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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
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 delighted you have chosen USM to fulfill your educational goals and aspirations at this time. In a time of historic worldwide change, you are embarking on a dynamic and uplifting Soul-Centered educational experience designed to equip you with the tools to transform your consciousness, your life, and the world.

At the University of Santa Monica, we believe that “A Conscious World Begins With Conscious People,” and we support you in living in the Freedom of the Authentic Self and discovering your own answers to life’s essential questions: Who am I? What’s my purpose? and How can I make a meaningful contribution in my world?

The University’s pioneering educational paradigm provides you, as a student, with opportunities for transforming your Consciousness and for Spiritual Awakening through learning to apply the transformational Principles and Practices of Spiritual Psychology to everyday life. This educational experience is:

- Sacred
- Highly experiential
- Relevant and practical
- Creative
- Inspirational
- Academically rigorous and relevant
- Alive and dynamic
- Heart centered
- And fun!

Full participation provides opportunities for you to experience both a transformed consciousness and a transformed life while learning practical life tools that USM Graduates have been using successfully for more than 30 years.

Please read this Student Handbook carefully. It contains useful information designed to support and assist you in successfully completing your course of study at USM. We look forward to participating with you in USM’s Soul-Centered experiential education!

H. Ronald Hulnick, Ph.D.  
President

Mary R. Hulnick, Ph.D.  
Chief Academic Officer
The University of Santa Monica is dedicated to Communicating the Principles and Practices of Spiritual Psychology Worldwide through the process of Soul-Centered Education.

® is a registered trademark of the University of Santa Monica.
USM: DISCOVERING 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.

1) Who Am I?
The University’s Master’s Degree Programs engage students experientially in the Principles and Practices of Spiritual Psychology. These progressive tools empower you to convert your everyday life experiences into rungs on the ladder of Spiritual Awakening. 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 aff 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 your world.

THE USM GRADUATE: LIVING THEIR ANSWERS

We have seen time and again how a transformed life is only as far away as one’s own Consciousness. USM graduates—in their lives, relationships, careers, and contributions in the worlds of education, parenting, law, government, medicine, media, and more—beautifully demonstrate the true measure and celebration of how a University of Santa Monica education transforms a human life, a community, the world. We invite you to see their stories on our Web site at UniversityofSantaMonica.edu 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.
“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 the University of Santa Monica’s Master’s Program in Spiritual Psychology is a wonderful recognition that the transformed world you seek around you emerges by first transforming the world within you and your own consciousness. As you step into greater mastery of the leading-edge Principles and Practices of Spiritual Psychology learned in USM’s unique experiential educational process and apply them in your everyday life, in all probability, you will find the attitudes, skills, and qualities of clarity, strength of heart, and confidence that enable you to move forward as a student are supporting you in manifesting greater mastery and transformation in others areas of your life as well. Thus, you can experience tremendous value, both short- and long-term, in all areas of your life by mindfully setting mastery as one of your goals.

Listed below are 15 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 the Program. From a mastery point of view, sagging commitment is simply an opportunity for strengthening your intention and 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 completing your Home Assignments on time. Setting aside a regular time and place to do your reading and completing your Home Assignments are self-supporting choices. And, as USM’s Founder has said, “Failing to plan is planning to fail.” We encourage you to plan your time in service to getting the most from your USM education!

4. Another factor is **finding ways to enjoy** doing your Home Assignments. When Enthusiasm and the Joy of learning are present, Grace and Ease are available!

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 your Home Assignments and you approach them as opportunities for learning, you will discover what you need to know through the process of engaging with them. 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 course requirements. This is a key to discovering the meaning and value of your own experience. And it supports you in participating from a deeper level inside you that serves as a gateway to the Wisdom of your Heart.

7. **Talent is cheap; perseverance is dear.** In other words, **perseverance pays off.** Research has shown that success is 5% inspiration and 95% perspiration: DOING DOES IT!

8. **Hold a clear picture of your success and 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 both inner and outer action to support yourself in getting back on track. This recognition requires accessing the Wisdom of your Heart, combined with your mental reasoning ability, in service to evaluating your options so you can make Self-Honoring choices. And it may be an excellent time to ask for assistance.
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 in 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 and life-long learning.

