

# Holmes Institute

***School of Consciousness  
Studies***

***Catalog, Policies and  
Procedures***

***August 2008 - July 2009***

## HOLMES INSTITUTE MISSION and OBJECTIVES

Our Mission: To prepare spiritual leaders for service in the global community.

The program and course goals to be accomplished in fulfilling the mission statement flow from the statement itself. In accordance with the mission statement, this unique program dedicated to educating Licensed Ministers for United Centers for Spiritual Living seeks to assist students to accomplish the following overarching goals.

The student successfully demonstrates academic and performance in the following areas:

Education, Leadership, Philosophy, Science & Spirituality, Psychology and Religion

The student is able to apply what he or she learns in the program to his or her ministry

The student will be able to approach everyday human problems from the perspective of the wisdom traditions and be better able to devise creative written solutions to problems consistent with universal wisdom principles

The student is able to demonstrate his or her ability to synthesize his or her academic coursework in both the Distance Education and Resident Program by completing his or her Internships in a professional manner

The objectives fully support the goals of Holmes Institute. They are:

- Foster consciousness development
- Inspire spiritual leadership
- Nurture self-reliance
- Teach global responsibility
- Provide a quality distance education program

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## Master of Consciousness Studies Degree Program

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

All this academic information impacts significantly the program necessary to become a minister. Additionally, a minister is also the manager in a spiritual organization. This means that there must be a background in financial management, leadership styles and concepts, administration, organization and ecclesiastical craftsmanship.

How are we to accomplish all this in just three to five years? There are three main divisions of the program to address this issue: distance education, regional education and internships.

### THE BASICS

**DISTANCE EDUCATION** The distance education program, that includes more than half of the units necessary for graduation, supplies the academic background. The program is administered by the Administrative Registrar, Maureen Thurston, at Home Office in Golden, Colorado, for all the regions. Although registration is done through the online registration program, the Administrative Registrar is the person who is responsible to send out student tapes, book lists, class requirements, dates and times for telephone conferences, etc. for an distance class. Any questions or concerns are directed to the Administrative Registrar in Home Office.

Distance Education courses are comprised of ten one-hour lectures on video and audiotapes, required textbooks, and two telephone conferences with the professor. These courses require one or two written essays and exams. Generally students take two of these per term. To take more, permission from the Regional Dean is required.

**REGIONAL EDUCATION** The regional education program gives the students the basics and direct application of the theory and principles. This part of the program is the responsibility of the regional office. Registration again is done through the Online registration program but all scheduling, class pre-requisites and syllabus dispersing is done by the Regional Registrar. Any questions regarding regional classwork or internships need to be directed to the Regional Registrar.

Each regional course includes 20 hours of classroom work which use lecture, discussion, student dialogues, reports, presentation and problem-solving activities to prepare the students to serve as ministers or to create a special portfolio ministry.

Each region schedules classes in a different manner to meet the needs of the students. Some schedule week night classes, others schedule weekend classes. And some do experimental scheduling to meet the requests of the students.

Holmes Institute International Headquarters,  
United Centers for Spiritual Living  
573 Park Point Dr.  
Golden, CO 80401  
Main phone number: 720-496-1370  
Fax 303-526-0913  
[www.holmesinstitute.org](http://www.holmesinstitute.org)

President: Rev. Gregory Toole

Holmes Institute Director, Director of Education:  
Rev. Dr. Lynn Connolly,  
Direct phone number: 720-279-8990  
Fax 303-526-0913  
[lconnolly@religiousscience.org](mailto:lconnolly@religiousscience.org)

Administrative Registrar:  
Maureen Thurston, RScP.  
Direct phone number: 720-279-8992  
Fax 303-526-0913  
[mthurston@religiousscience.org](mailto:mthurston@religiousscience.org)

Distance Education Dean:  
Rev. Dr. Christina Tillotson  
Phone: 760-944-9226  
[Christina@enhancing.com](mailto:Christina@enhancing.com)

Academic Dean:  
Rev. Dr. Kim Kaiser  
Phone: 707-546-4543 Ext. 119  
[kkaiser@jps.net](mailto:kkaiser@jps.net)

**REGIONAL CENTER OFFICES**

**Denver Regional Center  
(includes Dallas Satellite and Florida Satellite)**

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

Director: Rev. Roger Teel, D.D.  
Dean: Rev. Lloyd Barrett  
e-mail: lbarrett@milehichurch.org  
Registrar: Edna Donar, RScP.  
e-mail: edonar@milehichurch.org  
Phone: 303-237-8851  
Fax: 303-238-1303

**San Diego Regional Center  
(includes Los Angeles Satellite and Pacific Northwest Satellites)**

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

Director: Rev. Christian Sorensen, D.D.  
Dean: Rev. Katherine Economou, MCS  
e-mail: Revkeconomou@aol.com  
Registrar: Kathy Phelan, RScP  
e-mail: holmesinstitute@seasidecenter.org  
Phone: 760-753-5786 x16  
Fax: 760-753-7647

**Santa Rosa Regional Center**

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

Director: Rev. Edward Viljoen  
Dean: Rev. Dr. Kim Kaiser, e-mail: kkaiser@jps.net  
Registrar: Martha McCabe, RScP, M.A. e-mail: Martha@cslsr.org  
Phone: 707-546-4543 Ext. 118  
Fax: 707-546-4548

Registration takes place for a period of about 10 days four times a year. The distance classes are listed in the Academic Program Guide which is posted on the Holmes registration website ([www.holmesregistration.org](http://www.holmesregistration.org)) and the regional classes are also posted on the Holmes registration website.

