

# Unity Institute



## Ministry and Religious Studies

### Academic Catalog

**2010-2011**

Unity Institute, through outstanding higher education, develops ministers and other leaders who live spiritual principles and inspire transformation.

1901 NW Blue Parkway  
Unity Village, MO 64065-0001

For Admissions Information:  
816-251-3535, Ext. 2110  
[admissions@unityonline.org](mailto:admissions@unityonline.org)  
[www.unityinstitute.org](http://www.unityinstitute.org)

# Table of Contents

Welcome from Dean and Chief Academic Officer .....	3
Introduction .....	4
Unity Institute Scholarship and Endowment Funds .....	7
Admissions Process and Policies .....	8
Master of Divinity .....	13
Non-Credit Diploma in Unity Ministry .....	20
Academic Information and Policies .....	27
Academic Calendar .....	34
Financial Information and Policies .....	36
Campus Policies .....	38
Student Resources .....	40
Course Descriptions .....	42
Personnel .....	53
Index .....	55

Unity Institute reserves the right to make changes in admission policies, fees, program requirements, course offerings and any other matters regarding Unity Institute, without prior notice, in accordance with established policies and procedures.



## Hello and welcome!

We are proud of Unity Institute as a premier graduate institution that encourages students to lead from spiritual principle and inspire transformation in the world. As part of this mission, the Institute offers a Masters in Divinity, a Diploma in Unity Ministry and serves as the educational venue for those wishing to become Unity ministers.

With a positive, practical, progressive approach to Christianity based on the teachings of Jesus and the power of prayer, our degree program honors the universal truths in all religions and respects each individual's right to choose a spiritual path. Offering the flexibility of attending part or full-time, with a combination of online and on-campus classes, a program at Unity Institute is more than a degree in religion ... it is preparation to become a transformative spiritual leader in ministry, business, education or any other arena.

Housed in a building on the National Register of Historic Places and located in the beautiful 1,400 acre township of Unity Village, Unity Institute offers a beautiful park-like setting. The Mediterranean-style campus includes scenic countryside with two lakes, an All America Rose Selections® accredited garden, fountains, a bookstore/coffee shop and the Unity Village Chapel. In addition, our extensive metaphysical library and archives serve as the only primary source collection of historical materials relating to the Unity movement and offer over 40,000 catalogued items, including a collection of rare early New Thought materials. Located just 15 miles from downtown Kansas City, the area is also alive with many venues for arts, entertainment and dining.

Take some time to browse through these pages and then schedule a personal visit to discover the beauty and peacefulness that is Unity Village. We look forward to helping you discover your potential as one of tomorrow's innovative spiritual leaders.

Blessings,

A handwritten signature in cursive script that reads "Ted Collins, J.D." The ink is dark and the signature is fluid and legible.

Ted Collins, J.D.  
Chief Academic Officer and Dean  
816-251-3535, Ext. 2312

## Introduction

### *Mission Statement*

Unity Institute, through outstanding higher education, develops ministers and other leaders who live spiritual principles and inspire transformation.

### *Core Values*

Spirit-Centeredness: We act from a Spirit-Centered consciousness with the consistent awareness of God as the One Presence and One Power within each of us.

Oneness: We celebrate our diversity while acknowledging we are one in Spirit.

Integrity: We act in harmony with our deeply held beliefs and values and we honor the agreements we make with others

Excellence: We set our expectations high and challenge ourselves to exceed them as we educate and develop students. We are continuously growing and improving as we move towards the vision of what can be.

Faith: As instruments of the Divine, we co-create our future through steadfast vision of the Good. With God as our Source, we trust spiritual principles and expect unlimited possibilities.

### *Our Vision for the World*

A world awake and alive with the Presence and Goodness of God.

### *Our Vision for Unity Institute*

Unity Institute is a premier graduate institution recognized for academic excellence in spiritual and ministerial education.

## ***History***

Unity Institute is devoted to continuing the spiritual educational work of Charles and Myrtle Fillmore, founders of the Unity movement. Unity began in 1889 with the publication of the first issue of *Modern Thought*.

Unity ministerial education has a long history, with many name changes. It began with the Unity Training School in the 1930s. Silent Unity® established the Ministerial Training Program in 1945, followed by the Unity Education Department in 1966. The School for Ministerial and Religious Studies was developed by the Association of Unity Churches in 1969 and subsequently became known as Unity Ministerial School. In 1980 Unity School for Religious Studies was established as a department of Unity. The name was changed in 2003 to Unity Institute to reflect the development toward master's-level degree programs.

Through the cooperative relationship formed with the Association of Unity Churches International, Unity Institute has served the Unity movement's need for ministers and ministries. Unity Institute now also serves the higher spiritual educational desires of students seeking an advanced degree.

Unity Institute is committed to the adult educational model in which each student comes to the school as a result of the spiritual journey that began earlier in his or her soul's unfoldment. The faculty and staff are committed to and the program is designed to guide each person to acquire the skills, knowledge and consciousness that are needed for the fulfillment of this goal. It is in this way that Unity Institute continues the work of spiritual education that was begun by the Fillmore's more than 100 years ago.

## ***The Educational Philosophy of Unity Institute***

Unity Institute accepts the premise that adult learning is an internal process and that there are superior conditions of learning and principles of teaching. We are committed to providing those conditions and principles to the best of our ability.

It is expected that students at Unity Institute will:

- Be responsible for discovering the information, consciousness and skills needed to successfully complete the program and its requirements.
- Share their previous experiences with teachers and fellow students.
- Desire to make the most of the time at Unity Institute to enhance their experience of a sense of calling. This includes taking advantage of every part of the curriculum as well as the opportunities to develop personal associations with fellow students, faculty, staff and administration.

## ***Statements of Faith***

Unity Institute is guided by five commonly held basic principles of the Unity Movement, as identified by Connie Fillmore in 1989:

1. God is absolute good, everywhere present.
2. Human beings have a spark of divinity within them, the Christ spirit within. Their very essence is of God, and therefore they are inherently good, also.
3. Human beings create their experiences by the activity of their thinking. Everything in the manifest realm has its beginning in thought.
4. Prayer is creative thinking that heightens the connection with God-Mind and therefore brings forth wisdom, healing, prosperity and everything good.

5. Knowing and understanding the laws of life, also called Truth, are not enough. A person must also live the Truth that he or she knows.

### ***Accreditation***

Unity Institute is currently in conversation with the Higher Learning Commission (HLC), a commission of the North Central Association of Colleges and Schools, to become a member of the association with its Master of Divinity and Master of Arts in Religious Studies programs. Unity Institute would like to caution potential students that this conversation with HLC is not a guarantee that Unity Institute will become accredited. Although Unity Institute is not accredited, Unity Institute has permission from the State of Missouri to offer degrees.

### ***Unity Licensing and Ordination***

The Association of Unity Churches International governs the process of licensing and ordaining Unity ministers. Graduation from Unity Institute does not guarantee licensing or ordination. Any person interested in becoming a licensed and ordained Unity minister should contact the credentialing staff at the:

Association of Unity Churches International  
P.O. Box 610  
Lee's Summit, MO 64063  
816-524-7414  
[www.unity.org](http://www.unity.org)

### ***Spiritual Education and Enrichment***

Unity offers continuing education classes for Spiritual Education and Enrichment (SEE). For information about the SEE classes and programs, contact:

Spiritual Education and Enrichment  
1901 NW Blue Parkway  
Unity Village, MO 64065-0001  
816-251-3535  
[SEE@unityonline.org](mailto:SEE@unityonline.org)  
[www.unityeducation.org](http://www.unityeducation.org)

# Unity Institute Scholarship and Endowment Funds

## Four Opportunities to Give

- Unity Institute Scholarship Fund  
By donating to this fund, you have the opportunity to support students enrolled in the Unity Institute programs.
- Unity Institute Operating Fund  
Donations to this fund enable Unity Institute to continue its day-to-day operations, as well as upgrade student services and student resources.
- Unity Institute Endowment Fund  
Contributions to the Endowment Fund provide long-term support for Unity Institute and its students.
- Create a named scholarship fund  
This is an opportunity to create your own ongoing scholarship fund in your or someone else's name. Donors who choose this option have the opportunity to work with Unity Institute to create the criteria that will be used in choosing the recipient of this scholarship.

The students, faculty  
and staff of Unity  
Institute wish to  
thank each and every  
contributor to the  
Unity Institute  
Scholarship and  
Endowment Funds.

We are grateful!

### *Mary Jane Ondr Scholarship*

*Being the recipient of the Mary Jane Ondr Scholarship for 2010 was a very important event for me. The scholarship is based on academic excellence, leadership, and financial need. The financial assistance of the scholarship came at a most opportune time. The cost of maintaining a long distance two household relationship with my wife was beginning to take its toll on both our relationship and our finances. But, more important for me was the recognition of my work and my efforts both in school and in taking leadership in my church community. I am part of a passionate and brilliant community of leaders and future ministers. To be singled out for special recognition reinforced my already steady resolve to seek to live out the truth of my Christ nature in every thought, word and deed.*

*Ray Nelson, 2<sup>nd</sup> Year Student*

For information about contributing to Unity Institute Scholarship and Endowment Funds, please contact Theodore J. Collins, Chief Academic Officer and Dean of Unity Institute  
816-251-3535, Ext. 2030  
[collinstj@unityonline.org](mailto:collinstj@unityonline.org)

# Admissions Process and Policies

## *To Be a Unity Minister*

For those interested in becoming a licensed and ordained Unity minister, two admissions processes are required.

1. Admission to the academic program at Unity Institute. Those who have an earned Bachelor's degree will apply to enter the Master of Divinity program. Individuals without a Bachelor's degree must first have an approved Academic Demonstration application and be accepted for the Unity Ministry Path through the Association of Unity Churches International prior to applying to enter the Diploma in Unity Ministry program.

For more information about the admissions process to Unity Institute, contact [admissions@unityonline.org](mailto:admissions@unityonline.org).

2. Admission to the Unity Ministry Path at the Association of Unity Churches International. Those interested in becoming a licensed and ordained Unity minister must also apply for admission to the Unity Ministry Path to begin the licensing and ordination process. There are separate requirements and documentation needed for this application. Individuals without a Bachelor's degree must meet requirements for the Academic Demonstration before applying for the Unity Ministry Path.

For more information about the Unity Ministry Path admissions process and the Academic Demonstration, contact the Credentialing Department at the following:

816-524-7414 or visit:

<http://unity.org/association/ministriesLeaders/leadershipTraining/becomingAMinister.html>

## *The Programs at Unity Institute*

Unity Institute offers two programs of study:

Master of Divinity.

Diploma in Unity Ministry.

The Master of Divinity (M.Div.) is a graduate degree program. In addition, Unity Institute offers one non-degree, non-credit program: Diploma in Unity Ministry. Individuals may also take classes without applying for a specific program. Persons applying for admission should follow the admission procedures outlined below.

For further information and admission deadlines, please contact:

Unity Institute Admissions Representative

1901 NW Blue Parkway

Unity Village, MO 64065-0001

816-251-3535, Ext. 2110

[admissions@unityonline.org](mailto:admissions@unityonline.org)

[www.unityinstitute.org](http://www.unityinstitute.org)



## ***International Students***

Applicants for whom English is a second language must submit a copy of the Test of English as a Foreign Language (TOEFL) and submit a score of 550 on the written (TOEFL) test, 213 on the Computer-based test (CBT) or 79-80 on the Internet-based test (iBT).

Upon application, international students must provide an affidavit of support. An I-20 form will not be processed until the student has been admitted. At registration, international students are required to provide proof of adequate health insurance.

We are in the process of renewing our certification as an F-1 school, authorized to accept students from outside the U.S. to attend classes at Unity Village.

Interested international applicants should contact the Unity Institute Admissions Representative for information about admission to these programs:

Unity Institute Admissions Representative

1901 NW Blue Parkway

Unity Village, MO 64065-0001

816-251-3535, Ext. 2110

[admissions@unityonline.org](mailto:admissions@unityonline.org)

[www.unityinstitute.org](http://www.unityinstitute.org)

## ***Application Process***

All materials submitted to Unity Institute in the application process become the property of Unity Institute. Upon enrollment, materials deemed essential are kept in the Registrar's Office as a part of the student's permanent academic file.

## ***For Admission to the Master of Divinity Program***

Note: Applicants who are interested in Unity licensing and ordination must also apply to the Association of Unity Churches International Unity Ministry Path:

P.O. Box 610

Lee's Summit, MO 64063

816-524-7414

<http://unity.org/association/ministriesLeaders/leadershipTraining/becomingAMinister.html>

1. **Submit a completed application form.**
2. **Submit a signed copy of the Unity Institute Code of Conduct.**
3. **Submit official transcripts.** A Bachelor's degree is required. An official transcript from all colleges/universities attended must be sent directly to the Unity Institute Registrar.
4. **Submit a statement of information.** Each applicant shall submit an essay of 1000-1500 words that includes the following information:
  - Biographical information.
  - Reasons the applicant would like to be admitted into the degree program.
  - What the applicant hopes to achieve from the degree program.
  - How the applicant expects to use the degree in the future.The essay should be double-spaced in a readable font of no less than 12 points and give evidence of skills in writing capable of sustaining graduate level work.

5. **Submit a nonrefundable application fee of \$50.**
6. **Three letters of reference.** One letter should be from the applicant's minister or spiritual leader of his or her church, one letter should be from someone who is familiar with the applicant's academic abilities –or a second personal (non-relative) and one letter should be a personal (non-relative) reference. All letters are to be sent directly to the Unity Institute Admissions Office.

### ***For Admission to the Diploma in Unity Ministry Program***

Before being accepted into this program, an applicant must be admitted into the Association of Unity Churches International Unity Ministry Path. This program is not open to individuals holding Bachelor's, or higher, degrees.

