

UNIVERSITY OF SANTA MONICA
Worldwide Center for the Study & Practice of Spiritual Psychology®



STUDENT HANDBOOK 2011-2012



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Revised 04/11

The University of Santa Monica reserves the right to make additions, deletions, and modification to the curricula, course descriptions, degree requirements, academic policies, schedules and academic calendars, and tuition and fees. Although every effort is made to ensure the accuracy of the information published in the *University of Santa Monica Student Handbook*, it is normal to expect changes in course listings and other information. Notices of such changes are widely distributed on campus. The University reserves the right to effect changes without notice or obligation, including the right to discontinue a course or group of courses or a degree program. The University expects each student to have knowledge of the information presented in the *Student Handbook*.

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SOUL-CENTERED EDUCATION

“Soul-Centered education recognizes spiritual reality with the assertion that, rather than human beings who have a Soul; we are Souls having a human experience.

“This principle evokes a radical paradigm shift, which results in a psychological and educational process whose goal is to bring forth the beauty, wisdom, and compassion inherent in every human being.”

MARY R. HULNICK, PH.D.

Chief Academic Officer

University of Santa Monica

WELCOME!



It is becoming more and more clear that increasing numbers of people globally are responding to what we refer to as the Evolutionary Impulse. Perhaps you are someone who has realized that true happiness and fulfillment are not goals to be achieved by success in the material world. Rather, they are the result of awakening into the realization of who you truly are, what your purpose is, and how you can make a meaningful contribution in your world. If so, welcome to the ranks of those who are discovering what it means to be Loyal to Your Soul.

Welcome to the University of Santa Monica, the *Worldwide Center for the Study and Practice of Spiritual Psychology®*. We are glad that you have chosen USM to fulfill your educational goals at this time. You are embarking on an exciting and uplifting educational experience that is designed to support you in living a more meaningful and fulfilling life as evidenced by greater spiritual awareness and enhancement of your physical, mental, and emotional well-being.

The University of Santa Monica provides its students with opportunities for Spiritual Evolution through the application of the Principles and Practices of Spiritual Psychology to everyday life experience. This educational process results in students experiencing greater connection with who they are, their life's purpose, and enhanced levels of success and fulfillment. This empowers them to make a meaningful contribution in their world.

Please read this *Student Handbook* carefully. It contains practical and relevant information designed to support and assist you in enjoying and successfully completing your course of study at USM.

We look forward to working with you!

Warm regards,


A handwritten signature in black ink that reads "H. Ronald Hulnick". The signature is written in a cursive style.

H. Ronald Hulnick, Ph.D.
President

A handwritten signature in black ink that reads "Mary R. Hulnick". The signature is written in a cursive style.

Mary R. Hulnick, Ph.D.
Chief Academic Officer

UNIVERSITY MISSION STATEMENT

The logo of the University of Santa Monica is a large, light gray emblem centered on the page. It features a stylized human figure with arms raised, enclosed within a circular frame. The figure's head is a solid circle, and its torso is composed of vertical bars. The arms are curved upwards, and the hands are positioned as if holding or supporting the top of the circle. The entire emblem is rendered in a light gray color, serving as a background for the text.

*The University of Santa Monica
is dedicated to communicating
the Principles and Practices of
Spiritual Psychology worldwide
through the process of
Soul-Centered education.*

®

UNIVERSITY MESSAGE

USM: DISCOVER ANSWERS TO ESSENTIAL QUESTIONS

Right now, more than any time in history, people are evaluating their lives through the filter of these essential questions:

- 1) Who Am I?
- 2) What Is My Purpose?
- 3) How Can I Make a Meaningful Contribution?

For over 30 years, the University of Santa Monica, the *Worldwide Center for the Study and Practice of Spiritual Psychology®*, has been diligently and lovingly providing innovative Master's Degree Programs in Spiritual Psychology. The University's Soul-Centered experiential educational paradigm evokes in students their own answers to these three essential questions resulting in more purposeful and fulfilling lives. Each individual student is recognized, honored, and respected for the Essence of who they truly are.



EVOKING THE ANSWERS TO THREE ESSENTIAL QUESTIONS

1) Who Am I?

The University's Master's Degree Programs engage students experientially in the Principles and Practices of Spiritual Psychology. This technology empowers you to convert your everyday life experiences into rungs on the ladder of **Spiritual Evolution**. Classes are conducted in a Soul-Centered educational environment, pioneered by Drs. Ron and Mary Hulnick, that acknowledges Spiritual Reality and begins with the recognition that we are not human beings with a Soul; we are Souls having a human experience.

2) What is My Purpose?

As you learn and implement the practical technology of Spiritual Psychology in your daily life, you discover, amazingly, that what has stood in the way of Spiritual progression as well as a more fulfilling life is what we at USM call "unresolved issues"—the negative reactions within each of us that are triggered by various situations, circumstances, and people. As you learn to heal these unresolved issues, you become clearer and more connected to your **Life Purpose** and naturally grow into enhanced levels of success and fulfillment.

3) How Can I Make a Meaningful Contribution?

Through participating in the educational process experienced at USM, students make a more meaningful contribution in their world in *two* distinct yet related ways. First, by healing your unresolved issues, you literally subtract from the sum total of negativity on the planet and add to the sum total of positivity. Thus, at USM we say, "Every time one person resolves one issue, the whole of humanity moves forward." Second, the more you evolve spiritually, the more clearly you perceive your life's purpose and are more empowered to make a **Meaningful Contribution** in our world.

THE USM GRADUATE: LIVING THEIR ANSWERS

One knows the true nature of the tree by the fruit it produces. And so, for us at the University of Santa Monica, our graduates, their lives, relationships, careers, and their contributions in the world are the true measures and celebrations of how a University of Santa Monica education can transform a human life. We invite you to see their stories on our Web site and, ideally, connect with them in person. To experience the miracle of our graduates is to experience the miracle of the University of Santa Monica.

KEYS FOR SUCCESS

*“To laugh often and much;
To win the respect of intelligent
people and the affection of children;
To earn the appreciation of honest
critics, and endure the betrayal
of false friends;
To appreciate beauty;
To find the best in others;
To leave the world a little bit better,
whether by a healthy child, a garden
patch, or a redeemed social condition;
To know that even one life has
breathed easier because you lived.
This is to have succeeded.”*

RALPH WALDO EMERSON

USM KEYS FOR SUCCESS

DEVELOPING AND DEMONSTRATING MASTERY

Participating in a course or program through the University of Santa Monica is a wonderful opportunity to step into greater levels of mastery. As you learn to do this, in all probability you will find that the attitudes, skills, and qualities that enable you to consistently demonstrate mastery as a student generalize to other areas of your life and support you in manifesting greater mastery there as well. Thus, you can experience tremendous benefits, both short- and long-term, from making stepping into greater mastery one of your goals and acknowledging this as part of your growth process.

Listed below are fifteen keys you can use to support yourself in developing and demonstrating mastery.

1. **Commitment to yourself, to excellence, to the loving, and to participating** in the educational process is part of what it takes to successfully complete a course or program. From a mastery point of view, sagging commitment is simply an opportunity for enhancing your inner cooperation. Seen this way, you will connect with the support you need inside to accomplish your goals and manifest your dreams.
2. **Developing and maintaining a supportive and nurturing relationship with yourself** is another key to mastery. Our experience with students who demonstrate the greatest mastery is that they consistently provide themselves with loving support and encouragement rather than judgment or criticism based on demands for perfection.
3. A third key to mastery is **loving discipline**. Part of this means supporting yourself in successfully completing your assignments on time. Setting aside a regular time and place to do your reading and Home Assignments is a self-supporting action. And, as USM's founder has said, "Failing to plan is planning to fail." A "DO IT NOW" orientation can be very effective in producing positive results!
4. Another factor is **finding ways to have fun** in doing your Home Assignments. When fun and joy are present, learning is easy!
5. Another key to mastery is the recognition that **the willingness to do gives the ability to do**. It doesn't matter if you don't know how to do something when you begin. If you have the willingness to do what it takes to complete an assignment and you approach it as an opportunity for learning, you will learn how to do it along the way. When you have a clear intention, methods for producing the desired results will present themselves.
6. **Do your assignments for yourself** rather than to satisfy a course requirement. This is a key to discovering the meaning and value of your own experience. And it supports you in participating from a place of integrity inside.
7. Talent is cheap; perseverance is dear. In other words, **persistence pays off**. Our research shows that success is based 5% on inspiration and 95% on perspiration: DOING DOES IT!
8. **Never give up! At any moment, the results of your efforts may appear**. People often fail to achieve their goals because they stop prematurely. Success involves keeping your attention on your goals and continuing to take constructive action towards them. Remember, small steps taken in strategic places create major positive outcomes!
9. Feelings are not necessarily a valid basis for making decisions. **Using emotional imbalance as a justification for decisions can be particularly undermining**. If you feel discouraged, inadequate, and are judging yourself as unintelligent and incapable, it is difficult to mobilize your energy to move forward. These feelings are not an appropriate basis for deciding you can't do your Home Assignments or that you should drop out. They are feedback that you are engaged in negative self-talk and need to take action to get yourself back on track. This recognition requires **using the wisdom of your heart, combined with your mental reasoning ability, to evaluate your experience so you can focus your attention in an uplifting way**. And it may be an excellent time to ask for assistance.

USM KEYS FOR SUCCESS

10. **Visualize yourself demonstrating mastery** and see yourself having, being, and doing the qualities, attitudes, behaviors, and results of your mastery. Utilizing the affirmations in the next section is one way you can support yourself holding a positive focus.
11. **It's okay not to know. And it's okay to ask for assistance.** If we already knew everything, there would be no opportunity for growth and learning.
12. **Education is an active rather than a passive process.** 100% wholehearted participation is an essential key in developing and demonstrating mastery. It is helpful to remember that the universe rewards action, not thinking.
13. **Take responsibility for your learning.** Learning is a choice that brings aliveness because it requires being present in the now. Learning is an attitude and process that promotes ongoing growth. The University of Santa Monica is committed to relevant education—learning for life.
14. **Create an uplifting environment for completing your Home Assignments.** A comfortable chair, an organized desk with the materials you need, a quiet environment free of distractions and interruptions, soft music, etc., are all supportive in making the learning process easier and more enjoyable.
15. **Loving yourself, no matter what, is the most important key to demonstrating mastery.** Positively reinforce your efforts and successes! Regular self-acknowledgement and self-appreciation are so important. You deserve your own loving.

SELF-MASTERY AFFIRMATIONS

1. I am taking small steps in strategic places creating major positive impact!
2. I am easily and naturally integrating and demonstrating the attitudes, skills, and actions of self-mastery!
3. I am easily and naturally demonstrating mastery, gracefully manifesting success in all areas of my life!
4. I am nurturing myself as I easily complete all of my Home Assignments on time!
5. I am having lots of fun, easily meeting the challenges of developing and demonstrating self-mastery!
6. I am a masterful student and I love learning!
7. I am joyfully applying what I am learning, experiencing the freedom and prosperity of my mastery!
8. I am confidently approaching my Home Assignments knowing that the willingness to do gives the ability to do!
9. I am a masterful student, effectively planning and utilizing my time in meaningful, uplifting, and rewarding ways!
10. I am relaxed and confident, easily achieving my goals!
11. I am sitting at my desk, reading the instructions for my Home Assignment, taking constructive action, and easily completing my assignments with excellence and on time!
12. I am a confident, successful student, and I love going to class! I have rewarding relationships with the other students and the instructors!
13. I am on time for class and wholeheartedly participating in my class experience!
14. I am successfully completing all of my assignments with heartfelt harmony and balance, proudly completing my program of study at the University of Santa Monica!
15. I am a student of life, using all my experience to learn and grow!
16. I am a joyful learner, enjoying my classes and my learning process!

GENERAL INFORMATION

“When you get a degree at the University of Santa Monica, it won’t be that you passed a prescribed line of study – it will be that you can do what it says you can do.”

JOHN-ROGER

USM Chancellor

GENERAL INFORMATION

STATEMENT OF RESPONSIBILITY

University of Santa Monica Programs are educational, not therapeutic. It is anticipated that students may find mental/emotional issues surfacing during their involvement in the Program. All students are expected to have the emotional maturity required to handle the experiential parts of the Program. Students are encouraged to develop their personal resources through learning to work their process (skills taught throughout the Program), to make friends and become part of the support network that exists among their classmates, and to utilize professional assistance when necessary to aid them in coping with the demands of the Program.

USM ACADEMIC CATALOGUE AND STUDENT HANDBOOK

The *USM Academic Catalogue* provides information on all Programs offered by USM, and its purpose is to support prospective students in learning about the University and its approach to Soul-Centered education. Both the *Catalogue* and the *Student Handbook* contain policies and procedures applicable to students enrolled in University Programs and are the documents of authority. The University of Santa Monica reserves the right to change its policies, rules, regulations, and course offerings at any time.

STUDENT RESPONSIBILITIES

The University expects each student to have knowledge of the information presented in this *Student Handbook* and the *University Academic Catalogue*. All policies concerning one's program of study are to be read carefully and referred to regularly. Students are expected to become familiar with University policies and to monitor their own academic progress. They should keep all records of official grades earned, copies of their student papers, course syllabi, correspondence from the University, and documentation of exceptions granted to University policies and regulations.

REGISTRATION

FIRST YEAR

Once your initial Registration Deposit has been received, you are automatically registered in the First Year for the fall, winter, and spring courses as well as the PSY 528 Five-Day Spiritual Psychology Laboratory.

SECOND YEAR

In the Second Year, once your October payment has been received, you are automatically registered for the fall, winter, and spring courses as well as the PSY 530 Six-Day Spiritual Psychology Practicum. Those students required to register for Independent Study must enroll in PSY 595 separately.