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 more graceful and enjoyable.

15. **Loving yourself, no matter what, is the most important key to demonstrating mastery.** Positively reinforce your efforts and successes! Regular self-acknowledgment and self-appreciation are so important. You deserve your own Loving.

### Self-Mastery Affirmations

1. I am taking small steps in strategic places creating positive outcomes that are meaningful for me!
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, making Self-supportive choices and gracefully manifesting greater satisfaction and success in all areas of my life!
4. I am demonstrating my commitment to myself as I make choices that support me in completing all of my Home Assignments on time!
5. I am bringing forward the strength of my heart and demonstrating resourcefulness as I meet the challenges of developing and demonstrating self-mastery!
6. I am a masterful student and I love learning! I am easily and naturally embracing a Learning Orientation to Life.
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, effectively taking the necessary actions, and easily completing my assignments with excellence and on time!
12. I am integrating the Principles and Practices of Spiritual Psychology and applying them in my everyday life in ways that support my healing, transformation, and Spiritual Awakening.
13. I love participating in class! I am experiencing uplifting relationships with the other students and the faculty!
14. I am on time for class and wholeheartedly participating, knowing that through my participation, I’m receiving maximum value!
15. I am a student of life, using all my experience for my growth, learning, and upliftment!
16. I am making an investment in myself that supports me in Transforming my Consciousness and Transforming my Life!
“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 Founder
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
After you have been accepted into the Master’s Program, you will receive the following Registration Documents: Enrollment Agreement, Financial Agreement, School Performance Fact Sheet, and Acknowledgement Form. Once you return these documents to the University, fully completed and signed, you will be 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, and you have submitted the Registration Documents including the Enrollment Agreement, Financial Agreement, School Performance Fact Sheet, and Acknowledgement Form, you will be automatically registered in the Second Year for the fall, winter, and spring courses as well as the PSY 530 Six-Day Spiritual Psychology Retreat. Those students required to register for Independent Study must enroll in PSY 595 separately.

CHH THIRD YEAR
After you have been accepted into the CHH Program, you will receive the following Registration Documents: Enrollment Agreement, Financial Agreement, School Performance Fact Sheet, and Acknowledgement Form. Once you return these documents to the University, fully completed and signed, you will be automatically registered for the fall, winter, and spring courses as well as the CHH 598 Advanced Seminar in Consciousness, Health, and Healing.

SCPC PROGRAM
After you have been accepted into the SCPC Program, you will receive the following Registration Documents: Enrollment Agreement, Financial Agreement, School Performance Fact Sheet, and Acknowledgement Form. Once you return these documents to the University, fully completed and signed, you will be automatically registered in the Soul-Centered Professional Coaching Program.
# 2015–2017 UNIVERSITY HOLIDAY SCHEDULE

(USM Office will be closed)

## 2015
- **New Year’s Day**: Thursday, January 1
- **Memorial Day**: Monday, May 25
- **Independence Day**: Friday, July 3
- **Labor Day**: Monday, September 7
- **Thanksgiving**: Thursday, November 26
- **Post-Thanksgiving**: Friday, November 27
- **Pre-Christmas**: Thursday, December 24
- **Christmas Day**: Friday, December 25
- **New Year’s Eve**: Thursday, December 31

## 2016
- **New Year’s Day**: Friday, January 1
- **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
- **Christmas Day**: Monday, December 26
- **New Year’s Eve**: Friday, December 30

## 2017
- **New Year’s Day**: Monday, January 2
- **Memorial Day**: Monday, May 29
- **Independence Day**: Tuesday, July 4
- **Labor Day**: Monday, September 4
- **Thanksgiving**: Thursday, November 23
- **Post-Thanksgiving**: Friday, November 24
- **Christmas Day**: Monday, December 25
- **Post-Christmas**: Tuesday, December 26
- **New Year’s Eve**: Friday, December 29
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.
- Exit the Santa Monica Freeway (10) West at the Cloverfield/26th Street exit.
- Turn right on Cloverfield/26th Street and proceed North on 26th Street toward Wilshire Boulevard.
- Turn left on Wilshire Boulevard.