A combination of the online registration program and PayPal is used for registration. The directions for enrolling are described below:

1. You will need a credit card to register on-line. Go to the following website:<http://www.holmesregistration.org>
2. There is a login area at the top right hand side of the page. In that space, type you username and password, and then click the Login button. Your username is your first initial and your last name (jdoe for jane doe). Your password will temporarily be "student". You will assign your permanent password—DO NOT LOSE IT OR FORGET IT.
3. In the middle of the page, you will see an area for "My Courses" listed by region or distance with the number of classes available in each region or distance. Click ONLY on your own region or Distance Education Courses."
4. You will then see a list of all of the courses in your region plus internships and a way to pay your student body fee. Click on the blue name of the course or internship in which you wish to register or fee you wish to pay. . You will then see a page that says, "This course requires payment for entry." Simply click on the "send payment" button to pay by credit card. (FYI, your credit card will be processed by PayPal, so you may see some references to PayPal during the payment process. This is just the ultra-secure processor for your credit card. See below if you want to set up a PayPal account.)
5. You will then see a checkout page. You can pay by credit card by clicking the middle section that says, "If you do not already have a PayPal account, click here."  
(If you already have a PayPal account, you can log in at the bottom section of the page. See below to create a FREE PayPal account.)
6. You will then see a billing information page. Simply follow the directions to fill in your information in total security. When you are done, click "continue checkout" at the bottom of the page.
7. When you are done, you will need to repeat the above procedure for each class for which you wish to register.

For answers to questions or assistance contact:

Rev. Dr. Christina Tillotson

Distance Dean, Holmes Institute, United Centers for Spiritual Living  
(760) 944-9226

[christina@enhancing.com](mailto:christina@enhancing.com)

**To attain the M.C.S. Degree students must complete the following requirements:**

	<b>Distance</b>	<b>Regional</b>	<b>Total</b>
Science	15		15
Religion	18	08	26
Psychology	06	06	13
Philosophy	09	02	11
Leadership	03	10	13
Education	03	11	14
5 Electives		04	04
<b>Total Quarter Units</b>	<b>54 (56%)</b>	<b>42 (44%)</b>	<b>96 Units (100%)</b>

**Growth and Enrichment Requirements**

**REQUIRED**

Colloquium	1
Spiritual conference (either Asilomar or Eastern Conference)	1
UCRS Gathering	1
Spiritual ceremony (Ordination or Ministerial Installation)	1
Campus Spiritual retreats	2 per year
Internships, 1 per term	480 hours
Comprehensive Modular Examinations	6 subject areas

**SEE APPENDIX B FOR THE MASTER CURRICULUM PLAN WHICH OUTLINES CLASSES NECESSARY FOR GRADUATION**

**After Admission**

**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 five years to meet all degree requirements for graduation.**

**After one year from the date of admission, those students who do not satisfactorily complete their admission requirements, or do not register for coursework, must reapply to the Institute and meet the admission and program requirements then in effect. Students admitted under a provisional status, not having completed their Practitioner licensure at the time of admission, cannot register for more than two Distance Education courses each quarter, until all Practitioner requirements are met.**

**First Year Requirements:**

1. **Colloquium:** (new students attend before beginning course work in fall)

NOTE: The Colloquium is typically four days held within the last two weeks of August

The purpose of the Colloquium is:

To provide orientation to incoming students.

To give students an opportunity to experience distance and regional faculty.

To create conscious community among those called to ministry in this new class.

To provide an opportunity for retreat, inner growth and enrichment.

2. **Courses:** A full time student must take a minimum of 2 courses per quarter term.
3. **Internships:** One per term, 40 hours each.
4. **Retreats:** 2 per academic year.

**Second through Fifth Year Requirements:**

1. **Courses:** A full time student must take a minimum of 2 courses per quarter term.
2. **Internships:** One per term, up to 12.
3. **Retreats:** 2 per academic year.
4. **Spiritual Conferences:** 2 required (1 Summer conference and one UCRS gathering)
5. **Religious Science Spiritual Ceremony:** 1 required.

**Comprehensive Modular Examination**

Before the Master of Consciousness Studies Degree is conferred, each student must take and pass six proctored modular examinations in Education, Leadership and Administration, Psychology, Religion, Philosophy, Science and Spirituality. Each examination entails a minimum of two hours. Exams are administered during the winter term of the student's academic year of graduation. Make up exams are available. The student should consult with the dean regarding make up exams. A Study Guide for each subject area is given to support students' success.

