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BOARD OF GOVERNORS – COLUMBIA COMMONWEALTH UNIVERSITY

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ABOUT ROCK SPRINGS

When Columbia Commonwealth University sought the ideal place in Wyoming in which to establish its permanent academic and administrative hub, the community of Rock Springs was the first and best choice. The size of the town is just right: with a population of roughly 20,000, it is a safe place to live and work, and while retaining a rural flavor it still offers many of the conveniences of a larger city. In short, it is an inviting environment for newcomers, visitors and people of all nationalities. In fact, Rock Springs boasts of being home to more than 56 Nationalities, proudly displaying flags representing each

of those 56 along its most prominent streets. This multicultural heritage is even officially observed and celebrated annually when the town hosts International Day, a family-friendly event. CCWU's building is in the historic part of town not far from Interstate 80, approximately 2½ hours from Salt Lake City, Utah.

COLUMBIA COMMONWEALTH UNIVERSITY
Your Personal University™

327 N. Street,
Rock Springs, WY 82901-5332

| INTRODUCTION



Message from the President

Not just knowledge, but insight. That's what makes Columbia Commonwealth University unique even among other holistically-oriented institutions of higher learning. For you will notice as you peruse this catalogue, that

CCWU's programs, faculty and delivery system are all designed to fit together into a cohesive whole, a whole within which the student becomes the center and by which the student continuously nurtures his or her mind, body, spirit and community.

This nurturing begins in the very first course CCWU students take, a course called, "The Journey Here." This is the first of a series of signature flagship courses that are part of the curriculum of each and every CCWU student. Collectively, the series is called, "Holism and the Way of Scholarship." In these courses, students under the close guidance of faculty reflect upon their past, their present and their

envisioned future. The insight a student gains in these courses is deepened during the rest of the curriculum, a curriculum, it is important to stress, that is personally tailored for the student during close one-to-one discussions between student and faculty.

That student/teacher ratio — one-to-one — is indicative of the personal touch that students experience not just in their academic work but when dealing with all departments in the university, whether it's the Admissions Office, the Registrar's Office, the Bursar's Office or even the President's Office. That is why the motto on the catalogue cover and on the bottom of this and every page is *Your Personal University*. It is a pledge to you, the potential student. That is why I'm pleased that you've chosen to read this catalogue. By doing so you are taking one of the first steps in a personal journey of knowledge and insight that will change and enrich not only your life but the lives of others around you.

Bon voyage,

Les Carr, Ph.D. Vanderbilt University, 1963

Mission Statement

Columbia Commonwealth University exists to provide education for the transformation of individuals and their communities through the integration of mind, body, spirit, and community.

Vision Statement

Columbia Commonwealth University prepares masters and doctorate students to:

- Be intellectually active and curious
- Search for self-awareness
- Practice generosity
- Grow in compassion, empathy, and wisdom
- Develop skills and knowledge to advance their careers and contribute to their communities

Values

Columbia Commonwealth University values:

- Excellence in academic achievement
- Collaborative learning
- Community
- Diversity
- Integrity
- Self-awareness
- Curiosity
- Empathy, kindness, and compassion

Goals and Objectives

Columbia Commonwealth University graduates will be able to:

- View complex issues from multiple perspectives
- Embrace the human side of diversity in areas of ethnicity, gender, and religion
- Continue their educational journey independently
- Experience the internal impulse to grow intellectually, spiritually, psychologically, and physically
- Engage in meaningful work professionally and personally
- Contribute new knowledge to the field of holistic education

Licensing

Columbia Commonwealth University is licensed by the Wyoming Department of Education in accordance with W.S. 21-2-401 through 21-2-407 and neither the Department of Education nor the Wyoming State Board of Education has accredited or endorsed any course of study being offered by Columbia Commonwealth University.

Library Resources

CCWU offers students an on-line electronic library resource. Each student receives a personal electronic library account and can access the library at any time. The student's library username and password are included in the orientation materials. During business hours, CCWU's Chief Academic Officer is available to help students with the library. We also ask students to demonstrate to us (by completing and returning a form included in the orientation packet) that they have access to the collections of a university and/or college library located in their home state.

CCWU charges an annual library fee of \$50. The library provides students with the following research tools:

- On-line Tutorials
- Program resources (overviews of more than 140 topics)
- Links to electronic book collections
- Articles
- Government resources
- Career development resources
- Databases that are relevant to CCWU's degree programs
- Life and leisure resources

| ADMISSIONS

CCWU accepts students on an ongoing basis; students can enroll and start working on their courses at any time. Applications can also be submitted at any time. In keeping with CCWU's commitment to highly personalized student/university communication, each application is carefully evaluated by an admissions committee that includes the senior faculty member of the applicant's school.

U.S. applicants may submit unofficial copies of transcripts for their initial evaluation for admission, and they may be admitted and even begin their coursework with only unofficial transcripts on file. However, within 90 days of enrollment, we must have received the student's official transcripts (or transcript) in sealed envelopes sent to us directly by the issuing institutions. Official transcripts are also required for transfer credits to be evaluated and officially awarded.

Please arrange to have your official transcripts sent directly to us by the issuing institution. Our address is CCWU, 327 N Street, Rock Springs, WY 82901.

Applicants from countries other than the U.S. may also submit unofficial copies of transcripts for their initial evaluation for admission and for their enrollment and initial coursework. However, within 90 days of enrollment, the official transcripts must be evaluated by a member of the National Association of Credential Evaluation Services. CCWU offers this credentialing service at no charge by its World Education Services-trained International Credentialing Officer. World Education Services (WES) is a member of the National Association of Credential Evaluation Services (NACES). For more information visit www.naces.org.

| ENROLLMENT

CCWU will notify the student in writing of the Admission Committee's decision within two weeks of receipt of the application. An accepted applicant enrolls by submitting the signed Tuition Payment Plan Agreement that accompanies the letter of acceptance. At the time of enrollment, a registration fee of \$250, an annual library fee of \$50, and a tuition payment are due. Please review the payment options listed in the Tuition Payment Plan Agreement for one that best meets your needs. You may also contact the Director of Admission to discuss the payment options available to you. The tuition plans are described in the Tuition section of this catalogue.

Orientation

After the enrollment agreement and fees are received, the new student is called by someone in the Registrar's Office to confirm receipt and enrollment. At the same time, CCWU's Office of Academic Affairs mails the student an enrollment packet that includes orientation and academic materials. Within a week of receiving the packet, a CCWU senior faculty member will phone the student and conduct a personalized and interactive academic advising session. This advising session may also include the University's Dean of Academic Affairs. Whether the call involves two people or three, in keeping with our personalized approach to education, the student will have ample opportunity to ask questions, discuss their academic interests and together, the student and advisor will map out the first two quarters of the student's program. This blueprint will include courses to be taken and a timeline for their completion.

| STUDENT RIGHTS & RESPONSIBILITIES

Non-Discrimination Clause

CCWU is dedicated to the principle of equal opportunity. Factors of race, religion, national origin, ethnicity, physical challenge, sexual orientation, or age are not considered in admitting students or employing faculty or staff.

Sexual Harassment

CCWU has no-tolerance policy on sexual harassment. Should a complaint of sexual harassment within the University community be filed, a full investigation will be conducted. If proven true, the guilty parties will be subject to disciplinary action, possibly to include dismissal.

Student Rights

Students have the right to cancel enrollment at any time during the cancellation period (within 8 business days from the date the first lesson plan is mailed to the student) and receive a full refund of any monies minus the registration fee. After the initial cancellation period, the student has the right to withdraw at any time. If a student chooses to cancel enrollment or withdraw, the student must inform the Registrar's Office by submitting a signed written request via mail or fax. Electronic signatures sent via email will not suffice. The withdrawal or cancellation will become effective the date the University receives the written notification. If a student withdraws after the cancellation period, the student may be entitled to a refund in accordance with CCWU's refund policy.

A student may submit a complaint regarding any aspect of the administration of the student's degree program. The student must submit a detailed complaint in writing to CCWU and will receive a written response within 30 days. If the student is dissatisfied with the response, the student may submit an appeal to the Administrative Council. The student will receive a decision from the Administrative Council within 30 days, and if again dissatisfied, has the right to appeal to the President of the University. The President's decision is final.

Academic Probation and Suspension

CCWU offers academic programs for masters and doctoral-level students. Our expectation is that students at both those degree levels will earn grades of B or better in all courses.

Though some academic problems can and will be resolved through informal discussions with the senior faculty of a student's school, the Dean of Academic Affairs, and/or an adjunct faculty mentor, in some situations, a formal Academic Probation is warranted. The Academic Council, comprised of the senior faculty person of each CCWU school and the Dean of Academic Affairs, discusses each case individually and collectively makes the decision about Academic Probation. A grade of C for a course can trigger Academic Probation. A student can also be put on Academic Probation if he/she is not making consistent and satisfactory progress towards the degree.

If an Academic Probation is issued by the Academic Council, the senior faculty of the student's school prepares a Notice of Academic Probation and presents it to the student. The notice includes a detailed and specific description of the deficiency.

An Academic Probation period typically lasts 90 days, though it can be extended to a second, 90-day period by the Academic Council. During the probationary period, CCWU advisors will work closely with the student to help him/her correct the deficiency.

