



Certificate in Ministerial Education  
2021-22



“Bridge in the forest” CC0 Public Domain

“Insect Isolated Butterflies Blue” CC0 Public Domain



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 Dean/Primary Teacher 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 Deans/Primary Teachers.

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,

Dr. Kathy Hearn  
Manager  
School of Spiritual Leadership

## Contents

Mission, Goals and Objectives.....	1
Administration Contact Information .....	2
Campus and Primary Teacher Models of Instruction .....	3
Campus Locations.....	3
Denver .....	3
Florida.....	3
Los Angeles.....	4
Napa Valley.....	4
San Diego.....	4
Primary Teacher Center Locations .....	4
Edmonton .....	4
Kelowna .....	4
The Practicum Program .....	5
Retreats .....	5
Capstone Exams.....	5
Admissions.....	6
Requirements .....	6
How to Apply .....	6
Quarterly Application Deadlines .....	7
After Admissions Requirements.....	8
Graduation Requirements.....	9
Senior Status and Requirements for Program Completion.....	9
Sample Tuition and Expenses.....	10
Other Fees and Expenses .....	10
Estimated Expenses over a Three-Year Program .....	10
Academic Calendar .....	11
Fall 2021 .....	11
Winter 2022.....	11
Spring 2022.....	11
Summer 2022 .....	11
Course Schedule .....	11
Course of Study .....	12

---

Education.....	12
Leadership .....	12
Philosophy .....	13
Psychology.....	13
Religion.....	14
Policies.....	15
Course Monitoring.....	15
Transfer Credits and Course Waivers.....	15
Course Change Fee .....	15
Student Grievances .....	15
Registration and Class Attendance.....	16
Class Continuity and Leaves of Absence.....	16
Inclusiveness and Nondiscrimination.....	16
Withdrawal .....	16
Re-admission .....	17
Code of Conduct .....	17
Course Conduct and Etiquette .....	17
Non-Academic Dismissal .....	17
Academic Integrity.....	17
Academic Term Evaluations .....	18
Student Privacy Policies (FERPA).....	18
Satisfactory Academic Progress .....	18
Academic Dismissal .....	19
Grading.....	19
Incomplete (course extension policy) .....	20
Written Assignment Grading Scale.....	20
Transcripts .....	21
Academic Freedom.....	21
Course Cancellations .....	21
Retreats .....	21
FAQs.....	22
Library Resources .....	23
Tuition Refund Policy for Withdrawals.....	25

The SSL Student Lounge ..... 26

Tracking Form ..... 27

## Mission, Goals and Objectives

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

**Goal:** Our goal is to provide quality instruction to future ministers so that they may fulfill the Mission. Through the courses that comprise this ministerial education program, students engage in the process of ministerial formation. They study, learn and embody the consciousness, principles and practices that are essential to being a minister and having a successful ministry, and to gaining effectiveness in the daily processes of leadership, education, business administration, and community care. The teachings of Ernest Holmes and the principles of Science of Mind form the firm foundation upon which this transformative experience takes place. Our intention is to guide students to embody and be centered in spiritual truth, to open and live from the heart of a minister, to love and serve the people who come to them, and to establish and grow their ministries through sound interpersonal and business practices.

**Learning Outcomes:** Upon completing the program, students are prepared and able to:

- examine and apply the philosophy of Science of Mind to contemporary spiritual life.
- evaluate, adapt and apply fundamental theories and contemporary and evolving practices in the fields of Education, Leadership, Philosophy, Psychology and Religion to facilitate spiritual development in self and others.
- teach and demonstrate spiritual development by knowing and applying the values and skills of spiritual leadership, including
  - practicing effective business administration and community organization.
  - facilitating, formulating and teaching personal and community vision-building practices.
  - fostering congruence of vision, values and conduct through teaching and practicing the values that flow from vision.
  - engaging in the practices of spiritual guidance.
  - applying and adapting knowledge of world cultural and spiritual traditions in order to bring a global spiritual perspective to the challenges and opportunities of contemporary individual and community spiritual life.
- demonstrate balanced leadership in communicating spiritual practice as a platform for engagement in the current needs and issues of our communities and our world.