CHH THIRD YEAR

In the Third Year of the CHH program, once your October payment has been received, you are automatically registered for the fall, winter, and spring courses as well as the CHH 598 Advanced Seminar in Consciousness, Health, and Healing.

It's important to arrive at least 15 minutes prior to the start of each class to complete any final registration procedures and pick up your nametag.

GENERAL INFORMATION

2011 – 2013 UNIVERSITY HOLIDAY SCHEDULE

(USM Office will be closed)

2011

Memorial Day	Monday, May 30
Independence Day	Monday, July 4
Labor Day	Monday, September 5
Thanksgiving	Thursday, November 24
Post-Thanksgiving	Friday, November 25
Pre-Christmas	Friday, December 23
Post-Christmas	Monday, December 26
New Year's Eve	Friday, December 30

2012

New Year's Day	Monday, January 2
Memorial Day	Monday, May 28
Independence Day	Wednesday, July 4
Labor Day	Monday, September 3
Thanksgiving	Thursday, November 22
Post-Thanksgiving	Friday, November 23
Pre-Christmas	Monday, December 24
Christmas	Tuesday, December 25
Post-Christmas	Wednesday, December 26
New Years Eve	Monday, December 31

2013

New Year's Day	Tuesday, January 1
Memorial Day	Monday, May 27
Independence Day	Thursday, July 4
Labor Day	Monday, September 2
Thanksgiving	Thursday, November 28
Post-Thanksgiving	Friday, November 29
Pre-Christmas	Tuesday, December 24
Christmas	Wednesday, December 25
Post-Christmas	Thursday, December 26
New Years Eve	Tuesday, December 31

MAP & DIRECTIONS TO USM

The University of Santa Monica's administrative offices and classrooms are located at 2107 Wilshire Boulevard in Santa Monica, California.

From LAX Airport

- Take the San Diego Freeway (405) North to the Santa Monica Freeway (10) West.
- Take the Santa Monica Freeway (10) West and get off at the Cloverfield/26th Street exit.
- Turn right on Cloverfield/26th Street and proceed North on 26th Street toward Wilshire Boulevard.

From the Santa Barbara area

- Take the Ventura Freeway (101) South to the San Diego Freeway (405).
- Take the San Diego Freeway (405) South to the Santa Monica Freeway (10) West.
- Take the Santa Monica Freeway (10) West and get off at the Cloverfield/26th Street exit.
- Turn right on Cloverfield/26th Street and proceed North on 26th Street toward Wilshire Boulevard.

From the San Bernardino area

- Take the San Bernardino Freeway (5) West to the Santa Monica Freeway (10).
- Take the 10 West and get off at the Cloverfield/26th Street exit.
- Turn right on Cloverfield/26th Street and proceed North on 26th Street toward Wilshire Boulevard.

At Wilshire Boulevard turn left. USM is on the corner of 21st & Wilshire on the right-hand side of the street.

PARKING INFORMATION

Students are provided parking at the Union Bank Parking Garage at 2001 Wilshire Blvd. (one block west of USM) during class weekends. More detailed information regarding parking is mailed to students prior to the start of each academic year.

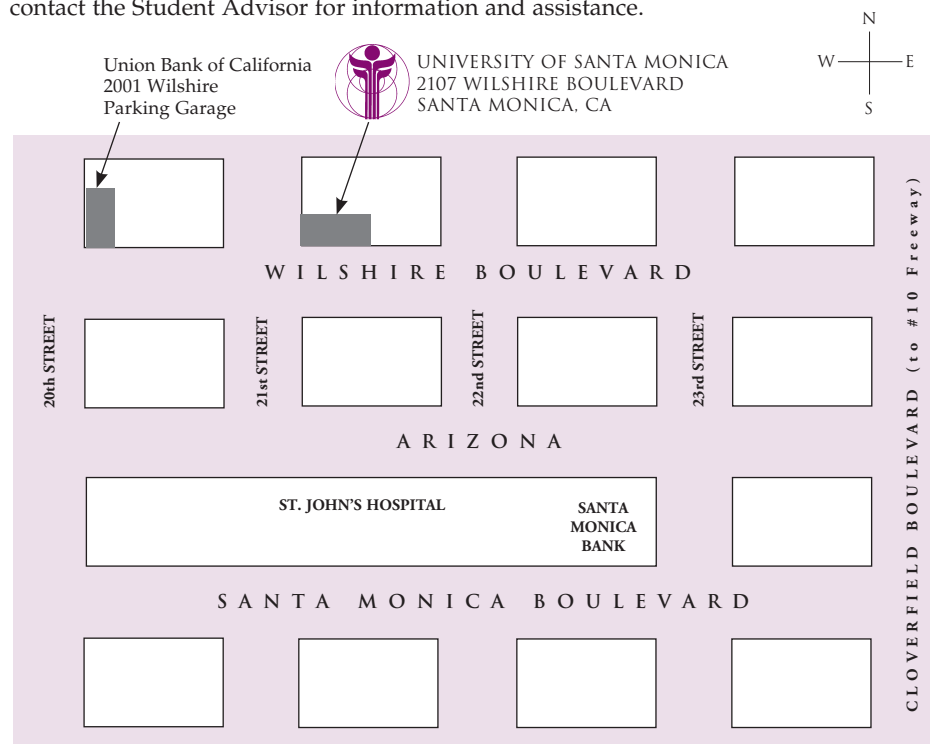
There is limited street parking in the residential areas around the University. Parking regulations as indicated by street signage must be observed.

NO student parking is allowed in the following areas:

Private driveways. The neighbors and homeowners on the residential streets around the University of Santa Monica will have your car ticketed and towed if you block their driveways. Always be aware of all posted No Parking times and Permit Only areas.

The parking lots located behind the USM building between 21st and 22nd streets. This includes weekends, as these lots are used on Saturdays and Sundays by building staff. Your car will be towed if you park in these lots.

Students with special needs who require handicapped parking for class weekends can contact the Student Advisor for information and assistance.



GENERAL INFORMATION

HOUSING

The University offers classes on evenings and weekends and does not provide housing. Students are expected to find and arrange housing for themselves. Hotel accommodations are available nearby, ranging from \$139-189 per night.

ACCOMMODATIONS WITH LOCAL HOTELS

There are two quality hotels within three blocks walking distance from USM. They both offer ideal accommodations for our traveling students during their monthly trips to Santa Monica with a special discount rate for USM students. The majority of traveling students choose to share a room, thus significantly reducing the cost of their accommodations.

THE BEST WESTERN GATEWAY HOTEL

1920 Santa Monica Boulevard • Santa Monica, California 90404
(310) 829-9100 or (800) 528-1234 • www.gatewayhotel.com

The Gateway offers reasonable prices, excellent service, beautiful rooms, and high-speed Internet access in guestrooms.

THE AMBROSE HOTEL

1255 20th Street • Santa Monica, California 90404
(310) 315-1555 or (877) Ambrose • www.ambrosehotel.com

The Ambrose Hotel is a luxury hotel with many amenities including an organic continental breakfast, high-speed Internet access in guestrooms, and an Asian inspired garden.

Student Discount Rooms are based on availability. It is highly recommended that you make reservations at least 4-6 weeks in advance. Please call the hotels directly for reservations and be sure to ask for the USM rate.

TRANSPORTATION SERVICES

To and From the Airport

SUPER SHUTTLE (310) 782-6600
www.supershuttle.com

*USM Group/Discount Code: **D49ER**

The University of Santa Monica is approximately 30 minutes from Los Angeles International Airport (LAX). *SuperShuttle* provides reliable and timely door-to-door transportation to and from the airport to the University for approximately \$18 per person (this rate subject to change). *Reservations must be made in advance for pick-up at LAX Airport.* *There is a discount if you book online using the code above.

On arrival at the airport, call *SuperShuttle* after you have cleared the baggage claim area and proceed outside to the "Ride Share Vans" area located in front of each airline terminal. For transportation to the airport from USM or the hotels, simply call *SuperShuttle* once you are in L.A. to arrange your pick-up time and location. To receive this discounted rate, you must identify yourself as a USM student when you call to make your reservation.

Local Transportation

Both of the hotels above provide local shuttle service. This service is free of charge and can be used for trips back and forth to the University (if you prefer not to walk!) as well as transportation to and from the beach and to Santa Monica's many shops and restaurants. Note: transportation is based on availability; please check with the hotel's front desk to arrange for shuttle service.

GENERAL INFORMATION

USM PHONES AND VOICEMAIL SYSTEM

The University has a phone system with sizeable voicemail capabilities. This system allows you to get the information you need from appropriate staff members in as short a time as possible.

All voicemail instructions are clear and concise. During business hours, callers first speak with the Receptionist. It is our USM staff intention that any voicemail messages left for a staff member will be responded to as soon as possible. During non-business hours, callers may leave a message in either the general voicemail box (by pressing "0") or in a specific staff member's voicemail box. Voicemail prompts assist the caller during the process.

At any point in a voicemail message, during business hours, a caller may speak with the Receptionist by pressing "0."

During the first class weekend, you will receive a listing of USM staff, their phone extension numbers, job titles, and the areas they handle so that you may easily determine with whom you wish to speak.

LIBRARY RESOURCES

Since we are fortunate to have our facilities in Santa Monica, we have the availability of a comprehensive local university library (UCLA) for our students to have library privileges. The University of Santa Monica will reimburse students up to an amount of \$100 for their UCLA Library card.

UCLA Library Privileges for USM Students

In our efforts to provide students with access to the finest possible library facilities, we encourage you to utilize the UCLA Library.

Here is how it works. As a courtesy, the UCLA Library makes its collection available to the public. They issue library cards to individuals and not institutions; therefore, each of you will need to apply individually for a library card.

The UCLA Library Lending Code, which you can get at the UCLA Library, can answer your specific questions about the procedures for borrowing. It is available on-line at www.library.ucla.edu. Select "Borrowing" from the "Services" drop-down menu. To assist you, the key information is listed below.

Applying for a Library Card

To obtain a library card, go to the Young Research Library (refer to the UCLA map in this Handbook). Contact the library for hours of card issuance. The fee is \$100, which can be paid by check or cash. The University of Santa Monica will reimburse you for your library card up to an amount of \$100 upon receipt of a written request and a copy of your receipt from UCLA. Submit your receipt and written request to the USM Finance Office. For more information, go to www.library.ucla.edu. From the "Services" drop-down menu, select "Borrowing" then select "Library Card." Click on "External Users."

UCLA Library System

You will see from the UCLA literature included here that there are a number of UCLA Libraries. We were informed that the Biomedical Library and Management Library would probably be the main libraries USM students will use. The UCLA literature gives the library card fees and locations of each Library. An on-line catalog for the UCLA Library is available at www.library.ucla.edu under the "Search and Find" drop-down menu.

The general phone number for UCLA is (310) 825-4321, the Young Research Library public information phone number is (310) 825-4732, and a recorded message giving the hours of each library is at (310) 825-8301. Library hours for all UCLA Libraries are available at www.library.ucla.edu under the "About" drop-down menu.

Please read the UCLA literature concerning specifics about the library card privileges. We are grateful for the UCLA Library privileges, which will support you during your time here at USM.

GENERAL INFORMATION

TEXTBOOK COSTS AND PURCHASING TEXTBOOKS

It is University policy that the cost of textbooks not exceed \$200 per course.

First Year student purchase textbooks at the beginning of each quarter. Second Year and CHH students purchase all textbooks for the academic year in October (with exception of the Practicum and CHH Lab textbooks). All students are provided with a list of required texts for each course during class.

Textbooks are available for purchase through the University Web site at www.UniversityofSantaMonica.edu/students/bookstore.aspx. Students receive detailed information on how to use the University Web site to purchase textbooks during class.

Please note that it is not possible for students to receive the textbook list in advance.

COMPUTER RECOMMENDATIONS

USM continues to expand the use of appropriate technology to enrich its services and academic program delivery. USM recommends that students have access to a computer with Internet access for the purposes of completing Home Assignments and for research.

It is recommended that students have their own computer with Internet access, and they are advised to consult with a knowledgeable computer technician when purchasing or determining whether upgrades are needed. Students also need an individual e-mail address. Access to an inkjet or laser printer is required for printing Home Assignments.

Not all students have the same comfort level with computers or the same online navigational skills. Seeking appropriate computer assistance may prove essential to effective participation.

STUDENT SERVICES

Below is a listing of services provided to prospective and current students:

1. Admissions Counselor: Applicants are assigned a designated Admissions Counselor who will provide in-depth information about USM's Programs, Admission requirements, tuition & fees, and answer any other questions.
2. Student Advising: Assistance is available for students relative to their academic program including questions about home assignments, policies, attendance requirements, class schedules, etc.
3. Faculty Advising: Course instructors and adjunct faculty provide coaching, class discussion, and written and verbal feedback to students during class weekends. Access to faculty advising is available between classes if necessary.
4. Academic Materials: Students receive these materials in class: Course Syllabi and Handouts, Notebook binders, and Booklets of Readings.
5. Registration Services: Students are registered for courses and provided with nametags for class.
6. Financial Services: The Finance Office handles questions about tuition payments and payment plans, Student Loans, and other financial matters.
7. Parking: Parking passes for parking near the campus are distributed to all students for class weekends.
8. Student Evaluation: Students receive relevant written feedback, coaching, and evaluations of home assignments. Papers are submitted on Friday evening of a class weekend and are returned on the following Sunday before the completion of class.

GENERAL INFORMATION

CONTINUING EDUCATION UNITS

MFT/ LCSW

An MFT or LCSW who wants to receive CEUs for his/her participation at USM must inform the Registrar's Office prior to beginning class using the *Notification of Intention to Receive CEUs* form. Students requesting CEUs are required to complete the entire course, attend all class segments, and complete all Home Assignments. If the student is completing the Program for a Certificate of Completion, he/she is still eligible to receive CEUs provided that he/she completes all of the Home Assignments.