If there is no satisfactory resolution of the Academic Probation, the Academic Council may suspend the student. A suspension typically lasts for three months, and tuition is not charged during this period. If the suspension is not resolved, the Academic Council may decide to permanently withdraw the student.

If put on Academic Probation, the student has the right to appeal the Probation (in writing). The student also has the right to appeal a suspension and a permanent withdrawal. The appeals will be heard by the full Academic AND Administrative Councils AND the President. The decision in response to an appeal is final.

Academic Integrity and Plagiarism

CCWU considers any kind of academic dishonesty as a serious violation. This behavior may result in penalties, such as failing a course, being put on Academic Probation, and/or being permanently withdrawn from CCWU. Academic dishonesty includes cheating on assignments or examinations, plagiarism, submission of the same paper in more than one course without prior consent of all professors concerned, and sabotaging another student's work.

Plagiarism is academic theft. It is the stealing of someone else's words and/or ideas and representing them as one's own work. Thus, the term plagiarism covers a wide range of offenses, including copying any portion of a paper, article, magazine or book without appropriate and proper documentation. Downloading a paper from the Internet and submitting it as one's own work is also plagiarism, even with extensive modifications.

Withdrawals

REFUND DURING THE CANCELLATION PERIOD

If a student cancels the enrollment, as described under the STUDENT'S RIGHTS AND RESPONSIBILITIES section, on or before the eighth business day after the first lesson was mailed to the student, and if that cancellation is received by CCWU signed and in writing on or before that eighth business day, the student will receive a refund of 100% of the amount paid for tuition minus the \$250 registration fee. For example, a student who cancelled on the fifth business day and who paid the \$250 registration fee plus the \$50 annual library fee and \$1,000 towards tuition would receive a refund of \$1,050.

REFUND AFTER THE CANCELLATION PERIOD (WITHDRAWAL)

If a student withdraws from CCWU, as described under the STUDENT'S RIGHTS AND RESPONSIBILITIES section, after the eighth day the first lesson was mailed to the student, the student is entitled to only a partial refund. This amounts to a full (100%) refund for any quarter not attended, and a partial (pro rata) refund for the quarter partially attended. The refund is calculated as follows:

- a) Total amount actually paid for instruction
Minus the \$250 registration fee and \$50 library fee
Equals the Adjusted amount paid for instruction
- b) Adjusted amount
Minus Amount Paid for Quarters Completed
Equals Amount Paid for quarters not completed
- c) Amount paid for Quarters not completed
Minus tuition for quarter partially completed
Plus (Portion of quarter partially completed* times
tuition for quarter Partially Completed
Equals Final Refund amount

*Portion of Quarter partially completed:

- 0-3 days = 100%
- 3-30 days = 80%
- 30-60 days = 60%

EXAMPLE OF CALCULATION OF REFUND:

If a student enrolls in a 36-semester-hour Master of Arts degree program and pays an Application Fee of \$40 plus a Registration Fee of \$250 plus the library fee of \$50 plus the first year (four quarters) tuition of \$810 per quarter (after 10% discount for prepaying all 4 quarters), the student would have paid a total of \$3,580. If the student decides to withdraw 20 days into the third quarter, the refund would be calculated as follows:

- a) $\$3,580 - \$340 = \$3,240$
- b) $\$3,240 - \$1,620 = \$1,620$
- c) $\$1,620 - \$810 + (80\% \times \$810) = \$1,458$

Leave of Absence

Students may be granted a Leave of Absence if they submit a signed written request to CCWU (via mail or fax). Please note: electronic signatures sent via email will not suffice. The student should include an explanation of the reasons for the request. A Leave of Absence (or LOA) is typically between three to six months, but in exceptional cases, a student can be granted a LOA of up to 18 months. The student will not pay any tuition during the LOA.

Archived Students

In order to avoid being archived and their academic program suspended, students must be current in their tuition payments and other fees. A student may have a delinquent account balance and not be considered delinquent so long as the student is in compliance with a payment agreement acceptable to the Bursar's Office.

REACTIVATION OF ARCHIVED STUDENTS

Archived students who are otherwise in good academic standing may be re-activated by paying all delinquent tuition or complying with a payment agreement acceptable to the Bursar's Office.

DELINQUENCY

A student whose account balance is delinquent by more than 60 days and is not in compliance with a payment agreement acceptable to the Bursar's Office will be considered delinquent. During a delinquency

status, a student may not receive, including but not limited to, the following: instruction, academic advising, course materials, grades, credit, and transcripts.

Disclosure of Information

CCWU complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment). This act was designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data.

Students have the right to privacy of information. With the exception of directory information, CCWU may not disclose information about a student to a third party without specific permission. Directory information consists of the student's name, major field of study, dates of attendance, and degree and awards received.

| ACADEMIC INFORMATION

When to Enroll

As a distance learning university, CCWU offers students more flexibility than the traditional academic calendar. Enrollment is ongoing throughout the year, and students may enroll at any time. As soon as they receive their first academic materials, students begin their coursework, working one-on-one with their instructors.

Residency Requirements

CCWU has no residency requirements.

Minimum Enrollment Period

The University requires a minimum of one academic year's matriculation (12 months) for each masters degree program and a minimum of two years (24 months) for each doctoral degree program. All CCWU programs are self-paced, and every student has different life circumstances, so it is difficult to accurately predict how long a particular degree program will take. We can discuss averages, however. A masters degree takes between one and two years, and a doctorate degree takes an average of three years. The maximum enrollment period is five years for a masters degree student and ten years for a doctoral degree student.

Course Load

Most CCWU students are adults with substantial professional and/or family obligations. The distance learning/independent study model provides students with the opportunity to set the pace most comfortable for them. It is important, however, that students do not overload themselves with more work than they can handle. At the same time, we want to ensure that every student makes steady progress towards his/her degree. Therefore, each student receives regular academic counseling and contact from senior faculty and the Dean of Academic Affairs. During these sessions, students will be asked to provide a short summary of work in progress. If a student has not made academic progress during three months (one quarter), this may

be grounds for an Academic Probation. During the initial academic advising session, course load, academic expectations, course load, and a timeline for finishing courses will be discussed.

Transfer Credits

CCWU allows students to transfer up to one third of the credits required for any of the masters or doctoral degree programs.

Any credits accepted for transfer must meet four (4) basic criteria:

1. They must be relevant to the student's choice of an independent study concentration and project.
2. They must have a grade of B or better.
3. They must be of the same level or higher as the program the student is admitted into. For example, undergraduate credits are not eligible as transfer credits into a masters or doctorate program.
2. They must have been earned within the past ten years (or the student must provide a suitable statement of current relevance).

CCWU accepts credits earned for courses taken (and credits otherwise awarded) at institutions evaluated by the following criteria or steps:

1. Institutions in the U.S. that are accredited by an accrediting organization recognized by the U.S. Department of Education.
2. Institutions in foreign countries are acceptable if they are government-approved and have been evaluated as to their U.S. equivalency by a member of the National Association of Credential Evaluation Services. For more information visit www.naces.org. CCWU also offers the same credentialing service at no charge by its WES-trained International Credentialing Officer. WES is a member of NACES.

Academic Advising

CCWU maintains that academic advising is essential to academic success. In keeping with CCWU's personal, holistic approach to education, we believe that the student's relationship with the advisor is a key to meeting academic goals and finding the right balance between academic, personal, and professional interests and commitments.

Students' academic advisor is their senior faculty person, and CCWU's Dean of Academic Affairs serves as an academic advisor to all students. Students can expect to be contacted regularly by their advisor, but it is also noteworthy that all CCWU advisors and administrators have an "open door" policy, and students are encouraged to contact them whenever needed. Advisors work with students on course load, course requirements, proposal development, professional opportunities, graduation requirements, and related matters.

Grades

CCWU awards standard letter grades including A, A-, B+, B, B-, C+, C, C-, D+, D, D-, and F. However, all masters and doctoral students are expected to receive a grade of B or better for each course as well as for the masters thesis or doctoral dissertation. A grade of C or lower may result in an Academic Probation, and the student may be asked to repeat the course. Grading and course requirements are generally left to the discretion of the course instructor, who is in the best position to evaluate a student's skill, knowledge, and progress. Academic requirements and grading criteria for specific courses are included in the course syllabus. A student's G.P.A. is the total number of grade points earned, divided by the credits earned, plus failures. After the completion of a course, students receive their official grade reports from the Registrar's Office, which is the only office that can issue an official CCWU grade report.

Graduation

When a student has completed all coursework, program requirements, administrative requirements, and has paid all fees and tuition, CCWU will recommend that the student be awarded the diploma.

Transcripts

The transcript records all prior education upon which credit towards the degree has been based. The transcript also includes all courses the student completed while enrolled at CCWU as well as the title of the student's thesis or dissertation. To obtain an official transcript, the student must submit a signed written request to the Registrar's Office either via mail or fax. Email requests with electronic signatures will not suffice. CCWU retains transcripts for 50 years.

| ACADEMIC PROGRAMS

CCWU has three schools:

The School of Health and Human Services (HHS) – MS and Ph.D. degrees.

The School of Management (MGT) – MBA and Ph.D. degrees.

