

A student may withdraw at any time. It is the student's personal responsibility to notify the Education Manager promptly in writing.

### Re-admission

Students who must reapply for formal admission are:

- students whose formal studies are interrupted for one or more terms.
- students who have not met their admission requirements one year from the date of admission.
- students who were admitted but did not register for any coursework within one year from the date of admission.

Students who must reapply 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. 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

We are 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 their relationships with others.

### Inclusiveness and Nondiscrimination

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.

We practice inclusiveness among students, faculty, staff and administrators. We do not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status in

admission and access to, and treatment in, the educational programs and activities. We provide equal opportunity to all students.

All students shall have the same fundamental rights to equal respect, due process and judgment of them based solely on factors demonstrably related to performance and expectations as students. All students share equally the obligations to perform their duties and exercise judgments of others in accordance with the basic standards of fairness, equity and inquiry that should always guide education.

Prospective students with special needs are expected to discuss them with the admissions officer during the interview process. Reasonable accommodations are provided for disabilities diagnosed by a qualified professional. Contact the ADA Compliance Coordinator at [ada@holmesinstitute.edu](mailto:ada@holmesinstitute.edu).

### Sexual Harassment

Students and employees are provided 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. 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 to engage in verbal or physical sexual harassment. It is a violation of this policy for any member of the school 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 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 stated Code of Conduct will be disciplined and potentially subjected to further corrective action up to and including termination or expulsion. Therefore, students, staff, faculty, and other members of the school will be free of discrimination and harassment.

### Academic Integrity

Student status is predicated on acknowledgment of and compliance with the spirit as well as the letter of 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 citation is viewed as plagiarism.

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. Plagiarism and falsification of documents is a serious matter that will result in appropriate sanctions 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.).

### Academic Term Evaluations

Students 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 fully participate. Faculty members utilize these activities to facilitate good communication and weigh student participation in each planned activity when determining final grades. Students 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.

Students complete evaluations at the end of every ministerial education course to assess student satisfaction with course content, faculty and ability to meet goals.

### Student Privacy Policies (FERPA)

Under the Family Education Rights and Privacy Act of 1974 (FERPA), eligible students are afforded certain rights pertaining to school 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.

Students may request access to their academic records from the Academic Registrar. Student information is not available to any outside party unless the student requests, by written authorization, the records to be shared.

This written consent must include:

- the purpose of the disclosure
- the records that may be disclosed
- the party or class of parties to whom the disclosure may be made
- a signature and date

### Satisfactory Academic Progress

Students are required to maintain an average of a 3.0. Any time a student receives a grade below 3.0 in a class, the student and the student's advisor are informed by e-mail of the grade. If a student receives a grade lower than a 3.0 in a class, the Academic Registrar runs a current transcript. When a transcript shows a GPA of lower than a 3.0, the transcript is then e-mailed to the student and the advisor. The advisor counsels the student and informs them that they are on academic probation.

The advisor then recommends next steps. Students are informed that they have three quarters to raise their cumulative GPA to a 3.0 or higher. Students are advised to meet with their advisor while on probation at least three times during the probation period to discuss options for improving their academic standing. The advisor provides assistance including the following topics.

- Using the Grade Point Average Calculation tool in the Student Lounge
- Going out on a leave of absence
- Acquaints the student with resources in the student lounge such as writing resources, tips for successfully interacting with professors, tips for using their news forums, etc.

- If necessary, the advisor suggests outside on-line and in-person resources about how to study effectively, how to write effective academic papers, etc.
- Students can be advised to retake a class. A higher grade will be substituted for the former grade on the student transcript.

### Academic Dismissal

Students on academic probation who do not raise their GPA to a 3.00 or higher after three consecutive quarters will be dismissed from the School of Spiritual Leadership. Students who withdraw from the School of Spiritual Leadership while on probation will remain on probation if they return to the Institute. After one year, a student can apply for readmission with evidence that he or she has acted to correct the deficiencies which caused the dismissal. For example, courses taken in writing, studying, etc. The Executive Committee will make a decision whether or not to readmit.

### Grading

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 and graduation require students to maintain a 3.0 grade point average (or "B") as a minimum.

A = 4 points, A- = 3.7 points (A+ = 100-98%, A = 97.99-93%, A- = 92.99-90%)

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 (B+ = 89.99-87%, B = 86.99-83%, B- = 82.99-80%)

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 (C+ = 79.99-77%, C = 76.99-73%, C- = 72.99-70%)

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: has made 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 can also mean students have 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. 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 instructor's 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" and the course must be repeated and full tuition paid when the course is next offered, 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.

### Written Assignment Grading Scale

Your grade is evaluated on the degree to which your paper:

#### **A**

Includes the minimum requirements listed in "B" and "C" papers plus:

- Shows your grasp of key concepts and distinctions covered in the course.
- Insightful comment and coherent critique of key ideas and distinctions.
- Originality and creative application of key ideas and distinctions to a relevant theme of your own choosing. [Example: Not only using key concepts and distinctions, but presenting clear and coherent comment or critique of (in support of, or against) these ideas and distinctions.]
- 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 formatting. (see A Manual for Writers of Research Papers by Kate Turabian et al for formatting guidelines.)
- 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**

Minimum Requirements (as below, plus)

- Comprehensiveness (the more material you include the better).
- Application to your own experience (include real-life examples). [Example: Using concepts and distinctions learned in the course to help clarify some personal experience.]
- 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

### Minimum Requirements

- Paper is relevant to the material covered in the course (texts and lectures) and shows your grasp of key concepts and distinctions covered in the course.
- Coherency / Conceptual clarity Example: Clear and straightforward summaries, in your own words, of material covered in the course.
- 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 paper 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.