**PLEASE REFER TO APPENDIX B, MASTER CURRICULUM PLAN FOR THE REQUIREMENTS OF CLASSES FOR GRADUATION**

**What computer skills do I need?**

Having a basic computer literacy and the communication skills to communicate with others on the Internet is required of all entering students. All entering students **MUST HAVE REGULAR ACCESS TO E-MAIL** and have a dedicated e-mail address to fully participate in their program of study. All courses regularly utilize e-mail with the faculty, the Institute and other students throughout the academic year.

**How do I add courses?**

To add a Distance Education class the first week of each quarter, submit a written request to the Administrative Registrar. No courses may be added after the first week of class begins. Changes to Regional Education class schedules are made through the appropriate Regional Center Registrar.

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

Students may withdraw at any time and in any manner. Here are two suggested ways to withdraw from a class:

1. Send a written request for withdrawal to the Home Office for a Distance Class or the Regional Registrar for a regional class. A "W" will be noted on your transcript.
2. 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 class.

Withdrawing from a weekend retreat, Colloquium, or other event requires the Regional Dean's approval.

**What about exams?**

Each distance course has assessment papers and teleconference requirements. Regional courses have mid-term assessments as well as final examinations and/or projects.

**How can I audit a Course?**

Full tuition is required for audited classes.

**What is an Independent Study?**

In exceptional cases and with Dean's approval, directed study can be an alternative to attending a required course. It allows you to study independently on a one-to-one basis with an instructor or mentor. Directed study must meet the criteria of the offered class and be developed by you with the instructor to meet the objectives of the current curriculum. Approval for independent study is granted through the Regional Dean.

**Can I Transfer Regional Centers?**

You may transfer from one Regional Center to another provided all academic coursework and financial obligations are fulfilled. There is no cost to transfer the credits between Regional Centers. A transfer requires:

1. The student to complete a Request to Transfer Form and submit it to the Regional Center for processing.
2. The Regional Dean's signature for approval of the transfer will be forwarded to the Dean of the new Regional Center.

**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 five years to meet all degree requirements for graduation.

**What are the course and time limits for Provisional students?**

Provisional students (those who have not completed their Practitioner licensure at the time of admission) cannot register for more than two Distance Education courses each quarter, until all Practitioner requirements are met. After one year from the date of admission, those students who do not satisfactorily complete their admission requirements, or do not register for coursework at Holmes, must reapply to the Institute and meet the new admission and program requirements then in effect.

<b>Tuition and Expenses</b>	<b>2008-2009</b>
<b>One Time Entrance Expenses</b>	
Application and Personality Inventory Test	\$300.
Orientation Colloquium	500.
Background Check	\$250.
<b>Distance Education Courses</b>	
18 3–unit classes at \$389 each/ includes a \$50 nonrefundable registration fee.	
Teleconference expenses 18 classes x 2 calls x \$5 each	
<b>Regional Education Courses</b>	
18 2-unit classes at \$333 each	
6 1-unit classes at \$172 each	
Student body fee \$40 per year	
Internships 12 at \$150 each	
<b>Other Fees</b>	
Retreats: 2 annually at \$300 to \$400 each	
Regional Graduation Fee \$100.00	
Additional UCRS expenses include:	
** 1 Gathering (registration fee)	\$350.
** 1 Conference (registration fee)	\$350.

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**ESTIMATED EXPENSES OVER A THREE YEAR PROGRAM**

<b>Entrance</b>		\$300.
<b>Colloquium</b>		\$500.
<b>Background Check</b>		\$250.
<b>First Year and Second Year</b>		
Distance	6 classes	\$2,334.
Teleconferencing		50.
Regional	6 two-unit classes	1,998.
	2 one-unit classes	344.
Retreats, 2		600.
Student Body Fee		40.
Internships	4 per year	600.
	<b>Total, per year</b>	<b>\$5,966.</b>
<b>Third Year</b>		
Distance	6 classes	\$2,334.
Teleconferencing		50.
Regional	6 two-unit classes	1,998.
	2 one-unit classes	344.
Retreats, 2		600.
Graduation Fee		100.
Student Body Fee		40.
Internships, 4		600.
	<b>Total</b>	<b>\$6,066.</b>
<b>Estimated Program Total</b>		<b>\$20448.**</b>

\*\* Also 1 Gathering and 1 Conference. For those students using video conferencing there is an initial \$100 set up fee and a \$50 per class for each video class each term. **These are estimated costs which do not include travel and books and are subject to change. Please consult your registrar for your individual program of study.**

Holmes Institute reserves the right to change tuition and fees without prior notice.