Please see lists below for number of CEUs per course:

FIRST YEAR

PSY 501: 60 CEUs

PSY 515: 60 CEUs

PSY 520: 60 CEUs

PSY 528: 50 CEUs

SECOND YEAR

PSY 504: 60 CEUs

PSY 512: 50 CEUs

PSY 516: 50 CEUs

PSY 517: 50 CEUs

PSY 523: 60 CEUs

PSY 530: 50 CEUs

CHH THIRD YEAR

CHH 590: 50 CEUs

CHH 591: 50 CEUs

CHH 593: 50 CEUs

CHH 594: 50 CEUs

CHH 597: 50 CEUs

CHH 598: 50 CEUs

USM's BBS Provider Number is 0795. Upon completion of your participation at USM, please call the Registrar's Office at (310) 829-7402, and a letter will be sent to you specifying the number of Continuing Education Units earned.

RN

The First Year is provider approved by the California Board of Registered Nursing (Provider #06106) for 180 contact hours. The Second Year is also provider approved for 180 contact hours. CHH 590, CHH 591, and CHH 597 are approved for a total of 150 contact hours.

NBCC

The University is approved by the National Board for Certified Counselors (Provider #5179) to offer Continuing Education for National Certified Counselors. NBCC approval is limited to the sponsoring organization/individual and does not necessarily imply endorsement or approval of individual offerings. For more information on CEUs, please contact the Registrar's office.

ADMISSION INFORMATION AND POLICIES

*“If one advances confidently in
the direction of his dreams, and
endeavors to live the life which he
has imagined, he will meet with
success unexpected in common
hours.”*

HENRY DAVID THOREAU

ADMISSION INFORMATION/POLICIES

ADMISSION TO THE UNIVERSITY

USM's Programs of Study are as follows:

M.A. in Spiritual Psychology

M.A. in Spiritual Psychology with an Emphasis in Consciousness, Health, and Healing

Application may be made to either of these graduate programs. Applicants may download and complete the electronic *Application* from USM's Web site at www.UniversityofSantaMonica.edu/Admissions/application.aspx.

1. Students seeking admission to the **MASTER'S DEGREE PROGRAMS** must hold a **Bachelor's degree or an advanced degree from an institution of acceptable standing**. *Application* materials for the M.A. Programs include:
 - *M.A. Application for Admission*
 - *Psychosocial History*
 - *Spiritual Focus*
 - *Purposes and Intentions*
 - Color Photograph
 - Application Fee
 - Official Transcripts (sent directly to USM from all schools attended)
 - Three (3) *Confidential Recommendations*
2. **UNIVERSE-CITY (UCX)** students are taking courses for both personal development and credit in the M.A. in Spiritual Psychology (PSY) Program. Students seeking admission in this category may not have a Bachelor's degree or may have earned credits toward a Bachelor's degree. *Application* materials include:
 - *UCX Application for Admission*
 - *Psychosocial History*
 - *Spiritual Focus*
 - *Purposes and Intentions*
 - Color Photograph
 - Application Fee
 - Official Transcripts (sent directly from all schools attended)
 - Three (3) *Confidential Recommendations*

The UCX option allows a student to enroll and take courses for credit accumulating a maximum of 23 quarter units of satisfactorily completed coursework. These 23 units include the coursework of the First Year of the Spiritual Psychology Program. Thus, the UCX category is not applicable to students who do not have a Bachelor's degree and are continuing into the Second Year of the SP Program.
3. **CERTIFICATE OF COMPLETION (COC)** students take courses in the M.A. in Spiritual Psychology (PSY) Program for personal development and not for credit. *Application* materials include:
 - *COC Application for Admission*
 - *Psychosocial History*
 - *Spiritual Focus*
 - *Purposes and Intentions*
 - Color Photograph
 - Application Fee
 - Three (3) *Confidential Recommendations*

ADMISSION INFORMATION/POLICIES

Once all required materials have been received by USM, the applicant's file is routed to the Admissions Review Committee. The Admissions Team informs candidates in writing of their admissions decision. Please note that an admissions decision cannot be given until the *Application* is complete. For more detailed instructions, please review the *Application for Admission* packet, which is available at the University office or on USM's Web site at www.UniversityofSantaMonica.edu.

M.A. ADMISSIONS CRITERIA

The University of Santa Monica's Admissions Review Committee will use the following criteria to evaluate each applicant's completed admissions folder:

- Commitment to life-long learning.
- Prior successful academic coursework.
- Ability to think clearly and write well.
- A Bachelor's degree from an accredited, state-approved, or acceptable foreign institution (U.S. Bachelor's equivalent).
- Ability to effectively utilize USM's M.A. Programs to achieve one's learning objectives.
- Emotional/psychological maturity, including interpersonal competencies, attributes, and skills necessary to be successful in an academic Graduate Program with experiential components.
- Ability to function as an actively involved learner.
- Excellent references from past professors or professional colleagues.
- Foreign students need a minimum TOEFL score of 560. (See pg 24 for more specific information).

APPLICATION DUE DATE

Applications (including transcripts and letters of recommendation) are due no later than 30 days after Registration.

LATE APPLICATIONS

A Late Application Fee is charged to the student's account if their *Application* is not completed by the first Friday in October (the date of the first class of the year).

INCOMPLETE APPLICATIONS

If a student does not complete the *Application for Admission* by the end of December, a grade of Incomplete will be recorded in the student's record for the first quarter. The Late Application Fee is assessed, and the official grade will be recorded when the application is complete and the student has been formally accepted into the Program. If a degree-seeking student's *Application* remains incomplete beyond the end of January, the student status will be converted to Certificate of Completion.

OFFICIAL TRANSCRIPTS

Official transcripts from all schools (post High School) the student has attended are required for application to the Master's and UCX Programs.

Please note: Since the time it takes to receive an Official Transcript is not always under a student's control, it is strongly suggested that students send their request by Registered Mail (Return Receipt Requested). It is also suggested that students save their Registered Mail receipts since it may have a bearing on whether the Late Application Fee is charged.

ADMISSION INFORMATION/POLICIES

All transcripts from foreign universities must be evaluated. Please call the Registrar at USM for details.

Official transcripts once received by USM as part of an *Application for Admission* become University property and cannot be returned. Transcripts received prior to an *Application for Admission* will be kept for one year and are not evaluated until an *Application for Admission* has been filed.

Application materials, once submitted as part of the *Application for Admission*, become the property of the University of Santa Monica. Materials will not be returned, and copies will not be provided for applicants nor released to other academic institutions.

TRUTH IN INFORMATION

The University of Santa Monica relies upon the statements made and documents supplied by its applicants and students. If discrepancies appear between statements or documents provided to the University and information otherwise obtained, applicants may be disqualified for admission and students may be dismissed without recourse.

Please note that USM reserves the right to withdraw an offer of admission to its Programs if it finds there has been a misrepresentation by the applicant in the admissions process or if the University learns that the applicant has engaged in behavior prior to matriculation that indicates a lack of judgment, ethics, or integrity.

USM further reserves the right to require the applicant to provide additional information (and/or authorization for the release of information) about any such matter.

POSTPONEMENT OF ADMISSION POLICY

A student who has applied to one of the M.A. Programs and has been accepted can postpone entrance into the Program for one year. If the student must delay entrance into the Program again after that initial postponement, he/she must submit a new *Application* and pay another *Application* fee.

READMISSION POLICY

Students on an approved Leave of Absence who have left the University in good academic and financial standing and are within the five-year timeline for completing the Master's Program are eligible for consideration for readmission. The readmission process is initiated through the USM Office of Admissions.

In order to be considered for readmission to the Program, the applicant must meet the following requirements:

- Successful completion of all prior USM coursework
- Faculty approval
- Payment of all financial obligations to the University
- Are within the five-year timeline for completing the Master's Program

Application for readmission includes:

- Letter of Intention
- Registration Deposit of the first month's tuition

Students who graduated from the Spiritual Psychology Program with a Certificate of Completion and are approved to retake the Program for academic credit will pay the full tuition rate prevailing at the time.

Approvals for readmission are made on a space-available basis. For more information, applicants for readmission are asked to contact the Office of Admissions.

ADMISSION INFORMATION/POLICIES

Students who discontinued from the Program more than five years prior will be required to submit a formal *Application for Admission* in order to be considered for readmission. Please contact the Office of Admissions for more information.

TRANSFER CREDITS

Due to the unique and specialized curriculum in Spiritual Psychology at USM, graduate credits earned at other institutions will not be accepted for the MA Degree. Credits will not be accepted through challenge examinations or achievement tests.

CREDIT FOR LIFE/WORK EXPERIENCE

At this time, no credit is awarded for life/work experience at the Graduate level.

ARTICULATION AGREEMENT WITH PACIFICA GRADUATE INSTITUTE

The University of Santa Monica has entered into an Articulation Agreement with Pacifica Graduate Institute, which is reviewed annually. According to the agreement:

- 1) Graduates of USM's Master of Arts in Spiritual Psychology may be granted academic credit for up to 8 credit units in the curriculum of the Master of Arts in Counseling Psychology Program.
- 2) Applicants to Pacifica may be granted an accelerated admissions review process.

For further information regarding articulation, please contact Pacifica Graduate Institute's Office of Admissions at (805) 969-3626.

TRANSFERABILITY OF UNITS AND DEGREES EARNED AT USM

The transferability of credit you earn at the University of Santa Monica is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn at USM is also at the complete discretion of the institution to which you may seek to transfer. If the degree that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending USM to determine if your degree will transfer.

ACADEMIC INTEGRITY AND THE DOUBLE USE OF COURSE CREDIT

The use of any coursework to satisfy more than one degree requirement is a practice known as "double dipping." In order to maintain academic integrity and uphold the standards of a professional graduate degree, USM does not support students applying any coursework or credits earned in USM's Graduate Programs towards obtaining a Bachelor's Degree at another academic institution.

PROVISIONAL ADMISSION

When an applicant's cumulative GPA does not meet USM's admission standard of 3.0, the applicant will be considered for admission on a provisional basis. Upon successful completion of 12 units of coursework, the *Application* will be reviewed again along with the student's USM academic record. When full acceptance is granted, all coursework successfully completed will be counted towards the degree.

NONDISCRIMINATION POLICY

The University of Santa Monica, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate on the basis of race, color, national or ethnic origin, age, gender, sexual orientation, disability (mental or physical), or any other consideration made unlawful by Federal, State, or Local laws, in any of its policies, procedures, or practices. This nondiscrimination policy covers all of the University's Programs and activities, including, but not limited to, academic admissions, educational and financial policies and services, and other school-administered programs.

ADMISSION INFORMATION/POLICIES

ACCOMMODATING STUDENTS WITH DISABILITIES

The University of Santa Monica is in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and state and local regulations regarding students and applicants with disabilities. A disability is a physical or mental impairment that substantially limits one or more of the major life activities of the individual. USM's admissions decisions are made using criteria independent of an applicant's disability. Students with disabilities desiring to enroll in the Program at USM must be able to meet the admission standards of the University.

USM will make efforts to provide reasonable accommodations to qualified individuals with disabilities, to the extent that such accommodations are readily achievable. Though the University takes the needs of students with disabilities seriously, it is not able to guarantee that all services requested can or will be provided. Specifically, accommodations that are unduly burdensome or that fundamentally alter the nature of the service, program, or activity may not be entertained.

Students with disabilities who require accommodations must make those needs known to the Office of Admissions at the time of application. For more information, please contact the Office of Admissions.

INTERNATIONAL STUDENTS

The University of Santa Monica is approved to enroll nonimmigrant alien students who hold the equivalent of a U.S. Bachelor's Degree. International students are granted an F-1 Visa and are required to maintain lawful status throughout their program of study. Please refer to USM's *International Student Information Booklet* (available through the Registrar's office or at www.UniversityofSantaMonica.edu//pdfs/IS_Info_Booklet.pdf.) for more information regarding International Student requirements.

TOEFL

The Test of English as a Foreign Language (TOEFL) is required for all applicants whose native language is not English as part of the *Application for Admission*. Minimum TOEFL scores for admission are 560 on the paper test, 220 on the computer test, or a total score of 83 on the Internet-based test (with a minimum of 20 on each of the four test components). For more information about TOEFL, call (609) 771-7100 or access their Web site at www.ets.org/toefl.

ESL

The language of instruction is English. No English as a Second Language (ESL) courses are provided. Students are expected to speak, read, and write in English.

POLICY FOR ADMISSION TO THE SECOND YEAR

University policy stipulates that admission to the Second Year of the SP Program requires consent of the Faculty Review Committee. Admission requirements for entrance to the Second Year include, but are not necessarily limited to:

- Successful completion of all coursework (23 units) of the First Year.
- Maintaining a First Year GPA of 3.0 or above.
- Demonstrated ability to effectively apply the principles and skills taught in the Program.
- Consistent and timely First Year class attendance.
- Participation in the First Year of the Program that is not disruptive to the learning experience of fellow students.
- Timely completion of all First Year Home Assignments.
- Payment of all financial obligations to the University.

If any of these requirements are not met, the student may be denied admission to the Second Year or discontinued from the Program.

ADMISSION INFORMATION/POLICIES

UCX STUDENTS CONTINUING TO THE SECOND YEAR

The UCX option allows a student to enroll and take courses for credit, accumulating a maximum of 23 quarter units of satisfactorily completed coursework. These 23 units include the coursework of the First Year of the Spiritual Psychology Program. Thus, the UCX category is not applicable to students who do not have a Bachelor's degree and are continuing into the Second Year of the SP Program.

Second Year students are either students working toward a Master's degree or Certificate (COC) students working toward receiving a Spiritual Psychology Certificate of Completion. Any students in the UCX category who wish to continue into the Second Year will be required to convert their status to M.A. (if they have a Bachelor's degree) or COC (if they do not). Any UCX students who have not completed the *Application* for the M.A. Program prior to October at the start of the Second Year will automatically be converted to COC status. For more information, please contact the Registrar's office.