1. **Be accepted into the Association of Unity Churches International Unity Ministry Path.** A requirement for this is an Academic Demonstration. For information about the Unity Ministry Path or the Academic Demonstration, please contact the Credentialing Staff of the Association of Unity Churches International:  
P.O. Box 610  
Lee's Summit, MO 64063  
816-524-7414  
<http://unity.org/association/ministriesLeaders/leadershipTraining/becomingAMinister.html>
2. **Submit a completed application form.**
3. **Submit a signed copy of the Unity Institute Code of Conduct.**
4. **Submit evidence of an Academic Demonstration.**
5. **Submit a statement of information.** Each applicant should submit an essay of 1,000-1,500 words that includes the following information:
  - Biographical information.
  - Reasons the applicant is requesting admission into the diploma program.
  - What the applicant hopes to achieve from the diploma program.
  - How the applicant expects to use the diploma in the future.The essay should be double-spaced, with a readable font of no less than 12 points and give evidence of skills in writing capable of sustaining graduate level work.
6. **Submit a nonrefundable application fee of \$50.**
7. **One letter of reference.** This letter should be from someone who is familiar with the applicant's academic abilities. The letter is to be sent directly to the Unity Institute Admissions Office.

## ***For Admission to Non-Degree Programs***

Anyone may apply to take classes at Unity Institute. Individuals without a Bachelor's degree may enroll in classes as an audit-only student with the understanding that any courses taken for audit are not eligible for transfer into a regular program of study. Particular requirements for auditing each course are determined by the faculty.

Individuals with a Bachelor's degree may elect to take classes for credit or audit, by following the steps below.

1. **Submit a completed application form.**
2. **Submit a signed copy of the Unity Institute Code of Conduct.**
3. **Official transcripts.** A Bachelor's degree is required to take courses for graduate credit or audit. Official transcripts from all colleges/universities attended must be sent directly to the Unity Institute Admissions Office.
4. **Submit a nonrefundable application fee of \$50.**

Individuals without a Bachelor's degree may apply to audit classes by following the steps below.

1. **Submit a completed application form.**
2. **Submit a signed copy of the Unity Institute Code of Conduct.**
3. **Submit a nonrefundable application fee of \$50.**

## ***Admissions Policies***

***Equal opportunity and nondiscrimination:*** In keeping with the inclusive nature of the Unity teachings, it is the policy that Unity Institute be free of discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation and/or disability and to make reasonable accommodations for qualified individuals with known disabilities. This includes decisions regarding admissions, administration of academic policies, financial assistance and scholarship programs. Students with special needs are encouraged to contact the Unity Institute Registrar to discuss their individual needs.

***Placement Exam:*** Prior to beginning courses at Unity Institute, students without Spiritual Education & Enrichment course background courses will complete a placement exam to determine their comprehension of Metaphysics and Bible Interpretation. Students are to take this exam before enrolling for coursework and should contact the Unity Institute Registrar to make arrangements to take the exam.

## ***Readmission to Unity Institute***

If a student has not maintained continuous enrollment (see below) at Unity Institute, formal application must again be made. If necessary, the Admissions Committee will review the applicant's file to determine if the student should be readmitted. All outstanding financial obligations must also be satisfied before re-admission is granted.

The program requirements and academic standards that were effective upon initial enrollment will be applicable only if the student is re-admitted after an absence of no more than two terms. The program requirements and academic standards that are currently in effect at time of readmission will be applicable for anyone who has been absent three or more consecutive ten-week terms.

To be considered for readmission, candidates must submit the following.

1. Submit a completed application form.
2. Reapplication fee of \$50.
3. Written statement of information of no more than 1000 words to include reasons for seeking readmission to Unity Institute.
4. Official transcripts from each college or university attended since last enrolled at Unity Institute directly to Unity Institute Admissions Office.

## ***Transfer of credit***

Students may transfer up to 12 hours of graduate credit in the Master of Divinity program and up to 12 hours of undergraduate credit in the Diploma program, under the following conditions:

- An official transcript must be sent to the Registrar for evaluation. Transcripts are official only if they are received directly from the school attended.
- The institution of origin must be accredited by an accrediting body that is approved by the United States Department of Education.
- A course description and/or syllabus for each course for which credit is requested must be submitted.
- The course is equivalent to a course offered through Unity Institute and meets learning objective requirements.
- The student earned a minimum grade of 3.0 on a 4.0 grading scale.
- The course was completed within seven years of the term in which the degree work at Unity Institute began.

More information can be found in the Unity Institute Student Handbook or by contacting the Registrar. Transfer credit is not used in calculating a student's grade point average at Unity Institute.

**Oneness:  
We celebrate our diversity  
while acknowledging we are one in Spirit.**

# Master of Divinity

The Master of Divinity is a professional degree for people who are interested in becoming ministers. People who are interested in Unity licensing and ordination must also be accepted into the Association of Unity Churches International Unity Ministry Path (see the section on Admissions for further information).

Upon graduation, students will achieve the following program outcomes:

MD-1. Spiritual and Personal Development: Demonstrate a pattern of holistic growth in personal and spiritual consciousness.

MD-2. Foundational Knowledge: Demonstrate professional competency through the integration of knowledge and methodology in the areas of Scripture, theology, historical studies, communication, pastoral studies, leadership and administration.

MD-3. Ministry Skills: Demonstrate essential skills for effective ministry, including the areas of worship ceremonies, education, leadership, administration and pastoral ministry.

MD-4. Cultural Context: Demonstrate an understanding of the structures, processes and issues that are found in the historical, contemporary, cultural, ethical and scientific contexts within which the minister operates.

These program outcomes are addressed and assessed in the following core courses:

## **Historical and Theological Studies**

- HTS 511 History of Christianity I (3)
- HTS 512 History of Christianity II (2)
- HTS 551 Metaphysical Theology I (3)
- HTS 552 Metaphysical Theology II (3)
- HTS 534 Theological Ethics (2)

## **Ministry Arts and Skills**

- MAS 501 Pastoral Counseling I (2)
- MAS 504 Pastoral Counseling II (3)
- MAS 506 Pastoral Studies (2)
- MAS 531 Homiletics I (3)
- MAS 532 Homiletics II (3)
- MAS 533 Creating Spiritual Services (2)
- MAS 551 Ministry Leadership (3)
- MAS 552 Ministry Administration (3)
- MAS 553 Ministry Development (3)
- MAS 571 Education Theory & Practice (2)

## **Spirituality and Society**

- SAS 511 Trends in Contemporary Society (2)
- SAS 512 Unity in Contemporary Society (2)

### **Scriptural Studies**

- SCS 501 Bible History: Hebrew Scripture (3)
- SCS 502 Bible History: Christian Scripture (3)
- SCS 505 Bible Interpretation (3)
- SCS 512 Teachings of and about Jesus (2)
- SCS 514 World Religions (2)

### **Spiritual Development**

- SPD 511 Prayer & Meditation (3)
- SPD 521 Self-Awareness (3)
- SPD 525 Interpersonal Skills (3)
- SPD 553 The Call to Ministry (1)
- SPD 593 Credo I (1)
- SPD 594 Credo II (1)

### **Internships**

- PRA 651 Internship in Prayer Ministry (2)
- PRA 652 Internship in Hospital Chaplaincy (2)
- PRA 694 Internship in Church Ministry (2)

These program outcomes will be assessed using an evaluation of student papers, tests, class presentations, participation in classroom activities, contribution to worship activities and adherence to the Unity Institute Code of Conduct.

To be granted a degree, a student must complete the Master of Divinity program within six years of beginning the program; complete at least one chapel service unless on the Unity Ministry Path (see Chapel Service below); and submit a portfolio prior to graduation. Further information about the portfolio and contents can be found in the Unity Institute Student Handbook.

Graduation from Unity Institute does not guarantee Unity licensing or ordination, which is governed by the Association of Unity Churches International.

Master of Divinity education has a complex goal: the spiritual, personal, vocational, and academic formation of the student. Because of the importance of a comprehensive community of learning, the Master of Divinity cannot be viewed simply as an accumulation of classes or of individual independent work. In order to ensure the appropriate educational community, at least one year of full-time academic study or its equivalent shall be completed at the main campus of the school awarding the degree.

Chapel Service: Unity Institute requires students on the Unity Ministry Path to complete at least two chapel services. Additional information regarding requirements for Chapel Services is in the Unity Institute Chapel Service Handbook.

### **Additional Requirements for Students on the Unity Ministry Path**

The following information is provided for informational purposes only. For complete requirements regarding Licensing and Ordination, contact the Credentialing Department, Association of Unity Churches International at 816-524-7414 or via email at [credast@unity.org](mailto:credast@unity.org).

- Completion of Association of Unity Churches International Polity (formerly MAS 643)
- Completion of a second PRA 694 Internship in Church Ministry class.

**Core Curriculum**  
(74 credit hours)

**Master of Divinity**  
90 credit hours

**Core Curriculum**  
74 credit hours

**General Education**  
16 credit hours

**Historical and Theological Studies (13 credit hours)**

- HTS 511 History of Christianity I (3)
- HTS 512 History of Christianity II (2)
- HTS 534 Theological Ethics (2)
- HTS 551 Metaphysical Theology I (3)
- HTS 552 Metaphysical Theology II (3)

**Ministry Arts and Skills (27 credit hours)**

- MAS 501 Pastoral Counseling I (2)
- MAS 504 Pastoral Counseling II (3)
- MAS 506 Pastoral Studies (3)
- MAS 531 Homiletics I (3)
- MAS 532 Homiletics II (3)
- MAS 533 Creating Spiritual Services (2)
- MAS 551 Ministry Leadership (3)
- MAS 552 Ministry Administration (3)
- MAS 553 Ministry Development (3)
- MAS 571 Education Theory & Practice (2)

**Spirituality and Society (4 credit hours)**

- SAS 511 Trends in Contemporary Society (2)
- SAS 512 Unity in Contemporary Society (2)

**Scriptural Studies (13 credit hours)**

- SCS 501 Bible History: Hebrew Scripture (3)
- SCS 502 Bible History: Christian Scripture (3)
- SCS 505 Bible Interpretation (3)
- SCS 512 Teachings of and about Jesus (2)
- SCS 514 World Religions (2)

**Spiritual Development (11 credit hours)**

- SPD 511 Prayer and Meditation (2)
- SPD 521 Self-Awareness (3)
- SPD 525 Interpersonal Skills (3)
- SPD 553 The Call to Ministry (1)
- SPD 593 Credo I (1)
- SPD 594 Credo II (1)

**Internships (6 credit hours)**

- PRA 651 Internship in Prayer Ministry (2)
- PRA 652 Internship in Hospital Chaplaincy (2)
- PRA 694 Internship in Church Ministry (2)

# General Electives

(16 credit hours)

## Historical and Theological Studies

- HTS 602 Science and Religion (2)
- HTS 643 Readings in Western Spirituality (2)
- HTS 655 Gender Issues and Feminist Theology (2)
- HTS 660 Readings in Unity History (2)
- HTS 665 Emerson & the Transcendentalists (2)
- HTS 670 20<sup>th</sup> Century Religious Thought (2)
- HTS 699 Seminar in Historical & Theological Studies (2-3)

## Internships

- PRA 651 Internship in Prayer Ministry (2)
- PRA 652 Internship in Hospital Chaplaincy (2)
- PRA 693 Internship in Hospice Chaplaincy (2)
- PRA 694 Internship in Church Ministry (3)
- PRA 695 Internship in Clinical Pastoral Education (10)
- PRA 699 Independent Internship (2-6)

## Ministry Arts and Skills

### *Pastoral*

- MAS 602 Seminar in Pastoral Studies (2-3)
- MAS 603 Spiritual Healing and Wholeness (2)
- MAS 604 Prayers and Services of World Religions (2)
- MAS 605 End-of-Life Issues (2)
- MAS 606 Ethical and Legal Issues in Chaplaincy (2)
- MAS 609 Transpersonal Psychology (3)

### *Communication*

- MAS 621 Advanced Techniques in Homiletics (2)
- MAS 622 Music in the Contemporary Church (2)
- MAS 624 Writing for the Ministry (2)
- MAS 625 Storytelling and Readers Theatre (3)
- MAS 626 Voice as Instrument (2)
- MAS 627 Technology in the Emerging Church (2)
- MAS 630 Seminar in Communication (2-3)

### *Leadership and Administration*

- MAS 643 Association of Unity Churches International Polity (2)
- MAS 645 Pioneering (2)
- MAS 646 Youth and Family Ministry (2)
- MAS 648 Family Systems: Applications in Ministry (2)
- MAS 653 Ministry in Diverse Communities (2)
- MAS 698 Seminar in Leadership (2-3)

## Spirituality and Society

- SAS 602 Religion and the Arts (3)
- SAS 603 Exploring Evolutionary Spirituality (3)
- SAS 630 Peace Studies (3)
- SAS 698 Seminar in Spiritual and Society (2-3)



### **Scriptural Studies**

- SCS 611 Wisdom Literature of the Axial Age (2)
- SCS 615 Mystical Traditions of the World Religions (2)
- SCS 620 Religions in the Axial Age (3)
- SCS 698 Seminar in Scriptural Studies (2-3)

### **Spiritual Development**

- SPD 611 Contemplative Prayer and Meditation Practices (2)
- SPD 612 The Art of Spiritual Direction (2)
- SPD 625 Seminar in Self-Awareness (2-3)
- SPD 626 Seminar in Interpersonal Skills (2-3)
- SPD 698 Seminar in Spiritual Development (2-3)

### **Excellence:**

**We set our expectations high and challenge ourselves to exceed them as we educate and develop students.**

**We are continuously growing and improving as we move toward the vision of what can be.**

## Suggested Course Path for New Students in the Master of Divinity Program

### Year One

#### Fall Term

HTS 551	Metaphysical Theology I	3cr	
SCS 501	Bible History: Hebrew	3cr	
SPD 511	Prayer & Meditation	2cr	
SPD 521	Self-Awareness	3cr	
		Total credit hours	11cr