**Tuition Refund Policy for Withdrawals**

**Distance Education Class Refunds**

Students may cancel enrollment at any time and in any manner. If 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. If a student decides to withdraw from the course after five business days, but before the end of the academic term, the refund will be calculated as follows:

<u>% of Course Completed</u>	<u>Fee</u>
10%	10% + \$50 registration fee
10-25%	25% + \$50 registration fee
25-50%	50% + \$50 registration fee
over 50%	100%

Video conference fees are refunded at 50%

All refunds are made within 30 days of the request to withdrawal. Example: If there are 10 lessons in a 3 unit distance Education course and the student completes 1 lesson: 1 divided by 10 = 10% completed. Thus: \$389.00 minus non-refundable registration fee of \$50.00 = \$339.00 x .90= \$305.10 to be refunded.

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

**Regional Education Class Refunds**

Refunds for Regional classes follow the same guidelines as those for Distance Education, with the exception that if withdrawal is made prior to the first class, all monies, except the registration fee, will be refunded.

**Student Tuition Recovery Fund**

The Student Tuition Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if you prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment. To be eligible for STRF you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed, if you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary and Vocational Education, 1027-10th Street, Fourth Floor, Sacramento, CA 95814-3517, (916) 445-3427.

# Internships

The goal of the Portfolio-Based Internship Program is to help you gain and demonstrate competence as a spiritual leader who is a generalist and yet prepared for your unique ministerial calling. There are standards of excellence in four areas that you are expected to attain before graduation.

**Requirements:**

1. Fifteen competencies listed below.
2. A minimum of 480 hours. During the first year you will do a minimum of 80 hours internship. The second (up to fifth year) require a minimum of 400 hours.
3. A cost of \$150 per quarter. This is \$150 each for 12 quarters. When this requirement is complete, you may continue internships to fulfill your individual needs/desires. The additional hours will remain at the cost of \$150 per quarter.
4. Internship Contracts and the Internship Mentor are approved, each quarter, by the Regional Dean.
5. Submit Portfolio documentation of the internship experience. This Portfolio includes a Reflection Paper describing your inner and outer experiences as well as the documents created and received during the internship.

**The Portfolio Based Internship Contract**

The Regional Dean or your mentor will meet with you each quarter to determine the terms of the Internship Contract. This contract includes the:

1. Focus area and competency.
2. Level of competency to undertake.
3. Level of development needed as well as the mentor most qualified to support you to be successful.
4. Approximate number of hours predicted to accomplish the aim. The predicted time is the time documented as the internship hours, regardless of how much real time is required to complete the internship successfully. Students are encouraged to enter the Internship Program with a desire to live by the intention, and not the letter of the requirement.

It is necessary to assess your previous experience related to a priority competency. Based on your confidence and experience, you, the Dean, or the mentor will project the amount of time to devote to this internship in order to attain the required competency.

**Levels of Entering and Exiting the Internship**

The entry status, goals, mentor’s training, mentor’s assessment, and the documentation of accomplishment are identified at three levels

Students Entry Status	Students Accomplishment Goal	Type or Nature of Mentoring	Portfolio Demonstration (Examples)
Unfamiliar with what it takes to demonstrate	Level 1: Aware	Job Shadowing Student observes and discusses what mentor is doing. Mentor and student discuss what took place and why.	Inner and Outer Experience paper (3-5 pages) and Portfolio with photographs, interview notes, observation notes, handouts of setting, plans, etc.

## Internships

Needs instruction and guidance to become competent	Level 2: Develop Ability and Confidence	Training  Mentor and student identify standard of excellence: assess student's strengths and needs. Mentor provides instruction. Student practices ability and receives feedback.	Inner and Outer Experience paper (3-5 pages)  And Portfolio including handout of instructions, audiotapes, videotapes of efforts, etc.
Has much experience and feels competent	Level 3:  Demonstrate Competence	Performs  Mentor and student identify standard of excellence; they establish a time and situation for student to demonstrate ability. Student demonstrates ability while mentor observes. Approval or recommendation is given by mentor.	Inner and Outer Experience paper (3-5 pages)  And Portfolio including evidence of prior experiences such as published material, audiotapes, videotapes, written material, plans, certificates of accomplishment, etc. Anything to support prior experience and competence.

### Flexibility in the Internship Program

The Holmes Institute expects students will use the amount of time necessary to attain the Required Competencies. For example: an experienced teacher may need only five or six internship hours to develop and teach a workshop to demonstrate competence. An inexperienced person may need to first observe and talk about the process with an experienced workshop facilitator (Job Shadowing), then team with someone, practice the skills of workshop planning, room arrangement planning, marketing, and conducting several sessions with more than one group of participants and receive constructive feedback from the participants' evaluations as well as the mentor (Training) before being ready to demonstrate the competence and spiritual consciousness while teaching a workshop (Performance Assessment). This may take more than 40 hours.

### Internship Mentor Instructions and Assessment

The Regional Dean approves the Internship Mentor. The Mentor is responsible to support you in revealing the competence and consciousness already within you. It is expected that the mentor will:

1. Spend time with you and work with the whole person.
2. Discuss outcome expectations with you. The Mentor will help you to know what is expected in performance and attitude.
3. Provide instruction through discussion, demonstration, handouts or recommend relevant references, etc.
4. Provide on-going constructive feedback in oral and written statements throughout the internship period.
5. Complete a written evaluation of your progress or completion approval.