## 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)

Dr. Kathy Hearn  
Manager, School of Spiritual Leadership  
Phone: 858-245-3077  
Email: [kathy@kathyhearn.com](mailto:kathy@kathyhearn.com)

Dar Herfurt  
Administrative Registrar  
Phone: 720-279-8992  
Fax: 303-526-0913  
Email: [registrar@csl.org](mailto:registrar@csl.org)

Ted Penberthy, MA  
Educational Technologies Coordinator  
Phone: 720-279-1647  
Email: [tpenberthy@holmesinstitute.edu](mailto:tpenberthy@holmesinstitute.edu)

Kristy Johnson, MLS and Elizabeth Hoskins, Ed.S.  
Librarian Services  
Email: [librarian@holmesinstitute.edu](mailto:librarian@holmesinstitute.edu)

Website: [csl.org](http://csl.org)

## Campus and Primary Teacher Models of Instruction

The Certificate in Ministerial Education program provides students with courses taught by Centers for Spiritual Living ministers with experience and expertise in the course subject. Courses are planned and administered through either a Campus model or a Primary Teacher model.

The Campus model welcomes and admits students into training in all four quarters of each year. In this model of instruction, ministers of varied experience teach the 19 required courses in a “university” format. Students generally complete their training within two to four years.

The Primary Teacher model welcomes and admits students into training at the beginning of a training cycle. The students form a cohort in which they study and learn together during approximately three years of training. In this model of instruction, a Primary Teacher does the majority of instruction of the 19 required courses.

Registration for both models is done online, and all scheduling and syllabus distribution is done through the Campus Registrar or Primary Teacher Registrar. Any questions regarding the courses or other requirements of the Certificate in Ministerial Education Program are to be directed to the Campus Registrar or Primary Teacher Registrar.

Certificate in Ministerial Education students must complete 72 quarter credit hours of course work. Of the 19 required courses in the program, 17 are four-unit/20-hour courses, and two are two-unit/10-hour courses. Each course includes classroom work that combines lecture, discussion, student dialogues, reports, presentations and problem-solving activities.

Campus and Primary Teacher sites offer different course schedules in order to meet the needs of the students. Zoom video conferencing is widely used.

### Campus Locations

#### Denver

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

Director/Dean: Rev. Dr. Michelle Medrano [mmedrano@milehichurch.org](mailto:mmedrano@milehichurch.org)  
Campus Registrar: Jennifer Severance, RScP [jseverance@milehichurch.org](mailto:jseverance@milehichurch.org)

#### Florida

Orlando Center for Spiritual Living  
135 Kristen Court # 707  
Palm Harbor, Florida 34684  
813-956-3870

Director: Rev. Dr. Peggy Hostetler  
Dean: Rev. Kathryn Knox [kknox.sslflorida@gmail.com](mailto:kknox.sslflorida@gmail.com)  
Campus 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, DD  
Dean: Rev. Katherine McKinney [kmckinney@redondocsl.org](mailto:kmckinney@redondocsl.org)

### Napa Valley

Napa Valley Center for Spiritual Living  
1237 Coombs Street  
Napa, CA 94559  
707-252 4847

Director/Dean: Rev. Jay Lang [revjay@nvcsl.com](mailto:revjay@nvcsl.com)  
Campus Registrar: Michelle Lang, RScP [michelle@nvcsl.com](mailto:michelle@nvcsl.com)

### 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  
Dean: Rev. Dr. Kathy Hearn [kathy@kathyhearn.com](mailto:kathy@kathyhearn.com)  
Campus Registrar: Kathy Phelan [holmesinstitute@seasidecenter.org](mailto:holmesinstitute@seasidecenter.org)

### Primary Teacher Center Locations

#### Edmonton

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

Director/Primary Teacher: Rev. Tim Peterson [csl.metro.rt@shaw.ca](mailto:csl.metro.rt@shaw.ca)  
Primary Teacher Registrar: Rev. Kathryn Cardinal [revkathryncardinal@gmail.com](mailto:revkathryncardinal@gmail.com)

#### Kelowna

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

Director/Primary Teacher: Rev. Dr. Deborah Gordon [revgord@shaw.ca](mailto:revgord@shaw.ca)

## The Practicum Program

The Practicum Program component of ministerial training provides students with hands-on, real time and practical experience in the work of ministry. Each practicum involves approximately 40 hours of work and it addresses and fulfills at least one unique competency (area of focus and skill development.) A list of suggested practicum competencies is provided. The Dean or Primary Teacher oversees and maintains records of each student's Practicum Program. A Minister or other Mentor of the Center where a student is doing a practicum serves as the "Practicum Supervisor." They help each student plan their practicums, come into agreement with the student regarding the work to be done, sign the contract before the student begins the work and evaluates the work when it is completed.