#### Winter Term

MAS 551	Ministry Leadership	3cr	
SCS 502	Bible History: Christian	3cr	
SPD 525	Interpersonal Skills	3cr	
SPD 552	The Call to Ministry	1cr	
	Elective (optional)	2-3cr	
		Total credit hours	12-13cr

#### Spring Term

HTS 511	History of Christianity I	3cr	
MAS 531	Homiletics I	3cr	
MAS 501	Pastoral Counseling I	2cr	
SCS 505	Bible Interpretation	3cr	
	Elective (optional)	2-3cr	
		Total credit hours	13-14cr

#### Summer Term

	Elective	2-3cr	
	Elective	2-3cr	
Session IV (10 weeks: online and internships)		2-3cr	
		Total credit hours	4-6cr

### Year Two

#### Fall Term

MAS 504	Pastoral Counseling II	3cr	
MAS 532	Homiletics II	3cr	
PRA 651	Internship in Prayer Ministry	2cr	
SAS 551	Trends in Contemporary Society	2cr	
	Elective (optional)	2-3cr	
		Total credit hours	12-13cr

#### Winter Term

HTS 512	History of Christianity II	2cr	
MAS 506	Pastoral Studies	3cr	
MAS 533	Creating Spiritual Services	2cr	
SCS 514	World Religions	2cr	
SPD 593	Credo I	1cr	
	Elective (optional)	2-3cr	
		Total credit hours	12-13cr

Spring Term		
HTS 552	Metaphysical Theology II	3cr
MAS 552	Ministry Administration	3cr
SAS 512	Unity in Contemporary Society	2cr
	Elective (optional)	2-3cr
	Total credit hours	10-11cr

Summer Term		
	Elective	2-3cr
	Elective	2-3cr
Session IV (10 weeks: online and internships)		2-3cr
	Total credit hours	4-6cr

### Year Three

Fall Term		
MAS 553	Ministry Development	3cr
MAS 571	Education Theory & Practice	2cr
PRA 652	Internship in Hospital Chaplaincy	2cr
	Elective (optional)	2-3cr
	AUCI Polity (formerly MAS 643)	No Credit
	Total credit hours	9-10cr

Winter Term		
PRA 694	Internship in Church Ministry	2cr
SCS 512	Teachings of and about Jesus Christ	2cr
SPD 594	Credo II	1cr
	Elective (optional)	2-3cr
	Total credit hours	7-8cr

Spring Term		
HTS 534	Theological Ethics	2cr
	Elective (optional)	2-3cr
	Elective (optional)	2-3cr
	Total credit hours	6-8cr

# Non-Credit Diploma in Unity Ministry

The Diploma in Unity Ministry program is a program for people who are interested in becoming Unity ministers. Acceptance into the Association of Unity Churches International Unity Ministry Path is a prerequisite for this program (see the section on Admissions for further information). The program is open only to individuals holding an Academic Demonstration from the Association of Unity Churches International.

Upon completion, students will achieve the following program outcomes:

C-1. Spiritual and Personal Development: Demonstrate a pattern of holistic growth in personal and spiritual consciousness.

C-2. Foundational Knowledge: Demonstrate professional competency through the integration of knowledge and methodology in the areas of scripture, theology, historical studies, communication, pastoral studies, leadership and administration.

C-3. Ministry Skills: Demonstrate essential skills for effective ministry, including the areas of worship ceremonies, education, leadership, administration and pastoral ministry.

C-4. Cultural Context: Demonstrate an understanding of the structures, processes and issues that are found in the historical, contemporary, cultural, ethical and scientific context within which the minister operates.

These program outcomes are addressed and assessed in the following core courses:

## **Historical and Theological Studies (18 ceus)**

- HTS 511 History of Christianity I (4)
- HTS 512 History of Christianity II (3)
- HTS 551 Metaphysical Theology I (4)
- HTS 552 Metaphysical Theology II (4)
- HTS 534 Theological Ethics (3)

## **Ministry Arts and Skills (37 ceus)**

- MAS 501 Pastoral Counseling I (3)
- MAS 504 Pastoral Counseling II (4)
- MAS 506 Pastoral Studies (4)
- MAS 531 Homiletics I (4)
- MAS 532 Homiletics II (4)
- MAS 533 Creating Spiritual Services (3)
- MAS 551 Ministry Leadership (4)
- MAS 552 Ministry Administration (4)
- MAS 553 Ministry Development (4)
- MAS 571 Education Theory & Practice (3)

## **Spirituality and Society (6 ceus)**

- SAS 511 Trends in Contemporary Society (3)
- SAS 512 Unity in Contemporary Society (3)

### **Scriptural Studies (18 ceus)**

- SCS 501 Bible History: Hebrew Scripture (4)
- SCS 502 Bible History: Christian Scripture (4)
- SCS 505 Bible Interpretation (4)
- SCS 512 Teachings of and about Jesus (3)
- SCS 514 World Religions (3)

### **Spiritual Development (17 ceus)**

- SPD 511 Prayer and Meditation (3)
- SPD 521 Self-Awareness (4)
- SPD 525 Interpersonal Skills (4)
- SPD 553 The Call to Ministry (2)
- SPD 593 Credo I (2)
- SPD 594 Credo II (2)

### **Internships (9 ceus)**

- PRA 651 Internship in Prayer Ministry (3)
- PRA 652 Internship in Hospital Chaplaincy (3)
- PRA 694 Internship in Church Ministry (3)

These outcomes will be assessed using an evaluation of student papers, tests, class presentations, participation in classroom activities, contribution to worship activities and adherence to the Unity Institute Code of Conduct.

To earn a non-credit diploma, the student must complete the Diploma in Unity Ministry requirements within six years of beginning the program; complete two chapel services; and submit a portfolio prior to graduation. Further information about the portfolio and contents are in the Unity Institute Student Handbook.

Graduation from Unity Institute does not guarantee Unity licensing or ordination, which is governed by the Association of Unity Churches International.

The Diploma in Unity Ministry education has a complex goal: the spiritual, personal, vocational, and academic formation of the student. Because of the importance of a comprehensive community of learning, the program cannot be viewed simply as an accumulation of classes or of individual independent work. In order to ensure the appropriate educational community, at least one year of full-time academic study or its equivalent shall be completed at the main campus of the school awarding the degree.

Chapel Services: Unity Institute requires students on the Unity Ministry Path to complete at least two chapel services. Additional information regarding requirements for Chapel Services can be found in the Unity Institute Chapel Service Handbook.

Additional Requirements for Students on the Unity Ministry Path: This information is provided for informational purposes only. For complete requirements regarding Licensing and Ordination, contact the Credentialing Department, Association of Unity Churches International at 816-524-7414 or via email at [credast@unity.org](mailto:credast@unity.org).

- Completion of Association of Unity Churches International Polity (formerly MAS 643)
- Completion of a second PRA 694 Internship in Church Ministry class.

# Core Curriculum

(105 continuing education units)

## Historical and Theological Studies (18 ceus)

- HTS 511 History of Christianity I (4)
- HTS 512 History of Christianity II (3)
- HTS 551 Metaphysical Theology I (4)
- HTS 552 Metaphysical Theology II (4)
- HTS 534 Theological Ethics (3)

## Ministry Arts and Skills (37 ceus)

- MAS 501 Pastoral Counseling I (3)
- MAS 504 Pastoral Counseling II (4)
- MAS 506 Pastoral Studies (4)
- MAS 531 Homiletics I (4)
- MAS 532 Homiletics II (4)
- MAS 533 Creating Spiritual Services (3)
- MAS 551 Leadership in Ministry I (4)
- MAS 552 Leadership in Ministry II (4)
- MAS 553 Leadership in Ministry III (4)
- MAS 571 Education Theory & Practice (3)

## Spirituality and Society (6 ceus)

- SAS 511 Trends in Contemporary Society (3)
- SAS 512 Unity in Contemporary Society (3)

## Scriptural Studies (18 ceus)

- SCS 501 Bible History: Hebrew Scripture (4)
- SCS 502 Bible History: Christian Scripture (4)
- SCS 505 Bible Interpretation (4)
- SCS 512 Teachings of and about Jesus (3)
- SCS 514 World Religions (3)

## Spiritual Development (17 ceus)

- SPD 511 Prayer & Meditation (3)
- SPD 521 Self-Awareness (4)
- SPD 525 Interpersonal Skills (4)
- SPD 553 The Call to Ministry (2)
- SPD 593 Credo I (2)
- SPD 594 Credo II (2)

## Internships (9 ceus)

- PRA 651 Internship in Prayer Ministry (3)
- PRA 652 Internship in Hospital Chaplaincy (3)
- PRA 654 Internship in Church Ministry (3)

# General Electives

(22 continuing education units)

## Historical and Theological Studies

- HTS 602 Science and Religion (3)
- HTS 643 Readings in Western Spirituality (3)
- HTS 655 Gender Issues and Feminist Theology (3)
- HTS 660 Readings in Unity History (3)
- HTS 665 Emerson & the Transcendentalists (3)
- HTS 670 20<sup>th</sup> Century Religious Thought (3)
- HTS 698 Seminar in Historical & Theological Studies (3-4)

## Internships

- PRA 651 Internship in Prayer Ministry (3)
- PRA 652 Internship in Hospital Chaplaincy (3)
- PRA 693 Internship in Hospice Chaplaincy (3)
- PRA 694 Internship in Church Ministry (3)
- PRA 695 Internship in Clinical Pastoral Education (6)
- PRA 699 Independent Internship (3)

## Ministry Arts and Skills

### *Pastoral*

- MAS 602 Seminar in Pastoral Studies (3-4)
- MAS 603 Spiritual Healing and Wholeness (3)
- MAS 604 Prayers and Services of World Religions (3)
- MAS 605 End-of-Life Issues (3)
- MAS 606 Ethical and Legal Issues in Chaplaincy (3)
- MAS 609 Transpersonal Psychology (3)

### *Communication*

- MAS 621 Advanced Techniques in Homiletics (3)
- MAS 622 Music in the Contemporary Church (3)
- MAS 625 Storytelling and Readers Theatre (4)
- MAS 624 Writing for the Ministry (4)
- MAS 626 Voice as Instrument (3)
- MAS 627 Technology in the Emerging Church (3)
- MAS 630 Seminar in Communication (3-4)

### *Leadership and Administration*

- MAS 643 Association of Unity Churches International Polity (3)
- MAS 645 Pioneering (3)
- MAS 646 Youth and Family Ministry (3)
- MAS 648 Family Systems (3)
- MAS 653 Ministry in Diverse Communities (3)
- MAS 698 Seminar in Leadership (3-4)

## Spirituality and Society

- SAS 602 Religion and the Arts (4)
- SAS 603 Exploring Evolutionary Spirituality (3)
- SAS 698 Seminar in Spiritual and Society (3-4)
- SAS 630 Peace Studies (4)

### **Scriptural Studies**

- SCS 611 Wisdom Literature of the Axial Age (3)
- SCS 615 Mystical Traditions of the World Religions (3)
- SCS 620 Religions in the Axial Age (4)
- SCS 698 Seminar in Scriptural Studies (3-4)

### **Spiritual Development**

- SPD 611 Contemplative Prayer and Meditation Practices (3)
- SPD 612 The Art of Spiritual Direction (3)
- SPD 615 Seminar in Self-Awareness (3-4)
- SPD 626 Seminar in Interpersonal Skills (3-4)
- SPD 698 Seminar in Spiritual Development (3-4)

### **Faith:**

**As instruments of the Divine, we co-create our future through  
steadfast vision of the Good.**

**With God as our Source, we trust spiritual principles  
and expect unlimited possibilities.**



## Suggested Course Path for New Students in the Diploma in Unity Ministry Program

### Year One

#### Fall Term

HTS 551	Metaphysical Theology I	4ceu
SCS 501	Bible History: Hebrew	4ceu
SPD 511	Prayer & Meditation	3ceu
SPD 521	Self-Awareness	4ceu
Total CEUS		15ceus

#### Winter Term

MAS 551	Ministry Leadership	4ceu
SCS 502	Bible History: Christian	4ceu
SPD 525	Interpersonal Skills	4ceu
SPD 552	The Call to Ministry	2ceu
	Elective (optional)	3-4ceus
Total CEUS		17-18ceus

#### Spring Term

HTS 511	History of Christianity I	4ceu
MAS 531	Homiletics I	4ceu
MAS 501	Pastoral Counseling I	3ceu
SCS 505	Bible Interpretation	4ceu
	Elective (optional)	3-4ceu
Total CEUS		13-14ceus

#### Summer Term

	Elective	3-4ceu
	Elective	3-4ceu
Session IV (10 weeks: online and internships)		3-4ceu
Total CEUS		9-12ceus

### Year Two

#### Fall Term

MAS 504	Pastoral Counseling II	4ceu
MAS 532	Homiletics II	4ceu
PRA 651	Internship in Prayer Ministry	3ceu
SAS 551	Trends in Contemporary Society	2ceu
	Elective (optional)	3-4ceu
Total CEUS		17-18ceus

#### Winter Term

HTS 512	History of Christianity II	3ceu
MAS 506	Pastoral Studies	4ceu
MAS 533	Creating Spiritual Services	3ceu
SCS 514	World Religions	3ceu
SPD 591	Credo I	2ceu
	Elective (optional)	3-4ceus
Total CEUS		18-19ceus

Spring Term		
HTS 552	Metaphysical Theology II	4ceu
MAS 552	Ministry Administration	4ceu
SAS 512	Unity in Contemporary Society	3ceu
	Elective (optional)	3-4ceu
	Total CEUS	14-15ceus

Summer Term		
	Elective	3-4ceu
	Elective	3-4ceu
Session IV (10 weeks: online and internships)		3-4ceu
	Total CEUS	9-12ceus

### Year Three

Fall Term		
MAS 553	Ministry Development	4ceu
MAS 571	Education Theory & Practice	3ceu
PRA 652	Internship in Hospital Chaplaincy	3ceu
	Elective (optional)	3-4ceu
	Association Polity (formerly MAS 643)	3ceu
	Total CEUS	13-14ceus

Winter Term		
PRA 694	Internship in Church Ministry	3ceu
SCS 512	Teachings of and about Jesus Christ	4ceu
SPD 592	Credo II	2ceu
	Elective (optional)	3-4ceus
	Total CEUS	12-13ceus

Spring Term		
HTS 534	Theological Ethics	3ceu
	Elective	3-4ceu
	Elective	3-4ceu
	Total CEUS	9-11ceus

## Academic Information and Policies

### *Academic Honesty and Academic Violations of the Code of Conduct*

Unity Institute assumes that all students desire to pursue their academic and transformational work with honesty and scholarly integrity. Students may obtain assistance from others as long as the student submitting the assignment is actually the author of the work. Activities that have the effect or intention of interfering with the education, pursuit of knowledge or fair evaluation of a student's performance are prohibited. These include, but are not limited to, cheating, plagiarism, facilitating academic dishonesty and misrepresentation of self or other students. Those students who breach these standards will face sanctions, ranging from course failure to dismissal from the program.