Upon completion, internship reports are to be turned into the Regional Dean for review and approval.

The Spiritual Retreats, Conferences and Ceremonies are designed to deepen the minister-in-training's commitment to a devotional life as well as a sense of unity with members of the United Centers for Spiritual Living community. The intention of each type of event is described briefly below.

### **Spiritual Retreats**

A weekend-long event facilitated by the Regional Deans, or a designate. These Regional Center events are opportunities for students to engage in visioning; discover self as leader of or participant in group rituals, ceremonies and art-as-meditation experiences; and time to create their own silent and devotional experiences in beautiful retreat settings.

### **Spiritual Conferences**

An opportunity for students to engage in the activities of the United Centers for Spiritual Living's annual convention, Eastern, or Western conferences is required. Below are the descriptions of each option:

#### **The Gathering**

During the annual gathering, a special mini-convocation for ministerial students is conducted and led by one of the Holmes Institute's ministerial students. Students are encouraged to attend this event as well as the business meetings, the workshops and the formal and informal social events with the many ministers and lay members of our spiritual community.

#### **Conferences**

This requirement is for students to attend the Eastern or Western summer conferences. These week-long events provide opportunity for students to participate in daily worship ceremonies, workshops, inspirational talks, and afford opportunities to commune with members of our human family as well as with nature.

#### **Spiritual Ceremonies**

Students are required to discover the joy, celebration and sense of community which exist when the United Centers for Spiritual Living ministers don their professional regalia and declare their commitments during ordinations of Ministers and/or installations of Ministers in churches.

**Attendance**

Students are required to participate in the scheduled colloquium, retreats and internship experiences throughout their program of study. It is especially important for students to participate in Regional Center events to facilitate bonding and receive support from their fellow students and Regional Center personnel. Students are expected to attend 100% of the regional class sessions.

**Class Cancellations**

The Institute reserves the right to cancel classes if student enrollment is insufficient.

**Taping Classes**

Permission must be obtained from instructors before taping. When permitted, the taping procedure must not be disruptive to the class.

**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 Institute faculty and staff is expected. If a satisfactory solution cannot be reached, students may then contact the Regional Dean. If a satisfactory solution is not reached at this level, the student may appeal in writing to the Director of Education at the Holmes Institute Core for final consideration.

**Non-Discrimination**

The Institute does not wish to exclude anyone who has the intellectual ability, the psychological balance and the spiritual motivation to study for the ministry in Religious Science. Aptitude, integrity, physical stamina, and psychological balance are some of the most basic requirements for admission and continued study. Every prospective student will be evaluated in light of his or her education, motivation and spiritual aspirations. There is no discrimination due to age, sexual orientation, race, religion, nationality or physical handicap, and reasonable efforts will be made to support those with special needs. Sexual discrimination will not be tolerated and all such situations should be reported promptly to the director.

**Leave of Absence**

A request for a leave of absence from studies may be obtained for up to one year. All requests must be made in writing to the Regional Dean and state the reason for the leave and period 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 unless written permission was obtained from the Regional Dean prior to the leave. It is the student's personal responsibility to notify the Regional Center promptly of his or her intentions.

**Institute Liability**

Holmes Institute assumes no responsibility for personal property and possessions brought to a Regional Center or Institute function.

**Withdrawing From the Institute**

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

**Re-admission to the Institute**

Students who must reapply for formal admission to the Institute are: (1) students whose formal studies are interrupted for one or more terms; (2) students who have not met their admission requirements one year from the date of admission; or (3) students who were admitted to the Institute but did not register for any coursework within one year from the date of admission. Students who must reapply to the Institute, 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 one or more terms are exempt from reapplying to the Institute. Coursework from a previous admission period is valid for a period of five years following the successful completion date of the course.

**Academic Integrity**

Continuance in the Institute is predicated on acknowledgment of and compliance with the spirit as well as the letter of Institute 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 Institute may result. Note: The use of Internet material without proper footnotes will be viewed as plagiarism.

**Late Penalties**

The faculty in Distance Education can choose to apply a late penalty on all graded coursework if a student's work is received after published due dates. This late penalty applies to all assessment experiences which have not been received by the due date or are postmarked, faxed, e-mailed, or otherwise submitted after a published or announced due date.

**Classroom Attendance**

Regional Education students are expected to attend all sessions for each scheduled class. Students are responsible for notifying their Regional Center if an emergency prevents them from attending a scheduled class. Attendance and grading policies are communicated at the beginning of each class and instructors may consider absences and tardiness in giving course evaluations.

**Instructional Practices**

Because of the emphasis on skill building and competency development, especially in the Regional Education program, some courses may require more instructional hours than others. With the Regional Dean's approval, faculty members may vary the instructional hours of a course because of the number of students enrolled, coupled with the instructional methods utilized, such as lecture and discussion, skill-building exercises, or creative arts experiences, simulations, demonstrations, and student reports. The syllabus for each class or a course outline will define the number of expected hours required of students to successfully complete the course. A minimum of 10 instructor/student contact hours is required for each unit of credit.