From the Santa Barbara area
- Take the Ventura Freeway (101) South to the San Diego Freeway (405) South.
- Exit the San Diego Freeway (405) South at Wilshire Blvd. West (Exit 55c).
- Turn right on Wilshire Boulevard.

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

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

PARKING INFORMATION
Students have the option to use parking at the Union Bank Parking Garage at 2001 Wilshire Blvd. (one block west of USM) during class weekends. Parking cards are distributed in the October class weekends.

NOTE: Please park only in VISITOR and NON-RESERVED spaces. If these spaces are full, then you will need to locate street parking. 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, and many have reduced rates for USM students.

ACCOMMODATIONS WITH LOCAL HOTELS
There are two quality hotels within three blocks walking distance from USM, the Best Western Gateway Hotel and the Ambrose Hotel. 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
SuperShuttle (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 $20 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 and mention the USM Group Code D49ER.

Local Transportation
The Best Western Gateway and Ambrose hotels 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.
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 online 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 credit card. 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 top menu, select “Using the Library.” Under “Access & Privileges,” select “Library Cards.” In the left-hand column, select “Fee Cards (non-UC 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 online catalog for the UCLA Library is available at www.library.ucla.edu by clicking “Search” from the top menu.

The general phone number for UCLA is (310) 825-4321; the UCLA Library public information phone number is (310) 825-4732; 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.
TEXTBOOK COSTS AND PURCHASING TEXTBOOKS

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

First Year students 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 Retreat and CHH Lab textbooks). Soul-Centered Professional Coaching students purchase all textbooks for the Certificate Program prior to the first class weekend. All students are provided with a list of required texts for each course during class.

Textbooks are available for purchase through the student portal on the University Web site at www.UniversityofSantaMonica.edu. 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, and tuition & fees, and answer any other questions.

2. Student Advising: Assistance is available for students relative to their academic program including questions about University policies, attendance requirements, class schedules, Home Assignments, 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. Online Education Customer Service: Provides technical support and monitoring of online community board and handling of student inquiries for online courses.

8. Parking: Parking passes for parking near the campus are available to all students for class weekends.

9. 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.
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:

<table>
<thead>
<tr>
<th>FIRST YEAR</th>
<th>SECOND YEAR</th>
<th>CHH THIRD YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 501: 60 CEUs</td>
<td>PSY 504: 60 CEUs</td>
<td>CHH 590: 50 CEUs</td>
</tr>
<tr>
<td>PSY 515: 60 CEUs</td>
<td>PSY 512: 50 CEUs</td>
<td>CHH 591: 50 CEUs</td>
</tr>
<tr>
<td>PSY 520: 60 CEUs</td>
<td>PSY 516: 50 CEUs</td>
<td>CHH 593: 50 CEUs</td>
</tr>
<tr>
<td>PSY 528: 50 CEUs</td>
<td>PSY 517: 50 CEUs</td>
<td>CHH 594: 50 CEUs</td>
</tr>
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<td></td>
<td>PSY 523: 60 CEUs</td>
<td>CHH 597: 50 CEUs</td>
</tr>
<tr>
<td></td>
<td>PSY 530: 50 CEUs</td>
<td>CHH 598: 50 CEUs</td>
</tr>
</tbody>
</table>

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 of Santa Monica is an NBCC-Approved Continuing Education Provider (ACEP™) and may offer NBCC-approved clock hours for events that meet NBCC requirements. The University as the Approved Continuing Education Provider solely is responsible for all aspects of the Program.

For more information on the specific courses or workshops for which NBCC-approved clock hours will be awarded, please contact the Registrar’s office.
“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 (CHH)*
Certificate of Completion in Soul-Centered Professional Coaching (SCPC)*

Applicants may access and complete the electronic Application from USM’s Web site at www.UniversityofSanta Monica.edu.