RETAKE SECOND YEAR FOR CREDIT (UCX)

Students who completed the First Year as a UCX student and subsequently graduated from the program as a COC student may retake Second Year for credit upon the completion of their Bachelor's Degree. Please note that academic course work taken at USM is subject to the Five-Year Limit on Credit Validity policy. *A maximum of five (5) years from the original date of enrollment is allowed to complete the Program.* For more information, please contact the Registrar's office.

CONTINUING IN SECOND YEAR AFTER A LEAVE OF ABSENCE

Some students choose to take a Leave of Absence after completing the First Year. Those students who have left the University in good academic standing and are within the five-year timeline for completing the Master's Program are eligible to apply for enrollment in the Second Year.

In order to be considered for enrollment in the Second Year, the applicant must meet the following requirements:

- Successful completion of all First Year coursework, including PSY 528 Spiritual Psychology Laboratory*
- Faculty approval
- Payment of all financial obligations to the University
- Are within the five-year timeline for completing the Master's Program

*Students who have not successfully completed the Lab may be considered for admission provided that they attend the Lab prior to the beginning of Second Year.

To assist returning students in their transition into the Second Year, students who have waited a few years since completing the First Year are encouraged to audit the First Year Lab. This is to familiarize them with the Program, to meet their classmates, and to be gracefully integrated into the Second Year class.

Application for Second Year includes:

- Letter of Intention
- Registration Deposit of first month's tuition

First priority for enrollment in the Second Year is given to current First Year students, so consideration is subject to space availability. For more information, returning students are asked to contact the Office of Admissions.

ADMISSION INFORMATION/POLICIES

CONSCIOUSNESS, HEALTH, AND HEALING ADMISSION REQUIREMENTS

University policy stipulates that admission to the Third Year of the CHH Program requires consent of the Faculty Review Committee. Admission requirements for entrance to the Third Year include, but are not necessarily limited to:

- Successful completion of all coursework (55 units) of the First and Second Year.
- Maintaining a First and Second Year GPA of 3.0 or above.
- Demonstrated ability to effectively apply the principles and skills taught in the Program.
- Consistent and timely First and Second Year class attendance.
- Timely completion of all First and Second Year Home Assignments.
- Participation in the First and Second Year Program that is not disruptive to the learning experience of fellow students.
- Payment of all financial obligations to the University.

Graduates of USM's Spiritual Psychology Program who would like to apply for the Third Year Program in Consciousness, Health, and Healing should contact the Admissions Office to obtain the applicable form.

There are three separate CHH degree Programs, as listed below:

- Master of Arts in Spiritual Psychology with an Emphasis in Consciousness, Health, and Healing
- 30 Quarter Unit For-Credit Certificate
- Certificate of Completion

It is important to speak with the Registrar to determine which track is the appropriate choice for the student. Included in the *CHH Application for Admission* packet is the *Verification of Student Degree Status* form.

There is a separate *Application* required for entry into the Third Year of the CHH Program. This supplementary *Application* is required even if you have been admitted to the University as a CHH student. Please contact the Office of Admissions for further information.

Note: Attending all CHH class weekends in their entirety is important given the deeply transformational educational process that takes place over time. Please review the CHH Class Schedule and be prepared to arrange your personal calendar in such a way that you may participate fully. Missing and making up a class weekend is not an option for CHH and will jeopardize your ability to successfully complete the Program. Please see the Class Attendance policies on pages 46 and 47 of this Student Handbook for more information.

AUDIT INFORMATION

Students who have completed the Program may repeat classes as an Audit student. Since Audit students have earned a M.A. Degree or Certificate of Completion, they will not receive academic credit for courses/classes they are auditing. Home Assignment requirements for Audit students are included below:

YEAR 1 AUDITING REQUIREMENTS

There are no Home Assignment requirements for students auditing First Year. Regular attendance of class sessions is required.

ADMISSION INFORMATION/POLICIES

YEAR 2 AUDITING REQUIREMENTS

1. Turn in *Project Reports* each month.
2. Attend all class sessions and Project Team meetings.
3. Patterning Journals are to be kept and *Patterning Journal Reports* are to be turned in each month.
4. Choose a relationship to enhance in order to do meaningful work in Relationship Consulting Groups during class weekends.

CHH AUDITING REQUIREMENTS

1. *Radiant Health and Well-Being Monthly Project Reports* are to be submitted.
2. A *Radiant Health and Well-Being Final Project Report* is to be submitted in June.
3. Attend all class sessions and Sacred Healing Circle meetings.
4. *Monthly Chakra Awareness Home Assignments* are to be submitted.
5. Completing the *Cultivating Inner Knowing Journal Reports* and *Cultivating Inner Knowing Journal Final Synthesis Paper* are encouraged but not required.
6. Participation in a Service Project is encouraged but not required.
7. *Chronicles of the Healing Consciousness Monthly Reports* and *The Healing Consciousness Final Synthesis Paper* are encouraged but not required.
8. The *Connection Collection Monthly Home Assignments* are to be submitted.
9. *Your Journey From Acorn to Oak Tree Final Home Assignment* is to be submitted at the CHH Lab.

SUMMER AND GRADUATION WEEKEND EVENTS FOR YEAR 2 AND CHH AUDITING STUDENTS

1. Auditing students are encouraged to participate in the Practicum at the end of the Second Year as a way to ground their learnings and complete the year. Please note that there is no discount audit rate tuition for Practicum.
2. Although Auditing students do not participate in the degree-granting graduation ceremony, attendance at the Special Graduation is welcomed and appreciated.
3. Auditing students and their guests are offered reserved seating at Graduation.

AUDIT TUITION RATE

Graduates of the Program in Spiritual Psychology who are approved to audit all or part of the First or Second Year of the Spiritual Psychology Program will pay an audit rate of two-thirds of the full tuition rate prevailing at the time they audit the courses. Graduates of the of the M.A. Program in Spiritual Psychology with an Emphasis in Consciousness, Health, and Healing who are approved to audit the Third Year will pay the audit tuition rate for the Third Year, which is determined in the academic year in which it is offered.

In all cases, the audit rate for the Second Year Practicum course in the M.A. Program will be the full tuition rate prevailing at the time. There is no audit tuition rate for the Second Year Practicum.

GUIDELINES & THE CLASSROOMS

“Reminding one another of the dream that each of us aspires to may be enough for us to set each other free.”

ANTOINE DE SAINT-EXUPERY

GUIDELINES & THE CLASSROOMS

GUIDELINES

1. Be on time and attend all class sessions. Be in your seat by the time the seating music completes.
2. To share, raise your hand, stand, wait for the mic, and say your first name.
3. Go outside the building to smoke, eat, or drink (except for water in bottles with a lid). Please deposit all other beverage containers in the trash receptacles provided in the downstairs lobby before you go up the stairs to the second floor classroom. To maintain the USM Center as a smoke-free environment, please smoke outside away from the front entrance and deposit cigarette butts in the receptacles provided at the corner of the building along the alleyway.
4. No consciousness-altering substances 24/7 during class weekends. This refers to alcohol and street drugs, not prescription medications.
5. Please put on your nametag pin prior to entering the classroom, and wear your nametag at heart level during all class sessions.
6. Maintain an open body position.
7. No side-talking.
8. Maintain confidentiality. Share your own experience only. Not okay to share the experience of others. Not okay to share what goes on in your trios. Facilitators' sharings and processes are included. The only exception is sharing with faculty if you perceive a classmate may be in difficulty.
9. Respect the confidentiality of all large group sharings. Refrain from commenting to others in any way regarding what they have shared unless they bring their sharing up to you. Give others the dignity of their own process.
10. No photographing, videotaping, or audio recording during classes, including with cell phone.
11. Respect and take care of the facilities.
12. Maintain aisle awareness by not moving chairs or placing personal items in the established aisles.
13. Please refrain from wearing perfume or cologne.
14. Please wear shoes at all times.
15. Please pick up your own tissues at the completion of a session.
16. No "commercial" or "fundraising" sharings or announcements in class or outside of class with classmates.
17. No solicitation in class or outside of class with classmates. This includes asking other students for assistance with your tuition.
18. Please do not sit in the facilitators' chairs in either the front or the back of the room.
19. Please refrain from touching the faculty during the course of the weekend.
20. Please turn off beeping watches, cell phones, and pagers. Do not use your cell phone to make or receive calls in the classroom or to text message at any time while class is in session.
21. We're here to learn, grow, and have fun!

GROUND RULES

1. Take care of yourself so you can help take care of others.
2. Don't hurt yourself and don't hurt others.
3. Use everything for your upliftment, learning, and growth.

GUIDELINES & THE CLASSROOMS

TRIO PROCESS GUIDELINES

The trios are designed as an opportunity to practice the skills and approaches being taught in the USM Program. If you perceive that this is not being done, and if feedback has been offered requesting the use of the skills and approaches taught at USM, or requesting a return to the process presented on the trio handout, and an immediate response to this request is not implemented, it is appropriate to raise your hand to request faculty intervention or assistance. For example, techniques, processes, and methods such as energy work, aura/chakra balancing, etc., have no place in a USM trio as they are not part of what you are being trained to do. Trios are for the purpose of practicing the skills and approaches taught at USM.

MAINTAINING AN UPLIFTING EDUCATIONAL ENVIRONMENT

The University offers a supportive learning environment that nurtures personal development and healing of the heart. Cognitive learning takes place in an uplifting environment which focuses on the wholeness of each student. In support of maintaining this environment, we ask that there be:

- No selling of student “wares” during classes or on breaks.
- No personal fundraising.
- No distribution of brochures. Networking is a natural part of being with the students. Natural networking is fine; however, the classes are not a place for personal promotion, nor is it appropriate.
- No soliciting.

MEDICAL POLICIES

USM follows the regulations of the California State Department of Healthcare Services, Section 2526. This provides for exclusion and readmission by school authorities for the health and safety of students; it shall be the duty of the Executive Leadership or applicable Faculty member to exclude any student who is suspected of having a communicable disease until the expiration of the prescribed period of isolation for the particular communicable disease. The University may request that a student submit a physician’s note prior to readmission, giving the student clearance to participate in class.

In the event that we are informed of a medical emergency occurring during class, USM staff will call for emergency medical assistance or provide transportation to a nearby medical facility. USM staff, faculty, and/or volunteers are not authorized to provide medical assistance to students during the weekend. Should you experience a medical emergency during class, it is your responsibility to notify the weekend staff/faculty. USM assumes no liability in this regard.

ANTI-SEXUAL HARASSMENT POLICY

The University of Santa Monica is committed to providing a work and educational environment that is free from sexual discrimination. USM has a formal policy prohibiting sexual harassment which extends to students, potential students, volunteers, faculty, and graduates. Furthermore, it prohibits sexual harassment in any form, including verbal, physical, and visual harassment. It also prohibits retaliation of any kind against individuals who file good faith complaints or who assist, in good faith, in an investigation.

Behavior by students which falls within the definition of sexual harassment is subject to sanction by the University, even though public laws may not apply to students on this subject. Additionally, academic and work relationships often extend beyond the physical University and University operating hours. Therefore, behavior defined as sexual harassment can include, but is not limited to, offsite or after-hours functions, classes, and events under the aegis of the University.

GUIDELINES & THE CLASSROOMS

Sexual harassment includes, but is not limited to, making unwanted sexual advances and requests for sexual favors where either (1) submission to such conduct is made an explicit or implicit term or condition of employment, academic evaluation, or participation in a University activity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual; or (3) conduct occurs that is unwelcome and is sufficiently severe or pervasive as to interfere with an individual's work or educational performance or to create an intimidating, hostile, or offensive work or academic environment. Students who violate this policy are subject to sanctions up to and including the possibility of expulsion from the University, revocation of admission, revocation of degree, and grade sanctions.

Any student who believes he or she has been harassed by a member of the faculty or other employee of the University, a student, or agent of the University should promptly report the facts of the incident or incidents and the names of the individuals involved to either the Student Advisor or the appropriate faculty member during classes as follows: Licia Rester-Frazee, Faculty Liaison, during First Year classes; Johanna Jenkins, Faculty Liaison, during Second Year and CHH classes; and Carrie Hopkins-Doubts, Director of Education, during any USM class. All instances believed to be harassment should be reported, including those which occur outside of the facility or during off hours. The President or someone under his or her supervision will undertake an investigation of any complaint. Students should feel free to report good faith claims without fear of retaliation of any kind.

RESPECTING AND TAKING CARE OF UNIVERSITY FACILITIES AND EQUIPMENT

The University of Santa Monica faculty, staff, and students work together to help maintain the appearance, cleanliness, and utility of University facilities. It is the University's intention to maintain a beautiful, nurturing, and uplifting physical environment that is in harmony with the quality of educational environment that faculty and students create together in the classroom. We ask that no food be eaten in the classrooms and that beverages in the classrooms be limited to water in bottles with a lid. This prevents spillage.

SMOKING

The University of Santa Monica Center is a "Non-Smoking" building. We ask that if you smoke, you do so outside and far enough away from the building so smoke cannot be drawn into the building through any entrances or ventilation systems. There are special receptacles for cigarette butts at the side of the building, and smokers are asked to refrain from throwing butts on the sidewalks, driveways, or in any areas other than the receptacles.

SPECIAL NEEDS STUDENTS & NURSING MOTHERS

USM wishes to support students who have special needs related to physical challenges and request special accommodations such as a special chair for the classroom or additional breaks to take medications or handle special dietary needs.

Additionally, supporting mothers who are nursing infants is important, and USM asks that all student mothers do their best to be respectful of the learning environment. At no time are parents permitted to bring their infants or children into the classroom when classes are in session. Please note that day care resources are not available at the University.