The School of Spiritual Counseling (SC) – MA and Ph.D. degrees.

In each school, the curriculum is divided into several categories of courses. Students will take a certain number of courses with set content as well as a number of courses that utilize a tool called a learning contract. All students will take CCWU's signature flagship courses — the Holism and the Way of Scholarship series. This series is three courses at the masters level and four courses at the doctoral level. All students also take a number of Knowledge Area courses. Knowledge Area courses are designed to enable the student to focus very intensely on his/her specific academic discipline.

All courses are worth three semester credits. Students typically work on one course at a time. The curriculum is self-paced, though the course instructor and student are expected to have weekly contact at least. At the beginning of each course, the student and course instructor should discuss and establish a timeline for completion as well as expectations for the degree and frequency of student/instructor interactions and discussions. For courses that utilize learning contracts, the student is asked to include a timeline on each learning contract.

| FINANCIAL INFORMATION

Tuition

(The following schedule of tuition and fees reflects those in effect at the time this catalogue went to press and are subject to periodic change without notice.)

CCWU takes great pride in having one of the lowest tuition rates among U.S. institutions of higher education. Although the university awards academic credit based on the semester system, tuition fees are assessed per quarter. The total of these quarterly charges is capped so that upon completion of the program, tuition is equivalent to only \$200 per semester credit. Payment of the tuition is on either a two-and-a-half-year or three-year schedule depending on whether the student is enrolled in the masters program or doctoral program. For all programs, however, tuition for the first year of enrollment is 50% of the total fee for the degree program and there are several convenient ways that payment can be arranged.

After that first year of enrollment, second- and third-year tuition is assessed at a much reduced rate and is due at the beginning of the first month of that second year of enrollment and every three months thereafter until the total tuition is paid in full — in a maximum two and a half years for masters programs and three years for doctoral programs. Students in all programs can, of course, pay their complete tuition fees sooner depending on their financial resources. Significantly, students that require longer than 18 months (masters) or 24 months (doctoral) to complete their programs incur no further tuition charges once the cap for their particular program is reached.

FIRST-YEAR TUITION CAN BE PAID VIA ONE OF THREE CONVENIENT AND AFFORDABLE PLANS. THEY ARE:

- **PLAN 1: Quarterly Payments** (no interest or service charges). Tuition for the first year may be paid in four equal quarterly payments beginning with the date of your enrollment. There are no interest or service charges, but a 5% penalty is added to any payment that is more than 15 days late.
- **PLAN 2: Single Payment of First Year Tuition** (10% discount). If the full first-year tuition (the total of four quarterly payments) is paid at the time of enrollment, the student will receive a 10% discount.
- **PLAN 3: Monthly Payments** (no interest or service charges). Tuition for the first year may be paid in twelve equal monthly payments beginning with the date of enrollment. There are no interest or service charges, but a 5% penalty is added to any payment that is more than 15 days late.

EACH OF THESE THREE PLANS RESULTS IN THE FOLLOWING AMOUNTS PER DEGREE PROGRAM:

Master of Arts/Science (36 semester credits for completion):

TOTAL TUITION: \$7,200 USD (equivalent to 36 x \$200 per semester credit)

First year tuition: \$3,600 USD

PLAN 1: 4 quarterly payments of \$900 USD

PLAN 2: 1 single payment of \$3,240 USD (after 10% discount)

PLAN 3: 12 equal monthly payments of \$300 USD

Tuition for each of 6 subsequent quarters: \$600 USD (This subsequent quarterly tuition may be paid either quarterly or monthly.)

Master of Business Administration (39 semester credits for completion):

TOTAL TUITION: \$7,800 USD (equivalent to 39 x \$200 per semester credit)

First year tuition: \$3,900 USD

PLAN 1: 4 quarterly payments of \$975 USD

PLAN 2: 1 single payment of \$3,510 (after 10% discount)

PLAN 3: 12 equal monthly payments of \$325 USD

Tuition for each of 6 subsequent quarters: \$60 USD (This subsequent quarterly tuition may be paid either quarterly or monthly.)

Doctor of Philosophy (51 semester credits for completion):

TOTAL TUITION: \$10,200 USD (equivalent to 51 x \$200 per semester credit)

First year tuition: \$5,100 USD

PLAN 1: 4 quarterly payments of \$1,275 USD

PLAN 2: 1 single payment of \$4,590 (after 10% discount)

PLAN 3: 12 equal monthly payments of \$425 USD

Tuition for each of 8 subsequent quarters: \$639 USD (This subsequent quarterly tuition may be paid either quarterly or monthly.)

All tuition payments must be in U.S. funds and drawn on a U.S. correspondent bank. The student is responsible for bank draft fees and fees that result from payments in other currencies or by wire transfers. Checks and money orders should be payable to COLUMBIA COMMONWEALTH UNIVERSITY. For tuition payments via credit card, the University also accepts Visa, MasterCard, American Express and Discover.

The tuition covers the admissions process, academic counseling, the Core Curriculum, and all of the educational services of the University's faculty and staff.

Other Fees

There is a one-time non-refundable application fee of \$40 USD, a non-refundable registration fee of \$250 USD (due on enrollment) and a mandatory annual library fee of \$50 also due on enrollment and also non-refundable.

A graduation fee is due shortly before the completion of each degree program.

Graduation Fees:

Masters: \$300 USD

Doctoral: \$355 USD

All tuition and fees must be paid in full before graduation.

CCWU ADMINISTRATORS AND SENIOR FACULTY

LES CARR, Ph.D., President and Senior Faculty, School of
Spiritual Counseling

NAOMI LICHTENBERG, Ph.D., Dean of Academic Affairs

GLENN STRANGE, Ph.D., Senior Faculty, School of
Management

BARBARA J. SOWADA, Ph.D., Senior Faculty, School of
Health and Human Services

COLIN HESTER, MFA, Director of Admissions and
Registration

KITTY BELL, Director of Business Services

ANGELA SYDDALL, Administrative Coordinator,
Rock Springs

CCWU CURRICULUM – SCHOOL OF MANAGEMENT (MGT)

Faculty

SENIOR FACULTY

(Has overall responsibility for the school and MGT faculty)

Glenn Strange, Ph.D.

ADJUNCT FACULTY

INDRANI ARUNACHALAM, Ph.D., from Medras
University (India)

ROBERT BLOOM, Ph.D. from Ohio State University

GERARD BOE, Ph.D. from Texas A&M

WILLIAM EVERILL, JD from Mercer School of Law

SHARONAH FREDRICK, MA from Tel Aviv University

JOEL FUERST, Ph.D. from Illinois State University

FRANK GREENWOOD, Ph.D. from UCLA

K. KRISHNAN, Ph.D., from University of Kerala (India)

James Leigh, MA from University of
Wollongong (Australia)

CONSTANTINE POLYCHRONIOU, MBA from Xavier University

THEODORE SHANNON, Ph.D. from Ohio State University

GLENN STRANGE, MPhil from Southhampton
University (UK)

RICHARD YELLEN, Ph.D. from University of Arizona

Master of Business Administration

The CCWU MBA degree program has four objectives:

1. To prepare students to succeed in the 21st century, global business world, by providing them with skills and knowledge in business management. This includes the development of critical thinking, writing and research skills;
2. To enable students to reach their specific professional goals. Thus, the core business curriculum consists of a series of courses that utilize learning contracts. Learning contracts allow students to individualize their coursework and focus on the business-related topics that are most relevant to them while using at the same time recommended reading materials which guide them through the basic concepts and principles;

3. To provide students with knowledge and skills that will enable them examine the business world with a holistic approach, giving serious consideration to ethical, social, cultural and political issues surrounding us;
4. To enable students to develop, expand and integrate their thinking from a wider perspective that considers the well-being of not only self but also community and society at large whenever conducting business with others.

DEGREE REQUIREMENTS

The completion of 39 semester credits as outlined below with a GPA of at least 3.0 or higher required for graduation.

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (9 credits)

HOL1 – The Journey Here: 3 credits

HOL2 – The Path Within: 3 credits

HOL3 – The Voyage Beyond: 3 credits

WELLNESS COURSE (3 credits)

MBA555 – The Economics of Wellness: 3 credits

I. KNOWLEDGE AREA COURSES - *REQUIRED* (12 credits)

MBA501 – Research Methods: 3 credits

MBA502 – Intermediate Accounting: 3 credits

MBA505 – Business Ethics: 3 credits

MBA508 – Microeconomic Principles &
Applications: 3 credits

II. KNOWLEDGE AREA COURSES - *ELECTIVE*

choose three from the following (9 credits):

MBA503 – International Trade: 3 credits

MBA504 – Labor Relations & Collective Bargaining:
3 credits

MBA506 – Management Information Systems:
3 credits

MBA507 – Organizational Behavior & Management:
3 credits

MBA509 – Marketing Management: 3 credits

ELEC599 – Elective in MGT (topic to be developed
by Instructor and student working as a team):
3 credits

THESIS & FINAL SUMMARY AND ORAL DEFENSE (6 credits)

MBA542: Masters Thesis & Final Assessment/Oral
Defense: 6 credits

Master of Business Administration

| COURSE DESCRIPTIONS

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (9 credits for MBA students; 12 credits for Ph.D. students)

These flagship courses are taken by all CCWU students, regardless of their degree level, discipline, or school. Masters students must complete HOL1, 2 and 3, and Ph.D. students must additionally take HOL4. These courses are autobiographical in nature: students reflect upon their past, their present and their envisioned future and in doing so gather and produce an incisive and thorough autobiography that envelops and speaks to their CCWU academic program and specific research interests.