Students must complete a practicum and its paperwork for every quarter that they are enrolled in the School of Spiritual Leadership, minus the 1st quarter. The maximum number of practicums required is 12. This continued student engagement is required every quarter to ensure growth in the practice of ministry.

## Retreats

One (1) retreat is required each year for all students. Retreats will alternate annually between an All-Regions Retreat and a Campus/Primary Teacher Retreat. Regional Deans and Primary Teachers may schedule additional non-required retreats at their discretion. Beginning in 2021, All-Regions Retreats will be held in the Spring Quarter.

Students who were in ministerial training under the 2017-18 provision of one All Campus Retreat required while they are taking classes will not be required to attend more than one All-Regions Retreat. Please consult with your Dean/Primary Teacher if this applies to you.

## Capstone Exams

In order to become a licensed CSL minister, each student must take and pass five (5) proctored comprehensive Ministerial Education Capstone Exams and five (5) proctored comprehensive Distance Education Capstone Exams, both set of exams covering the major areas of study. Capstone exams are offered twice each year in the Spring and Fall quarters. Students are assessed a Capstone Exam fee of \$75 for the Ministerial Education Capstone Exams and \$75 for the Distance Education Exams, for a total of \$150. The exam fees are paid through the registration system prior to taking the Capstone Exams. Ministerial Education Capstone Exams and Distance Education Capstone Exams may be taken in different quarters. Capstone exams may be taken only after all coursework and requirements have been successfully completed.

These Capstone Exams are graded by licensed Centers for Spiritual Living ministers who have accredited Master's Degrees. All answers to these exams must meet the equivalent of a passing grade of A or B for satisfactory completion.

Students must provide 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 Certificate in Ministerial Education program at a Regional Campus at the beginning of any term. For Primary Teacher Centers, students enter the Certificate in Ministerial Education when the course series begins, as determined by the Primary Teacher.

## Requirements

The School of Spiritual Leadership Certificate in Ministerial Education Program is open to Licensed Practitioners of Centers for Spiritual Living who have a High School Diploma or its equivalent. Licensed Practitioners bring to the School of Spiritual Leadership a foundation of spiritual consciousness and knowledge that we believe is essential to a career in a Centers for Spiritual Living ministry. Each of our successful applicants must also have been an active member of a Centers for Spiritual Living Center for the previous two years, filling leadership roles as an engaged participant in the community.

All requirements of the admissions process are noted on the application. The requirements include:

- a valid and current Practitioner License maintained throughout ministerial training.
- a letter from your Senior Minister recommending your participation in this program (a total of three recommendations are required for your distance education and ministerial education applications)
- a clean background check.
- an autobiography (see below).
- a letter from the Regional Dean or Primary Teacher accepting you into ministerial training.

## How to Apply

This information concerns the Certificate in Ministerial Education program for regional Campus or Primary Teacher Center ministerial training courses.

**Please note:** To become a licensed CSL minister, **you also must apply for one of the Distance Education programs.** For students with a Bachelor's degree, your choices of programs are the Master's in Consciousness Studies (18 courses) or the Certificate in Spiritual Education (10 courses) offered through the Holmes Institute®. For students with a High School Diploma or its equivalent, your choices of programs are the Certificate in Consciousness Studies (18 courses) or the Certificate in Spiritual Studies (10 courses) offered through the School of Spiritual Leadership. Consult your Dean/Primary Teacher or the Campus/Primary Teacher Registrar for information and support.

To begin, contact the Dean/Primary Teacher of the location through which you would like to do your ministerial training in order to discuss your interest in ministerial training and to receive information and support regarding your Distance Education program choice. For a listing, see [Campus and Primary Teacher Centers](#). You may also contact the Administrative Registrar to discuss your program, review the admission process and request your application materials.