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

*For information on how to apply for the M.A. in CHH or COC in SCPC, please refer to pgs. 27 & 28.
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 the University’s 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 at [www.UniversityofSantaMonica.edu/admissions](http://www.UniversityofSantaMonica.edu/admissions).

**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. 25 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.

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

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

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 M.A. 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 Program 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.

ARTICULATION AGREEMENT WITH SAYBROOK UNIVERSITY
The University of Santa Monica has entered into an Articulation Agreement with Saybrook University, which is reviewed annually. According to the agreement:

1. Graduates of the USM Master of Arts in Spiritual Psychology Program may transfer 18 credits into the School of Mind-Body Medicine Ph.D. specialization in Healthcare Practice and may transfer 15 credits into the Ph.D. specializations in Healthcare Systems and Healthcare Research.
2. Graduates of the USM Master of Arts in Consciousness, Health, and Healing Program may transfer 18 credits into the School of Mind-Body Medicine Ph.D. specialization in Healthcare Practice and may transfer 15 credits into the Ph.D. specializations in Healthcare Systems and Healthcare Research.
3. Graduates of the USM Master of Arts in Counseling Psychology Program may transfer 36 credits into the School of Mind-Body Medicine specialization in Integrative Mental Health, may transfer 18 credits into the School of Mind-Body Medicine Ph.D. specialization in Healthcare Practice, and may transfer 15 credits into the Ph.D. specializations in Healthcare Systems and Healthcare Research.

For further information regarding articulation, please contact Saybrook University’s Office of Admissions at admissions@saybrook.edu or (510) 593-2934.

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.

Additionally, USM will not accept students in the M.A. Degree Program who have obtained a Bachelor’s Degree that includes USM Coursework on their undergraduate transcript.

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 quarter 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.

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 as soon as possible. It is the student’s responsibility to make his/her needs known in a timely manner and to provide the appropriate documentation at the time the request is made.

Students requesting accommodations must provide diagnostic documentation from a licensed clinical professional who is familiar with the functional implications of the disability. The opinions and recommendations of the licensed clinical professional will be considered in developing a suitable accommodation plan. Disability documentation must adequately verify the nature and extent of the disability in accordance with current professional standards and techniques, and it must clearly substantiate the need for all of the student’s specific accommodation requests. Please contact the Registrar’s Office to obtain the University’s Verification of Disability form.
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 in the University’s M.A. Programs. International students are issued an I-20, which they can use to apply for an F-1 Visa. International students 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.
USM is required to create, maintain, and update each quarter the SEVIS (Student Exchange Visitor Information System) records for each F-1 visa student attending our Programs. As such, USM will vouch for the status of each International Student who is currently enrolled in the Program.
Please Note: At this time, International Students are not eligible for admission in the COC Program in Soul-Centered Professional Coaching.

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 quarter 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.
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 quarter units include the coursework of the First Year of the Spiritual Psychology Program. In the Second Year of the Program, the UCX category is not applicable to students who do not have a Bachelor’s degree.

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.

RETAKEING 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 coursework 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 two or more years since completing the First Year are required to audit or assist the First Year Lab. This is to re-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.
CONSCIOUSNESS, HEALTH, AND HEALING PROGRAM ADMISSION REQUIREMENTS

Application for Admission to the CHH Program is available for graduates of the Spiritual Psychology Program. Those students who are completing the Second Year are also eligible to apply. 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 quarter units) of the Spiritual Psychology Program.
• 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.

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 online CHH Application for Admission is the Verification of Student Degree Status section.

There is a separate Application required for entry into the Third Year of the CHH Program. A $100 Application fee is required for CHH Application processing. The Application is available online at www.universityofsantamonica.edu/program/consciousness-health-healing/.

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 pgs. 49 & 50 of this Student Handbook for more information.