More information on the Code of Conduct expectations and adjudicatory process can be found in the Unity Institute Student Handbook.

### *Academic Records*

A permanent academic record for each student is kept in an academic file (paper and/or computerized) in the Unity Institute Registrar's Office. All grades earned by the student at Unity Institute are recorded. The record also shows the credits transferred from other schools that apply toward meeting the student's requirements at Unity Institute. Credits from other schools that do not meet Unity Institute degree requirements are not posted.

At the end of each term, the courses in which the student officially enrolled, the grades earned and grade point average are recorded. Only courses dropped during the drop period are omitted. Cumulative hours attempted and earned, as well as the cumulative grade point average, are posted at the conclusion of each term's listing of courses and grades.

### *Appeal Process*

**Appeals for exceptions to academic policies and regulations** are to be submitted in writing, with documentation, to the dean, whose decision is final.

**Appeals involving grades.** Grade disputes must first be discussed with the relevant faculty member. If the issue cannot be resolved with the faculty member, the student may submit an appeal in writing, with documentation, to the dean within four weeks of the faculty member's decision. The decision of the dean is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of the faculty member as final and the matter is closed. In the event that the dean is also the faculty member involved, the student may submit the appeal in writing, with documentation, to the Chair of the Academic Governance Council, whose decision is final.

**Appeals involving a student's status in the program.** Students may be placed on academic probation or academic suspension for failure to meet academic, ethical or other standards in the Code of Conduct.

Probation allows a student to continue course work at a reduced course load (maximum of nine credit hours per ten-week term or three credit hours per three-week term). If the student is placed on probation during an academic term, the student is required to reduce his/her course load immediately to meet this requirement. Any course(s) is dropped without refund and without the ability to transfer any work to a future term. Ministerial participation in churches will be decided by the faculty on a case-by-case basis. Students will meet with their advisors to develop a plan for improvement.

Suspension is a period of involuntary separation from coursework during which time the student has the opportunity to grow through a plan for remediation. If the student is suspended during an academic term, the student is automatically dropped from all of his/her courses without refund and without the ability to transfer any work to a future term. Students may be allowed to attend, but may not participate in, functions at Unity Institute.

Appeals of probation and suspension may be presented to the Chair of the Academic Governance Council in writing, with documentation, within four weeks of receiving official notice of status change. The decision of the Chair is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of probation/suspension as final and the matter is closed.

**Appeals involving a student's dismissal from the program.** Unity Institute reserves the right to dismiss a student from the program if his or her academic performance, attitude and/or behavior does not meet the standards prescribed in the Unity Institute Catalog and the Unity Institute Code of Conduct. Appeals involving a student's dismissal from the program may be presented in writing to the Chair of the Academic Governance Council, with documentation, within four weeks of receiving official notice of dismissal. The dean will determine whether the student may continue to attend classes during the appeal process. The decision of the Chair is final. Failure to initiate an appeal within the four-week time frame indicates that the student accepts the decision of dismissal as final and the matter is closed.

### ***Attribution of Sources and Citations***

All papers and assignments produced by students are to meet the standards required for citation and attribution of sources defined by the Chicago Style. Students may find Kate L. Turabian's *A Manual for Writers of Term Papers, Theses and Dissertations*, published by the University of Chicago Press to be a useful reference.

### ***Class Cancellation***

All course offerings are subject to enrollment minimums. Unity Institute reserves the right to cancel classes for which there is insufficient enrollment.

### ***Distance Learning at Unity Institute***

Unity Institute provides courses in multiple ways to offer students the greatest opportunity to learn. Students are advised, however, that none of the programs offered at Unity Institute are intended to be available solely through distance learning. Most of the courses are currently taught in a traditional on-site manner. Certain required courses may be offered solely online.

Some of the courses are offered online to enable students in other states and countries the opportunity to begin their studies. Unity Institute continues to develop its distance learning offering to provide the most flexibility and learning opportunities for students.

### ***Family Education Rights and Privacy Act***

Unity Institute complies with the Family Education Rights and Privacy Act (FERPA). FERPA affords students certain rights with respect to their academic records. They are:

- **The right to inspect and review the student's academic records within 45 days of the day Unity Institute receives a request for access.** Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

- **The right to request the amendment of the student’s academic record that the student believes is inaccurate or misleading.** Students should submit a letter to the Registrar clearly identifying the part of the record that they believe is inaccurate or misleading, stating why it is inaccurate or misleading and asking for the record to be changed. If Unity Institute decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing process will be provided at that time.
- **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.** One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests.
- **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Unity Institute to comply with the requirements of FERPA.** The office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Ave., SW  
Washington, DC 20202-4605

See the Unity Institute Student Handbook for more information.

***Integrity:***  
***We act in harmony with our deeply held beliefs and values and we honor the agreements we make with others.***

## *Grading Policies*

All grades earned by the student become a part of his or her permanent record and will be shown on every transcript of credits issued by Unity Institute. Grades for completed academic work receive the following grade points per credit hour/continuing education unit:

A = 4.00

A- = 3.67

B+ = 3.34

B = 3.00    **3.00 minimum cumulative GPA to maintain good academic standing.**

B- = 2.67

C+ = 2.34

C = 2.00

C- = 1.67

D = 1.00

F = 0.00

I = Incomplete (see section below on incomplete grades)

W = Withdrawal (see section below on withdrawal)

AU = Successful audit (see section below on auditing a class)

WA = Withdrawn or unsuccessful audit (see section below on auditing a class)

Graduation requires a 3.0 cumulative grade point average or above on a 4.0 scale. A maximum of six hours of a grade of C may be counted toward a degree. Grades below C may not be used to satisfy requirements for core courses. Courses may be repeated in regularly scheduled terms (not as independent study). In such cases, both grades are posted and only the repeated grade is calculated in the term and cumulative grade point averages. Credit will be given only once toward graduation requirements.

***Grade point average:*** The Unity Institute grade point average (GPA) is calculated using the following formula: GPA equals the total grade points from courses taken at Unity Institute divided by the total credit hours (or units). Total grade points is the sum of the products of the credit hours (or units) of each course taken at Unity Institute multiplied by the grade point value of the grade earned in each course. Total credit hours (or units) is the sum of the for-credit hours taken at Unity Institute.

The Unity Institute GPA is calculated using only courses taken for credit at Unity Institute. Transfer credit does not affect the Unity Institute GPA.

***Incomplete grades:*** Individual faculty members have the option of assigning the grade of “I” (Incomplete) in situations involving serious illness or emergency that are beyond the control of the student. To receive the grade of Incomplete, a student must petition the faculty member before the end of the class, stating the reasons for the incomplete grade. The request for an Incomplete, listing requirements for completing the course and the date that the course must be completed, must be signed by both the student and the faculty member. The faculty member, on this form, will assign a “replacement grade” that the student will receive if the course is not completed by the deadline. Students have up to two months from the last day of the term to complete the course. Failure to do so will result in the assignment of the “replacement grade.” Students facing extraordinary situations may, on the approval of the dean, request an extension of another month to complete the course.

***Satisfactory academic progress:*** Students who earn a grade point average equal to or greater than 3.0 per term will be considered making satisfactory progress. A student whose cumulative GPA falls below 3.0 or whose term GPA falls below 3.0 for two consecutive terms will be placed on

academic probation and limited to a maximum of nine credit hours per ten-week term and a maximum of three credit hours per three-week term. Further unsatisfactory progress will result in a review of the student's eligibility to continue in the program.

***Auditing a class:*** Auditing a class is available to any student. Nondegree-seeking students must apply for admittance to Unity Institute. Regular attendance in the class is required of all auditors. Auditors should talk with faculty about anything else that is required of them in each class.

A class being audited may not be changed for credit after the last day to add a class. Only regularly scheduled classroom courses may be audited. Not all courses are available for audit.

Students who successfully complete an audit will receive a grade of AU. This indicates regular attendance and involvement in an audited course. Academic credit is not received and hours are not computed in the grade point average.

Students who withdraw from or who are unsuccessful in the audit receive a grade of WA. This indicates that regular attendance and/or requirements were not satisfactorily fulfilled for an audited course.

***Withdrawal:*** If it is necessary for a student to withdraw from a course after the last day to drop, the student must complete the Petition for Excused Withdrawal form (available from the Registrar). Withdrawals after the last day to drop are approved only in the case of emergencies beyond the student's control. Withdrawals are official when the form has been completed, returned to the Registrar and approved by the dean. Students who do not officially withdraw from a course will receive a final grade of F. Provisions for continuing the program will be made on an individual basis, in consultation with the student's advisor and the dean.

## ***Registration***

Enrollment in a class is not official until the proper registration forms have been processed by the Registrar and all financial obligations have been paid or approved arrangements for payment have been made. No one is permitted to attend a course for which he or she is not officially registered unless approved by the dean.

***Auditing a class:*** Auditing a class is available to any student. Nondegree-seeking students must apply for admittance to Unity Institute. Regular attendance in the class is expected of all auditors. Auditors should talk with faculty about anything else that is expected of them in each class.

A class being audited may not be changed for credit after the last day to add a class. Only regularly scheduled classroom courses may be audited and then only for the hours for which the course is scheduled. Not all courses are available for audit. Audited courses do not count in progress toward a degree.

***Independent study:*** A student may arrange to study a subject not parallel to the content of any other course offering by independent study using requirements established individually with a Unity Institute faculty member. A fee, in addition to the tuition, will be assessed. The student and faculty member will prepare a syllabus outlining the reading, research and writing requirements for successful completion of the course. Grades for the independent study are due at the end of the academic term in which the student enrolled.

## ***Student Responsibility and Academic Advising***

Students are responsible for knowing and abiding by the policies, procedures and requirements set forth in the Unity Institute catalog, student handbook and published supplements. They are to meet graduation requirements from the catalog that is in effect at the time of their initial enrollment in a program at Unity Institute. Students wishing to change to a subsequent catalog may do so provided they are enrolled when that catalog is in effect and they submit a written request to do so to the Registrar. Students reenrolling or completing graduate requirements after being out of school for more than one year are to meet graduation requirements from the catalog in effect at the time they reenroll.

The student is responsible for seeing that all courses are taken according to the program requirements laid out for his or her program of study and that all degree requirements are met. An academic advisor is assigned to each student to provide guidance concerning the student's academic program and to verify the accuracy of the course selections. The ultimate responsibility, however, for knowing the program requirements and proceeding to satisfy these requirements in an orderly and timely manner is the student's.

If a compelling reason exists, students may request a change of advisors by expressing in writing the reason for the change to the dean. The dean will work with the Registrar to determine which advisor would best suit the student.

Students are expected to govern their conduct by the accepted standards of behavior as outlined in the Unity Institute Code of Conduct. If a student shows continued violation of the Unity Institute Code of Conduct, Unity Institute reserves the right to dismiss him or her from the program.

## ***Withdrawal From School and Leave of Absence***

If it is necessary for a student to withdraw from the program, a course, or from all courses during a term after the last to drop, the student is to discuss the matter with his or her advisor. In addition, the students must complete the Request for Withdrawal form (available from the Registrar). Withdrawals after the last day to drop are approved only in the case of emergencies beyond the student's control. Withdrawals are official when the form has been completed, required signatures obtained, approved by the Dean and returned to the Registrar.

Students who request an official withdrawal prior to completing 50% of course(s) will receive the grade of "W." Students failing to request an official withdrawal by the deadline will receive the grade earned in the course. Students administratively withdrawn by Unity Institute may have a grade of "F" recorded. Provisions for continuing the program will be made on an individual basis, in consultation with the student's faculty advisor and dean.

There are two types of withdrawals: official and administrative. An official withdrawal begins when the student initiates the withdrawal process. An administrative withdrawal occurs when Unity Institute initiates the process for non-attendance, non-payment, academic offenses, violation of other Unity Institute policies or extraordinary extenuating circumstances.

Unity Institute reserves the right to withdraw a student from class or classes if the student does not meet his/her financial obligation, or fails to attend classes. Any student failing to attend class(es) for two consecutive weeks without an approved excuse may be administratively withdrawn and notified that a grade of "F" may be recorded. Excused absences can be granted by the instructor for medical reasons and extraordinary events.

Withdrawals must be requested in writing via correspondence, email or fax. Withdrawals by telephone will not be accepted.



### *Leave of Absence Policy*

Students who are unable to complete a term or expect to be absent one or more regular terms (Fall/Winter/Spring) must submit a request for Leave of Absence form.(available from the Registrar's Office). Students who wish to be considered for a Leave of Absence must be in good academic standing and must be making satisfactory progress. A Leave of Absence will be granted only for documented circumstances beyond the student's control, such as acute illness or a family emergency. Students who fail to register for two consecutive regular terms may be administratively withdrawn from Unity Institute.