### Below C

Unacceptable. 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 product 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.

### Transcripts

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.

### 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.

### Course Cancellations

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



## FAQs

### **What computer skills do I need?**

Having a basic computer literacy and the skills to communicate with others on the Internet 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. All students must have access to a web browser to access the Student Portal which is the structure through which all ministerial courses are delivered. Chrome is the recommended web browser. All courses utilize the news forums. All courses also regularly utilize e-mail with the faculty and other students throughout the academic year.

### **How do I withdraw from courses or scheduled events?**

Students may withdraw at any time and in any manner. Withdraw from a course by sending a written request for withdrawal to the Administrative Registrar. 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 ministerial course has assessments and teleconference requirements.

### **May I Audit a Course?**

Full tuition is required for audited courses. Registration is completed as instructed in this catalog.

### **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 my course work or a question about my final grade?**

Rev. Dr. Christina Tillotson, DD  
760-944-9226  
Ctillotson@holmesinstitute.edu

### **Who do I contact to change my contact information?**

Maureen Thurston, RScP  
720-279-8992  
mthurston@holmesinstitute.edu

## Library Resources

### Google Scholar

Provides a search of scholarly literature across many disciplines and sources, including theses, books, abstracts and articles.

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

### Google Books

Google Books is a service that searches the full text of books and magazines that Google has scanned, converted to text using optical character recognition, and stored in its digital database. It includes large selections of works that pertain to the subjects in consciousness studies.

<https://books.google.com/>

### The Online Books Page

A website that facilitates access to books that are freely readable over the Internet.

<http://onlinebooks.library.upenn.edu/>

### Bartleby

The preeminent internet publisher of literature, reference and verse providing students, researchers and the intellectually curious with unlimited access to books and information on the web, free of charge.

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

### Project Gutenberg

Offers over 54,000 free eBooks: Choose among free epub books, free kindle books, download them or read them online. You will find the world's great literature here, especially older works for which copyright has expired. We digitized and diligently proofread them with the help of thousands of volunteers.

[http://www.gutenberg.org/wiki/Main\\_Page](http://www.gutenberg.org/wiki/Main_Page)

### Questia

Find and read free books online by some of literature's greatest authors.

<https://www.questia.com/library/free-books>

### Perseus Digital Library

An evolving collection of resources for the study of the ancient world, including archaeology, atlas, texts and translations, text tools and lexica.

<http://www.perseus.tufts.edu/hopper/>

### The 8 Best Digital Libraries

Books, maps, films and audio-books that would be difficult to find in physical form.

<http://www.faena.com/aleph/articles/the-8-best-digital-libraries/>

### 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 the international headquarters for the 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.

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.

<http://scienceofmindarchives.org/>

## Tuition Refunds

Students may cancel enrollment at any time and in any manner. When a student cancels before midnight on the fifth business day after course materials are mailed, he/she will receive a refund of all monies paid. When a student decides to withdraw from the course after five business days, but before the end of the academic term, the refund is calculated as follows.

<b>% Completed by Student</b>	<b>% of Tuition Fee Returned to Student (Minus the Registration Fee)</b>	<b>% of Tuition Retained by the school</b>
<b>Up to 10%</b>	90% - \$75 application fee and \$200 program enrollment fee	10%
<b>10-25%</b>	75% - \$75 application fee and \$200 program enrollment fee	25%
<b>25-50%</b>	50% - \$75 application fee and \$200 program enrollment fee	50%
<b>over 50%</b>	0%	100%

All refunds are processed within 30 days of the withdrawal request. Example: If there are 10 lessons in a 4-credit hour ministerial education course and a student completes 1 lesson: 1 divided by 10 = 10% completed. Thus: \$600.00 x .90 = \$540.00 to be refunded.

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

## Centers for Spiritual Living Leadership Council

Rev. Dr. Kenn Gordon

Spiritual Leader, Centers for Spiritual Living

Rev. Sharon Hudson

Field Leader

Steve Burton

Executive Director

Tracy Brown, RScP

Practitioner Member, Chair

Rev. Michelle Wadleigh

Practitioner Member, Vice-Chair

Rev. Sunshine Daye

Minister Member, Secretary

Carol Shields

Laity Member, Treasurer

Detra Johnson, RScP

Practitioner Member

Layne Taylor

Laity Member

Mary Love

Laity Member

Dr. Joni Samples, RScP

Practitioner Member

Rev. Steph St. Amand

Minister Member

Rev. Laura Shackelford

Minister Member, Recording Secretary

## Tracking Form

Area	No.	Title	Units	Completed Date	Grade
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		
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		
PHI	401	Contemporary Application of Science of Mind	4		
PHI	402	The Teachings of Ernest Holmes	4		
PSY	402	Ethics and the Ministry	4		
PSY	403	Pastoral Care	4		
PSY	404	Minister as Counselor	4		
PSY	406	Diversity and Ministry	4		
REL	404	Historical Foundations of New Thought	4		
REL	406	Metaphysical Bible	4		