Note: This program is for only the most advanced students who are deeply committed and have the ability to hold and see themselves through when their unresolved material comes forward for healing. This is a very powerful process designed to support students when their curriculum surfaces to work their process to completion.
SOUL-CENTERED PROFESSIONAL COACHING PROGRAM ADMISSION REQUIREMENTS
Application for Admission to the SCPC Program is available for graduates of the Spiritual Psychology Program. University policy stipulates that admission to the SCPC Certificate Program requires consent of the Faculty Review Committee. Admission requirements for entrance to SCPC include, but are not necessarily limited to:

• Successful completion of all coursework (55 quarter units) of the Spiritual Psychology Program.
• Maintaining a First and Second Year GPA of 3.0 or above.
• Consistent and timely First and Second Year class attendance.
• Timely completion of all First and Second Year Home Assignments.
• Payment of all financial obligations to the University.
• Participation in the First and Second Year Program that contributes positively to the learning experience of other students.
• Demonstrated mastery in working with the Goal Line and Soul Line personally (as Client) and in service to others (as Facilitator).
• Demonstrated personal maturity and professional and/or academic background to successfully complete a rigorous professional training program and to step forward as professional Soul-Centered Life Coaches.

Graduates of USM’s Spiritual Psychology Program (M.A. or COC) who would like to apply for the Soul-Centered Professional Coaching Program should contact the Admissions Office to obtain the SCPC Application For Admission. SCPC is offered as a Certificate of Completion Program only.

Note: Due to the professional training nature of SCPC, attending all SCPC class weekends in their entirety is essential to the successful completion of the Program. Please review the SCPC Class Schedule and arrange your schedule such that you will be able to fully participate in all components of the Program. Missing and making up a class weekend is not an option for SCPC and will jeopardize your ability to successfully complete the Program.

AUDIT INFORMATION
Students who have completed the Program may repeat classes as an Audit student. Since Audit students have earned a Master’s Degree or a 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.

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 Final Synthesis Home Assignment 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 Home Assignment 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.

SCPC AUDITING REQUIREMENTS
1. Soul-Centered Coaching Journals are to be submitted each month.
2. Choose, participate in, and complete a Coaching Engagement Project.
3. Coaching Engagement Project Reports are to be submitted each month.
4. Attend all class sessions in their entirety.
5. Fully participate in all Peer Coaching sessions as both Client and Coach during and in between class weekends.

SUMMER AND GRADUATION WEEKEND EVENTS FOR SECOND YEAR, CHH, SCPC, AND AUDITING STUDENTS
1. Auditing students are encouraged to participate in the Retreat at the end of the Second Year (and the CHH Lab for CHH audits) as a way to ground their learnings and complete the year. Please note that there is no discount audit rate tuition for Retreat. For the audit tuition rate for CHH Lab, please contact the Finance Office.
2. Although Second Year Auditing students do not participate in the degree-granting graduation ceremony, attendance at the Special Graduation for Second Year is welcomed and appreciated.
3. Auditing students for Second Year, CHH, and SCPC and their guests are offered reserved seating at Graduation.

AUDIT TUITION RATES
Please contact the Office of Admissions for eligibility and tuition rates.
“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. (Synchronize watches.)
2. To share, raise your hand, stand, wait for the mic, and say your first name.
3. Please eat or drink (except for water in bottles with a lid) outside, in the downstairs lobby, or on the back patio. Please deposit all other beverage and food 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 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 shared unless they bring their sharing up to you. Give others the dignity of their process after trios or large group sharings.
10. No photographing, videotaping, or audio recording during classes, including with cell phones.
11. Respect and take care of the facilities.
12. Maintain clear aisle awareness in the classroom by not moving chairs or placing personal items in the established aisles. Maintain aisle awareness before and after class as well as during classroom breaks.
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 or to text message at any time while in the classroom.
21. We’re here to learn, grow, and have fun!

GROUNDRULES
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.
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.

It is important to remain in the classroom trios and engaged in all rotations of the trio in order to receive the maximum value of your participation in each of the three roles (Client, Facilitator, and Neutral Observer). Please note that students demonstrating a pattern of leaving the trios before they are completed are not demonstrating satisfactory academic progress towards the degree. Steps taken to address this behavior include being called for a meeting with the Director of Education, point deductions in scores for Active and Relevant Participation in the grading process, as well as the possibility of dismissal from the University if the pattern is not corrected.