Students with special needs and nursing mothers are asked to contact the Student Advisor prior to class weekends so that appropriate arrangements and accommodations for these needs can be made. A private room will be made available for breast milk expression or nursing an infant during breaks and/or meal breaks.

For information regarding the care of nursing infants at the Practicum, please see pg. 53 of the *Student Handbook*.

GUIDELINES & THE CLASSROOMS

GOOD NEIGHBOR POLICY

The University of Santa Monica is located on a busy commercial street adjacent to a residential neighborhood. USM's community reputation is based on its relationship with its neighbors and students' behaviors have the largest impact upon this relationship. We ask that each student join with us in extending consideration to those with whom we share our connected space.

When participating in class weekends, please be guided by the following:

- We ask that all students respect our neighbors' boundaries. Please do not enter or tread on any property other than the USM building.
- Please do not block the sidewalks around the building or stand in the street (blocking car traffic). This is for your safety as well.
- A strict noise curfew takes effect each evening at 10:00 p.m. Please be aware that sounds travel great distances at night and Santa Monica residents treasure their peace and quiet. Please keep voices low while outside, and be sure noises remain confined within building walls after 10:00 p.m.
- Pets are not allowed in the USM building or in vehicles parked nearby. Service animals are excepted.
- Parking is allowed only on designated streets near the University and the Union Bank Parking Lot. Please do not block residents' driveways or park in the USM Parking lot behind the building. If you park your car illegally, please be aware that it will be towed.
- Please follow all posted speed limit recommendations and use caution when driving through the neighborhood and when entering and exiting the Parking Garage.

USE OF CLASS ADDRESS LISTS

University policy states that *Class Address Lists* received by students are used only for purposes of facilitating communications between class members. They are not to be used for solicitation, advertising, promotion, or any type of commercial purpose without written consent from the University of Santa Monica. **Violation of this policy may be grounds for dismissal from the University.**

UNIVERSITY INTELLECTUAL MATERIAL AND ITS USAGE

Course handouts are furnished to the students of the University of Santa Monica for instructional use only. All materials are the property (including, but not limited to, intellectual property) of the authors and are protected by United States and international copyright laws. All rights are reserved for USM and the authors of the material, Drs. H. Ronald and Mary R. Hulnick. No part of these materials may be copied, reproduced, republished, modified, distributed, transmitted, exploited in any form or by any means without the express prior written permission of the copyright owners, Drs. Hulnick and the University of Santa Monica. You may not alter or remove any trademark, copyright, or other notice from these materials.

GUIDELINES & THE CLASSROOMS

EARTHQUAKE GUIDELINES

The USM Center has undergone earthquake retrofitting, in accordance with state regulations and safety codes. Should an earthquake happen during class time, included below are procedures for all students to follow. The purpose of providing this information is to insure that all students in the USM Center are fully informed of safety guidelines. Your safety is important, so please take a moment to review these procedures.

What to do in this building during an earthquake:

1. **Safety is most important, so please cooperate.**
2. Center yourself in your Self. Invoke your Inner Counselor.
3. Stay calm. Most earthquake injuries are not quake related—they occur as a result of panic.
4. Listen for instructions from the faculty.
5. Do not try to evacuate from the room or building unless you're given specific instructions to do so.
6. Drop onto the floor with your head and neck under your chair or your body under a table. Hold the chair legs so that the chair does not move.
7. If a chair or table is not available, move next to an interior wall, crouch down, and cover your head and neck with your arms.
8. Avoid danger spots near windows, doorways, or hanging objects.
9. Remain in the room while earth movement is going on.
10. **When movement is over, if necessary, we will send scouts to survey safe exit conditions prior to exiting.**
11. Listen for directions or exit instructions from the faculty.
12. Do not use the elevator.
13. Do not run out of the building unattended.
14. Be prepared for aftershocks.
15. If outside, get away from the front of the building and go to Noma Restaurant parking lot across the street on 21st and Wilshire. Do not stand between parked cars as they may move.
16. Do not go to the back parking lots as there are many high voltage wires that could come down.

SPIRITUAL PSYCHOLOGY PROGRAM HOME ASSIGNMENTS

“The process of the good life is not, I am convinced, a life for the faint-hearted. It involves stretching and growing, becoming more and more one’s potentialities. It involves the courage to be. It means launching oneself fully into the stream of life. Yet, the deeply exciting thing about human beings is that when an individual is inwardly free, he or she chooses as the good life this process of becoming.”

CARL ROGERS

HOME ASSIGNMENTS

CREDIT HOURS

The University subscribes to the national standard for student workload, which is 30 hours per unit of credit. For each quarter unit of credit, a student is expected to do 10 in-class hours and 20 outside preparation hours.

STUDY TIME AND HABITS

It is important to set aside time on a regular basis each week for completing your reading as well as written Home Assignments. They are designed to support you in your growth and to assist you in further anchoring and integrating what you are learning in the classes themselves. The assignments are developed to stimulate each student's learning process physically, mentally, emotionally, as well as spiritually, and to support the student receiving the maximum value from their participation in the Program.

KEYS TO COMPLETING HOME ASSIGNMENTS ON TIME

At the University of Santa Monica, completing all Home Assignments with excellence and consistently turning them in on time is an essential aspect of completing Master's degree level coursework. Mastering the life skill of successful completion is demonstrated by consistently keeping agreements with yourself and others.

To assist you with being successful in the completion of your coursework, we offer some important keys:

- Start your homework early in the month.
- Schedule quality time with yourself.
- Set an intention and plan to complete your Home Assignments EARLY.
- Divide your homework into 3-foot tosses, identify the next actions, and complete them.
- Acknowledge yourself for successful completion.

Please also see the section of the *Student Handbook, USM—Keys for Success*, for additional supportive information.

STUDENT PAPERS: KEEPING COPIES OF COMPLETED HOME ASSIGNMENTS

University policy requires that students keep copies of all written Home Assignments that are returned to them by faculty. From time to time a faculty member may request to review a student's past papers. It is the student's responsibility to honor this request and make the papers available.

HOME ASSIGNMENTS

PREPARING WRITTEN ASSIGNMENTS: DEMONSTRATING EXCELLENCE

It is expected that students' Home Assignments will demonstrate excellence in content, focus and clarity, organization, style, and format. Faculty look for high quality original papers that demonstrate in-depth comprehension and integration of the material.

Please note: Assignments are frequently changed from year-to-year and should always be prepared from the current class handouts. Please contact the Student Advisor for clarification.

Students are required to write monthly assignments "fresh" each month. (This particularly applies to those assignments where the same questions may be asked each month.) Students showing a pattern of including the same material repetitively from month-to-month may be placed on Academic Probation or dismissed from the University.

The following general standards are used in evaluating and scoring student papers:

- "A" (94-100) — reserved for Home Assignments that are truly excellent work
- "A-" (90-93) — reflects high quality work; however, it is not outstanding
- "B+" (87-89) — reflects adequate work; yet there are opportunities for higher level of involvement and more depth
- "B" (84-86) — reflects acceptable work; yet there are obvious opportunities for greater involvement and depth
- "B-" (80-83) — means that the student's work is marginal

GUIDELINES AND GROUNDRULES FOR THE USE OF HOME ASSIGNMENT TEMPLATES

At faculty discretion, the Home Assignment templates are made available on USM's Web site to students as downloadable files. The purpose is to assist students in preparing their Home Assignments without having to type in the assignment questions. Information about how to download the templates and the passwords required is given in the October class weekend.

Following are the general guidelines and groundrules for the use of these templates. More specific information is provided to students at the time of release.

1. All students are responsible for formatting these templates according to the *Format Guidelines for Preparing All Home Assignments* found on pg. 37 of the *Student Handbook*. This includes making sure that the margins are accurate, answers are double-spaced, each student's name is in the upper right-hand corner of each page, and that each page is numbered.
2. Students are to refer to the handouts received in class for more information about completing each assignment.
3. For assignments that change each month, a new template will be posted in the month before the assignment is due.
4. Any samples posted are intended as an example only. Students are advised to be sure that they do not turn in the sample as part of their Home Assignment.
5. Due to staffing considerations, **no technical support is available to students. Also, USM assumes no responsibility for the end result of students' use of the templates** (i.e., point reductions received on assignments for formatting, typos, etc.).
6. All materials posted to this area of the USM Web site are **protected under U.S. Copyright laws and are not to be reproduced, sold, or duplicated in any manner without the express written permission of the authors**, Drs. Ron and Mary Hulnick. They are provided for use only by current USM students in completing their monthly Home Assignments.

HOME ASSIGNMENTS

FORMAT GUIDELINES FOR PREPARING ALL HOME ASSIGNMENTS

As part of the University of Santa Monica's commitment to excellence, all students are asked to meet a professional standard in preparing papers. Thus, students are given the opportunity to present their Home Assignments in such a way that they reflect "their best."

The following checklist is designed to assist you in setting up formats for completing assignments:

- Assignment is typed on 8 1/2" x 11" white paper. Handwritten papers will be returned to be redone.
- Right-hand margin: 1 1/2" on each page for instructor comments.
- Left-hand margin: 1" on each page.
- All assignment questions are single-spaced and either **boldfaced**, underlined, or CAPITALIZED.
- All answers are double-spaced.
- Assignment is presented in standard typeface—at least 12 point on a computer or 12 characters per inch on a typewriter.
- Assignment is stapled in the upper left-hand corner. DO NOT USE ANY TYPE OF BINDER (unless it is specifically requested in a particular assignment).
- Name is typewritten in the upper right-hand corner of each page.
- Each page is numbered (typewritten).
- The pages are in the correct order.
- Student lists vertically when listing is requested.
- Assignment is proofread so there are no strikeovers, typos, or spelling errors.
- The USM-provided cover page with barcode is stapled to the paper.
- Assignment is inserted into the Home Assignment folder provided to each student. (Exception: No folders needed for Second Year and CHH Project Reports.)

Make copies of all papers you submit. Keep a copy for yourself until the graded paper is returned to you. BE SMART and COVER YOURSELF! Sometimes even papers that have been submitted have been misplaced.

BE SUCCESSFUL! PREPARE AND SUBMIT YOUR PAPERS ON TIME.

HOME ASSIGNMENTS

HOME ASSIGNMENT FOLDERS

In the October weekend, you will receive a colored folder labeled with your name to use when submitting your assignments. **Please use only this folder for this purpose.** To submit your assignments on Friday evening of the class weekend, place them in your folder and file them in the homework bins that are in the downstairs lobby of the USM Building. If, during the course of the year, you lose this folder, please contact the Registrar's Office. A new folder will be given to you when you retrieve your papers on Sunday evening.

HOME ASSIGNMENT COVER PAGES

At the end of each class weekend, you will receive a set of Home Assignment Cover Pages for the next month's Home Assignments in your homework folder. These Cover Pages are pre-printed for you on special paper and they include the following information:

- Student Name
- Student ID Number
- Student Status
- Class Title
- Assignment Title
- Due Date
- Barcoding strip
- Scoring box

Staple this Cover Page to the front of your completed Home Assignment. If there are multiple assignments in a class weekend, make sure to staple the correct Cover Page to each. Also, be sure that your Cover Page is kept in a place where it will not be folded, torn, or crumpled.

Use of these USM-provided Cover Pages is required, not optional. The reason for this policy is that the barcode printed on the page is essential to the paper tracking process, as the papers are scanned into the computer using a barcode scanner. Cover Pages will be issued during the class weekends **only**, so it's important to check your folders carefully to ensure you have the correct Cover Pages for the upcoming month's Home Assignments. Please speak with a Faculty Reader Leader if your Cover Pages are missing or incorrect.

If a student turns in an assignment without this Cover Page, the Reading Administration Team Captain will apply an automatic deduction of 5 points to the student score for that paper. **Please note that there will be no exceptions to this policy.**

RETURN OF STUDENT HOME ASSIGNMENTS

Student Home Assignments generally are read and returned in the weekend. Some larger assignments, like the PSY 512/523 Relationship Project Final Reports, are returned to the students at the Practicum. The Master's Comprehensive Examination (MCE) is returned to students to review at the Practicum. The MCEs are then collected and kept on file in the Registrar's Office.

HOME ASSIGNMENTS

SECOND YEAR HOME ASSIGNMENTS SUBMISSION

Your monthly *Project Reports* are due in the USM office no later than 3:00 p.m. on the Tuesday before your class weekend. This is so your Faculty Project Report Reader will have time to read and evaluate your *Project Report* prior to the class weekend. Your cooperation in meeting this timeline is requested. As in any USM Home Assignment, a pattern of turning in late *Project Reports* will be reflected in lower scores for the assignments and the overall grade for the course.

You are to either mail or bring in your *Project Report* and turn it in to the Reception desk. Do not place your report in a folder. The USM Office will track and process your paper, so it is very important that you do not send your *Project Report* directly to your Faculty Project Report Reader. Also, please do not address your mailing envelope to your Faculty Project Report Reader, as this will delay the tracking and processing of your report.

Project Reports are returned to students on Saturday morning in order to allow time for students to meet with their Faculty Project Report Reader in the class weekend. Please note that if you turn in your *Project Report* late, it may not be possible for you to receive it during the weekend.

PROJECT REPORT COVER PAGES

Your Project Team Name and Number will not appear on the Cover Page you receive in October as these will not be recorded until after the October weekend. For your November *Project Report* (due on the Tuesday prior to the November weekend), please hand-write neatly in the upper right-hand corner, under your Name and Status, the name of your Project Team. Please note that USM will be assigning the Project Team Numbers. After the November weekend, the Cover Pages for your *Project Report* will indicate your Project Team Name and Project Team Number.