HOL1 – THE JOURNEY HERE / 3 credits

In this course, the student details, in writing, the path that brought them to their particular choice of scholarship. Not a mere memoir, rather the student, through interaction with faculty, will weave the very fabric of their journey into their field of study, a tapestry that will depict their major influences including but not restricted to people in their field whether known personally or through various media. They will also include other influences, instances and circumstances (wellness, family, society) that guided,

hindered and propelled them to their choice of field. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in their field.

HOL2 – THE PATH WITHIN / 3 credits

In this course, the student monitors and details, in writing, their current path of ongoing scholarship, emphasizing how that scholarship has come to alter their preconceived view of their field that they had before embarkation and, even more importantly, how those changes have touched other areas of their lives. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in a field diametrically different than their own.

HOL3 – THE VOYAGE BEYOND / 3 credits

In this course, the student envisions and details, in writing, where the completion of their scholarship will take them in both the short-term and long-term future, including barriers they will have to overcome and how they intend to overcome them. They will also reflect upon how doing so will cause possible changes to other areas of their lives. Students will read and weave into this tapestry a biography or autobiography of someone who brought light into the world — whose life work succeeded in betterment to their local or global community — and a biography or autobiography of someone who brought mainly suffering and despair.

MBA555 — THE ECONOMICS OF WELLNESS / 3 credits

This course gives students the opportunity to research and write about a specific topic related to the economic impact associated with health and/or sickness.

MBA501— RESEARCH METHODS/KNOWLEDGE AREA COURSE / 3 credits

This course provides the student with basic knowledge and skills in the principles, theories, and applications of the methods of scientific inquiry in conducting research. Topics covered include the nature of scientific inquiry, approaches to research, conceptualization and measurement, formulation of hypothesis, developing questionnaires, validity and reliability, sampling procedures, observation and recording of data, analysis of data, and use of various statistical tools for data analysis.

MBA502 – INTERMEDIATE ACCOUNTING/ KNOWLEDGE AREA COURSE / 3 credits

This course covers financial accounting and reporting systems. Topics include the accounting process, the income statement, the balance sheet, statement of cash flow, revenue recognition and income determination, leases, income tax, present and future value, equity and debt securities.

MBA503 – INTERNATIONAL TRADE/KNOWLEDGE AREA COURSE / 3 credits

This course is designed to enable the student to explore the sources of international competitive advantage, country environments, and government policies. Students will also study regulations of international commerce such as GATT and US trade law.

MBA504 – LABOR RELATIONS & COLLECTIVE BARGAINING/KNOWLEDGE AREA COURSE / 3 credits

This course covers the evolution of labor relations, bargaining parties and interests in the public sector, the labor contract process, dispute resolution, equal employment, and arbitration.

MBA505 – BUSINESS ETHICS/KNOWLEDGE AREA COURSE / 3 credits

This course surveys various ethical issues within the context and practice of business. Topics include ethics and organizations, business and social responsibility, employee obligations and rights, ethical considerations in hiring and discharge, business and the consumer. Students will consider case studies.

MBA506 – MANAGEMENT INFORMATION SYSTEMS/KNOWLEDGE AREA COURSE / 3 credits

This course covers topics concerned with the culture, structure, and processes of an organization in relationship to its information systems and technology. Topics covered include strategic intelligence, information culture and behavior, and information technology.

MBA507 – ORGANIZATIONAL BEHAVIOR & MANAGEMENT/KNOWLEDGE AREA COURSE / 3 credits

This course is concerned with the descriptive and analytical study of organizations from the perspective of the behavioral sciences. Students will become familiar with the concepts and techniques that relate to personnel administration policies and leadership skills and processes.

MBA508 – MICROECONOMIC PRINCIPLES & APPLICATIONS/KNOWLEDGE AREA COURSE / 3 credits

The course covers principles, theories and applications of microeconomics, focusing on concepts such as the pricing system, monetary policy, strategies for maximizing profit and similar subjects.

MBA509 – MARKETING MANAGEMENT/KNOWLEDGE AREA COURSE / 3 credits

This course covers principles, concepts, and models of strategies for effective management and marketing. Topics include product planning, market development, market penetration, logistics and distribution, and customer relations.

ELEC599 – ELECTIVE COURSE / 3 credits

This is an elective course in which the student works with a teacher and together they develop an independent study course on a topic of special interest to the student.

MBA542 – MASTERS THESIS & FINAL / 6 Credits

ASSESSMENT/ORAL DEFENSE / 6 credits

Research and writing project to be undertaken under supervision of adjunct faculty with expertise in the student’s chosen topic. The Final Assessment is a short assessment and evaluation of the student’s CCWU experience and includes thoughts about future plans. Upon completion of the writing process, the student participates in an oral defense of the thesis.

Doctor of Philosophy in Management (Ph.D.)

The CCWU Ph.D. in Management has five objectives:

1. To enable students to reach their specific professional goals in administration and management. The core business curriculum consists of a series of courses that utilize learning contracts which allow students to individualize their coursework and focus intently on business-related topics that are most relevant to them;
2. To enable students to master the theoretical and conceptual frameworks of business-related topics at the graduate level so that they can research, critically analyze, assess and write on relevant issues and contribute to the body of knowledge in management;
3. To prepare students for teaching and post-doctoral research work at higher institutions as well as enable them to direct, manage and supervise complex projects, programs and resources;
4. To enable students to conduct business with a holistic approach which considers looking at our social, economic, and cultural environment from a broader perspective;
5. To enable students to become competent scholars capable of conducting original research, systematic inquiry, and publishable writing.

DEGREE REQUIREMENTS

The completion of 51 semester credits as outlined below with a GPA of at least 3.0 or higher is required for graduation.

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (12 credits)

- HOL1 – The Journey Here: 3 credits
- HOL2 – The Path Within: 3 credits
- HOL3 – The Voyage Beyond: 3 credits
- HOL4 – The Way of Service: 3 credits

WELLNESS COURSE (3 credits)

- MGT655 – The Economics of Wellness: 3 credits

FOUNDATION COURSES (6 credits)

- SS611 – Social Systems in the 21st Century: 3 credits
- DIV611 – Diversity: 3 credits

I. KNOWLEDGE AREA COURSES – REQUIRED (12 credits)

- MGT601 – Research Methods: 3 credits
- MGT602 – Managerial Finance: 3 credits
- MGT605 – Business Ethics: 3 credits
- MGT607 – Organizational Behavior and Management: 3 credits

II. KNOWLEDGE AREA COURSES – ELECTIVE (Choose two from the following (6 credits))

- MGT603 – International Trade: 3 credits
- MGT604 – Labor Relations and Collective Bargaining: 3 credits
- MGT606 – Management Information Systems: 3 credits
- ELEC699 – Elective in MGT (topic to be developed by Instructor and student working as a team): 3 credits

DISSERTATION & FINAL ASSESSMENT/ORAL DEFENSE (12 credits)

- MGT642 – Dissertation & Final Assessment/Oral Defense: 12 credits

Doctor of Philosophy in Management

| COURSE DESCRIPTIONS

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (9 credits for MBA students; 12 credits for Ph.D. students)

These flagship courses are taken by all CCWU students, regardless of their degree level or School. Masters students must complete HOL1, 2 and 3 and doctoral students must additionally take HOL4. These courses are autobiographical in nature: students reflect upon their past, their present and their envisioned future and in doing so gather and produce an incisive and thorough autobiography that envelops and speaks to their CCWU academic program and specific research interests.

HOL1 – THE JOURNEY HERE / 3 credits

In this course, the student details, in writing, the path that brought them to their particular choice of scholarship. Not a mere memoir, rather the student, through interaction with faculty, will weave the very fabric of their journey into their field of study, a tapestry that will depict their major influences including but not restricted to people in their field whether known personally or through various media. They will also include other influences, instances and circumstances (wellness, family, society) that guided, hindered and propelled them to their choice of field. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in their field.

HOL2 – THE PATH WITHIN / 3 credits

In this course, the student monitors and details, in writing, their current path of ongoing scholarship, emphasizing how that scholarship has come to alter their preconceived view of their field that they had before embarkation and, even more importantly, how those changes have touched other areas of their lives. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in a field diametrically different than their own.

HOL3 – THE VOYAGE BEYOND / 3 credits

In this course, the student envisions and details, in writing, where the completion of their scholarship will take them in both the short-term and long-term future, including barriers they will have to overcome and how they intend to overcome them. They will also reflect upon how doing so will cause possible changes to other areas of their lives. Students will read and weave into this tapestry a biography or autobiography of someone who brought light into the world — whose life work succeeded in betterment to their local or global community — and a biography or autobiography of someone who brought mainly suffering and despair.