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 that extends to students, potential students, volunteers, faculty, staff, 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 the Second Year, CHH, and SCPC classes; and Nancy O’Leary, 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 Retreat, please see pg. 56 of the Student Handbook.

Please note: The University may request documentation from the student’s physician when considering requests for accommodating special needs.
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 Garage. 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
All distributed materials (course handouts, staff, faculty, and volunteer handbooks, and related materials) are protected by United States and international copyright and other laws. Course handouts are furnished to the students of the University of Santa Monica for instructional use only. All rights are reserved for USM and the authors of the material, Drs. H. Ronald and Mary R. Hulnick. No part of the University of Santa Monica’s materials may be copied, reproduced, republished, modified, distributed, transmitted, published, displayed, broadcast, sold, offered for sale, or otherwise exploited in any form or by any means without the express prior written permission of the copyright owners, Drs. H. Ronald and Mary R. Hulnick, and the University of Santa Monica. You may not alter or remove any trademark, copyright, or other notice from those materials.
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 Loving. 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.
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.
“This process of doing the homework for me is such an incredible blessing of what I experience inside of myself. It’s really Love work. It’s absolute Love for me. It’s such a joy doing it. I get so much out of it – perhaps that’s because I put so much of myself into it. What I experience with it is very transformational for me.

“I want to thank you, Ron and Mary, for creating this, for the meticulousness and the impeccability of this whole Program. It’s such a beautiful thing. I really do thank you from my heart for being who you are and giving us the opportunity to experience more of who we are because of your own ability to show us the way.”

Nicholas Brown
HOME ASSIGNMENTS

CREDIT HOURS
The University subscribes to the national standard for student workload, which is 30 hours per quarter 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 in 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 USM Keys for Success on pgs. 7–9 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.

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.
HOME ASSIGNMENTS

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

HOME ASSIGNMENT POLICIES FOR COC STUDENTS
Certificate of Completion (COC) students take courses in the M.A. in Spiritual Psychology (PSY) Program for personal development and not for credit. In First Year, COC students are encouraged to complete and submit the Home Assignments, in order to receive the benefit of anchoring their learnings more deeply. However, COC students are not required to submit Home Assignments in the First Year.

In Second Year, COC students are required to submit all Home Assignments.

All Home Assignments submitted by COC students will be evaluated by the Readers who will provide written feedback and coaching. However, COC students do not receive scores on their Home Assignments.

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. 39 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. H. Ronald and Mary R. Hulnick. (See pg. 34 of the Student Handbook for more information about University Intellectual Material and Its Usage.) Materials are provided to current USM students only for use 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.
- Assignment is printed and submitted single-sided only.
- 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 (not included for COC, SCPC, or Audit students)

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 Retreat. The Master’s Comprehensive Examination (MCE) is returned to students to review at the Retreat. The MCEs are then collected and kept on file in the Registrar’s Office.
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 and Self-Nurturing Practices Journal
2. Patterning Journal Report
3. Self-Counseling (if applicable this month)
4. 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, CHH, or SCPC), the course number or name, and in bold letters the words “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 Home 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 University Holiday Schedule on pg. 12).

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 Own Approach to Facilitating Your Growth, Learning, and Healing by doing their in-class presentation either in the May class weekend or during the make-up weekend.

Please note that, due to the professional training nature of the Program, students in the SCPC Program may not miss and make up a class 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, and Principles 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.

Some keys to successful completion of your Redo:
1. Set an intention for successful completion.
2. Center yourself in your Self. Ask for Spirit’s assistance.
3. Review the Home Assignment guidelines.
4. Review any Soul-Centered Basic Skills and Facilitation Strategies that might address the areas that were identified as opportunities for you in the Redo.
5. Carefully review the Reader comments on the assignment you turned in, as these comments are designed to support you in your Redo.
6. Clarify any questions you may have with a Faculty Reader Leader during the class weekend, prior to completing your Redo.

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.