**Challenge Exams**

The Holmes Institute does not offer waivers for any class. Under special circumstances however, an incoming student who has special experience or has taken coursework at another university may request to take a challenge exam in their field of specialty. Successful completion of the challenge exam will exempt the student from having to fulfill that class requirement. There is a testing fee for challenge exams and they are given only with the approval of the Regional Dean. Please contact your Regional Center for details.

**Academic Term Evaluations**

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

**COURSES:** Students complete evaluation forms at the end of every resident course. The Regional Dean collects this information to ascertain student satisfaction in the course content and the teaching modalities. Students complete evaluations on SurveyMonkey.com at the end of every Distance Education course to ensure student satisfaction in the course content, faculty and having their goals met.

**Pre-Senior Panel Evaluation**

Upon successful completion of two-thirds of the total coursework, students are evaluated to determine their maturity and readiness for successful passage into senior-level coursework. The evaluation consists of an interview which is a dialogue with the regional dean regarding the quality of the student's academic performance, commitment to the Science of Mind ministry, active demonstration of contributions to the Institute, and support of its philosophy, policies and students. Upon approval by the dean, students will be admitted to register and participate in classes toward program completion. Although credit hours may be completed, students not recommended to proceed will receive guidance on how to address their deficiencies or take other appropriate actions.

**Scholarships** A scholarship may be awarded to deserving students who have successfully completed one year of study. Information and applications are available at the Regional Office the spring prior to the fall award.

**Academic Freedom**

Holmes Institute 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.

**Revisions to Catalog and Student Handbook**

The Institute reserves the right to make any changes in the curriculum, procedures, policies, location, schedule of classes, and tuition. New laws and regulations are reflected in policies in the annual catalog revision and from time to time as Agenda to the Student Handbook.

**Grading Policies**

Students are expected to hold their program of study as their primary commitment, accepting responsibility for all program and course requirements. Students are expected to show pride in the integrity and quality of their academic coursework and successfully demonstrate proficiency in all skill and competency areas. Continuance at the Institute and graduation require students to hold a 3.0 grade point average (or "B") including any directed study and proficiency requirements.

A = 4 points, A- = 3.7 points

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

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

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

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

Satisfactory: maintains a positive attitude throughout the course; demonstrates a satisfactory grasp of the subject matter and/or skill being taught; and passes all examinations and assessment experiences at the level of excellence 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 from the Institute. A grade of "F" requires students to repeat the course.

Incomplete

This grade will be given any time there are excessive absences or incomplete assignments due to an accident, serious illness, death in the family, or some other extreme circumstances. The "I" must be cleared within the quarter following the end of term. If not cleared, the grade will automatically become an "F" and the course must be repeated and full tuition paid. It is the responsibility of the student to contact the instructor and remove an "I" by completing the required work. A letter or another form of official notice must be sent to the L.A. Administration Office or Regional Center Office by the instructor to clear the grade on the student's transcript. No grade change will be issued without written confirmation from the instructor.

NC = No Credit

P = Pass

M= Requirement Met

AU = Audit

CR = Credit

TC = Transfer Credit

Students may repeat classes for grade improvement. The higher grade will remove the lower grade and credit hours from the permanent transcript.

**Standard Reference for written work submitted by students.**

Turabian, Kate L., *A Manual for Writers*, The University of Chicago Press, Sixth Edition 1996,  
ISBN: 0-226-81627-3 (paper)  
0-226-81626-5 (cloth)

**Graduating Seniors**

Upon completion of the senior year of class work, seniors are expected to have completed all six modular exams in the subject areas. Successful completion of these exams and course work will permit the student to participate in a licensing panel conducted by the Department of Growth, Education, and Ministry of the United Centers for Spiritual Living.

**Licensing**

The ministerial licensing procedure is provided by the United Church of Religious Science. Applicants who successfully pass the comprehensive modular examination and all coursework for the Master of Consciousness Studies must then appear before a panel of ordained Ministers for oral examination, to be considered for licensure as a minister in United Centers for Spiritual Living. The Regional Dean recommends students for this testing and paneling at the completion of their senior year.

**Licensing Fees**

Application Fee	\$200.00
Credit Report (Pay to Credit Bureau)	\$10.00
Psychological Evaluation	\$200.00
*Required Retreat before Oral Panel	\$750.00 (approx.)
Criminal Background Check	\$250.00

\*A retreat is conducted for those who will be taking their licensing oral panels. The retreat is an integral part of the licensing process. It is presented by UCRS for every candidate being paneled, and all are expected to attend.

The ministerial licensing process requires approximately six to eight weeks. The fee of \$200 is required in advance, as well as letters of recommendation, up-to-date credit report, and satisfactory completion of all requirements with Holmes Institute. Full instructions are issued well in advance so that all qualified students desiring to participate may arrange their schedules. For further information, please contact the Home Office, United Centers for Spiritual Living, Golden, Colorado.