All Unity Institute students returning from a Leave of Absence must receive approval of their schedules from their Faculty Advisor before being permitted to register. The Dean may also require documentation to show that the conditions necessitating the leave (medical or otherwise) have been resolved.

Students who voluntarily withdraw from Unity Institute or who are administratively withdrawn for any reason must reapply for admission. No assurance can be given that such students will be readmitted in the future.

Additional information regarding the Leave of Absence Policy can be found in the Unity Institute Student Handbook.

### *Spirit-Centeredness:*

*We act from a Spirit-Centered consciousness with the consistent awareness of God as the One Presence and One Power within each of us.*

## Academic Calendar 2010-2011

September 2010	
26 – Sunday	Last Day for Full Refund Fall 2010
<b>27- Monday</b>	<b>Fall Term Classes Begin - through December 9</b>
	Late Registration, \$50; Change of Program (Add/Drop) \$25
October 2010	
4 – Monday	Last Day to Add a Class, \$25
	Last Day for 90% refund
11 – Monday	Last Day for 75% refund
18 – Monday	Last Day for 50% refund
25 – Monday	Last Day for 25% refund
	Last Day to Drop a Class
November 2010	
1 – Monday	Last Day to Withdraw with grade of W Fall term
17 – Thursday	Registration Opens for Winter Term 2011
	Tuition Aid Application Deadline for Winter Term
22--25 Monday through Friday	Thanksgiving Recess - No Classes
25 – Thursday	Thanksgiving - Unity Institute Closed
December	
<b>9 – Thursday</b>	<b>Last Day Fall Term Classes</b>
10 – Friday	Begin Term Break through Sunday January 2, 2011
January 2011	
2 – Sunday	Last Day for full refund winter classes
<b>3 – Monday</b>	<b>Classes Begin for Winter Term January 3 through March 17</b>
	Late Registration, \$50; Change of Program (Add/Drop) \$25
24--27 Monday through Friday	Licensing and Ordination Interviews - <b>No classes</b>
6 – Thursday	Last Day for 90% refund
13 - Thursday	Last Day for 75% refund
20 - Thursday	Last Day for 50% refund
27 - Thursday	Last Day for 25% refund
February 2011	
14 - Monday	Last Day to Withdraw with grade of W Winter Term
17 - Thursday	Tuition Aid Application Deadline for Spring Term
28 - Monday	Registration Opens for Spring Term 2011
March 2011	
18 - Thursday	Term Break
27 - through Sunday	Last Day for 100% refund Spring tuition
<b>28 - Monday</b>	<b>Classes Begin for Spring Term March 28 through June 2</b>
	Late Registration, \$50; Change of Program (Add/Drop) \$25
31 - Thursday	Last Day for 90% refund
April 2011	
7 - Thursday	Last Day for 75% refund
13--16 Thursday through Saturday	Lyceum 2011. No classes Thursday, March 14
14 - Thursday	Last Day for 50% refund
21 - Thursday	Last Day for 25% refund

<b>May 2011</b>	
16 - Monday	Tuition Aid Application Deadline for Summer & 2011/2012 Academic Year
26 - Thursday	Registration Opens for Summer Term/Sessions
30 - Monday	Memorial Day - Unity Institute Closed. No Classes
<b>June 2011</b>	
6--9 Monday through Thursday	Licensing and Ordination Interviews - No classes.
<b>9 - Thursday</b>	<b>Commencement and AUCI Licensing and Ordination Ceremony</b>
3--26 Friday through Saturday	Term Break
<b>27 - Monday</b>	<b>Summer Sessions I begins-3 week duration. Ends July 15</b>
	<b>Summer Session IV begins-10 week duration. Ends September 2</b>
	Late Registration, \$50; Change of Program (Add/Drop) \$25
28 - Tuesday	Last Day for 90% refund (Summer Session I)
29 - Wednesday	Last Day for 75% refund (Summer Session I)
29 - Wednesday	Last Day Add Class \$25 fee (Summer Session I)
30 - Thursday	Last Day for 50% refund (Summer Session I)
<b>July 2011</b>	
1 - Thursday	Last Day for 90% Refund (Summer Session IV)
2 - Friday	Last Day to Drop a Class
<b>4 - Monday</b>	<b>Independence Day - No Classes. Unity Institute closed</b>
7 - Thursday	Last Day Add Class to Summer Session IV
7 - Thursday	Last Day for 75% Refund (Summer Session IV)
15 - Friday	Summer Session I ends
	Last Day for 50% Refund (Summer Session IV)
16--24 Friday through Sunday	Term Break
24 - Sunday	Last Day for 25% Refund (Summer Session IV)
<b>25 - Monday</b>	<b>Summer Session II begins-3 week duration. Ends August 12</b>
26 - Tuesday	Last Day for 90% Refund (Summer Session II)
27 - Wednesday	Last Day Add Class \$25 fee (Summer Session II)
	Last Day for 75% Refund (Summer Session II)
28 - Thursday	Last Day for 25% Refund (Summer Session II)
<b>August 2011</b>	
2 - Tuesday	Last Day to Drop a Class
<b>12- Friday</b>	<b>Summer Session II Ends</b>
13--21 Saturday through Sunday	Term Break
<b>22 - Monday</b>	<b>Summer Session III Begins-3 week duration. Ends September 9</b>
23 - Tuesday	Last Day for 75% Refund (Summer Session III)
24 - Wednesday	Last Day for 50% Refund (Summer Session III)
25 - Thursday	Last Day for 25% Refund (Summer Session III)
29 - Monday	Registration Opens for Fall Term 2011
	Last Day to Drop a Class
<b>September 2011</b>	
5 - Monday	Labor Day. No Classes. Unity Institute closed
<b>9-Friday</b>	<b>Summer Session III Ends</b>
10- 25 Friday-Monday	Term Break

# Financial Information and Policies

## ***Tuition***

Unity Institute may change the tuition, charges and fees listed below, in accordance with established policies and procedures. Fees are the same for audited and credit courses. Accounts must be paid in full at the time of registration.

Tuition per credit hour (credit) .....	\$275
Tuition per continuing education unit (credit).....	\$175
Tuition per credit hour/continuing education unit (audit) .....	\$ 80

## ***Other Fees***

Nonrefundable student services fee per ten-week term .....	\$ 50
Nonrefundable student services fee per three-week term .....	\$ 25
Late registration fee .....	\$ 50
Add/Drop fee per course.....	\$ 25
Independent study fee per credit hour (in addition to tuition).....	\$ 75
Independent study fee per continuing education unit (in addition to tuition)....	\$ 40
Nonrefundable online technology fee .....	\$100
Return check fee .....	\$ 35
Thesis binding fee.....	\$ 35
Graduation fee (does not include rental of cap and gown) .....	\$ 75
Transcript fee.....	\$ 5
Reapplication Fee .....	\$ 50
Hospital Chaplaincy Fee.....	\$100

## ***Payment of Accounts***

All accounts must be paid in full or have approved arrangements for payment at the time of registration. Students are responsible for the total tuition and other miscellaneous charges even though a third party may reimburse the student. Unity Institute accepts MasterCard, Visa, Discover and American Express.

## ***Refunds***

In any instance of adding, dropping or withdrawing from courses, the student must complete a Change of Schedule form available from the Registrar. The date the form is returned and processed by the Registrar is the date used for the purpose of issuing refunds. All fees are nonrefundable. Tuition refunds are given on the following basis:

### ***Ten-week term***

First week of term	90%
Second week of term	75%
Third week of term	50%
Fourth week of term	25%
Fifth week of term	0%

### ***Three-week session***

First day of class	90%
Second day of class	75%
Third day of class	50%
Fourth day of class	25%
Fifth day of class	0%

Students who feel their individual circumstances warrant an exception from the above-stated policies may appeal in writing. The appeal should include a statement of the exception being requested, an explanation why an exception should be granted and appropriate materials to support the request for the exception. The appeal letter and supporting material should be sent to the dean within two weeks of submitting the change of schedule form to the Registrar. The decision of the dean is final.

### ***Financial Assistance and Scholarships***

Financial assistance in the form of tuition aid and a limited number of scholarships are available from the Unity Institute Scholarship Fund. Tuition aid is available, term by term, based upon financial need, academic ability and spiritual presence. Further information and application forms are available online. The deadline for receipt of tuition aid applications is one month prior to the beginning of a term and is posted on the academic calendar.

Non-program students are not eligible for tuition aid or scholarships.

### ***Transcript Requests***

Federal law requires that all transcript requests be made in writing and include the student's written signature. Requests for a transcript should also include:

- The student's name and, if applicable, maiden name.
- Date of last attendance or degree earned with date of graduation.
- Date of birth.
- Social security number.
- Name and address where transcript should be sent.
- Signature authorizing release of the transcript.

Official transcripts bearing the Unity Institute seal are sent to the person or place designated by the student. Transcripts are issued in their entirety, and no partial transcripts will be issued. Transcripts will be issued only for those persons who financial accounts are current and paid in full.

Official transcripts are prepared with the student's name at time of graduation. Cost per official transcript is \$5.00.

Transcripts from other institutions a student may have attended prior to admission to Unity Institute, which are held in the student's Unity Institute file, will not be duplicated or released to student's or any third parties for any reason.

### ***Health Insurance***

Unity Institute strongly encourages students to maintain adequate health insurance while enrolled at Unity Institute. Health insurance information packets are available upon request from the Registrar.

# Campus Policies

## *Alcohol and Drug Abuse and Testing*

It is the policy of Unity Institute to be concerned about the abuse of alcohol and drugs because of the negative impact on the student's life. Furthermore, the hazards posed to other students and employees by an individual under the influence of alcohol or drugs are a matter of great concern requiring timely and decisive action.

Alcoholic beverages (unless approved by the Executive Committee for a special event pursuant to the Unity Special Event Alcohol Policy) and any type of drug not prescribed by a medical doctor, including illegal substances, are strictly prohibited on Unity property.

A student will be subject to immediate disciplinary action if he or she is:

- Under the influence of these substances while at school.
- Carrying or possessing these substances, whether on his or her person or in Unity Institute property assigned to him or her, such as lockers and desks.
- Purchasing, selling, delivering or receiving these substances on the premises.
- Failing to cooperate in the efforts of Unity to investigate drug or alcohol use, including submitting to drug and/or alcohol screening tests upon the request of Unity Institute.

Disciplinary action will be taken in accordance with the policy set forth in the Unity Institute Student Handbook.

If the student volunteers the information that he or she has an alcohol or drug problem, he or she will be encouraged to get help at his or her expense. Counseling is available through an outside agency such as the National Council on Alcoholism and Drug Dependence. The student must, in addition to other disciplinary action, be willing to have the counselor confirm the student is receiving treatment to continue with his or her classes.

## *Policy of Nondiscrimination*

In keeping with the inclusive nature of the Unity teachings, it is the policy of Unity Institute that Unity will be free of discrimination on the basis of race, color, religion, sex, national origin, age, sexual orientation and/or disability. Students with questions or concerns related to discrimination or harassment at Unity Institute are encouraged to bring these issues to the attention of the Chief Academic Officer/Dean of Unity Institute or the Director of Human Resources. Students making good-faith reports may be assured that their concerns will be addressed without fear of reprisal. Additional information may be found in the Unity Institute Student Handbook.

## *Promotional Materials*

From time to time, candid, posed and staged photographs and/or videos of students are taken. Students sign media releases as part of enrollment, releasing Unity Institute from any and all claims. These photos and/or videos may be used at the discretion of Unity in promotional materials without compensation to the students. Promotional material may include publications in print, Internet and audio/visual media, brochures and press releases.

## ***Searches***

It is the policy of Unity Institute to safeguard the security and property of our students. In furtherance of this policy, Unity reserves the right to question students and all other persons entering and leaving our premises and to conduct searches for controlled substances, alcohol, firearms, weapons and Unity property. Inspections may be conducted at any time at the discretion of Unity regardless of whether the item or area is locked and regardless of whether the lock belongs to Unity or the student; therefore, students should not bring any item which they do not want to undergo an inspection onto Unity property.

Faculty who have reason to believe that a student may pose a possible threat to himself or herself, his or her fellow students, or may possess, be using or be selling illegal drugs on Unity premises are responsible for initiating a follow-up with the Chief Academic Officer/Dean.

## ***Sexual and Other Unlawful Harassment***

It is the policy of Unity Institute to provide a study environment that is free of discrimination and unlawful harassment. Harassment may be actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion, sexual orientation, disability and/or any other legally protected characteristic and will not be tolerated. Anyone engaging in any unlawful harassment will be subject to disciplinary action, up to and including dismissal from Unity Institute.

It is the responsibility of faculty, staff and students who become aware of possible sexual or other unlawful harassment to report the conduct to the Office of the Chief Academic Officer/Dean or the Director of Human Resources. A course of action will begin to investigate and stop the harassment, in accordance with the policy set forth in the Unity Institute Student Handbook.

## ***Smoking***

It is the policy of Unity Institute for all Unity buildings to be smoke-free. Smoking will be permitted only in designated smoking areas outside buildings. Smoking is not permitted while going from one designated smoking area to another or walking around outside. A list of designated smoking areas is posted on Unity bulletin boards and is available from the Registrar.

## ***Solicitation and In-House Selling***

It is the policy of Unity Institute to assure a productive and harmonious study environment. Soliciting of funds for other charities or selling services on campus grounds by students is not allowed during school hours. Outside salespersons are not allowed to solicit students for any reason. Anyone seen selling products or soliciting funds from students on grounds should be reported to the Chief Academic Officer/Dean or the Security Department.

# Student Resources

## *Academic Advising*

A faculty advisor is assigned to all students to provide guidance concerning their academic program and spiritual development. Although the advisor will help verify the accuracy of the course selections, the ultimate responsibility for knowing program requirements and proceeding to satisfy these requirements in an orderly and timely manner is the student's.