HOME ASSIGNMENTS DUE ON FRIDAY EVENING OF CLASS

Please place all your Home Assignments (except your Project Report) in your file folder in the following order:

1. *Observation Journal Report*
2. *Nurturing Journal Report*
3. *Patterning Journal Report*
4. *Self-Counseling* (if applicable this month)
5. Any other assignment

SENDING STUDENT PAPERS TO THE USM OFFICE

On the outside of the package, please write/type **your name, your year (First, Second, or CHH), the course number or name, and in bold letters the word "Home Assignment."** When mailing your papers to the USM Office, the following methods of delivery are acceptable: U.S. Mail—Regular or Express; Federal Express or comparable delivery service; and United Parcel Service. **NOTE: Because of the quantity of papers received in the USM office, it is not possible for the office staff to call you when your paper arrives.**

To assure that your mailed homework assignments arrive in the USM office on or before their due date, please refer to the list of dates when the USM office will be closed (see General Information, *University Holiday Schedule*).

Unless approved in advance by faculty members, please note that faxing papers or sending papers by electronic mail are not acceptable alternatives due to the quality of the print and the amount of USM staff time required to handle such documents.

HOME ASSIGNMENTS

HOME ASSIGNMENTS—MISSED WEEKEND POLICY

If a student has prior knowledge that they will need to miss a class weekend, it is their responsibility to submit Home Assignments due on the missed weekend prior to the weekend. If this is not done, the Home Assignments must be turned in on the Friday of the next class weekend. They will be considered late and standard point deductions for late papers will apply.

First Year students who miss the April weekend will be required to satisfy the requirements of the *PSY 515 Final Exam Part II – Your Approach to Counseling* by doing their in-class presentation during the make-up weekend.

SPECIAL ASSIGNMENTS

At faculty discretion, students may be assigned an additional project or paper in support of their working with a pattern that may be limiting their participation in the Program. An example of a special assignment is a Self-Counseling on the theme of procrastination. Once assigned, the student is required to successfully complete and receive an evaluation of PASS on the assignment before they are authorized to continue in the Program. Although the assignment must be completed, there will be no course credit assigned for the paper.

POLICIES AND COMMUNICATIONS REGARDING LATE PAPERS

Occasionally, for example due to serious illness or a death in the immediate family, you may need to request an extension on your Home Assignment(s). **Extensions are granted at the discretion of the faculty and are not automatic.**

1. Extensions on Home Assignments due during weekend classes: If you are not prepared to turn in a Home Assignment by the assigned due date, it is your responsibility to complete and submit a *Home Assignment Extension Request* form (this will be given to you in the weekend). The Faculty Reader Leader will speak with the faculty about your request and will advise you of the faculty's decision regarding your status and next steps for completing your Home Assignments.
2. Extensions on Home Assignments sent to USM: It is your responsibility to notify USM in the event that you miss a due date on a paper that is to be turned in to the USM Office (First Year Lab Assignments, Second Year Project Reports, and the *Master's Comprehensive Examination*). **You will need to request a Home Assignment Extension by the date the exam or project was due.** Please contact the Student Advisor in the USM office for assistance with requesting an extension.

Once an extension is granted, it is essential that you meet the due date established. Non-completion of assignments by the extension due date may result in a grade of "No Credit" (NC) for the course.

Part of each student's final evaluation is based on Home Assignments and other required paperwork being effectively completed and turned in on time. If a pattern of late papers is observed, you will receive a letter from the Director of Education asking you to correct this pattern. You may also be placed on Academic Probation. If this pattern continues, dismissal from the University may result, at the discretion of the faculty.

Please note that significant point reductions are made for late papers that affect not only the student score for that particular assignment but also the category of *Active and Relevant Participation*. The overall result is a significant lowering of the grade for the course.

Consistently meeting timelines and due dates is a foundational life skill. Be successful. Complete and turn in your Home Assignments on time.

HOME ASSIGNMENTS

HOME ASSIGNMENT REDO POLICY

At USM, students are, on a case-by-case basis, given an opportunity to redo an Incomplete Home Assignment or a paper that does not meet the academic standards for successful completion of the Assignment. This is in contrast to the policies of many institutions of higher learning, where a student would be put in the position of failing courses should they submit work that does not meet the established academic requirements. Redoing an assignment is an opportunity to receive another chance to demonstrate mastery in the *Soul-Centered Basic Skills, Facilitation Strategies*, principles, tools, and practices taught throughout the Master's Program at USM. It is a grace action.

Should you be asked to redo a Home Assignment, you will be asked to meet with a faculty member who will explain the corrections that need to be made in order for you to meet the academic requirements for the assignment.

During the course of the two-year Spiritual Psychology Program, there are several assignments for which the student MUST receive a passing grade in order to graduate from the Program: *History of Loving, PSY 512/523 Relationship Project Final Report*, and the *Master's Comprehensive Examination*. If a student turns in one of these assignments and it does not meet the requirements for receiving a passing grade, the faculty will inform the student that the assignment needs to be redone.

A student may be asked to redo any assignment that has not received a passing score of 80. The student will receive an extension due date for the Redo paper. **Non-completion of a Redo assignment by the extension date may result in a grade of "No Credit" (NC) for the course.**

POLICY ON PLAGIARISM

The University's policy on plagiarism has been developed in service to supporting students in cultivating authentic Self-expression and developing greater levels of mastery in their written expression.

Plagiarism is defined as the reproduction, within the body of a student product, of any material authored by another person but represented as the student's own work (whether that material is copied verbatim or paraphrased) without citing the reference for ideas used or directly quoting and citing the source used. Use of another's work without proper attribution is a serious violation of academic standards. Consider that when a student plagiarizes, they undermine the value available to them in doing the Home Assignment, thus sabotaging the quality of their education.

All quoted material must be in quotation marks and referenced as to author and page number. Paraphrased material must be referenced as to author and page number, without quotation marks.

Students may not, at any time, misrepresent the authorship of work submitted in their name. Plagiarism, fabrication of research data, and failure to complete separate written work for each Home Assignment are examples of violations of the University's policy. Students may be required to submit electronic copies of course assignments for review by the Faculty Review Committee.

Decisions on cases of plagiarism are dependent upon the Faculty Review Committee's differential assessment of the academic breach. All instances where there is a question of plagiarism must be reported to the Faculty Review Committee and the Chief Academic Officer.

HOME ASSIGNMENTS

If the faculty becomes aware that any portion of a Home Assignment includes plagiarized materials (as defined above), they are required to take immediate action. A formal meeting with the student will be conducted by the faculty in order to clarify the student's understanding of the concepts and standards held for USM Home Assignments.

The student(s) involved will automatically be placed on Academic Probation by the Director of Education, pending a review by the Faculty Review Committee. The Faculty Review Committee may impose sanctions on the student(s) involved to include the following:

- The student may be asked to redo the Home Assignment (and a minimum of 10 points and a maximum of 20 points will be deducted from the final grade of the plagiarized assignment).
- The student may receive a non-passing grade from the instructor for that Home Assignment.
- The student may be assigned a grade for the course of "No Credit" and be required to retake the course at a future time in order to receive academic credit.
- The student may also be academically terminated from the University of Santa Monica.

If the penalty involves separation from the University of Santa Monica, the Director of Education will notify the student in writing.

Students may appeal the Faculty Review Committee decisions to the Chief Academic Officer who may authorize an independent investigation into the matter. Decisions from the Chief Academic Officer are final.

SECOND YEAR LATE PAPER (AFTER JUNE WEEKEND) POLICY

The June weekend of the Second Year is a time of completion and movement towards graduation. In order to ensure that students have demonstrated mastery in all areas expected of a graduate of the University, all late Home Assignments are due on the established extension deadline as stipulated by the faculty on the *Home Assignment Extension Request* form. If a student has any outstanding papers after the date that falls 30 days past the June weekend, the following will apply:

1. The student will receive a grade of Incomplete for the applicable course(s). The Incomplete must be completed by the end of the following quarter unless a further extension is approved by the Director of Education. (See the policy for Incomplete Grade on pg. 49 in the *Student Handbook* for further information.)
2. The student will not be eligible to enroll in the PSY 530 Six-Day Spiritual Psychology Practicum that summer and will need to postpone enrollment until all coursework is complete and Incomplete Grades have been converted.
3. The student will not be eligible for graduation.

The exception to this policy is students enrolled in Independent Study.

MASTER'S COMPREHENSIVE EXAMINATION

To be eligible to take the *Master's Comprehensive Examination* (MCE), each student must meet the following requirements:

1. All Spiritual Psychology Program coursework is successfully completed.
2. The MCE fee is paid.

The MCE is kept as part of the student file for a period of five years. Students receive their evaluated MCEs during the Practicum, for review only. The exams will be collected at the end of the Practicum.

HOME ASSIGNMENTS

The possible grades for the MCE are:

- PASS WITH HONORS (PWH)
- PASS (P)
- REDO
- NO CREDIT (NC)

LATE MCE

Due to the faculty summer schedules, it is very important that all students submit their MCEs on the specified due date. A late fee will be charged if a student submits an MCE after the due date. If the due date is missed (or an extension due date) and the faculty determine that it will not be read in that academic year, the student's participation in the Practicum and graduation must be postponed until the following year.

MCE REDO

Master's level students must receive a grade of PASS on the MCE in order to be eligible for the Practicum and graduation. If their MCE is graded as a REDO, the student will be notified by the MCE Faculty Reader Leaders. A Redo fee is also charged. A Certificate of Completion is granted until such date as the MCE has been passed.

If the MCE is not passed by the date of graduation, the student will be required to register for two units of Independent Study and continue with the Redo process. The MCE must be passed within two quarters of completion of the June weekend—by the end of December—in order for the student to receive a Master's Degree in that academic year.

If the MCE is not passed after the completion of the Independent Study period, the student will receive a final grade of No Credit (NC). In this case, the Certificate of Completion becomes the degree earned (see Independent Study – MCE on pg. 44).

INDEPENDENT STUDY—PSY 595

Students who have not completed courses or course assignments by receiving a passing grade may be offered the option to enroll in Independent Study (PSY 595) in order to receive an extension and bring their work to a successful completion.

Students who still do not meet the course requirements for which they have undertaken Independent Study within the specified timeline will be converted to Certificate of Completion (COC) status and graduated with the Certificate.

PSY 516/517: SECOND YEAR SUMMER PROJECT EXTENSION

The Second Year Project is an important component of the USM educational experience. Final Course Grades for PSY 516 and 517 are almost entirely based upon the successful completion of a project. Due to the emphasis placed upon successful completion of all project criteria, some students may need additional time to complete their projects. If the student's Faculty Project Report Reader makes the determination that a student will need to extend their project beyond June, the student will have access to additional faculty support in completing their project.

Students identified as needing extra time to complete their projects are required to do two additional Project Reports between the June weekend and the Practicum. They are also responsible for enrolling for 1 unit of Independent Study and paying additional tuition for that course (at the current tuition rate). Payment is due on the date of the first extended due date and is to be sent with the Extension Project Report.

HOME ASSIGNMENTS

The due dates for Summer Project Extensions are announced in the June weekend. For further information, contact your Faculty Project Report Reader.

PSY 512/523: SECOND YEAR RELATIONSHIP PROJECT AND FINAL REPORT EXTENSION

Students may be advised by faculty that they have not met the course requirements for successful completion of their Relationship Project (e.g., have not carried out the minimum requirement for their Treatment Plan, etc.). Since successful completion of the Project is a requirement for passing these two courses, students may be given the option to enroll in 1-2 units of Independent Study and pay additional tuition for that course (at the current tuition rate) in order to complete these courses for credit.

The faculty will advise Independent Study students of the due dates and additional requirements for this course.

PSY 529: MASTER'S COMPREHENSIVE EXAMINATION (MCE)

Students who received a grade of Redo on the *Master's Comprehensive Examination* and have not achieved a grade of PASS through the Redo process may be advised to enroll for Independent Study for one additional quarter (October through December).

The student will be advised of the due dates for the MCE. Additionally, they will have access to additional faculty coaching regarding the requirements that need to be met in order to receive an evaluation of PASS.

OTHER INDEPENDENT STUDY

Students who have not met all academic requirements to be eligible for graduation may be advised to register for Independent Study, beginning in October of the next academic year and completing in the following June. This enables the student to repeat a course (or a portion of a course), satisfactorily complete the Home Assignments, and fulfill the academic requirements without being required to attend the class weekends. In this case, the student will graduate in the following academic year.

SECOND YEAR STUDENTS WITH NON-PASSING ASSIGNMENTS—GRADUATION OPTIONS

Master's students who are completing the Second Year and, in the June or summer months (prior to the start of the Practicum), have been notified by faculty that one or more Home Assignments have been evaluated as not passing may have the following options, contingent upon faculty recommendation:

1. Convert to a Certificate of Completion (COC) status, attend the Practicum, and graduate with a COC instead of the Master's degree.
2. Receive a grade of "No Credit" (NC) in the applicable course(s) and return the next year to retake the Second Year. In most cases, the student will register and pay tuition only for the course or courses they need to retake for academic credit. However, full participation in all class weekends is required as well as completing some of the Home Assignments each month for courses that have already been completed. Students will be notified in writing of the Home Assignment requirements that will apply. Please see *Repeating Courses for Academic Credit* on page 50 for more information.

In this case, the student will graduate in the following academic year.

ACADEMIC POLICIES

“Be of good cheer. Do not think of today’s failures, but of the success that may come tomorrow. You have set yourselves a difficult task, but you will succeed if you persevere; and you will find a joy in overcoming obstacles. Remember, no effort that we make to attain something beautiful is ever lost.”

HELEN KELLER

ACADEMIC POLICIES

The University expects each student to have knowledge of the information presented in this *Student Handbook* and the University *Academic Catalogue*. All policies concerning one's program of study are to be read carefully and referred to regularly. Students are expected to become familiar with the following University policies and to monitor their own academic progress.

CLASS ATTENDANCE

Students are required to attend all classes. It is the student's responsibility to notify the Student Advisor at the University office prior to the class weekend for any unavoidable absences. Please read the following policies on attendance carefully.