HOL4 – THE WAY OF SERVICE / 3 credits

In this course, the student will put the knowledge and skills towards community service, and they will keep an autobiographical record of their service and how it does or does not bring about changes to how they see themselves, their field of study, and those members of the community to whom they have given their service. At the end of the period of services (to be determined in consultation with the course instructor), the student will write a paper assessing the service, including impact and lessons learned. The biographical or autobiographical reading required is of someone who is primarily known for service to their community.

MGT655 — THE ECONOMICS OF WELLNESS / 3 credits

This learning contract course gives students the opportunity to research and write about a specific topic related to the economic impact associated with health and/or sickness.

MM611 — METHODOLOGY AND THE CREATIVE MIND: SYNTHESIZING IDEAS FOR GRADUATE RESEARCH / 3 credits

This course is an in-depth study of the resources, methodologies, sources, and other tools needed to conduct Ph.D.-level research in Management.

**SS611 — SOCIAL SYSTEMS IN THE 21ST CENTURY
/ 3 credits**

This course involves issues and practices as they relate to organizational aspects of various social systems. Philosophical, psychological, and political issues will be explored. Contemporary theories of cultural and social change will be investigated and analyzed to provide the doctoral student in Management with an understanding of the global arena in which business today is conducted.

DIV611— DIVERSITY / 3 credits

In this course, students explore many issues related to the complex topic of diversity. There is a special emphasis on issues related to diversity in the workplace.

**MGT601 – RESEARCH METHODS/KNOWLEDGE
AREA COURSE / 3 credits**

This learning contract course provides students with knowledge and skills in the principles, theories, and applications of scientific inquiry in conducting research within the field of business. Topics include the nature of scientific inquiry, approaches to research, formulation of hypotheses, sampling procedures, observation and recording of data, and tools for data analysis.

**MGT602 – MANAGERIAL FINANCE/KNOWLEDGE
AREA COURSE / 3 credits**

In this learning contract course, students study the management of capital, including the decision-making process as it relates to investments, interpretation of financial statements, managing cash and securities, and forecasting.

**MGT603 – INTERNATIONAL TRADE/KNOWLEDGE
AREA COURSE / 3 credits**

This learning contract course features an exploration of government policies and country environments and why they are or are not favorable environments in which to do business. Students will also study the regulations of international commerce such as GATT and US trade law.

**MGT604 – LABOR RELATIONS AND COLLECTIVE
BARGAINING/KNOWLEDGE AREA COURSE
/ 3 credits**

This learning contract course covers the evolution of labor relations, bargaining parties and interests in the public sector, the labor contract process, dispute resolution, equal employment, and arbitration.

**MGT605 – BUSINESS ETHICS/KNOWLEDGE AREA
COURSE / 3 credits**

This learning contract course examines an array of ethical issues within the context of the practices of business. Topics include ethics and organizations, business and social responsibility, employee obligations and rights, ethical considerations in hiring and discharge, business and the consumer, and several case studies.

**MGT606 – MANAGEMENT INFORMATION
SYSTEM/KNOWLEDGE AREA COURSE / 3 credits**

This learning contract course covers topics related to the culture, structure, and processes of an organization in relationship to its information systems. Issues include strategic intelligence, information culture and behavior, and information technology.

**MGT607 – ORGANIZATIONAL BEHAVIOR AND
MANAGEMENT/KNOWLEDGE AREA COURSE
/ 3 credits**

This learning contract course is concerned with the study of organizations from the perspective of the behavioral sciences. Students will become familiar with the concepts and techniques that relate to personnel policies, leadership skills, and will do research into the structure and processes of various kinds of business organizations.

ELEC699 – ELECTIVE COURSE / 3 credits

This is an elective course that enables the student to work with a teacher and together develop an independent research and writing course on a topic of special interest to the student.

MGT642 – DISSERTATION & FINAL ASSESSMENT/ORAL DEFENSE / 12 credits

A substantial project requiring original research and the use of case studies and primary sources to be undertaken under the guidance and supervision of adjunct faculty with expertise in the chosen topic. The Final Assessment is a short assessment and evaluation of the student's CCWU experience and includes thoughts about future plans. Upon completion of the writing process, the student participates in an oral defense of the dissertation.

CCWU CURRICULUM – SCHOOL OF HEALTH AND HUMAN SERVICES

Faculty

SENIOR FACULTY

(Has overall responsibility for the school)

BARBARA J. SOWADA, Ph.D. from Colorado State University.

ADJUNCT FACULTY

KENNETH N. ANCHOR, Ph.D. from the University of Connecticut

CHARLES BEBEAU, Ph.D. from University of Colorado

ROBERT BLOOM, Ph.D. from Ohio State University

GERARD BOE, Ph.D. from Texas A&M

LES CARR, Ph.D. from Vanderbilt University

CARMEN CARSELLO, Ph.D. from Sarasota University

JERRY CILENTE, MS from New School for Social Research; ABD from Capella University

DAVID FERLIC, EdD from University of Southern California

IZOLA FLOYD-DIXON, Ph.D. from Texas Woman's University

WILLIAM FLYNN, EdD from Boston University

SHARONAH FREDRICK, MA from Tel Aviv University

JOEL FURST, Ph.D. from Illinois State University

GREG FURTH, Ph.D. from Ohio State University

DERYL GULLIFORD, MHA from University of Cincinnati

Beth Hamstra, Ph.D. from the University of Denver

JAMES LEIGH, MA from University of Wollongong (Australia)

NAOMI LICHTENBERG, Ph.D. from Indiana University

CYRUS MCKELL, Ph.D. from Oregon State University

SUSAN NATE, Ph.D. from Walden University

GORDON PARKER, Ph.D. from Wayne State University

JAMES PETERS, Ph.D. from Purdue University

WALTER ROLLIN, Ph.D. from Wayne State University

THOMAS SCHEAR, MA from University of Northern Iowa

MIRIAM SHERIDAN, Ph.D. from Nova Southeastern University

TUAN TRAN, Ph.D. from University of Louisville

Master of Science in Health and Human Services

The objectives of the CCWU Master of Science program in the School of Health and Human Services are to:

1. Assist students in their inquiry and understanding of research skills;
2. Provide students with the basic knowledge and skills to develop their professional practice in an area of specialized interest;
3. Develop a basic understanding of the physical, psychological, emotional, spiritual, and social factors that are pertinent to the student's academic interest;
4. Become acquainted with the basic tools necessary to enhance the human potential and quality of life of individuals with whom the student may come in contact professionally;
5. Introduce students to ethical attitudes and behaviors necessary for proper practices within the student's area of interest;
6. Assist students in their quest to develop their own holistic approach to their personal lives.

DEGREE REQUIREMENTS

The completion of 36 semester credits as outlined below with a GPA of at least 3.0 or higher is required for graduation.

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (9 credits)

HOL1 – The Journey Here: 3 credits

HOL2 – The Path Within: 3 credits

HOL3 – The Voyage Beyond: 3 credits

WELLNESS COURSES – CHOOSE TWO OF THE FOLLOWING (6 CREDITS)

- HS527 – The Concept of Holism in Health and Health Care: 3 credits
- HS555 – The Psychology of Wellness, Part One: 3 credits
- HS505 – Comparative Models of Health and Healing: 3 credits

FOUNDATION COURSES (3 CREDITS)

- ELEC599 – Elective (topic to be developed by Instructor and student working as a team): 3 credits

KNOWLEDGE AREA/LEARNING CONTRACT COURSES (12 credits)

- HS501 – Research: Introduction to Inferential Statistics: 3 credits
- HS502 – The Psychology of Communication: 3 credits
- HS503: Human Experience & Behavior: Determinants of Individual Maturation: 3 credits
- HS504 – Factors Affecting Delivery to the Community: 3 credits

MASTERS THESIS & FINAL ASSESSMENT/ORAL DEFENSE (6 credits)

- HS542: Masters Thesis & Final Assessment/ Oral Defense: 6 credits

Master of Science in Health and Human Services | COURSE DESCRIPTIONS**HOLISM AND THE WAY OF SCHOLARSHIP SERIES (9 credits for MBA students; 12 credits for Ph.D. students)**

These flagship courses are taken by all CCWU students, regardless of their degree level, discipline, or school. Masters students must complete HOL1, 2 and 3, and Ph.D. students must additionally take HOL4. These courses are autobiographical in nature: students reflect upon their past, their present and their envisioned future and in doing so gather and produce an incisive and thorough autobiography that envelops and speaks to their CCWU academic program and specific research interests.

HOL1 – THE JOURNEY HERE / 3 credits

In this course, the student details, in writing, the path that brought them to their particular choice of scholarship. Not a mere memoir, rather the student, through interaction with faculty, will weave the very fabric of their journey into their field of study, a tapestry that will depict their major influences including but not restricted to people in their field whether known personally or through various media. They will also include other influences, instances and circumstances (wellness, family, society) that guided, hindered and propelled them to their choice of field. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in their field.

HOL2 – THE PATH WITHIN / 3 credits

In this course, the student monitors and details, in writing, their current path of ongoing scholarship, emphasizing how that scholarship has come to alter their preconceived view of their field that they had before embarkation and, even more importantly, how those changes have touched other areas of their lives. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in a field diametrically different than their own.