## *Bookstore*

The Unity Bookstore serves as a resource for knowledge and spiritual growth through the materials that it offers. Its main purpose is to serve the students of Unity Institute, Unity employees and visitors. Unity Institute students are eligible for a 20% discount on purchases. To order textbooks contact the Bookstore at 816-251-3518 or via email to [dwyeram@unityonline.org](mailto:dwyeram@unityonline.org).

## *Counseling*

Periodic counseling is available to students with the faculty. Since students will be evaluated while enrolled at Unity Institute, students are strongly advised to use resources available in the community for in-depth counseling of a very personal nature. If a student wishes to be considered for financial support for psychological counseling, the student must be referred by a faculty member who has counseled the student. There is no guarantee of funding by Unity Institute. The content of counseling sessions is confidential.

## *Employment at Unity World Headquarters*

Students who are interested in working at Unity world headquarters while they are attending classes should contact the Unity Human Resources Department for information about positions available and applications. Many students find that working in the Silent Unity® prayer ministry is a valuable part of their Unity Institute experience. Students may learn of positions available through the Unity website, [www.unity.org](http://www.unity.org) or by contacting Human Resources at 816-251-3250 or via email at [HR@unityonline.org](mailto:HR@unityonline.org).

## *Fitness Center*

Students may use the fitness center at Unity. The facility is open 24 hours a day and is equipped with circuit weight training with 17 Nautilus stations and a Smith machine. Free weights are also available. Treadmills, stationary bikes and elliptical cross trainers provide opportunities for cardiovascular training. A trainer is available to students at a reduced cost. A 30-minute orientation and signed waiver of liability are required to prior to use. To schedule an orientation, email [fitness@unityonline.org](mailto:fitness@unityonline.org).

## *Housing at Unity Village*

Very limited on-grounds housing (short-term and long-term) is available on a first-come, first-served basis for students enrolled 6 or more credit hours per term after acceptance into the Unity Institute academic and diploma programs. Most are one-room units with a common kitchen and bathroom. The current monthly rate of \$145 (plus last month's rent and security deposit) includes utilities and a phone. Units suitable to house a student and his or her spouse/partner at the rate of \$435 per month (last month's rent and security deposit) are available on a limited basis. Students who desire a telephone land line may install one at their own expense. Coin-operated laundry facilities are available on grounds. Pets are not allowed in on-campus dormitories, and cable TV is currently not available. Graduates are expected to vacate upon



graduation per terms of the lease. For further information and application forms, contact Facilities at 816-251-3569 or via E-mail: [kimberlinkl@unityonline.org](mailto:kimberlinkl@unityonline.org).

Beginning Fall 2010, student mail will no longer be deliverable to 1901 NW Blue Parkway and students living on campus are required to have a U.S. Post Office box to receive mail. The post office is located 2.5 miles east on Colbern at 1951 NE Rice Rd, Lee's Summit, MO 64064, (816)524-6750.

## ***Library and Archives***

The Unity Library and Archives is the information and research center for the Unity movement. Print, audiovisual and electronic resources are available. Staffing includes two professional librarians, a professional archivist, support staff and volunteers. Interlibrary loan services are maintained through the Kansas City Metropolitan Library and Information Network (KCMLIN). Internet access is available through several public-access computers located throughout the library and archives.

The Unity Library and Archives is recognized as one of the largest metaphysical libraries in the United States. It contains:

- The only primary source collection of historical materials relating to the Unity movement and the most complete collection of Unity publications, periodicals and products anywhere.
- Rare collections of early New Thought materials.
- Extensive collections relating to metaphysics and mysticism; philosophy and religion; Christianity and the Bible; health and healing; New Age, self-help and inspiration; and many general works.
- Works from various esoteric spiritual schools and teachings.

The Unity Library and Archives is a unique spiritual and educational resource that supports:

- Unity Institute.
- Spiritual Education and Enrichment.
- Unity ministers and our sister organization, the Association of Unity Churches International.
- Individual retreat guests and visitors who come to Unity Village seeking information and inspiration to support their spiritual growth.
- Unity departments and employees in their research and educational needs.
- Individuals living in the greater Kansas City metropolitan area.
- Researchers who reach us in person, by mail, telephone and e-mail.

## ***Student Association***

The student body has its own organization, known as the Unity Institute Student Association (UISA). The purpose of UISA is to represent the interests of all Unity Institute students and to promote fellowship and cooperation between students (on campus and online), faculty and staff. Their Mission: Centered in God, we inspire, shape and nurture the community life of the Unity Institute student body. Their Vision for the World: We celebrate a thriving world that works for all. Their Core Values: Spirit-led, Joy, Inclusiveness, Love, Abundance.

## ***Unity Country Club***

All Unity Institute students are welcome to become members of the Unity Country Club for an annual fee of \$50. Membership includes access to the swimming pool and nine-hole golf course. A student who wants to golf or swim only a few times during the season may do so using courtesy cards, and pays greens fees and/or swim fees without purchasing a membership. If a student chooses to purchase a Missouri fishing license, fishing is available on grounds for an annual key rental of \$1 in addition to the Unity Country Club membership. For more information about the Unity Country Club, call 816-251-3569 or email [kimberlinkl@unityonline.org](mailto:kimberlinkl@unityonline.org).

## Course Descriptions

The numbers following each course title indicate the number of graduate credit hours that can be earned (applicable to the Master of Divinity and Master of Arts programs) and the number of continuing education units that can be earned (applicable to the Diploma in Unity Ministry). Students can earn either credit hours or continuing education units, depending on the program in which they are enrolled.

Core courses numbered 501-599 are offered a minimum of one time each academic year. Elective courses numbered 601 and higher are offered a minimum of one time every two years.

### *Historical and Theological Studies*

#### **HTS 511 History of Christianity I (3cr/4 ceu)**

This is the first in a comprehensive, two-part survey of the history of Christianity. The course traces the family tree of New Thought Christianity by studying selected thinkers and surveying the great theological themes which have dominated various stages in the development of the Christian faith. HTS 511 begins with pre-Christian backgrounds and progresses through the Protestant Reformation of the sixteenth century. Studies will enrich and deepen the student's spiritual lives and provide ample resources for preaching and teaching in the ministry. Prerequisite: HTS 551 Metaphysical Theology I or equivalent.

#### **HTS 512 History of Christianity II (2 cr/3 ceu)**

This is the second in a comprehensive, two-part survey of the history of Christianity. The course continues the study with an in-depth look at the emergence of New Thought Christianity, Reformation Era through the twenty-first century, with special attention to the origins of Unity from nineteenth century healing movements and the intellectual-spiritual matrix of Protestant Transcendentalism. Prerequisite: HTS 511.

#### **HTS 551 Metaphysical Theology I (3 cr/4 ceu)**

This is a foundation course in advanced New Thought, critically examined from a metaphysical Christian perspective. Beginning with a discussion of the nature and limitations of intellectual inquiry, students will learn how to apply the tools and methods of scholarly inquiry to their lifelong program of spiritual learning. This course will include in-depth discussion and analysis of Unity's metaphysical concepts using the tools of theology. Students will learn to think theologically and apply those insights to their professional and personal lives. Prerequisite: It is expected that students will have the equivalent to the knowledge found in the Unity Spiritual Education and Enrichment Metaphysics courses.

#### **HTS 552 Metaphysical Theology II (3 cr/4 ceu)**

This course will focus on the application of theological methodology to the study of the writings of Charles Fillmore, Myrtle Fillmore, H. Emilie Cady and other Unity authors. Tools and methods of scholarly inquiry in religious studies will be applied to the treatment of classical themes in Fillmore and theology; e.g., prosperity, healing, divine order, divine-human faculties, prayer, regeneration and the nature of consciousness and other topics. Students will acquire knowledge and practical techniques which they can apply in designing classes and programs. Prerequisite: HTS 551 Metaphysical Theology I.

**HTS 534 Theological Ethics (2 cr/3 ceu)**

This course is an introduction to the basic concepts of theological ethics, to include analysis and discussion of current topics. The purpose of this course is to help students clarify their values by introducing them to the process of theological ethics and providing a stimulating, secure environment where they may discuss great ethical issues of the day. Prerequisite: HTS 551 Metaphysical Theology I.

**HTS 602 Science and Religion ( 2cr/3 ceu)**

This course is a look at the ongoing struggle for a comprehensive view of life which includes spiritual and scientific evidence in the composition of a worldview. After first reviewing the history of church-versus-science conflicts, students will examine new evidence from the physical, biological and social sciences which supports the universality of spiritual Truth.

**HTS 643 Readings in Western Spirituality (2 cr/3 ceu)**

This course will be offered as a series of studies selected from noncanonical writings of the great mystics and metaphysicians from the Western spiritual tradition. An in-depth concentration of writings and authors who represent a school of thought or an era will be studied on a rotating basis. This course may be repeated for credit.

**HTS 655 Gender Issues and Feminist Theology (2 cr/3 ceu)**

Analysis of feminist theology with attention to methodological issues, the relation of contemporary feminist visions to historical material, the ideas of God/Goddess and the question of what it means to be female.

**HTS 660 Readings in Unity History (2 cr/3 ceu)**

This course looks critically at the life and work of selected writers who have been central to the development of the Unity Movement. Students have an opportunity to explore untapped resources in the Unity Archives.

**HTS 665 Emerson and the Transcendentalists (2 hr/3 ceu)**

This course offers a comprehensive look at the works of Ralph Waldo Emerson, who has been called both an American Shakespeare and the intellectual father of New Thought. Students also explore the writings of other nineteenth-century transcendentalists such as William Ellery Channing, Theodore Parker, Henry David Thoreau, Bronson Alcott and his daughter Louisa May Alcott, and Margaret Fuller.

**HTS 670 20<sup>th</sup> Century Religious Thought (2 cr/3 ceu)**

This course offers a comprehensive survey of the major philosophers and theologians of the modern and early postmodern era. Beginning with absolute idealism and the end of the Transcendentalist period at the turn of the twentieth century, students grapple with the major movements in Western religious thought throughout the ten decades which followed.

**HTS 698 Seminar in Historical and Theological Studies (2-3 cr/3-4 ceu)**

This course focuses on selected topics in historical and theological studies. The content of the course will vary. This course may be repeated for credit.

**HTS 699 Independent Study in Historical and Theological Studies (2-3/3-4 ceu)**

Independent study of an approved topic not parallel to the content of any other course offering. This course may be repeated for credit.

## ***Ministry Arts and Skills***

### **MAS 501 Pastoral Counseling I (2 cr/3 ceu)**

This course explores the spiritual and psychological dimensions of pastoral counseling in a Unity ministry. It includes the Unity theological perspective on counseling, as well as various psychological counseling models. Emphasis is on integration of psychological theory with spiritual counseling practice.

### **MAS 504 Pastoral Counseling II (3 cr/4 ceu)**

This course continues to explore the spiritual and psychological dimensions of pastoral counseling in a Unity ministry. Supervised counseling practice in the classroom is offered. Students will discuss the administrative, ethical and legal considerations of pastoral counseling. Prerequisite: MAS 501 Pastoral Counseling I or equivalent.

### **MAS 506 Pastoral Studies (3 cr/4 ceu)**

This course provides relevant information on a variety of life issues encountered in pastoral ministry. The focus is on the pastor's function and relationship to the congregants, as well as the effective use of Unity principles in various pastoral circumstances. Students are encouraged to explore and identify pastoral resources within their church and community. The elements of designing, implementing and administering lay pastoral programs will be discussed. Recommended: MAS 501 Pastoral Counseling I or equivalent.

### **MAS 531 Homiletics I (3 cr/4 ceu)**

This course teaches the theoretical and practical aspects of the Sunday lesson. Students learn relevant communication theory from the time of Aristotle to today and learn how to research, create and deliver memorable talks that are dynamic "expressions of God." Students will prepare and deliver brief lessons on various topics.

### **MAS 532 Homiletics II (2 cr/3 ceu)**

This course helps students deepen their understanding of the communication process and improve their practice of the methods and techniques of pulpit communication. The dynamic relationship of minister, message and congregation will be highlighted and explored through exercises and prepared lessons. The course explores the evolving nature and purpose of pulpit from the time of Augustine to the present. Prerequisite: MAS 531 Homiletics I or equivalent.

### **MAS 533 Creating Spiritual Services (2 cr/3 ceu)**

This course examines the various elements of a spiritual service to create organic, dynamic and holistic experiences of God. The class will also include the study of rituals and special services in the liturgical year, such as the Christmas, New Year and Easter Unity traditions. As part of this class, additional time will be spent creating wedding, funeral, christening, and other individual special services as well as integrating creative art forms. Each student will have, as a result of this class, their own personal service manual. Prerequisites: MAS 531 Homiletics I and MAS 532 Homiletics II or equivalent.

### **MAS 551 Ministry Leadership (3 cr/4 ceu)**

This course develops the leadership competencies of an evolving spiritual leader. It examines the traits, skills, styles and character of effective leaders, linking these with spiritual principles and situational behaviors in ministry. Students will grow in their self-awareness and self-mastery and their ability to understand and develop healthy social relationships. Emphasis is placed on demonstrating ministerial consciousness and leadership excellence required for rapidly changing models of ministry. Prerequisite: SPD 521 Self-Awareness or equivalent can be taken concurrently with MAS 551.

**MAS 552 Ministry Administration (3 cr/4 ceu)**

This course is an overview of the basic administration, legal, financial and governance fields of knowledge for the ministry. Studies include the ministry's relationship to local, state and national laws and taxes. It also covers the behavior of ministers and leaders of the church, including child protection and sexual harassment issues. Day-to-day aspects of the ministry, including best practices in office operations, personnel management, risk management and finances, will be included. The course examines governance, including bylaws, policies and procedures in the operation of the ministry.