When you receive your application materials:

1. Complete the entire Application packet, providing all requested items, including:
  - a photocopy of your current Practitioner License
  - a letter from your Senior Minister recommending your participation in this program
  - an autobiography\* including the:
    - a. name of the Center where you are a current member, and the names of previous Centers you have attended.
    - b. Center activities and programs in which you have participated.
    - c. information about your decision to become a Centers for Spiritual Living minister.
    - d. description of how Science of Mind principles are demonstrated in your life.

\* You will also have autobiography requirements for your Distance Education program application.

2. Complete the background check process. Students must successfully complete a full background and credit check. The base price is approximately \$110 and will vary by government, state and county fees. See the application for details.
3. Complete the Enrollment Agreement and sign it.
4. Prior to the application deadline, email all required information and documentation to the Administrative Registrar of the School of Spiritual Leadership at [registrar@csl.org](mailto:registrar@csl.org).

The Regional Dean or Primary Teacher may request additional documentation. Barring other arrangements, all application materials should be received by the Administrative Registrar at least three weeks before the appointment with the Dean or Primary Teacher (see next step). No one is admitted to the ministerial education program before completing the entire application process.

5. Schedule an appointment with your Dean or Primary Teacher to review your application and program.

The Dean or Primary Teacher and School of Spiritual Leadership Manager make the final decision of admission approval. This approval and is subject to completion of all application requirements.

Please Note: 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.

### Quarterly Application Deadlines

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

### After Admissions Requirements

Students may complete this academic program in as few as two years and as many as six years. Students enroll for one term at a time, and they pay tuition for one term at a time. If the student will enter ministerial training at a Campus location, they may apply to enter the School of Spiritual Leadership during any of the four terms per year. If the student will enter ministerial training at a Primary Teacher Center, they may apply to enter the School of Spiritual Leadership when the Primary Teacher Center opens admissions (generally every three years).

To remain in good standing, a student must take at least one course in at least three of the four terms in an academic year while attending the School of Spiritual Leadership. If a student desires or finds it necessary to take a second quarter off in a given academic year, the student must discuss the situation with his or her Dean/Primary Teacher, and the request must be approved by the Dean/Primary Teacher after discussion. If more time off from classes is requested, the student may seek permission for a formal leave of absence from his or her Dean/Primary Teacher. Such formal leave of absence must be agreed upon in advance, and may be taken for a period not longer than one year.

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).

### Senior Status and Requirements for Program Completion

Each student will submit to the Administrative Registrar a Notification of Program Completion form one year in advance of their anticipated completion date. "Completion" means all courses are completed and Capstone Exams are taken and passed. Therefore, if a student anticipates taking Capstone Exams in Fall of 2024, they should file a Notification of Program Completion no later than Fall of 2023. If the Capstones will be taken in Spring of 2023, the Notification of Program Completion should be filed no later than Spring of 2022.

A student may choose to complete the requirements in effect (i) during the year they were accepted into the School of Spiritual Leadership, or (ii) during the year they complete their program. (Note: there may be no difference between the two, but if course requirements have changed, the student may choose between the two sets of requirements.)

## Sample Tuition and Expenses

Background check* (approx. base cost)	\$110
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 (Retreats alternate annually between a local Campus/Primary Teacher Center Retreat and All-Regions Retreat)
- Graduation fee of \$200

## Estimated Expenses over a Three-Year Program

Background check* (approx. base cost)	\$110
<b>First Year</b>	
6 four-credit regional courses	3,600
1 retreat	600
	<u>600</u>
	\$4,310
<b>Second Year</b>	
6 four-credit regional courses	\$3,600
1 retreat	600
	<u>600</u>
	\$4,200
<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	75
	<u>75</u>
	\$4,475

**Estimated program total: \$12,985**

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.