CRITERIA FOR REDO HOME ASSIGNMENTS
If a student’s Home Assignment meets one or more of the following criteria, the student will be asked to redo the Home Assignment by the next class weekend. Students also have the option of redoing the assignment during the class weekend and submitting it by no later than Sunday morning. If the student:
• Omitted a large section of the assignment.
• Did not follow the Guidelines as written on the Home Assignment sheet.
• Submitted handwritten assignments or printed assignments whose print was not legible.
• Demonstrated insufficient depth in the paper, which means that the student did not demonstrate satisfactory integration of the Principles and Practices of Spiritual Psychology or was not sufficiently engaged in the assignment (as reflected by superficial responses to the questions).

Point deductions will apply to the redone paper as determined by the Faculty Reader Leaders.
HOME ASSIGNMENTS

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.

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.
HOME ASSIGNMENTS

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, or before, 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 Grades on pg. 52 in the Student Handbook for further information.)

2. The student will not be eligible to enroll in the PSY 530 Six-Day Spiritual Psychology Retreat 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 have successfully completed all Spiritual Psychology Program coursework.

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

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 Retreat 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 Retreat 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.
HOME ASSIGNMENTS

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 also Independent Study—Master’s Comprehensive Examination (MCE) on pg. 47).

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 Retreat. 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.

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.
HOME ASSIGNMENTS

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 June or summer months (prior to the start of the Retreat), have been notified by faculty that they are not eligible to pass one or more Second Year courses, have the following options, contingent upon faculty recommendation:

1. Convert to a Certificate of Completion (COC) status, attend the Retreat, 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 pg. 53 for more information.

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

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.

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 or the November Make-Up Class 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, provided that they are complete with the previous quarter’s academic requirements.

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 or SCPC. 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.
MISSING PART OF A CLASS WEEKEND POLICY
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 “0” while the message is playing).

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.

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.

ATTENDING THE ENTIRE LAB/RETREAT POLICY
Students are required to attend all sessions of Laboratories (First Year and CHH) and the Second Year Retreat in order to receive credit for these courses.

SCPC ATTENDANCE POLICY
Due to the professional training nature of the Soul-Centered Professional Coaching Program, attending all SCPC class weekends in their entirety is essential to the successful completion of the Program. Please review the SCPC Class Schedule and arrange your schedule such that you will be able to fully participate in all components of the Program. Missing and making up a class weekend is not an option for SCPC and will jeopardize your ability to successfully complete the Program.

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. Students in the SCPC Program will be referred to the SCPC Program 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 OR PROGRAM OVERVIEW—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 Syllabi or the Program Overview. Course Syllabi and/or the Program Overview are distributed in the first class meeting of each course. Students are expected to familiarize themselves with the information presented in the Course Syllabi or Program Overview and to keep copies for their reference.
**GRADING SYSTEM**

*Grades are earned on the following basis:*

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>EXPLANATION</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Honor grade to distinguish exceptional work</td>
<td>4</td>
</tr>
<tr>
<td>A</td>
<td>Excellent performance</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Good performance</td>
<td>3</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn from course</td>
<td>0</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
<td>0</td>
</tr>
<tr>
<td>AUD</td>
<td>Audit</td>
<td>0</td>
</tr>
<tr>
<td>NC</td>
<td>No credit</td>
<td>0</td>
</tr>
</tbody>
</table>

*Signifies that a student did not demonstrate a sufficient level of mastery in the course competencies to receive a passing grade.*

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>EXPLANATION</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NFC</td>
<td>Not for credit</td>
<td>0</td>
</tr>
</tbody>
</table>

*Signifies that a student attended classes but did not receive academic credit.*

<table>
<thead>
<tr>
<th>SYMBOL</th>
<th>EXPLANATION</th>
<th>GRADE POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>P or Pass</td>
<td>Pass</td>
<td>0</td>
</tr>
<tr>
<td>PWH</td>
<td>Pass with honors</td>
<td>0</td>
</tr>
</tbody>
</table>

**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,” “NFC,” “P,” or “PWH” was assigned.
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 quarter 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 by 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 and 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:

<table>
<thead>
<tr>
<th>Course number</th>
<th>Date Incomplete grade becomes NC*</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSY 501</td>
<td>March*</td>
</tr>
<tr>
<td>PSY 515</td>
<td>June*</td>
</tr>
<tr>
<td>PSY 520</td>
<td>August 1</td>
</tr>
<tr>
<td>PSY 528</td>
<td>October 1</td>
</tr>
</tbody>
</table>

*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 competencies 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 for academic credit. Faculty approval is required for enrollment to repeat a course. 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. 46 & 47 for more information.