**MAS 553 Ministry Development (3 cr/4 ceu)**

This course gives an overview of organizational development theory and tools for professional ministry. In this course students learn strategic planning and teamwork as tools for developing a thriving and healthy church. Students experience ministry as an organism that can empower each member to participate in the unfolding spiritual process-exploring concepts of generational differences, church size, community building, social action, and stages of growth. The course illustrates the dynamics of making changes in the church community. It also explores the change of entering a new ministry to leaving a ministry.

**MAS 571 Education Theory and Practice (2 cr/3 ceu)**

This course teaches the theories and principles of human learning and how to develop instructionally sound spiritual education for church ministry. Students apply the theories and principles to a variety of teaching opportunities, including Unity classes, small-group discussions and workshops. In addition, students identify the parameters required to teach an audience with different levels of spiritual understanding.

**MAS 602 Seminar in Pastoral Studies (2 cr/3 ceu)**

Selected topics in pastoral studies will be studied and presented by the student in a seminar format. A general theme will be chosen by the instructor for each course offering. Within that theme the student will perform independent study and research under the guidance of the instructor. This course may be repeated for credit. Prerequisite: MAS 506 Pastoral Studies or equivalent.

**MAS 603 Spiritual Healing and Wholeness (2 cr/3 ceu)**

Spiritual healing has been and continues to be the heart of the Unity movement. Healing is seen as more than the restoration of a prior state; it is seen as the complete manifestation of wholeness. In this course, students explore the process of spiritual healing and the nature of wholeness. Healing is covered in all its dimensions: spiritual, emotional, physical, relational and global.

**MAS 604 Prayers and Services of World Religions (2 cr/3 ceu)**

This course is designed primarily for chaplains and other ministers who need a broad repertoire of prayer and worship skills. Students will explore ecumenical and multi-faith prayers and services suitable for a wide variety of special occasions. Cultural and socio-economic factors in choosing prayers and special services will also be addressed. Prerequisite: SPD 511 Prayer and Meditation and SCS 514 World Religions.

**MAS 605 End-of-Life Issues (2 cr/3 ceu)**

This course addresses issues related to aging, dying, death and bereavement. The focus is on the function of ministry to individuals and family members within such circumstances. Spiritual, medical, ethical, legal and cross-cultural considerations are also explored.

**MAS 606 Ethical and Legal Issues in Chaplaincy (2 cr/3 ceu)**

In this course, many ethical and legal issues that arise within ministry for a chaplain are presented and discussed. Students will gain an awareness of the beliefs and practices of various religions and cultures that may be relevant within these issues. Students will also explore how their personal credo may impact the way they counsel others. Case examples and student discussion will be a large part of this course.

**MAS 609 Transpersonal Psychology (2 cr/3 ceu)**

Transpersonal psychology stands at the interface of psychology and spiritual experience. It is the field of psychology which integrates psychological concepts, theories and methods with the subject matter and practices of spiritual discipline. In this course, students study the development of transpersonal theories, drawing from the work of Maslow, Wilber, Washburn, Walsh, Grof and others. Prerequisite: MAS 501 Pastoral Counseling I or equivalent.

**MAS 621 Advanced Techniques in Homiletics (2 cr/3 ceu)**

Students build upon the knowledge and techniques learned in Homiletics I and II by developing creativity in lesson content and by practicing energetic, engaging delivery of a spiritual lesson. The course explores the critical verbal and nonverbal elements of creating and delivering a clear and powerful message. Students create, deliver and evaluate lessons that are designed to persuade and inspire. Prerequisites: MAS 531 Homiletics I and MAS 532 Homiletics II or equivalent.

**MAS 622 Music in the Contemporary Church (2 cr/3 ceu)**

The three pillars of the Sunday morning church service are message, meditation and music. Music not only adds to the spiritual experience of the service but also may be the primary reason people come back to the church. This course will include understanding the operation of the music department, music's place in church growth and handling differences regarding music.

**MAS 625 Storytelling and Readers Theatre (3 cr/4 ceu)**

From the rhapsodies of ancient Greece to Garrison Keillor, the storyteller has a special role in engaging a listener and conveying a lesson in a dramatic form. This course examines storytelling and readers theatre. It explores the unique and dynamic relationship between a speaker telling a story and his or her audience. Participants will select stories from their personal experiences, shape and rehearse them and share them with the class. Participants will also work in teams to create and perform a readers theatre script of their choosing.

**MAS 624 Writing for the Ministry (2 cr/3 ceu)**

This course explores the various written communications that are expected of ministers, from informational e-mails to letters of condolence. Styles, models and written exercises are emphasized.

**MAS 626 Voice as Instrument (2 cr/3 ceu)**

The voice is one of the speaker's most important tools. This course examines the physical and psychological bases of speech production, including the critical role of breath. Students will develop a relaxed, conversational delivery, as well as learn to express emotion, passion, and power. The course will center on vocal and speaking techniques and exercises, the effects of stress, and how to make the voice responsive to the speaker's intentions.

**MAS 627 Technology in the Emerging Ministry (2 cr/3 ceu)**

This course examines the processes and techniques of delivering the services of the church through the online and mobile environment. The development and implementation of online programs require that traditional concepts of doing church be reexamined and sometimes significantly redesigned. This

course presents a theoretical and conceptual foundation for implementing varied online church venues. Students explore the structural aspects of the electronic environment, group and psychological dynamics, and practical implementation of both technology and online resources.

**MAS 630 Seminar in Communication (2-3 cr/3-4 ceu)**

This course focuses on selected topics in communication. The content of the course will vary. This course may be repeated for credit.

**MAS 643 Association of Unity Churches International Polity (2 cr/3 ceu)**

This course is based on recommended practices of the Association of Unity Churches International, including studies and experiences of boards and bylaws, decision making, minister/ministry ethics and the review process. This class will examine effective ways to enter and leave a pastorate in a healthy and helpful way. Each student will gain experience and knowledge of the various services and products offered by the Association. Prerequisite: 60 credits earned or 85 continuing education units.

**MAS 645 Pioneering (2 cr/3 ceu)**

This course will explore the strategies for starting a ministry study group or alternative ministry. It will include the experience of creating a business plan and the study of successful practices of research and marketing to a pioneer market.

**MAS 646 Youth and Family Ministry (2 cr/3 ceu)**

This course will provide students with an overview of ministry for families, youth and the adults who serve them. The focus of the class will be examining, evaluating and creating a plan for youth and family ministry based on the best practices. By the end of the course, students will have a general understanding of the components of youth and family ministry.

**MAS 648 Family Systems: Applications in Ministry (2 cr/3 ceu)**

This class explores family systems theory applied to the church environment. Students will examine their own family system and relate their awareness to their past and current personal and organizational experiences. Students will use family systems theory to see the spiritual wholeness within the church and learn leadership skills to facilitate continued healing. Prerequisite: SPD 521 Self-Awareness or equivalent.

**MAS 653 Ministry in Diverse Communities (2 cr/3 ceu)**

This course explores the issues facing churches and other forms of ministry in diverse and typically urban communities. The course examines the challenges and the joy of the multicultural, multiracial and multidimensional, inclusive ministry. Real-life issues of funding, working with refugees, the homeless, the impoverished, the hungry and those needing health support are discussed. Emphasis is on empowering and valuing all voices and healing woundedness. The issues involved are applicable whether they define the complete ministry or only a segment, as in outreach or spiritual social action. Prerequisite: MAS 552 Ministry Leadership or equivalent.

**MAS 660 Seminar in Leadership (2-3 cr/3-4 ceu)**

This course focuses on selected topics in leadership. The content of the course will vary. The course may be repeated for credit.

**MAS 699 Independent Study in Ministry Arts and Skills (1-3 cr/2-4 ceu)**

Independent study of an approved topic not parallel to the content of any other course offering. This course may be repeated for credit.

## ***Internship***

The purpose of internships is to give each student the experience of active spiritual service through the work done in the internship. Enrollment in an internship requires approval and signature of the Internship Coordinator prior to registration.

### **PRA 651 Internship in Prayer Ministry (2 cr/3 ceu)**

Supervised internship at Silent Unity or any other approved prayer ministry. This internship will require 80 contact hours in the prayer ministry, a final paper and weekly consultations with a Unity Institute faculty member. Most students will intern with the Silent Unity Telephone Prayer Ministry. Students who are already Silent Unity prayer associates will intern with Silent Unity Writers. This internship may be repeated in consultation with the student's advisor. Prerequisites: SPD 511 Prayer and Meditation, completion of at least 30 credit hours or 40 continuing education units, and faculty coordinator approval.

Unity Institute has an agreement with St. Joseph Carondelet to teach PRA 652 and PRA 695 in completion of program requirements. Students may wish to complete these courses at another hospital; however, Unity Institute must be notified in writing prior to enrollment, and an agreement with that institution signed. Students will register for the course and pay tuition to Unity Institute. An additional chaplaincy fee may be required by the Hospital.

### **PRA 652 Internship in Hospital Chaplaincy (2 cr/3 ceu)**

Supervised internship in an approved hospital environment where Clinical Pastoral Orientation (CPO) is available. This internship will require 80 contact hours at the hospital. Students will meet with the faculty coordinator a minimum of two times during the term, and more often as needed. This internship may be repeated, in consultation with the student's advisor. Prerequisites: HTS 551 Metaphysical Theology I, SPD 511 Prayer and Meditation, SPD 521 Self-Awareness or equivalent, completion of at least 30 credit hours or 40 continuing education units and faculty coordinator approval. Recommended: MAS 501 Pastoral Counseling I, MAS 504 Pastoral Counseling II and MAS 506 Pastoral Studies. Hospital Chaplaincy fee applicable.

### **PRA 653 Internship in Hospice Chaplaincy (2 cr/3 ceu)**

Supervised internship in an approved hospice environment. This internship will require 80 contact hours in the hospice environment. Students will meet with the faculty coordinator a minimum of two times during the term, and more often as needed. This internship may be repeated, in consultation with the student's advisor. Prerequisites: HTS 551 Metaphysical Theology I, SPD 511 Prayer and Meditation, SPD 521 Self-Awareness or equivalent, completion of at least 30 credit hours or 40 continuing education units and faculty coordinator approval. Recommended: MAS 501 Pastoral Counseling I, MAS 504 Pastoral Counseling II and MAS 506 Pastoral Studies or equivalent.

### **PRA 694 Internship in Church Ministry (2 cr/3 ceu)**

Supervised internship in an approved church that is not the student's home church. This internship will require 80 contact hours in the church, weekly papers and weekly consultations with a Unity Institute faculty member. Students who choose the Church Ministry specialty are encouraged to take one internship in a small church and a second internship in a large church. This internship may be repeated, in consultation with the student's advisor. Prerequisites: MAS 551 Ministry Leadership or equivalent, MAS 552 Ministry Administration or equivalent, HTS 551 Metaphysical Theology I, SPD 511 Prayer and Meditation, MAS 501 Pastoral Counseling I, and MAS 504 Pastoral Counseling II, completion of at least 30 credit hours or 40 continuing education units and faculty coordinator approval.



**PRA 695 Internship in Clinical Pastoral Education (10 cr/14 ceu)**

Supervised internship in an approved hospital where Clinical Pastoral Education is available. This internship will require 400 contact hours in the hospital. Students will meet with the faculty coordinator a minimum of two times during the term, and more often as needed. Prerequisites: HTS 551 Metaphysical Theology 1, SPD 511 Prayer and Meditation, SPD 521 Self-Awareness or equivalent, completion of at least 30 credit hours or 40 continuing education units and faculty coordinator approval. Recommended: MAS 501 Pastoral Counseling I, MAS 504 Pastoral Counseling II and MAS 506 Pastoral Studies or equivalent.

**PRA 699 Independent Internship (1-5 cr/2-6 ceu)**

Supervised internship in an approved environment that is not parallel to the content of any other internship and is created in consultation with the student's advisor. This internship will require 40-200 contact hours in the organization, weekly papers and weekly consultations with a Unity Institute faculty member. Prerequisites: 1-2 relevant courses as determined by the student and his or her advisor, completion of at least 30 credit hours or 40 continuing education units and faculty approval. This course may be repeated for credit.

## ***Spirituality and Society***

**SAS 511 Trends in Contemporary Society (2 cr/3 ceu)**

Contemporary social, historical and spiritual trends are explored in this course, including national and international. The purpose of the course is for future ministers to see where Unity and ministry intersect with today's social milieu.

**SAS 512 Unity in Contemporary Society (2 cr/3 ceu)**

This course challenges student to look at the role that Unity plays in today's world. Students explore what Unity is, as well as the movement's history of community involvement. Students also investigate the potential for application of Unity teachings to various contemporary issues, for the movement, a ministry and a minister. Prerequisite: SAS 511 Trends in Contemporary Society.

**SAS 602 Religion and the Arts (3 cr/4 ceu)**

This course surveys selected classic and contemporary artistic forms from primal, Asian and Western cultures to demonstrate the intimacy between religion and the arts. Students will develop an appreciation for various forms of art in their personal spiritual life and in congregational leadership.

**SAS 603 Exploring Evolutionary Spirituality (3 cr/4 ceu)**

This course explores a wide range of evolutionary theories derived from a broad spectrum of scientists, philosophers and visionaries. The student is encouraged to critically review each of these and to compare and contrast the various theories of evolution. The course explores the relevance of each of these theories to contemporary life and to Unity.

**SAS 630 Peace Studies (3 cr/4 ceu)**

This course is an introduction to the interdisciplinary field of peace studies. Students explore the underlying causes of violence, as well as the many theories, trends and actors involved in bringing forth peace in this world. Special emphasis is placed on the role that individuals, especially Unity ministers, can play in the process of peace at the local, national and international levels.

**SAS 698 Seminar in Spirituality and Society (2-3 cr/3-4 ceu)**

This course focuses on selected topics in spirituality and society. The content of the course will vary. This course may be repeated for credit.