HOL3 – THE VOYAGE BEYOND / 3 credits

In this course, the student envisions and details, in writing, where the completion of their scholarship will take them in both the short-term and long-term future, including barriers they will have to overcome and how they intend to overcome them. They will also reflect upon how doing so will cause possible changes to other areas of their lives. Students will read and weave into this tapestry a biography or autobiography of someone who brought light into the world — whose life work succeeded in betterment to their local or global community — and a biography or autobiography of someone who brought mainly suffering and despair.

HS527 – THE CONCEPT OF HOLISM IN HEALTH AND HEALTH CARE / 3 credits

This course provides the student with an overview of the principles of holism as they relate to health and the organization of health care. Students will gain knowledge regarding the tension between reductionistic and holistic exemplars that affect the delivery and financing of health care services.

HS555 – THE PSYCHOLOGY OF WELLNESS, PART ONE / 3 credits

This course explores the effects of personality, lifestyle, and beliefs on health as well as the emotional and cognitive correlates of health and disease. The course also explores the importance of social support and a continuum of interventions used to promote healthy habits and to develop resilience.

ELEC599 – ELECTIVE / 3 credits

This elective is an opportunity for students to focus on their primary area of research or a special area of academic interest. The student will work in partnership with the Instructor to develop the content and requirements of the course.

HS501 – RESEARCH: INTRODUCTION TO INFERENCE STATISTICS/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course is concerned with methodology and measurement as they relate to inferential statistics and their application to health and human services. Students will understand research design and be able to distinguish between parametric and non-parametric methods. Students will also understand the differences between variances, several means, and the relationship between two sets of measures.

HS502 – THE PSYCHOLOGY OF COMMUNICATION/KNOWLEDGE AREA COURSE / 3 credits

This course focuses on different styles and methods of communication and their impact on society and how people interact. The course encourages students to examine diverse geographic, political, and cultural settings in order to compare styles of communication, their effectiveness, and how people respond to new communication technologies. The course also emphasizes the development of writing and research skills.

HS503 – HUMAN EXPERIENCE & BEHAVIOR: DETERMINANTS OF INDIVIDUAL MATURATION/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course is concerned with individuals who are in crisis due to biological, psychological, physiological, medical, and environmental factors. The course focuses on systems and methodologies that can be employed to help change the behaviors of the affected individuals. Students will be familiar with theories related to the interaction of mind, body, spirit, and environment in health and disease.

HS504 – FACTORS AFFECTING DELIVERY TO THE COMMUNITY/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course is concerned with patterns, methods, and systems for delivery of health and human services. Students will gain knowledge of sociocultural, psychological, political, and financial issues that impact various health and human services delivery systems. Topics of study include attitude and motivational development, cross-cultural and gender issues, and professional relations.

HS505 – COMPARATIVE MODELS OF HEALTH AND HEALING/KNOWLEDGE AREA COURSE / 3 credits

Every system of healing is inherently social and ideological rather than fixed and stable. Change happens in response to social values, scientific theories, and economic and political power. More than 70% of the world's population does not rely on our conventional biomedical system of healing. This learning contract course will survey models of health and healing by exploring the many explanations for the causes of sickness, sanctioned methods of healing, and the credentials, privileges, and responsibilities of authorized healers. The student will take a comparative approach to the analysis of the various systems of health and healing.

HS542 – MASTERS THESIS & FINAL ASSESSMENT/ORAL DEFENSE / 6 credits

Research and writing project to be undertaken under supervision of adjunct faculty with expertise in the student's chosen topic. The Final Assessment is a short assessment and evaluation of the student's CCWU experience and includes thoughts about future plans. Upon completion of the writing process, the student participates in an oral defense of the thesis.

Doctor of Philosophy in Health and Human Services

The objectives of the doctoral program in the CCWU School of Health and Human Services are to:

1. Develop the student's ability to critically review the literature and to conduct methodologically sound research that relates to the student's area of interest;
2. Provide students with the advanced knowledge and skills that deepen their professional practice;
3. Inquire into the physical, psychological, emotional, spiritual, and social difficulties of individuals with whom the student may professionally come in contact and become familiar with holistic interventions for the amelioration of these difficulties;
4. Expand the student's skills and knowledge for scientific inquiry, outcomes assessment, relevant research and clinical skills; and improve the student's administrative skills;

5. Assist students in their quest to develop their own holistic approach to their personal and professional lives;
6. Become a leader in the integration of health promotion and wellness practice into traditional health disciplines.

DEGREE REQUIREMENTS

The completion of 51 semester credits as outlined below with a GPA of at least 3.0 or higher is required for graduation.

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (12 credits)

- HOL1 – The Journey Here: 3 credits
- HOL2 – The Path Within: 3 credits
- HOL3 – The Voyage Beyond: 3 credits
- HOL4 – The Way of Service: 3 credits

WELLNESS COURSES (6 credits)

- HS633 – Wellness and Aging Transitions: 3 credits
- HS655 – The Psychology of Wellness, Part Two: 3 credits

FOUNDATION COURSES (6 credits)

- ELEC699 – Elective: 3 credits
- MM611 – Methodology and the Creative Mind: Synthesizing Ideas for Graduate Research: 3 credits

KNOWLEDGE AREA/LEARNING CONTRACT COURSES (15 credits)

- HS601 – Advanced Inferential Statistics: 3 credits
- HS602 – Advanced Human Development: Psychodynamics and Behavior: 3 credits
- HS603 – Population Health Issues: 3 credits
- HS604 – Advanced Health & Human Services: Professional Settings & Organizational Dynamics: 3 credits
- HS605 – Advanced Professionalism: Philosophy, Law, and Ethics: 3 credits

DISSERTATION & FINAL ASSESSMENT AND ORAL DEFENSE (12 credits)

- HS642: Doctoral Dissertation & Final Assessment and Oral Defense: 12 credits

Doctor of Philosophy in Health and Human Services

| COURSE DESCRIPTIONS

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (9 credits for MS students; 12 credits for Ph.D. students)

These flagship courses are taken by all CCWU students, regardless of their degree level, discipline, or school. Masters students must complete HOL1, 2 and 3, and Ph.D. students must additionally take HOL4. These courses are autobiographical in nature: students reflect upon their past, their present and their envisioned future and in doing so gather and produce an incisive and thorough autobiography that envelops and speaks to their CCWU academic program and specific research interests.

HOL1 – THE JOURNEY HERE / 3 credits

In this course, the student details, in writing, the path that brought them to their particular choice of scholarship. Not a mere memoir, rather the student, through interaction with faculty, will weave the very fabric of their journey into their field of study, a tapestry that will depict their major influences including but not restricted to people in their field whether known personally or through various media. They will also include other influences, instances and circumstances (wellness, family, society) that guided, hindered and propelled them to their choice of field. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in their field.

HOL2 – THE PATH WITHIN / 3 credits

In this course, the student monitors and details, in writing, their current path of ongoing scholarship, emphasizing how that scholarship has come to alter their preconceived view of their field that they had before embarkation and, even more importantly, how those changes have touched other areas of their lives. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in a field diametrically different than their own.

HOL3 – THE VOYAGE BEYOND / 3 credits

In this course, the student envisions and details, in writing, where the completion of their scholarship will take them in both the short-term and long-term future, including barriers they will have to overcome and how they intend to overcome them. They will also reflect upon how doing so will cause possible changes to other areas of their lives. Students will read and weave into this tapestry a biography or autobiography of someone who brought light into the world — whose life work succeeded in betterment to their local or global community — and a biography or autobiography of someone who brought mainly suffering and despair.

HOL4 – THE WAY OF SERVICE / 3 credits

In this course, the student will put the knowledge and skills towards community service, and they will keep an autobiographical record of their service and how it does or does not bring about changes to how they see themselves, their field of study, and those members of the community to whom they have given their service. At the end of the period of services (to be determined in consultation with the course instructor), the student will write a paper assessing the service, including impact and lessons learned. The biographical or autobiographical reading required is of someone who is primarily known for service to their community.

HS633 – WELLNESS AND AGING TRANSITIONS / 3 credits

Due to significant medical advances and improved health services, individuals are healthier and living longer than ever before. It is thus common for people to have to cope with aging and its changes. This course deals with various wellness issues as they relate to aging transitions. The course will also focus on how to integrate mind, body, spirit, and community as an individual ages.

HS655 – THE PSYCHOLOGY OF WELLNESS, PART TWO / 3 credits

Wellness is achieved through a balance and synergistic satisfaction of personal, relational, and collective needs. This course explores the nature of helping relationships and the role that individual and institutional power plays in reinforcing injustice and disease.

ELEC699 – ELECTIVE / 3 credits

This elective is an opportunity for students to focus on their primary area of research or a special area of academic interest. The student will work in partnership with the Instructor to develop the content and requirements of the course.

MM611 – METHODOLOGY AND THE CREATIVE MIND: SYNTHESIZING IDEAS FOR GRADUATE RESEARCH / 3 credits

This course is an in-depth study of the resources, methodologies, sources, and other tools needed to conduct Ph.D.-level research in health and human services

HS601 – ADVANCED INFERENTIAL STATISTICS/KNOWLEDGE AREA COURSE | 3 credits

This learning contract course is concerned with research designs using univariate and multivariate models, including multiple regression/correlation models. Students will also learn about distribution tests as well as tests that combine the effects of two or more variables. The student is expected to apply these techniques to his/her specialized area of study.