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 they receive 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 they maintain a minimum 3.0 (B) cumulative grade point average and attend all class sessions.

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).
ACADEMIC POLICIES

UNSATISFACTORY PROGRESS
Graduate 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 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 student’s class attendance is below minimum requirements, 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. Students being terminated from the University’s Programs will be notified in writing.
ACADEMIC POLICIES

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 continues 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 Continuing in Second Year After a Leave of Absence on pg. 26. 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 at the start of 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 Retreat 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 the Readmission Policy on pg. 22 of the Student Handbook for more information.
ACADEMIC POLICIES

RETREAT PARTICIPATION—POLICIES
Students are to remain on the grounds where the Retreat is being held through to completion. In addition, non-student friends or family members are not permitted to stay with Retreat 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 their participation in the Retreat.

RETREAT 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 RETREAT 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 Retreat, 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 Retreat 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 Retreat.

Therefore, USM strongly advises against pregnant students participating in the Retreat. It is essential that pregnant students inform the Student Advisor before registering for the Retreat 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 Retreat 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 the Retreat 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 Retreat faculty and make arrangements for any necessary accommodations.

RETREAT POLICY: MOTHERS WITH INFANTS
A mother is permitted to bring her infant with her to the Retreat with the following guidelines:

• A caregiver for the baby must be present at all times throughout the Retreat.
• 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.
RETURNING TO COMPLETE THE RETREAT AFTER LEAVE OF ABSENCE POLICY

Students may find themselves in the position of having fulfilled all requirements for graduation except for successful completion of the Retreat. 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 Retreat complete the *Master’s Comprehensive Examination* immediately following completion of Second Year classes (October–June).

Students who are returning to complete the Second Year Retreat 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 Retreat.

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 Retreat. All financial obligations to the University must be completed.

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

AUDITING THE RETREAT

Graduates of the Spiritual Psychology Program may be given permission to audit the Retreat, whether or not they have participated in the Second Year as an Audit student. Please contact the Office of Admissions for more information.

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.

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, their Student ID number, and proof of legal name change (e.g., copy of driver’s license, court documents, etc.). The Student ID number 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 fee per transcript is required.

*Transcript Request* forms are available on the USM Web site at [www.UniversityofSantaMonica.edu/pdfs/USM_Transcript.pdf](http://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 graduates are awarded a 30-Quarter Unit Certificate of Completion in CHH or they may participate as a COC student.

GRADUATION FROM THE SCPC PROGRAM
Upon graduation from the SCPC Program, students will receive a Certificate of Completion verifying the successful completion of 180 hours of coach-specific training. This Certificate is awarded in addition to the M.A. degree or COC for the Spiritual Psychology Program which students already possess.

GRADUATION CEREMONY ATTENDANCE
USM’s Graduation Ceremony is held in August each year and is the final event of your two-year academic journey. You are encouraged to attend and be part of this celebration and to invite your family and friends to commemorate your remarkable achievement with you. It is a loving, Spirit-filled event and a beautiful honoring of the graduates and Soul-Centered education. In the event that you cannot attend, please notify the Registrar’s Office.
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.

SCPC GRADUATE ANNUAL SURVEY
Graduates of the SCPC Program will receive an annual survey via e-mail following completion of the Program. The University is required to collect and publish the following data about the graduates of the SCPC Program, a professional training program:

• % of total graduates actively working in the profession (coaching)
• Average salary of SCPC graduates

Information collected from individual SCPC graduates will be kept confidential and will not be shared with nonschool employees.
“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
APPENDIX A

ADMINISTRATIVE POLICY ON ACADEMIC FREEDOM

The President/Chief Executive Officer 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/Chief Executive Officer 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. 62. 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:

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

Dale Carnegie
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