## Transfer Credits

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

### Keeping Track

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

#### SCIENCE AND SPIRITUALITY 15 units required

Course #	Title	Units	Term	Teacher	Grade
SSP 502	Psi Research	3			
SSP 503	Science and Spirituality	3			
SSP 505	Physics of the Soul	3			
SSP 506	Mind/Body Medicine	3			
SSP 507	The Quantum Doctor	3			

#### EDUCATION - 14 Units Required

Course #	Course Name	Units	Term	Teacher	Grade
<b>Core Course:</b>					
EDU 501	Research Methodology	3			
<b>Each of the following:</b>					
EDU 601	Teach Adults S.O.M.	2			
EDU 602	Jr. Church	2			
EDU 603	Advanced Teaching	2			
EDU 604	Homiletics I	2			
EDU 605	Homiletics II	2			
EDU 606	Music	1			

RELIGION 26 units required

Course #	Course Name	Units	Term	Teacher	Grade
<b>Core Courses:</b>					
REL 501	World Religions	3			
REL 504	Understanding the Bible	3			
<b>Four of the following:</b>					
REL 502	Spiritual Philosophies	3			
REL 503	Kabbalah	3			
REL 505	Upanishads & Gita	3			
REL 506	Buddhism	3			
REL 507	Gnosticism	3			
REL 508	Wisdom of Islam	3			
REL 605	Teachings of Ernest Holmes	3			
<b>All of the following:</b>					
REL 601	Theology	2			
REL 602	Metaphysical Bible I	2			
REL 603	Metaphysical Bible II	2			
REL 604	Historical Foundations	2			

**LEADERSHIP & ADMINISTRATION – 13 Units Required**

Course #	Course Name	Units	Term	Teacher	Grade
<b>One of the following:</b>					
LAD 501	Creativity	3			
LAD 503	Noble Purpose	3			
LAD 504	Teaching and Learning On-Line	3			
LAD 505	Peacemaking	3			

Course #	Course Name	Units	Term	Teacher	Grade
	<b>Each of the following:</b>				
LAD 601	Church Management	2			
LAD 602	Craftsmanship	2			
LAD 603	Spiritual Leadership	2			
LAD 604	First Ministry	2			
LAD 605	Church Financial Management	2			

**PHILOSOPHY – 11 Units required**

Course #	Course Name	Unit	Term	Teacher	Grade
	<b>Each of the following</b>				
PHI 501	New Myth of God	3			
PHI 502	Philosophy	3			
PHI 503	Mind in the Cosmos	3			
	<b>Required:</b>				
PHI 601	Contemporary Applications of S.O.M.	2			

**PSYCHOLOGY – 13 Units required**

	<b>Each of the following:</b>				
Course #	Course Name	Unit	Term	Teacher	Grade
PSY 501	Creative Communication	3			
PSY 502	Spiritual Psychology	3			
	<b>Each of the following:</b>				
PSY 602	Ethics	2			
PSY 603	Pastoral Care	2			
PSY 604	Pastoral Guidance	2			
PSY 605	Diversity	1			

**SPECIAL TOPICS – 4 Units required**

These are 1 unit classes ranging from STC 601 to STC 615 (Special Topics)

Course #	Course Name	Units	Term	Teacher	Grade

**INTERNSHIP RECORD**

Term/year	Topic	Competency	Mentor

## APPENDIX A

### Master Curriculum Plan scope and sequence

This is the scope and sequence of the Masters Program.  
Distance Classes are listed as 500 series classes and

Regional Classes are listed as 600 series classes.  
Academic calendars are issued each year so that you can  
plan your schedule of courses. Most students complete this  
program in three to five years. Students are encouraged to  
take the recommended courses during their freshman year.

All first year students are required to attend the Colloquium  
held at the end of August each year.

To be in good standing, a student must take a minimum of  
Two classes per term while attending the Holmes Institute.

#### Recommended First Year Distance Classes

SSP505	PHYSICS OF THE SOUL
REL501	WORLD RELIGIONS
REL504	UNDERSTANDING THE BIBLE
EDU501	RESEARCH METHODOLOGY
PHI501	NEW MYTH OF GOD
PHI504	MIND IN THE COSMOS

#### Education 14 Units required

Prerequisite Core Course:  
EDU 501 Research Methodology (3)

EDU 601 Teaching Adults Science of Mind (2)  
EDU 602 Junior Church (2)  
EDU 603 Advanced Teaching (2)  
EDU 604 Homiletics I (2)  
EDU 605 Homiletics II (2)  
EDU 606 Music in Ministry (1)

#### Leadership 13 Units required

LAD 601 Church Management (2)  
LAD 602 Craftsmanship (2)  
LAD 603 Art of Spiritual Leadership (2)  
LAD 604 First Ministry (2)  
LAD 605 Church Financial Management (2)

Choose only **one** of the following classes to  
complete the leadership requirements:

LAD 501 Creativity (3)  
LAD 503 Noble Purpose (3)  
LAD 504 Teaching and Learning On-Line (3)  
LAD 505 Peacemaking & Integral Church (3)

#### Philosophy 11 Units required

PHI 501 New Myth of God (3)  
PHI 502 Classical Philosophy (3)  
PHI 504 Mind in the Cosmos (3)  
PHI 601 Contemporary Applications of  
Science of Mind (2)

#### Psychology 13 Units required

PSY 501 Creative Communications (3)  
PSY 502 Spiritual Psychology (3)  
PSY 602 Ethics (2)  
PSY 603 Pastoral Care (2)  
PSY 604 Pastoral Guidance (2)  
PSY 605 Diversity (1)

<b>Religion</b>	<b>Units required</b>	<b>Special Topics: Electives 5 Units required</b>
Two prerequisite Core Courses:		Special Topic classes are offered at the Regional Centers on various topics. You may choose any five to complete this requirement. Below are some of the past topics offered at the discretion of the Regional Dean.
REL 501	World Religions (3)	
REL 504	Understanding the Bible (3)	
REL 601	Theology (2)	
REL 602	Metaphysical Bible I (2)	
REL 603	Metaphysical Bible II (2)	
REL 604	Historical Foundations (2)	
Choose four of the following classes to complete the religion requirement:		
REL 502	Spiritual Philosophies (3)	
REL 503	Kabbalah (3)	
REL 505	Upanishads and Gita (3)	
REL 506	Buddhism (3)	
REL 507	Gnosticism (3)	
REL 508	Wisdom of Islam (3)	
REL 605	Teachings of Ernest Holmes (3)	
		STC 601 Conflict Resolution (1)
		STC 603 Sacred Arts (1)
		STC 604 Social Issues (1)
		STC 605 Death (1)
		STC 606 Women in Religion (1)
		STC 607 Storytelling (1)
		STC 607 Storytelling (1)
		STC 608 Kindness (1)
		STC 609 Fundraising (1)
		STC 610 Starting a New Church (1)
		STC 611 Interpersonal Relations (1)
		STC 612 Rituals (1)
		STC 613 Meditations (1)
		STC 614 Improvisation (1)
		STC 615 Balance & Vitality (1)
		STC 616 Special Topics (1)

**Science and Spirituality 15 Units required**

Prerequisite Core Course:

SSP 503	Science & Spirituality (3)
SSP 502	Psi Research (3)
SSP 505	Physics of the Soul (3)
SSP 506	Mind/Body Medicine (3)
SSP 507	The Quantum Doctor (3)

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**Academic Program Summary**

To attain the M.C.S. Degree students must complete the following requirements:

Distance	Regional	Total	Growth and Enrichment Requirements		
Education	03	11	14	Colloquium	1
Leadership	03	10	13	Spiritual conferences	2
Philosophy	09	02	11	Spiritual ceremony	1
Psychology	06	07	13	Spiritual retreats	2 per year
Religion	18	08	26	Internships	480 hours
Science	15		15	Comprehensive Modular	
5 Electives		04	04	Examinations	6 subject areas
<b>Total Units</b>	<b>54 (56%)</b>	<b>42 (44%)</b>	<b>96 Units (100%)</b>		

## APPENDIX B

### **INTERNSHIP REQUIRED COMPETENCIES:**

#### ADMINISTRATION AND SPIRITUAL LEADERSHIP

1. Articulate a minister's perspective of a local spiritual center's core council
2. Organize a spiritual event
3. Lead a spiritual community to expand its prosperity consciousness
4. Train and manage a group of volunteers

#### EDUCATION LEADERSHIP

1. Manage and schedule the community center's program of Certificated Courses
2. Be the lead teacher for one or more lessons from the UCRS Certificated Course curriculum
3. Plan and conduct a non-certificated workshop for several hours during more than one week
4. Work directly with a group of children/youth to teach Science of Mind, over a period of time

#### C. ECCLESIASTICAL LEADERSHIP

1. Plan and coordinate all the elements of a successful Sunday Service
2. Plan and deliver the Sunday message/lesson on more than one occasion
3. Organize and lead a single professional practitioner event
4. Provide such pastoral care services as bereavement and crisis care
5. Work directly with youth and their leaders in a church youth ministry service
6. Help to fulfill the vision of "A World That Works for Everyone" through service
  - i. Working with organizations/and individuals in community outside of the Continental United States
  - ii. Supporting a global concern while working in a local situation. Examples of such activity include: Peace effort by organizing a season for non-violence community event; for child relief; or care of the planet by leading a recycling event.
  - iii. Participating as a leader with the UCRS Global Heart Infrastructure
7. Engage in a Silent Retreat in a formal retreat setting.

# Release Form for Policies and Procedures

I, \_\_\_\_\_  
have a received a copy of the Holmes Institute catalog, policies and procedures. I have read, understand, and agree to comply with these policies and procedures.

Signature

Date