HS602 – ADVANCED HUMAN DEVELOPMENT: PSYCHODYNAMICS AND BEHAVIOR/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course is concerned with theories of human development relevant to understanding psychodynamics and psychopathology. The student will learn about and be familiar with the common behavioral problems likely to be experienced by individuals during their lives. Students will also be able to relate human development theories to specific behavioral problems associated with prolonged illness, work-related stress, alcohol/drug problems, aging, relationship conflicts, grief, and loss.

HS603 – POPULATION HEALTH ISSUES/KNOWLEDGE AREA COURSE / 3 credits

This course addresses the health issues of various specific populations. Health and wellness specific to targeted populations will be explored as well as evidence for focusing on both individual and cultural indicators of good health. Students will work on a model for integrating both approaches – individual and cultural – into a treatment plan. The student is expected to develop evidence-based strategies to address the health issues of a specific population.

HS604 – ADVANCED HEALTH & HUMAN SERVICES: PROFESSIONAL SETTINGS & ORGANIZATIONAL DYNAMICS/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course focuses on internal issues specific to health and human services organizations. These include strategies for change, problem-solving, power, leadership, and organizational dynamics.

HS605 – ADVANCED PROFESSIONALISM: PHILOSOPHY, LAW, AND ETHICS/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course is concerned with ethics within the health and human services professions. Students will examine ethical issues and various moral dilemmas within the context of case studies. Students will also learn about the ethical, legal, and professional standards required in order to deliver high-quality care to patients.

HS642 – DISSERTATION & FINAL ASSESSMENT/ORAL DEFENSE / 12 credits

A substantial project requiring original research and the use of case studies and primary sources to be undertaken under the guidance and supervision of adjunct faculty with expertise in the chosen topic. The Final Assessment is a short assessment and evaluation of the student's CCWU experience and includes thoughts about future plans. Upon completion of the writing process, the student participates in an oral defense of the dissertation.

CCWU CURRICULUM – SCHOOL OF SPIRITUAL COUNSELING

Faculty

SENIOR FACULTY

(Has overall responsibility for the school)

LES CARR, Ph.D. from Vanderbilt University.

ADJUNCT FACULTY

KENNETH N. ANCHOR, Ph.D. from the University of Connecticut

CHARLES BEBEAU, Ph.D. from University of Colorado

ROBERT BLOOM, Ph.D. from Ohio State University

GERARD BOE, Ph.D. from Texas A&M

CARMEN CARSELLO, Ph.D. from Sarasota University

FRANTZ CASSEUS, MA from University of Ottawa

JERRY CILENTE, MA from New School for Social

Research; ABD at Capella University

DAVID FERLIC, Ed.D. from University of Southern

California

IZOLA FLOYD-DIXON, Ph.D. from Texas Woman's University

WILLIAM FLYNN, Ed.D. from Boston University

SHARONAH FREDRICK, MA from Tel Aviv University

JOEL FURST, Ph.D. from Illinois State University

GREG FURTH, Ph.D. from Ohio State University

DERYL GULLIFORD, MHA from University of Cincinnati

WILLIAM HAGAN, S.T.D. from Georgetown University, Woodstock School of Divinity

BETH HAMSTRA, Ph.D. from the University of Denver

CYRUS MCKELL, Ph.D. from Oregon State University

NORMAN MATHERS, M.Div. from Dallas Theological Seminary

SUSAN NATE, Ph.D. from Walden University

GORDON PARKER, Ph.D. from Wayne State University

JAMES PETERS, Ph.D. from Purdue University

WALTER ROLLIN, Ph.D. from Wayne State University

MIRIAM SHERIDAN, Ph.D. from Nova Southeastern University

THOMAS SCHEAR, MA from University of Northern Iowa

BARBARA J. SOWADA, Ph.D. from Colorado State University

The School of Spiritual Counseling

As part of an interdisciplinary team of providers or caregivers, or as an individual counselor, the spiritual counselor brings spirituality and faith into the counseling process. At CCWU, spiritual counseling draws on the healing traditions of all the world's great faiths.

Master of Arts in Spiritual Counseling

The objectives of the Master of Arts program in the CCWU School of Spiritual Counseling are:

1. To acquire an understanding of the strengths and limitations of the discipline of Spiritual counseling and its relationship to health/wellness-related disciplines;
2. To enhance students' research and writing skills, and for the student to have an overview of and be familiar with research and issues in the discipline and practice of spiritual counseling;
3. To acquire specific spiritual counseling skills, as an individual practitioner and as a cooperating member of a health and social services team;
4. To provide students with a working knowledge of what constitutes moral, ethical, legal, and/or professional violations of conduct and how to better avoid unintended violations of personal and professional conduct in a treatment setting;
5. To understand the power of "empathy and faith" as significant contributors, among other factors, in creating a healthy personality that is spiritually and holistically oriented with the objective of the client achieving a more balanced integration of mind, body, spirit, and community;
6. The overarching objective is for the CCWU School of Spiritual Counseling to produce spiritual counselors who are ecumenically oriented and skilled.

DEGREE REQUIREMENTS

The completion of 36 semester credits as outlined below with a GPA of at least 3.0 or higher is required for graduation.

**HOLISM AND THE WAY OF SCHOLARSHIP SERIES
(9 credits)**

- HOL1 – The Journey Here: 3 credits
- HOL2 – The Path Within: 3 credits
- HOL3 – The Voyage Beyond: 3 credits

WELLNESS COURSES (6 credits)

- HS533 – Wellness and Aging Transitions: 3 credits
- SC555 – The Spirit of Wellness I: 3 credits

FOUNDATION COURSES (3 credits)

- MM511 – Methodology and the Creative Mind:
Synthesizing Ideas for Graduate Research:
3 credits

KNOWLEDGE AREA COURSES (12 credits)

- SC501 – Introduction to Spiritual Counseling:
3 credits
- SC502 – Healthy Relationships: 3 credits
- SC503 – Ethical Issues in Spiritual Counseling:
3 credits
- SC504 – Spiritual Counseling Skills: 3 credits

**THESIS & FINAL SUMMARY AND ORAL DEFENSE
(6 credits)**

- SC542: Masters Thesis & Final Assessment/Oral
Defense: 6 credits

Master of Arts in Spiritual Counseling**| COURSE DESCRIPTIONS****HOLISM AND THE WAY OF SCHOLARSHIP SERIES
(9 credits for MA students; 12 credits for Ph.D. students)**

These flagship courses are taken by all CCWU students, regardless of their degree level, discipline, or school. Masters students must complete HOL1, 2 and 3, and Ph.D. students must additionally take HOL4. These

courses are autobiographical in nature: students reflect upon their past, their present and their envisioned future and in doing so gather and produce an incisive and thorough autobiography that envelops and speaks to their CCWU academic program and specific research interests.

HOL1 – THE JOURNEY HERE | 3 credits

In this course, the student details, in writing, the path that brought them to their particular choice of scholarship. Not a mere memoir, rather the student, through interaction with faculty, will weave the very fabric of their journey into their field of study, a tapestry that will depict their major influences including but not restricted to people in their field whether known personally or through various media. They will also include other influences, instances and circumstances (wellness, family, society) that guided, hindered and propelled them to their choice of field. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in their field.

HOL2 – THE PATH WITHIN | 3 credits

In this course, the student monitors and details, in writing, their current path of ongoing scholarship, emphasizing how that scholarship has come to alter their preconceived view of their field that they had before embarkation and, even more importantly, how those changes have touched other areas of their lives. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in a field diametrically different than their own.

HOL3 – THE VOYAGE BEYOND | 3 credits

In this course, the student envisions and details, in writing, where the completion of their scholarship will take them in both the short-term and long-term future, including barriers they will have to overcome and how they intend to overcome them. They will also reflect upon how doing so will cause possible changes to other areas of their lives. Students will read and weave into this tapestry a biography or autobiography of someone who brought light into the world — whose life work succeeded in betterment to their local or global community — and a biography or autobiography of someone who brought mainly suffering and despair.

**HS533 – WELLNESS AND AGING TRANSITIONS,
PART ONE / 3 credits**

Due to significant medical advances and improved health services, individuals are healthier and living longer than ever before. It is thus common for people to have to cope with aging and its changes. This course deals with various wellness issues as they relate to aging transitions. The course will also focus on how to integrate mind, body, spirit, and community as an individual ages.

**SC555 – THE SPIRIT OF WELLNESS, PART ONE:
/ 3 credits**

In this learning contract course, students will explore connections between spiritual and physical wellness. They will also study different cultures’ practices and rituals for achieving optimal spiritual wellness.

**MM511 – METHODOLOGY AND THE CREATIVE
MIND: SYNTHESIZING IDEAS FOR GRADUATE
RESEARCH / 3 credits**

This course is an in-depth study of the resources, methodologies, sources, and other tools needed to conduct MA-level research in Spiritual counseling.

**SC501 – INTRODUCTION TO SPIRITUAL
COUNSELING/KNOWLEDGE AREA COURSE
/ 3 credits**

This learning contract course is an introduction to the theories and practices of Spiritual counseling.