ATTENDANCE: ACTIVE AND RELEVANT PARTICIPATION

1. Active involvement and participation are keys to receiving value in any course taken at the University of Santa Monica. *Active and Relevant Participation* is included in all Course Syllabi as a major element contributing to your *Final Student Evaluation*. Your presence and full participation are important! It is the way you make yourself available to the learning process. Thus, it is extremely important to be on time and to participate in the entire class, whether it is a weekend or a weeklong class. All Master's, UCX, and Certificate of Completion (COC) students are required to attend all weekends.
2. If you find that you must be absent from any part of a class, it is essential that you notify the University of Santa Monica office in advance at (310) 829-7402. Ask to speak with the Student Advisor. If something comes up unexpectedly during a class requiring your absence, then speak with one of the course instructors. In case of an emergency or unexpected absence during a class weekend, please leave a message for the faculty on USM's general voice mail (by pressing "O" while the message is playing).
3. In accordance with State regulations, attendance is monitored several times throughout the weekend. If you are unexpectedly absent, USM faculty will contact you regarding your absence. You are important! We care about you and appreciate your consideration in contacting us prior to class regarding any absence.
4. If for any reason you are going to miss a part of the weekend, it is your responsibility to arrange with the Handout Monitor Assistant to collect the handouts you will miss and get them when you return to class later in the weekend. You can also arrange with a classmate to collect any missed handouts. If handouts are not obtained during the weekend, please call USM and speak with the Educational Materials Administrator to request them.

Because the content and experience of the weekend classes are carefully designed in a sequential way and result in cumulative effects, regular attendance—participating in the entire weekend—and promptness for each class are necessary. Reduction of 5-10% or more of the final grade for the relevant course will be given for late arrivals and for those leaving early.

5. Tuition is charged by course. If you miss a class weekend, you are responsible for the tuition payment for that class in the quarter in which the class was missed.
6. If a student has prior knowledge that they will need to miss a class weekend, it is their responsibility to submit Home Assignments due on the missed weekend prior to the weekend. If this is not done, the Home Assignments will be considered late and standard point deductions for late papers will apply.

ATTENDING THE ENTIRE WEEKEND—POLICY

Weekend classes generally begin at 7:00 p.m. Friday evenings and end no later than 7:30 p.m. Sunday evenings. Please make your travel arrangements so you arrive with enough time to be in class when it begins, and so you can depart when the class is over. That way you can receive the value of being present for all the information and every process.

ACADEMIC POLICIES

MISSED WEEKEND POLICY

Per Academic Policies and Regulations, students are expected to attend all classes. However, from time to time, exceptions due to illness or a death in the immediate family are evaluated and approved on a case-by-case basis. It is the student's responsibility to notify the Student Advisor in the University office prior to class if he/she is going to be absent due to extenuating circumstances. Note: Students must attend the entire October weekend in the First Year, as it lays the foundation for the entire two-year Program. No exceptions will be granted.

If a class is missed, the student is still responsible for the tuition and Home Assignments for that class. Note: tuition payment and Home Assignments are both due in the academic year in which the class weekend was missed, not in the year the class is made up.

In the First Year of the Program, if more than one weekend in an academic year is missed, the student will be discontinued from the Program. Additionally, if a student misses two weekends in a quarter, they must make up the entire quarter. For instance, if a student misses the February and March weekends in the First Year, they will need to begin again with the January weekend when they resume their participation in the Program.

Upon missing a class weekend, the student will receive a grade of "No Credit" (NC) for the course. A missed class must be made up by the student attending the entire class weekend in the following year. Once the make-up class has been completed, a grade will be assigned.

Missing and making up a weekend is not an option for Second Year or the Third Year of the CHH Program. Missing class time in the Second Year or CHH Third Year will jeopardize a student's ability to successfully complete the Program in that academic year. If you have questions regarding missing a weekend, please contact the Student Advisor.

ATTENDING THE ENTIRE LAB/PRACTICUM—POLICY

Students are required to attend all sessions of Laboratories (First Year and CHH) and the Second Year Practicum in order to receive credit for these courses.

STUDENT ADVISING

The Student Advisor is available to provide information, answer questions regarding University policy and procedures, and support you in your participation. If you have questions or need information about your course, program, Home Assignments, attendance, etc., please call the University office at (310) 829-7402 and ask for the Student Advisor.

Your cooperation is asked in not calling your instructors at their homes or contacting them via e-mail. If the Student Advisor needs to refer your call to your instructor, that will be done, and your instructor will contact you. Thank you for your assistance in this area.

COURSE SYLLABI—POLICIES

There are certain specific policies and procedures that apply to individual courses throughout the Program. For information on applicable policies and procedures, please see the Course Syllabus for each course. Course Syllabi are distributed in the first class meeting of each course. Students are expected to familiarize themselves with the information presented in the Course Syllabi and to keep copies for their reference.

ACADEMIC POLICIES

GRADING SYSTEM

Grades are earned on the following basis:

SYMBOL	EXPLANATION	GRADE POINTS
A+	Honor grade to distinguish exceptional work	4
A	Excellent performance	4
B	Good performance	3
W	Withdrawn from course	0
INC	Incomplete	0
AUD	Audit	0
NC	No credit <i>Signifies that a student did not demonstrate a sufficient level of mastery in the course competencies to receive a passing grade.</i>	0
NGR	No grade report filed by the instructor <i>NGR is replaced by the earned grade when it is received.</i>	0
P or Pass	Pass	0
PWH	Pass with honors	0

GRADING SCALE

94-100 = A

(A+ may be given at the discretion of the instructor for outstanding participation and work in a course.)

90-93 = A-

87-89 = B+

84-86 = B

80-83 = B-

Below 80 = No Credit (NC) (at the graduate level)

GRADE POINT AVERAGE

Grade point average (GPA) is determined by dividing the total number of grade points earned in completed courses by the total number units enrolled in, excluding units within which a grade of "W," "INC," "NC," "NGR," "P," or "PWH" was assigned.

ACADEMIC POLICIES

CREDIT UNITS

Units described in this *Student Handbook* are quarter units. The University subscribes to the national standard for student workload, which is 30 hours per unit of credit. For each quarter unit of credit, a student is expected to do 10 in-class hours and 20 outside preparation hours.

GRADE REPORTS

For the First Year courses, the Registrar's office issues written grade reports at the end of each academic quarter. Since all the courses in First Year are sequential, successful completion of each course is a prerequisite for the next course. For Second Year and CHH, written grade reports are issued at the completion of the year in September. Please note: the Registrar's Office will not release grade or transcript information on the phone.

WITHDRAWAL (W)

Students may withdraw from any course and receive a "W" at any time prior to the final exam. A student who wishes to withdraw from a course or courses must file a *Leave of Absence* form with the Registrar's Office. This request will then be processed by the Registrar's and Finance Offices and the student will be sent an official withdrawal notice. A "W" will be issued for all courses and will be placed on the student's transcript. Students who do not complete a course and do not officially withdraw will receive a grade of "NC" (No Credit) unless they are eligible to receive an "INC" (Incomplete) grade. No record of registration or withdrawal is noted upon the permanent record of students withdrawing from individual courses prior to the second meeting of a regularly scheduled class.

INCOMPLETE (INC)

An Incomplete or "INC" is a temporary grade that may be given to a student who has attended all class weekends, maintained satisfactory attendance and academic work in a course until near the end of the quarter and then does not complete the required work by the end of that quarter.

An Incomplete must be completed with the submission of all required coursework by the end of the following quarter unless a further extension has been approved by the Director of Education. If the student does not submit the final coursework within the required time period or if the Incomplete is not removed within the allowable time period, the "INC" grade becomes a No Credit (NC). For First Year, see the table below:

Course number	Date Incomplete grade becomes NC*
PSY 501	March*
PSY 515	June*
PSY 520	August 1
PSY 528	October 1

*By the Friday of the class weekend in the month indicated

Students who receive a No Credit in the First Year may elect to continue in the Program as a Certificate of Completion student. Incomplete grades are not included when computing grade point averages. All "INC"s must be completed prior to graduation.

ACADEMIC POLICIES

NO CREDIT (NC)

A grade of No Credit (NC) will be given when a student did not meet course requirements and/or demonstrate a sufficient level of mastery in the course competences to receive a passing grade. In order to receive credit for a course where the grade earned is a No Credit, the student will be required to repeat the course for credit.

REPEATING COURSES FOR ACADEMIC CREDIT

A student may repeat a course in which a grade of "NC" was earned. If a student receives an Incomplete grade and does not complete the necessary coursework in the time allowed, then the student may repeat the course. Faculty approval is required for enrollment to repeat a course for academic credit. Both the original and the repeat enrollments will be noted on the student's permanent record. Grade points, however, are earned only once, and the units and grade points earned for the passing grade are counted in computing a student's grade point average.

In some cases (at faculty discretion), a student may be advised to complete a course through Independent Study rather than repeating the course. See pgs. 43 & 44 for more information.

Students who are approved to repeat courses for academic credit will pay the full tuition rate prevailing at the time.

FACULTY REVIEW COMMITTEE

The Faculty Review Committee is an ad hoc group composed of senior staff and faculty at the University. It meets as needed to consider academic policy issues, evaluate student academic standing, and to review petitions that students submit for exceptions to school policy. This is the advisory committee to the Chief Academic Officer.

To request an exception to school policy, the following steps should be taken:

1. Put in writing the nature of the request and the reasons an exception to policy is in order. The petition should be clear, specific, and concise.
2. If the petition is based on medical reasons, please provide appropriate documentation of the medical situation or condition.
3. Route completed petitions to the Registrar.
4. If appealing an academic termination/disqualification, the student has one week from the date s/he receives the notice of termination to submit a written appeal to the Faculty Review Committee.
5. Petitions for financial exceptions must be sent to the Finance Office.

The student will be advised of the decision made on the petition in writing.

ACADEMIC STANDING

Academic standing depends on several factors, including grades and attendance. The categories of scholastic standing are:

GOOD STANDING

Graduate students are considered to be in good academic standing if s/he maintains a minimum 3.0 (B) cumulative grade point average.

ACADEMIC POLICIES

SATISFACTORY PROGRESS

A Graduate Student achieves satisfactory progress by receiving passing grades in all courses attended and by maintaining a minimum cumulative grade point average of 3.0 (B).

UNSATISFACTORY PROGRESS

Students who do not maintain satisfactory academic progress will be referred to the Director of Education and may be placed on Academic Probation or dismissed from the University.

NOTIFICATION OF UNSATISFACTORY ACADEMIC PROGRESS

Each course instructor is required to notify the Director of Education of a student's unsatisfactory academic progress so that appropriate steps can be taken for notifying and counseling the student involved. The University of Santa Monica strongly believes in supporting student improvement, and all efforts will be made to encourage students who fall behind.

ACADEMIC PROBATION

If a student's academic performance is found to be below acceptable standards, the faculty will conduct an academic review meeting. If it is recommended that the student be placed on Academic Probation, he/she will be informed of this in writing. The letter will also include the action steps necessary for the student to be removed from Academic Probation, the possible consequences to the student if the conditions of Academic Probation are not met, and the timeline for completion. Students are generally placed on Academic Probation for two quarters (six months).

Academic Probation provides an opportunity for the student to course-correct and demonstrate mastery of the subject matter and mastery in the area of effectively completing Home Assignments on time with excellence. At the graduate level, self-mastery and mastery of the subject matter are expected of students as a matter of course.

Students placed on Academic Probation status must meet the following requirements:

1. All assignments must be completed on time, and any deviation from this may lead to the student being discontinued from the Program.
2. The student's work in all courses must be at the level of proficiency required in the Master's Degree Program in order to graduate.
3. All classes must be attended on time and in their entirety.

An assignment that receives a score of 79 or below results in "No Credit" for the course involved and the requirement that the course be retaken. Redos are not an option for a student on Academic Probation.

Academic Probation results in the faculty establishing specific criteria that must be met in order for Academic Probation status to be removed. These conditions will be established on a case-by-case basis, depending on the student's unique circumstances, and communicated by the faculty to the student in writing.

VIOLATION OF TERMS OF ACADEMIC PROBATION STATUS

If a student on Academic Probation fails to meet the above requirements, the University may convert the academic status of the student to a Certificate of Completion (COC) or terminate the student's participation in the Program.

ACADEMIC POLICIES

ACADEMIC TERMINATION

Continuous satisfactory progress at both the personal and academic level is required. A student may be disqualified from further graduate work if an average of “B” is not maintained, if the terms of Academic Probation are violated, or if the student’s behavior in the academic setting is disruptive to the learning process of others.

DISCONTINUATION FROM THE SP PROGRAM

Students may decide to discontinue their participation in the Spiritual Psychology Program at any time. If planning to re-enroll in a future term, a *Leave of Absence* form is required. For information on refund policies, see the *Financial Policies* insert that accompanies the *USM Academic Catalogue*.

LEAVE OF ABSENCE AND FIVE-YEAR LIMIT ON CREDIT VALIDITY

This guideline has been established so that students who graduate from USM’s Programs are current with the information, skills, and practices taught as the content of the Programs continue to evolve.

A student who discontinues all classes may request a Leave of Absence from the Program for personal or medical reasons at any time. Withdrawing from all courses during a quarter does not in itself constitute a Leave of Absence. It is required that the student file a *Leave of Absence* form. Students may resume the Program with permission from the Faculty Review Committee.

Students who do not attend class without filing for a Leave of Absence will be considered withdrawn from the University. Students who have been withdrawn must apply for readmission through the Admissions Office in order to re-enter the Program and will be subject to the degree requirements and handbook policies, including tuition and fees, in effect at the time of their readmission.

For more information on the readmission process, see pg. 25—Continuing in Second Year After a Leave of Absence. However, if major curriculum changes have taken place during the student’s leave of absence, this could necessitate a student retaking certain portions of the Program in order to meet current curriculum requirements.