## Academic Calendar

### Fall 2021

Application Deadline: July 1, 2021

Registration: August 4 at 9:00 am to August 25, 2021 at 5:00 pm Mountain

New Student Call: August 2, 2021 at 5:00 pm Mountain

Term: September 13 to December 6, 2021

Capstone Exams: September 27 to November 8, 2021

### Winter 2022

Application Deadline: October 1, 2021

Registration: November 3 at 9:00 am to November 24, 2021 at 5:00 pm Mountain

New Student Call: November 1, 2021 at 5:00 pm Mountain

Term: January 3 to March 14, 2022

Capstone Retakes: three days, scheduled as needed

### Spring 2022

Application Deadline: January 1, 2022

Registration: February 23 at 9:00 am to March 16, 2022 at 5:00 pm Mountain

New Student Call: February 21, 2022 at 5:00 pm Mountain

Term: March 28 to June 6, 2022

Capstone Exams: April 4 to May 23, 2021<sup>2</sup>(seven weeks)

### Summer 2022

Application Deadline: April 1, 2022

Registration: May 11 at 9:00 am to June 1, 2022 at 5:00 pm Mountain

New Student Call: May 9, 2022 at 5:00 pm Mountain

Term: June 20 to August 29, 2022

Capstone Retakes: three days, scheduled as needed

## Course Schedule

Contact the Dean/Primary Teacher or Registrar of the Campus or Primary Teacher Center you will be attending for the Course Schedule and Instructors.

## 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 music moments and 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 course examines the process of preparing and delivering talks with focus on necessary skills and components. The course is experiential and gives the student the opportunity to practice and improve speaking skills.
- EDU 408 Minister as Speaker II** **4 units**  
The course deepens the experience of preparing and delivering talks with focus on adapting talks to different audiences, using stories, and demonstrating confidence, conviction and inspiration. The course is experiential and gives 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. It also 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 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/Centre, 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

### Course Monitoring

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

### Transfer Credits and Course Waivers

Consideration for a Transfer Credit or Course Waiver for School of Spiritual Leadership ministerial courses is based on previous education in the course subject or significant professional experience in the subject matter of the course.

Courses must have been taken within the seven-year period preceding the date of submission (except in rare and truly exceptional circumstances) and the credit transfer request must be submitted within one year of beginning courses. Students must provide a transcript from an accredited university, course syllabus and, if possible, any course work that was submitted to the original faculty. Each course being considered must meet or exceed the course objectives for the requested School of Spiritual Leadership Ministerial Education course.

Professional experience such as leadership, work and teaching experience in a CSL-affiliated member community or other spiritual organization must have taken place within the past 5 years from the date of submission and must meet or exceed the course objectives as described in the **Course Description and Objectives** for the specific course. The Course Waiver request must be submitted within one year of beginning courses. Student must provide a CV and detailed justification for the Course Waiver based on professional experience.

School of Spiritual Leadership students may request Transfer Credits or Course Waivers as follows:

Certificate in Ministerial Education – maximum of 8 credits (up to two School of Spiritual Leadership courses)

Students must contact their Dean/Primary Teacher or the Manager of the School of Spiritual Leadership to request a **Transfer Credit/Course Waiver Form** and the **Course Description and Objectives** for the course(s) in question, and submit it with all supporting documentation. An **evaluation fee of \$100 is required for each course submitted** and must be included with the Transfer Credit/Course Waiver Form. **In addition, there will be a \$50 transfer fee for each 2-unit course approved for transfer credit or course waiver, and a \$100 transfer fee for each 4-unit course approved for transfer credit or course waiver.** The fees are paid to the Campus or Primary Teacher Center.

### 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. Once the term has started no changes or late registrations are allowed for the Distance Education courses. Contact the Administrative Registrar if you have questions.

### Student Grievances

If any student has a complaint or grievance of any kind such as grades, schedule, perceived unfairness, etc., he or she is expected to go directly to the person involved. If the situation is not resolved at the level of the instructor and student, the student is expected to go to the Dean/Primary Teacher. If resolution is still needed, the student should contact the Manager of the School of Spiritual Leadership to explore the situation and gain resolution. The Manager will respond to the student within 10 business days. Students may feel free to contact the Spiritual Leader of the School of Spiritual Leadership's parent organization, Centers for Spiritual Living. Students are all Licensed Practitioners of Centers for Spiritual Living and are aware of the structure of the

organization and how to contact all members in any leadership capacity. Utah students may find the link to file a grievance at <https://rules.utah.gov/publicat/code/r152/r152-34a.htm#T4>.

### Registration and Class Attendance

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 within one year from date of admission must re-apply to the School of Spiritual Leadership and meet the new admission and program requirements in effect.