**SC502 – HEALTHY RELATIONSHIPS/KNOWLEDGE
AREA COURSE / 3 credits**

This learning contract course emphasizes theories of counseling, personality, and social and community relations that focus on the healthy, well-balanced individual who is spiritually oriented. The course also focuses on techniques and strategies for building healthy relationships between the client and his/her spouse, children, and parents.

**SC503 – ETHICAL ISSUES IN SPIRITUAL
COUNSELING/KNOWLEDGE AREA COURSE
/ 3 credits**

This learning contract course takes the position that the spiritual counselor is a significant member of the helping professions who provides services with a spiritual orientation/faith-based approach. The course explores ethical issues related to the role and practices of spiritual counseling. Topics include the professional limits, duties, and responsibilities of the spiritual counselor as well as the role of the spiritual counselor within a team of providers.

**SC504 – SPIRITUAL COUNSELING
SKILL/.KNOWLEDGE AREA COURSE | 3 credits**

This learning contract course will provide the student with knowledge of specific skills required to be an effective spiritual counselor. Students will also examine several conceptual models and theories of spiritual counseling as well as how to apply them in various practical settings.

**SC542 – MASTERS THESIS & FINAL
ASSESSMENT/ORAL DEFENSE | 6 credits**

Research and writing project to be undertaken under supervision of adjunct faculty with expertise in the student’s chosen topic. The Final Assessment is a short assessment and evaluation of the student’s CCWU experience and includes thoughts about future plans. Upon completion of the writing process, the student participates in an oral defense of the thesis.

Doctor of Philosophy in Spiritual Counseling

The objectives of the doctoral program in the School of Spiritual Counseling are:

1. For students to formulate a model of counseling and treatment that will blend spiritual and holistic components into a particular therapy and counseling approach;
2. For students to acknowledge the limitations and strengths of spiritual counseling as a discipline;
3. To students with a working knowledge of what constitutes moral, ethical, legal and/or professional violations of conduct-and how to better avoid unintended violations of personal and professional

conduct in a treatment setting;

4. For students to increase their awareness of “gender sensitivities” and counter transference issues, as well as how his/her own biases impact the counseling of clients;
5. To have students examine the therapeutic approaches, spiritual interactions, and clinical treatment practices of the Christian, Jewish, Islamic, Buddhist, and Hindu faiths and how they impact clients;
6. To prepare students to do original research in the field of spiritual counseling and to have a deep knowledge of the research and issues of the discipline of spiritual counseling;
7. The overarching objective is for the CCWU School of Spiritual Counseling to produce spiritual counselors who are ecumenically oriented and skilled.

DEGREE REQUIREMENTS

The completion of 51 semester credits as outlined below with a GPA of at least 3.0 or higher is required for graduation.

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (12 credits)

- HOL1 – The Journey Here: 3 credits
- HOL2 – The Path Within: 3 credits
- HOL3 – The Voyage Beyond: 3 credits
- HOL4 – The Way of Service: 3 credits

WELLNESS COURSES (9 credits)

- HS633 – Wellness and Aging Transitions,
Part Two: 3 credits
- HS634 – Population Health Issues: 3 credits
- SC655 – The Spirit of Wellness, Part Two: 3 credits

FOUNDATION COURSES (3 credits)

- MM611 – Methodology and the Creative Mind:
Synthesizing Ideas for Graduate Research:
3 credits
- ELEC699 – Elective: 3 credits

KNOWLEDGE AREA COURSES (12 credits)

- SC601: Advances in Spiritual Counseling Theories and Practices: 3 credits
- SC602: Crisis Intervention as a Spiritual Counselor: 3 credits
- SC603: Ethical Issues as a Practitioner of Spiritual Counseling: 3 credits
- SC604: Use of Spiritual Counseling Skills in a Team Setting: 3 credits

DISSERTATION & FINAL SUMMARY AND ORAL DEFENSE (12 credits)

- SC642: Doctoral Thesis & Final Summary and Oral Defense: 12 credits

Doctor of Philosophy in Spiritual Counseling | COURSE DESCRIPTIONS

HOLISM AND THE WAY OF SCHOLARSHIP SERIES (9 credits for MS students; 12 credits for Ph.D. students)

These flagship courses are taken by all CCWU students, regardless of their degree level, discipline, or school. Masters students must complete HOL1, 2 and 3, and Ph.D. students must additionally take HOL4. These courses are autobiographical in nature: students reflect upon their past, their present and their envisioned future and in doing so gather and produce an incisive and thorough autobiography that envelops and speaks to their CCWU academic program and specific research interests.

HOL1 – THE JOURNEY HERE / 3 credits

In this course, the student details, in writing, the path that brought them to their particular choice of scholarship. Not a mere memoir, rather the student, through interaction with faculty, will weave the very fabric of their journey into their field of study, a tapestry that will depict their major influences including but not restricted to people in their field whether known personally or through various media. They will also include other influences, instances and circumstances (wellness, family, society) that guided, hindered and propelled them to their choice of field. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in their field.

HOL2 – THE PATH WITHIN | 3 credits

In this course, the student monitors and details, in writing, their current path of ongoing scholarship, emphasizing how that scholarship has come to alter their preconceived view of their field that they had before embarkation and, even more importantly, how those changes have touched other areas of their lives. Students will also read and weave into this tapestry either a biography or autobiography of one of the leaders in a field diametrically different than their own.

HOL3 – THE VOYAGE BEYOND | 3 credits

In this course, the student envisions and details, in writing, where the completion of their scholarship will take them in both the short-term and long-term future, including barriers they will have to overcome and how they intend to overcome them. They will also reflect upon how doing so will cause possible changes to other areas of their lives. Students will read and weave into this tapestry a biography or autobiography of someone who brought light into the world — whose life work succeeded in betterment to their local or global community — and a biography or autobiography of someone who brought mainly suffering and despair.

HOL4 – THE WAY OF SERVICE / 3 credits

In this course, the student will put the knowledge and skills towards community service, and they will keep an autobiographical record of their service and how it does or does not bring about changes to how they see themselves, their field of study, and those members of the community to whom they have given their service. At the end of the period of services (to be determined in consultation with the course instructor), the student will write a paper assessing the service, including impact and lessons learned. The biographical or autobiographical reading required is of someone who is primarily known for service to their community.

HS633 – WELLNESS AND AGING TRANSITIONS, PART TWO / 3 credits

Due to significant medical advances and improved health services, individuals are healthier and living longer than ever before. It is thus common for people to have to cope with aging and its changes. This course deals with various wellness issues as they relate to aging transitions. The course will also focus on how to integrate mind, body, spirit, and community as an individual ages.

HS603 – POPULATION HEALTH ISSUES / 3 credits

This course addresses the health issues of various specific populations. Health and wellness specific to targeted populations will be explored as well as evidence for focusing on both individual and cultural indicators of good health. Students will work on a model for integrating both approaches – individual and cultural – into a treatment plan. The student is expected to develop evidence-based strategies to address the health issues of a specific population.

SC655 – THE SPIRIT OF WELLNESS, PART TWO: / 3 credits

This learning contract course looks at spiritual wellness and its connection to individuals' well-being throughout the life cycle. The student will explore topics including the spiritual needs of different age groups as well as how a spiritual counselor could facilitate spiritual wellness through counseling.

MM611 – METHODOLOGY AND THE CREATIVE MIND: SYNTHESIZING IDEAS FOR GRADUATE RESEARCH / 3 credits

This course is an in-depth study of the resources, methodologies, sources, and other tools needed to conduct Ph.D.-level research in Spiritual counseling.

ELEC699 – ELECTIVE / 3 credits

An elective is an opportunity for students to focus on their primary area of research or a special area of academic interest. The student will work in partnership with the instructor to develop the content and requirements of the course.

SC601 – ADVANCES IN SPIRITUAL COUNSELING THEORIES AND PRACTICES/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course focuses on providing the student with the most current theories and practices in spiritual counseling, as well as information about anticipated changes to the field and future trends.

SC602 – CRISIS INTERVENTION AS A SPIRITUAL

COUNSELOR/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course focuses on providing the student with a working knowledge of the professional strengths and limitations of the spiritual counselor in relationship to individuals and groups seeking help. Case histories will be discussed and analyzed.

SC603 – ETHICAL ISSUES AS A PRACTITIONER OF SPIRITUAL COUNSELING/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course focuses on gender sensitivities and the issue of attraction between patient and counselor. Emphasis will be on how and when to set boundaries. The course will also examine other ethical issues that impact the patient/counselor relationship.

SC604 – USE OF SPIRITUAL COUNSELING SKILLS IN A TEAM SETTING/KNOWLEDGE AREA COURSE / 3 credits

This learning contract course emphasizes the special skills that a spiritual counselor brings to a team of helping professionals. Course content focuses on understanding the spiritual counselor's faith-based spiritual perspective and how the spiritual counselor can best contribute to the team.

SC642 – DOCTORAL DISSERTATION & FINAL ASSESSMENT/ORAL DEFENSE / 12 credits

A substantial project requiring original research and the use of case studies and primary sources to be undertaken under the guidance and supervision of adjunct faculty with expertise in the chosen topic. The Final Assessment is a short assessment and evaluation of the student's CCWU experience and includes thoughts about future plans. Upon completion of the writing process, the student participates in an oral defense of the dissertation.

Note: The content and policies in this catalogue are subject to change without notice.