**SAS 699 Independent Study in Spirituality and Society (1-3 cr/1-4 ceu)**

Independent study of an approved topic not parallel to the content of any other course offering. This course may be repeated for credit.

***Scriptural Studies***

**SCS 501 Bible History: Hebrew Scripture (3 cr/4 ceu)**

This is an overview course that covers the approximately 900-year period of the writing of the Hebrew Scripture. The various writings are examined based on the probable sequence of their writings. The course contains an overview of the history of the Israelite people, who, as far as we know, are the first people who attempted to write down their history. By looking at the history of the Israelites, we are able to discern how the perception of God changed. Prerequisite: It is expected that students will have the knowledge level found in the Spiritual Education and Enrichment courses in Bible.

**SCS 502 Bible History: Christian Scripture (3 cr/4 ceu)**

This class presents an overview of the writings of the Christian Scripture, including the probable time of the various writings and the rationale for their inclusion in the Christian Bible Canon. The contrast between the teachings attributed to Jesus and the teachings of Paul is examined as are the non-Pauline letters and the Revelation of John. Also included is how the Christian Bible describes the beginning of the early Christian church. Prerequisite: SCS 501 Bible History: Hebrew Scripture or equivalent.

**SCS 505 Biblical Interpretation (3 cr/4 ceu)**

This course examines various methods of interpretation of the Bible. It presents processes for exploration of how the stories, poems and other narratives can be used in dealing with everyday life. The focus is on metaphysical and maieutic interpretation and on the Bible as a means to see the evolution of consciousness in the individual as well as humankind. Prerequisites: SCS 501 Bible History: Hebrew Scripture; SCS 502 Bible History: Christian Scripture.

**SCS 512 The Teachings of Jesus and the Teachings About Jesus (2 cr/3 ceu)**

This course looks at the teachings of Jesus, especially the “Kingdom of God” teachings, and compares them with the writings of Paul and other Christian Scripture writers. The course will explore the differences in what Jesus taught about himself and what was taught about him, especially the significance of his death and destiny.

**SCS 514 World Religions (2 cr/3 ceu)**

Exploration of the many different ways human beings throughout history and around the globe have answered questions like: What is sacred; what does my life depend on? What is worth living—or dying—for? If this is basically a good cosmos, why do people suffer? Answers will display how different religions have identified the basic problems and meaning of existence. Christian perspectives on interfaith dialogue will be explored.

**SCS 611 Wisdom Literature of the Axial Age (2 cr/3 ceu)**

This course focuses on the literature written between 600 B.C.E. and 200 B.C.E., which reflects a breakthrough in human thinking about the Divine and humankind’s relationship to the Divine. It provides an overview of the religious thinking that occurred during this period of time and its significance to spiritual evolution.

**SCS 615 Mystical Traditions of the World Religions (2 cr/3 ceu)**

This course explores the mystical core of the six great religions that have shaped major civilizations: Judaism, Christianity, Islam, Hinduism, Buddhism and Taoism. Despite differences in the outer forms

and rites of these religions, we can find within each of them an inner or esoteric stream of teachings that is strikingly similar.

**SCS 620 Religions of the Axial Age (3 cr/4 ceu)**

The course examines major developments that occurred from 800 B.C.E.-200 B.C.E. in West Asia, South Asia, East Asia and the northeastern Mediterranean and some of the individuals, referred to as the sages of the Axial Age, who lived during that time. During this period of time older religions experienced changes and new religions emerged. There is an acknowledgement that religions are not static entities and each has changed, developed, and undergone refinement or complete reinterpretation as social and individual needs change.

**SCS 698 Seminar in Scriptural Studies (2-3 cr/3-4 ceu)**

This course focuses on selected topics in scriptural studies. The content of the course will vary. This course may be repeated for credit.

**SCS 699 Independent Study in Scriptural Studies (1-3 cr/1-4 ceu)**

Independent study of an approved topic not parallel to the content of any other course offering. This course may be repeated for credit.

## ***Spiritual Development***

**SPD 511 Prayer and Meditation (2 cr/3 ceu)**

The goal of this course is for each student to understand and be able to apply the principles and practices of prayer that are essential to effective Unity ministry. The primary focus is on the Unity method of prayer and meditation and its application in church ministry. A brief introduction to the theory and practice of spiritual direction, as it would apply in a Unity ministry, is included in this course.

**SPD 521 Self-Awareness (3 cr/4 ceu)**

This is a survey course in the practical application of self-awareness and spiritual principles to promote and restore wholeness, balance and optimal functioning in the student's life. Students study various systems and techniques of self-awareness and explore the integration of spiritual principles into each of them.

**SPD 525 Interpersonal Skills (3cr/4 ceu)**

This is a course in understanding, serving and working with others. It examines the importance of developing healthy spiritual and psychological relationships, offering methods and tools for expanding these relationships. The impact on ministries of diverse issues of race, gender, generations, capabilities, family systems, embedded cultures is explored. Students learn skills for effective community building.

**SPD 553 The Call to Ministry (1cr/2 ceu)**

This course is designed to assist students identify their call to ministry, explore the feelings that arise in this transition to ministerial school and determine the direction that the student is going in ministry. Students will have the opportunity to explore their personal beliefs, compare those beliefs with normative Unity beliefs and mitigate any differences. This course is to be taken in the first year.

**SPD 593 Credo I (1 cr/2 ceu)** A credo is the articulation of a personal belief system. The purpose of this course is to facilitate the student's verbal and written description of his or her personal credo. Students are encouraged to question, evaluate and defend their belief systems. The student may be required to respond to critical questioning by a credo review committee. Prerequisite: SPD 553 The

Call to Ministry, HTS 551 Metaphysical Theology I and completion of at least 30 credit hours or 40 continuing education units.

**SPD 594 Credo II (1 cr/2 ceu)**

The purpose of this course is to facilitate the student's verbal and written articulation of his or her ministerial credo. In this course the student is encouraged to review and reevaluate his/her credo and articulate how this credo could be implemented in the various aspects of the student's chosen ministry. The student may be required to respond to critical questioning by a credo review committee.

**SPD 611 Contemplative Prayer and Meditation Practices (2 cr/3 ceu)**

This course includes the study and practice of a variety of contemplative prayer and meditation practices from both Eastern and Western spiritual traditions. Emphasis is placed on the student's personal experiences of each practice. A short contemplative retreat is a required part of this course.

**SPD 612 The Art of Spiritual Direction (2 cr/3 ceu)**

This course explores the nature of spiritual direction and introduces students to the skills needed to become a spiritual director. The spiritual journey will be explored within the framework of the relationships one has with self, others, one's culture, the world and nature. Prerequisite: SPD 511 Prayer and Meditation.

**SPD 625 Seminar in Self Awareness (2-3 cr/3-4 ceu)**

This course focuses on selected topics in self-awareness. The content of the course will vary. This course may be repeated for credit.

**SPD 626 Seminar in Interpersonal Skills (2-3 cr/3-4 ceu)**

This course focuses on selected topics in self-awareness. The content of the course will vary. This course may be repeated for credit.

**SPD 698 Seminar in Spiritual Development (1-3 cr/1-4 ceu)**

This course focuses on selected topics in spiritual development. The content of the course will vary. This course may be repeated for credit.

**SPD 699 Independent Study in Spiritual Development (1-3 cr/1-4 ceu)**

Independent study of an approved topic not parallel to the content of any other course offering. This course may be repeated for credit.

## ***Thesis***

**THE 501 Research Methods (3 cr)**

This course introduces students to research methodology and techniques that they will apply to their thesis work. Students will be introduced to quantitative and qualitative research techniques and will learn how to critically assess the research design and results of others.

**THE 601 Thesis (1-6 cr)**

The student will prepare an in-depth thesis on a religious topic within his or her area of specialization. The credit hours may be taken in one term or over a series of terms, in consultation with the student's advisor. Prerequisite: THE 501 Research Methods or equivalent and completion of at least 20 credit hours.

# Personnel

## *Administration*

### Unity

**Dr. Charlotte Shelton**, President and Chief Executive Officer  
B.M.E., Drury College; M.A., University of Missouri-Kansas City;  
Ed. S., University of Missouri-Kansas City; Ed.D., Northern Illinois University, 1982.

### Unity Institute

#### Academic Governance Council

Rev. Dr. Roger Goodwin, Chair  
Rev. Dr. Marj Britt, Vice Chair  
Dr. Penny Kowal, Secretary  
Rev. Dr. Rose Cooper, Member  
Rev. Dr. Anna Joy Grace, Member  
Dr. Doug Harris, Member  
Ms. Linda Lowery, Member  
Rev. Sylvia Sumter, Member  
Dr. Wendy Zender, Member  
Dr. Fred Zook, Member  
Dr. Theodore J. Collins, Ex Officio Voting Member  
Rev. Deborah Frownfelter, Ex Officio Voting Member  
Dr. Charlotte Shelton, Ex Officio Nonvoting Member  
Rev. James Trapp, Ex Officio Nonvoting Member  
Dr. Maya Angelou, Honorary Member

**Dr. Theodore J. Collins**, Chief Academic Officer and Dean  
B.A., University of Iowa; M.A.T., University of Iowa;  
J.D., Drake University Law School, 1991.

**Ms. Linda M. Bray**, Director of Unity Library and Archives  
B.A., Kansas State University; M.L.S., Emporia State University, 1980.

## *Full-Time Teaching Faculty*

**Rev. Robert Brumet**—Faculty, Spiritual Development and Ministry Arts and Skills (Pastoral)  
B.A., University of Toledo; M.S., University of Toledo, 1970;  
Unity ordination, 1980.

**Rev. Claudell Hefner County**—Faculty, Ministry Arts and Skills (Leadership and Administration)  
B.A., Illinois State University; M.A., University of Northern Colorado, 1977; Unity ordination, 1986.

**Rev. E.J. Niles**—Faculty, Scriptural Studies

B.A., University of Oklahoma; M.S., University of Southern California, 1979;  
Unity ordination, 1990.

**Rev. Dr. Karrin Scapple**—Accreditation Coordinator/Faculty, Spirituality and Society

B.A., Marshall University; M.A., Marshall University;  
M.A., The Ohio State University; Ph.D., The Ohio State University, 1994;  
Unity ordination, 2005.

**Rev. Dr. Thomas W. Shepherd**—Faculty, Historical and Theological Studies

B.S., University of Idaho; M.Div., Lancaster Theological Seminary, 1976;  
D.Min., Saint Paul School of Theology, 2009  
Unitarian Universalist ordination, 1976;  
Unity ordination, 1987.

### *Adjunct Teaching Faculty*

**Rev. Manzel Berlin**-Ministry Arts and Skills/Communication

B.A., Morningside College, 1975; M.A., Candler School of Theology, Emory University, 1978;  
United Methodist ordination, 1978.

**Rev. Kathleen Riegelman**

B.A., University of Arkansas; M.Div., Saint Paul School of Theology, 2000;  
Unitarian Universalist ordination, 2002.

**Rev. Robin Reiter**—Ministry Arts and Skills

B.A., University of Florida; M.A., University of Florida, 1994;  
Unity ordination, 2002.

**Rev. Dr. Joy L. Wyler**---Ministry Arts and Skills

B.S.M.T., Pittsburg State University; J.D.,  
University of Missouri-Kansas City Law School, 1984;  
Unity ordination, 2004.

### *Unity Institute Staff*

**Rev. Mark A. Fuss**-Admissions Representative

Unity ordination, 2009.

**Ms. Rebecca Fye, M.A.**—Registrar

**Ms. Camille O'Brien**-Dean's Executive Assistant

### *Unity Library and Archives Staff*

**Ms. Judy E. Courneyea**—Library Technician

**Ms. Candace Gray, M.L.S.**—Part-time Cataloguer

**Ms. Margaret Hiltbrunn**—Cataloguer

**Mr. Eric E. Page, M.H.A.M.S.**—Archivist

**Ms. Lauren Williams**—Part-time Extended Hours Technician

# Index

Academic advising .....	32
Academic calendar .....	34
Academic honesty .....	27
Academic information .....	27
Academic policies .....	27
Academic records .....	27
Accreditation .....	6
Adjunct teaching faculty .....	54
Administration .....	53
Admissions process .....	8
Admissions policies .....	8
Alcohol and drug abuse.....	38
Appeal process .....	27
Association of Unity Churches International.....	6
Attribution of Sources and Citations.....	28
Auditing a class .....	31
Bookstore .....	40
Campus policies .....	38
Chapel services.....	14
Class cancellation.....	28
Counseling .....	40
Course descriptions .....	42
Distance Learning.....	28
Educational philosophy .....	5
Employment .....	40
Family Education Rights and Privacy Act (FERPA) .....	28
Fees .....	36
Financial assistance.....	37
Financial information and policies .....	36
Fitness Center .....	40
Full-time teaching faculty .....	53
Grade appeal .....	27
Grade point average .....	30
Grading policies .....	30
Health insurance .....	37
History .....	5
Housing .....	40
Incomplete grades .....	30
Independent study .....	31
International Students .....	9

Leave of Absence .....	32
Library and Archives .....	41
Licensing and ordination .....	6
Master of Divinity .....	13
Mission statement .....	4
Non-Credit Diploma in Unity Ministry .....	20
Nondiscrimination .....	11
Ordination .....	6
Payment of accounts .....	36
Personnel.....	53
Placement exam .....	11
Portfolio .....	14
Promotional materials.....	38
Readmission to Unity Institute.....	12
Refunds .....	36
Registration .....	31
Satisfactory academic progress .....	30
Scholarships .....	37
Spiritual Education and Enrichment.....	6
Statements of faith .....	5
Student Association .....	41
Student resources .....	40
Student responsibility .....	32
Transcript request .....	37
Transfer credit .....	12
Tuition .....	36
Unity Country Club .....	41
Values, Core .....	4
Welcome from Dean and Chief Academic Officer .....	3
Withdrawal from a course .....	32
Withdrawal from school .....	32