### Class Continuity and Leaves of Absence

Once students have been admitted and begin registering and attending classes, they must take at least one class in at least three of the four quarters each academic year, except as provided below. Students may take one quarter off, without class registration, per year, by notifying his or her Dean/Primary Teacher. If a student desires or finds it necessary to take a second quarter off in a given academic year, the student must discuss the situation with the Dean/Primary Teacher and the request must be approved by the Dean/Primary Teacher after discussion. If more time off from classes is requested, the student may seek permission for a formal leave of absence from his or her Dean/Primary Teacher. If approved, the Administrative Registrar and the Executive Committee are informed. Such formal leave of absence must be agreed upon in advance, and may be taken for a period not longer than one year, beginning with the first day of the first quarter the student takes off. For example, if a student takes off Spring quarter 2022, then Summer quarter 2022, and then asks for a formal leave of absence, the one-year limitation on length of leave of absence begins with Spring quarter 2022.

### Inclusiveness and Nondiscrimination

The School of Spiritual Leadership practices inclusiveness among students, faculty, staff and administrators. The School does not tolerate discrimination on the basis of race, color, national origin, sex, age, disability, creed, religion, sexual orientation or veteran status in admission, access to, or treatment in, its educational programs and activities. The School provides equal opportunity to all students. All students shall have the same fundamental rights to equal respect, due process, and fairness in academic assessments, which are based solely on factors demonstrably related to performance as, and expectations of, students. All students share equally the obligations to exercise basic standards of fairness, equity, and inquiry that should always guide education. Sexual discrimination will not be tolerated and all such situations should be reported promptly to the School of Spiritual Leadership Manager, Dr. Kathy Hearn at [kathy@kathyhearn.com](mailto:kathy@kathyhearn.com).

The School of Spiritual Leadership provides reasonable accommodations for disabilities diagnosed by a qualified professional. Contact the ADA Compliance Coordinator with the email [ada@holmesinstitute.edu](mailto:ada@holmesinstitute.edu).

### Withdrawal

A student may withdraw from courses or the program at any time and in any manner. It is the student's personal responsibility to notify promptly the Dean/Primary Teacher and the Administrative Registrar of his or her decision to withdraw from a course or from the program.

## Re-admission

Students who must reapply for formal admission are:

- students who have not met their admission requirements one year from the date of submitting an application.
- students who have not met their admission requirements one year from the date of admission.
- students whose leave of absence exceeds one year.

Students who must reapply do so under the new admission and graduation requirements in effect at that time. Only students who return from a leave of absence in less than one year are exempt from reapplying. Prior coursework may be invalid under the new graduation requirements at the time of re-admission. Coursework from a previous admission period is valid for a period of seven years.

## 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.

## 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 for each course. Each assessment or group activity is designed to enhance the learning process and all students are expected to fully participate. Course instructors 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. The only exception(s) may be made when using a student's name and email address in course directories, chat rooms, and the like.

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 Dean or Primary Teacher are informed by e-mail of the grade. If a student receives a grade lower than a 3.0 in a class, the Administrative 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 Dean or Primary Teacher. The Dean or Primary Teacher counsels the student and informs them that they are on academic probation.

The Dean or Primary Teacher 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 Dean or Primary Teacher while on probation at least three times during the probation period to discuss options for improving their academic standing. The Dean or Primary Teacher provides assistance, and may include the following topics:

- Using the Grade Point Average Calculation tool in the Student Lounge under Section V.
- Taking a leave of absence
- Acquainting 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 Dean or Primary Teacher 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, unless other arrangements are made with the instructor. If not cleared, the grade will automatically become an "F", 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.

### 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.

### Retreats

One (1) retreat is required each year for all students. Retreats will alternate annually between an All-Regions Retreat and a Campus/Primary Teacher Retreat. Regional Deans and Primary Teachers may schedule additional non-required retreats at their discretion. Beginning in 2021, All-Regions Retreats will be held in the Spring Quarter.

Students who were in ministerial training under the 2017-18 provision of one All Campus Retreat required while they are taking classes will not be required to attend more than one All-Regions Retreat. Please consult with your Dean/Primary Teacher if this applies to you.