A maximum of five (5) years from the original date of enrollment is allowed to complete the Program. For further clarification, please contact the Registrar’s Office.

Depending upon when the student discontinues from the Program in the First Year, a returning student has the option to:

1. Register and begin taking classes in the quarter he/she discontinued the Program; or
2. Audit (paying applicable audit tuition rates) any previously completed courses up to the quarter he/she discontinued, then register as a regular student at the point of prior discontinuation.

Students wanting to retake the Second Year must begin in October. Any students wishing to continue in the Program after the five-year limit on credit has expired are required to begin the application process for approval to retake the entire Program.

CONVERSION TO COC STATUS

Master’s students in the Spiritual Psychology Program who have been notified that they will not be able to complete the M.A. degree (for instance, if they have not passed their *Master’s Comprehensive Examination* or successfully completed an *Independent Study*) may be converted to COC status in order to attend the Practicum and graduate in the year they are taking the Program. The student then has the option of returning to repeat the M.A. Program in the following year, upon receiving Faculty approval. See Readmission Policy on pg. 22 of the *Student Handbook* for more information.

ACADEMIC POLICIES

PRACTICUM PARTICIPATION—POLICIES

The Practicum is held in retreat and students are to remain on the grounds throughout the retreat. For instance, family members are not permitted to stay with Practicum participants on the grounds (with the exception of mothers with infants). This policy is in place to support the students in receiving the maximum value from the Practicum.

PRACTICUM ROOMMATES

USM encourages you to select a roommate you know well and with whom you are compatible—to maximize your level of comfort and to ensure that your time together is enjoyable.

STUDENT HEALTH AND PRACTICUM PARTICIPATION POLICY

USM cares deeply about the health and well-being of its students during their educational journey. We believe that all learning environments must be safe and supportive to the health of each person participating. We have found that participating in the PSY 530 Six-Day Spiritual Psychology Practicum, which is held in retreat following the Second Year, with its relatively long days and quite demanding processes, can at times be very strenuous and taxing on students in many ways: physically, mentally, and emotionally.

One of USM's basic groundrules is: "Take care of yourself so you can help take care of others." This is the focus for the following USM policy relating to pregnancy and other serious medical conditions and PSY 530 Six-Day Spiritual Psychology Practicum participation as it encourages students to take the greatest level of care of themselves and, in some instances, an unborn child.

We have been medically advised that it poses potential risk for any pregnant students and those with serious or chronic medical conditions to participate in the PSY 530 Six-Day Spiritual Psychology Practicum.

Therefore, USM strongly advises against pregnant students participating in the Practicum. It is essential that pregnant students inform the Student Advisor before registering for the Practicum to determine the feasibility of their participation in the course. Most students who find themselves in this situation simply complete the PSY 530 Six-Day Spiritual Psychology Practicum in the following year.

In addition, students with serious or chronic medical conditions are required to obtain a signed release from their physician giving the student clearance to participate in Practicum and noting any restrictions upon the student's participation. It is recommended that the student's physician contact USM for more information about this medical release. The signed release is to be forwarded to the Student Advisor, who will inform Practicum faculty and make arrangements for any necessary accommodations.

PRACTICUM POLICY: MOTHERS WITH INFANTS

A mother is permitted to bring her infant with her to the Practicum with the following guidelines:

- A caregiver for the baby must be present at all times throughout the Practicum.
- The student must pay the additional room rental cost for the baby's caregiver.
- The baby and caregiver are not permitted to eat meals with the class.
- The baby and caregiver are not permitted in the classroom.
- The student is not permitted special time exceptions. The student must attend all class sessions on time, in their entirety.

ACADEMIC POLICIES

RETURNING TO PRACTICUM AFTER LEAVE OF ABSENCE POLICY

Students may find themselves in the position of having fulfilled all requirements for graduation except for successful completion of Practicum. Each year, these students are invited to return to USM to complete their degrees.

It is required that students who need to defer their participation in the Practicum complete the *Master's Comprehensive Examination* immediately following completion of Second Year classes (October–June).

Students who are returning to complete the Second Year Practicum after being on a Leave of Absence are encouraged to Audit or Assist the First Year PSY 528 Five-Day Spiritual Psychology Laboratory in the year they plan to take the Practicum.

If a returning student has any incomplete assignments in the year they attended the Program, it will be required that they complete all outstanding assignments before being given permission to take the Practicum. All financial obligations to the University must be completed.

Practicum space for returning students is on a space-available basis, as registration priority is given to current Second Year students.

AUDITING THE PRACTICUM

Graduates of the Spiritual Psychology Program may be given permission to audit the Practicum, whether or not they have participated in the Second Year as an Audit student. There is no discount tuition rate for auditing the Practicum.

STUDENT RECORDS

It is important that the University maintain accurate student records regarding legal name, address, phone number, and other contact information for the duration of your participation in the Program. Please contact the University to report changes as soon as possible.

All student records are kept for five years. Transcripts are kept for 50 years.

STUDENT INFORMATION CHANGES

To ensure the accuracy of our records and to help us stay in contact, students are asked to immediately notify the Registrar's Office in writing of any changes to name, address, phone numbers, or e-mail address. Forms are distributed each quarter in class to allow students to review their information and provide any updates. Students may provide updates on the USM Web site at www.UniversityofSantaMonica.edu/Students/update_contact.aspx.

All legal name change requests must be submitted to the Registrar's office in writing and signed by the student making the request. In addition, all requests must include the student's current name on file, their new legal name, and either their student ID# or Social Security number. The Student ID# can be found on any Home Assignment Cover Sheet.

USM TRANSCRIPT

An official USM transcript may be obtained from the Registrar's office upon receipt of a written student request. A \$5 transcript fee is required.

Transcript Request forms are available on the USM Web site at www.UniversityofSantaMonica.edu/pdfs/USM_Transcript.pdf.

ACADEMIC POLICIES

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

The Family Education Rights and Privacy Act of 1974, better known as the Buckley Amendment of FERPA, provides generally that:

1. Students shall have the right of access to their educational records; and
2. Educational institutions shall not release educational records to nonschool employees without consent of the student.

“Students” as used in this notice also includes former students. Written consent of the student is required before the University can release information concerning the student to prospective employers, government agencies, credit bureaus, etc. Students and alumni applying for jobs, credit, etc., can expedite their applications by providing the University with written permission to release their records, specifying which records and to whom the release may be made.

For further details on and exceptions to the policies affecting disclosure of student records, contact the Registrar’s Office.

AWARDING OF THE MASTER OF ARTS DEGREE

Only those students enrolled at USM in the M.A. Program at the time of completion of all degree requirements are eligible to receive the Master of Arts in Spiritual Psychology degree. USM does not allow for any retroactive conversion of a Certificate of Completion into a Master’s degree, even if the student completes a Bachelor’s degree subsequent to earning the COC.

GRADUATION REQUIREMENTS

Eligibility for students to graduate from both the Master’s and Certificate Programs will be based upon all degree requirements being satisfactorily completed:

1. Satisfactory completion of all assignments.
2. Satisfactory completion of all courses.
3. Satisfactory completion of the *Master’s Comprehensive Examination* (both Programs) with a rating of PASS or PASS WITH HONORS (Master’s students only).
4. Completion of the M.A. Program with a GPA of 3.0 (Master’s students only).
5. Payment of all financial obligations to the University.

GRADUATION FROM THE CHH PROGRAM

Because the Spiritual Psychology degree is an integral part of the Consciousness, Health, and Healing Program, students are required to surrender this degree before being awarded the M.A. in Spiritual Psychology with an Emphasis in Consciousness, Health, and Healing. The exception to this is those students who earned a Counseling Psychology Degree from USM. CP students are awarded an M.A. in Counseling Psychology with a 30-Quarter Unit Certificate of Completion in CHH.

GRADUATION CEREMONY ATTENDANCE

USM’s Graduation Ceremony is held in August each year. It is required that students graduating from any of USM’s Programs pay the Graduation fee whether or not they participate in the ceremony. Please contact the Registrar’s office if you will not be attending the ceremony.

ACADEMIC POLICIES

EVALUATION OF FACULTY AND COURSES

At the conclusion of each course, faculty/course evaluation forms are distributed in class during the last session of class. Students are invited to provide ratings and specific comments about the course materials, assignments, textbooks, instructors, etc. Course Evaluations are reviewed and student feedback is carefully considered in service to upleveling the educational experience and value that students receive from the Program.

APPENDICES

“Until one is committed there is hesitancy, the chance to drawback, always ineffectiveness. Concerning all acts of initiative (and creation), there is one elementary truth, the ignorance of which kills countless ideas and splendid plans; that the moment one definitely commits oneself, then Providence moves too. All sorts of things occur to help one that would never otherwise have occurred. A whole stream of events issues from the decision, raising in one’s favour all manner of unforeseen incidents and meetings and material assistance, which no man could have dreamt would have come his way.”

WILLIAM HUTCHISON MURRAY

APPENDICES

APPENDIX A

ADMINISTRATIVE POLICY ON ACADEMIC FREEDOM

The President/CEO and Chief Academic Officer shall ensure that faculty are encouraged to pursue academic freedom in their relationships with their students. Academic freedom is essential in the development of a successful student-mentor relationship. The Executive and Education Divisions protect the academic freedom of students by ensuring the following:

1. Access to faculty and advisors;
2. Free expression toward meeting course objectives;
3. Timely and appropriate faculty feedback on student performance; and
4. Opportunities for course evaluation.

The President/CEO monitors all instances of perceived infringements of academic freedom and takes appropriate action to ensure freedom of academic pursuit.

APPENDIX B

GRIEVANCE PROCEDURE

Students are encouraged to discuss concerns or complaints directly with the University's Student Advisor, Director of Education, or with faculty. If resolution is not reached, students are requested to put their complaint in writing and follow the Formal Grievance Procedures on pg. 59. A review of the student's communication, University policies and procedures as well as legal implications, and response to the student will take place within the time frame indicated below. If resolution is not reached, the student can contact the Bureau for Private Postsecondary Education:

P.O. Box 980818
West Sacramento, CA 95798-0818
(916) 431-6959
www.bppe.ca.gov

The following guidelines prescribe the manner in which grievances are handled:

1. A "grievance" shall be defined as an alleged misapplication of institutional policies or procedures. Procedures for the resolution of grievances provide a route of appeal through administrative channels and to the Board of Trustees, if necessary.
2. All matters related to a grievance shall be kept confidential. Only those individuals directly involved in resolving the grievance shall be informed of the grievance.
3. All documents, communications, and records dealing with the grievance shall be placed in an institutional grievance file. No such material shall be placed in a student's file.
4. No reprisals shall be taken against any participant in a grievance procedure by reason of such participation.
5. Time limits specified in these procedures may be reduced or extended in any specific instance by written mutual agreement of the parties involved. If specified or adjusted time limits expire because the University fails to act within the time limits governing its actions, the grievance may proceed to the next step.
6. Any grievance not taken to the next step by the person filing the grievance within prescribed time limits shall be considered settled on the basis of the answer given at the preceding step.

APPENDICES

Informal Grievances

Grievers are encouraged to resolve grievances informally. Formal grievance procedures shall not be initiated unless informal efforts to resolve the grievance have been exhausted and the griever has provided a written description of such efforts.

Formal Grievance Procedure— Step 1

If a grievance has not been satisfactorily resolved by informal procedures, the griever may file a written grievance with the immediate instructor, Director of Education, or Chief Academic Officer within 60 days of the act or event that is the subject of the grievance.

Within ten working days of receiving the grievance, the immediate instructor or Director of Education shall conduct any necessary investigation and meet the griever in an effort to resolve the grievance.

The instructor or Director of Education shall present all concerned parties with a written response to the grievance within fifteen working days after the meeting.

Formal Grievance Procedure— Step 2

If a grievance has not been satisfactorily resolved at Step 1, the griever may file the written grievance with the President within five working days of receiving the response at Step 1. All information presented at Step 1 shall be included with the grievance, and the instructor or the Director of Education shall submit to the President a report describing attempts to resolve the grievance at Step 1.

Within ten working days of receipt of the report on Step 1 procedures, the President shall conduct any necessary investigation and meet with the griever in an effort to resolve the grievance.

The President shall present all concerned parties with a written response to the grievance within fifteen working days after the meeting.

Formal Grievance Procedure— Step 3

If a grievance has not been satisfactorily resolved at Step 2, the griever may file a written appeal to the Board of Trustees within five working days of receiving the response at Step 2. All information presented at Steps 1 and 2 shall be included with the appeal, and the President shall submit to the Board a report describing attempts to resolve the grievance at Step 2.

An appeal hearing shall be held at the next regularly scheduled Board meeting that falls at least 12 days after the appeal is filed. The Board shall make its decision within 30 days of the hearing and shall mail its decision to all concerned parties. The Board's decision shall be final.

APPENDIX C

ROLE OF STUDENTS IN GOVERNANCE

The Board believes it is important to seek out and consider student ideas, viewpoints, and responses to the education programs offered by the institution.

In addition to the opportunity to provide feedback through the use of Course Evaluations for every offering, students may address in writing any comments or suggestions regarding University policy, procedures, and programs directly to the President.

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“Flaming enthusiasm, backed up by horse sense and persistence, is the quality that most frequently makes for success.”

DALE CARNEGIE

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ACKNOWLEDGEMENTS

Editors

MARY R. HULNICK
CARRIE HOPKINS-DOUBTS

Proofreading

CARRIE HOPKINS-DOUBTS
NANCY O'LEARY

Graphic Design

JOHANNES GRAPHICS
STABINS DESIGN

Logo Design

AVALLON-THACKWELL

Photography

DAVID SAND



2107 WILSHIRE BLVD. · SANTA MONICA, CALIFORNIA 90403

TELEPHONE (310) 829-7402

www.UniversityofSantaMonica.edu