## 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. You may 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 a grade is not submitted by the instructor by the end of the following term (unless other arrangements are made with the instructor for exceptional circumstances), 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?**

Please contact the Manager of the School of Spiritual Leadership, who is always happy to discuss such matters with students.

Rev. Dr. Kathy Hearn  
Phone (858) 245 3077  
Email: [kathy@kathyhearn.com](mailto:kathy@kathyhearn.com)

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

Dar Herfurt  
Administrative Registrar  
Phone: 720-279-8992  
Fax: 303-526-0913  
Email: [registrar@csl.org](mailto:registrar@csl.org)

## Library Resources

You may contact the librarian at [librarian@holmesinstitute.edu](mailto:librarian@holmesinstitute.edu).

### 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 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 artifacts are preserved.

Archived items include 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 Archives 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.

The website is an invaluable resource for students, researchers, historians and spiritual seekers around the world. It contains hundreds of published and unpublished writings of Dr. Ernest Holmes and key leaders of the New Thought Movement. It offers books, pamphlets and magazines as well as collections of other New Thought writings. Audio recordings of master teachers of our movement as well as videos of Wise Sages are also available.

The Archives is dedicated to presenting a complete library of Science of Mind in digital, searchable format. Check back frequently to see what is new at the Archives!

<http://scienceofmindarchives.com/>

## Tuition Refund Policy for Withdrawals

Students may withdraw from the program at any time and in any manner. If a student cancels within five days of signing the enrollment agreement, he/she receives a refund of all tuition. The application and enrollment fees are nonrefundable.

To withdraw from a Distance Education course, the student is to fill out and return to the Administrative Registrar a Withdrawal Request form, available in the Moodle Student Lounge. If a student decides to withdraw from a course within the first five business days after the close of the applicable registration period, the student will receive a full refund of tuition for that course. After the five business days, but before the end of the academic term, the tuition refund will be calculated as follows:

Percentage of Course Elapsed	Percentage of Course Tuition Returned to the Student*	Percentage of Course Tuition Retained by the Institution
<b>Up to 10%</b>	90%	10%
<b>10%-30%</b>	75%	25%
<b>30%-50%</b>	50%	50%
<b>50%-100%</b>	0%	100%

\*The one-time program application fee (\$75) and program enrollment fee (\$200) are non-refundable.

All refunds for distance education courses are processed within 30 days of the withdrawal request. Example: If there are 10 lessons in a 3-credit hour distance education course and a student completes 1 lesson: 1 divided by 10 = 10% completed. Thus: \$525.00 x .90 = \$472.50 to be refunded.

Refunds for Campus/Primary Teacher Ministerial Education courses are processed by the Campus/Primary Teacher Center Registrar. Students contact the Registrar directly. The process above is used to determine the percentage of the course tuition to be refunded.

For information about refunds for video conferencing or retreat fees, students contact their Campus/Primary Teacher Center Registrar.

Under certain circumstances, the entire amount of the tuition may be refundable.

For distance education courses, the reason(s) for withdrawal are supplied on the Withdrawal Request and a decision made by the student's advisor and the Manager of Holmes Institute.

For ministerial education courses, the reason(s) for withdrawal are discussed with the Campus Dean/Primary Teacher and a decision made by the Dean/Primary Teacher and the Manager of the School of Spiritual Leadership.

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

## The SSL Student Lounge

Students are assigned a unique username and password to access Moodle. The SSL Student Lounge contains information, materials and documents specifically for ministerial students.

To access the SSL Student Lounge, go to [www.holmesregistration.org](http://www.holmesregistration.org). Search “SSL Student Lounge” in the upper right corner

- Section I – Books, News Forums
- Section II – Contact information
- Section III – Academic Calendars and Current Catalogs for Ministerial Training
- Section IV - Tracking Forms
- Section V – Technology and Orientation for Distance Courses
- Section VI – Tips for Writing Excellent Papers, Grading Policies, Tax Information
- Section VII – Business Documents
- Section VIII - Library Resources
- Section IX - Sample Course Syllabi for Planning Purposes
- Section X – Notification of Program Completion Forms (do 1 year before you complete your courses)
- Section XI – Capstone Exam Information and Instructions
- Section XII - New Minister Documentation and Immersion/Licensing Panels Information

## 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		