
Pacific School of Religion

ACADEMIC PROGRAM MANUAL
for
CERTIFICATE OF THEOLOGICAL STUDIES
CERTIFICATE OF SPECIAL STUDIES
CERTIFICATE OF ADVANCED PROFESSIONAL STUDIES

Office of the Dean and Registrar
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**WELCOME TO THE
CERTIFICATE OF
THEOLOGICAL STUDIES
PROGRAM**

Welcome to the Certificate of Theological Studies program. In our pluralist world many people understand the important inter-relationship between theological study and other vocations. This insight has inspired some of you to spend a year in seminary to broaden your understanding of your faith and explore and clarify vocational goals. Some of you are not pursuing lay or ordained ministries in the church, but rather have an interest in the place where theology, Christian ethics or spirituality intersect with your current or desired vocation. Whatever has led you here, we are glad to have you with us and welcome the perspectives and inquiries you bring.

The CTS program is designed to be a one-year, full-time program. It is not uncommon for students entering PSR as CTS students to transfer to the Master of Divinity, Master of Theological Studies, or the GTU Common Master of Arts program. If a student, as she or he enters the CTS, has even a slight interest in one of these programs, it is a good idea to consider taking one or more courses each semester that are required for the masters programs. All credit earned in the CTS program may be applied to any PSR degree program, if and when a student is regularly admitted to a degree program, within the time-lapse policies of the school.

**WELCOME TO THE
CERTIFICATE OF SPECIAL
STUDIES PROGRAM**

Welcome to the United States and to the Certificate of Special Studies program. You have entered a program designed specifically for international students. Each of you has brought a unique perspective and unique goals to your course of study at PSR. We will benefit greatly from your presence and your participation. For some of you, this is an initial exploration of theological study which you may be pursuing to deepen your personal life of faith, to explore the possibility of further theological education, or to add a theological background to study or training you are engaged in for another vocation.

For others, the CSS program offers an opportunity to contribute to your own program of theological study which you are pursuing in your home country. Whatever it is that brings you to PSR and the CSS program, we are glad to have you with us and wish you well in your studies here.

**WELCOME TO THE
CERTIFICATE OF ADVANCED
PROFESSIONAL STUDIES**

Welcome to the Certificate of Advanced Professional Studies program (CAPS). The program is especially designed for the ministry professional who desires further training in a specific area.

Every ministry setting presents unique challenges and opportunities for which seminary may or may not have prepared you. The CAPS program allows you to design a course of study that will enhance the skills and knowledge you need to be an effective ministry leader in the 21st century. We are glad you have chosen to further your professional development at Pacific School of Religion!

WHY A PROGRAM MANUAL?

It is standard academic policy that students are governed by the requirements of the catalog under which they were admitted. This manual is an official and necessary supplement to the catalog. The standards, requirements, policies, and procedures of the program presented here provide a common understanding of these elements of the program among PSR faculty and students enrolled in the CTS, CSS and CAPS programs.

The manual was prepared by the Office of the PSR Dean and Registrar. It is our attempt to provide clear explanations of the structure of the program and to provide resources for you as you move through the program. We hope that you will use it frequently. Any questions of clarification should be directed to the PSR associate dean.

Administrative procedures can be modified at any point in order to improve and clarify the program, so students and faculty are urged to be attentive to supplementary pages distributed during their course of study which may reflect changes in the program. **This manual reflects the details of the program as of August 2007.**

This is an academic program manual. Information on other aspects of student life at PSR can be obtained through the offices of Admissions, Community Life, Housing, and Financial Aid.

GETTING STARTED

HOW DO I PLAN MY PROGRAM?

Certificate of Special Studies

Because CSS students are free to choose any courses to fulfill the required MINIMUM of 18 credits, there is no worksheet designed to help you plan your program. Follow the information beginning with the section entitled "Where Do I Find Course Listings?"

Certificate of Theological Studies

The *CTS Worksheet*, found in the back of this manual as well as in front the PSR Office of the Dean and Registrar, is your planning document. All the course distribution expectations are listed for you to follow. Using this worksheet will ensure that you meet the program's requirements. Review this document with your advisor at the beginning of each semester of your program.

CTS Course Distribution

CTS students are required to complete a minimum of 24 credits. Half of these credits (12) **must** be taken in specific areas of study designated below. Courses acceptable in these areas must be at least 3 credits (1.5 credit courses cannot be used to complete the requirement in these areas). These classes may be any course that *begins* with the area designation (i.e., a course that is designated as BSRA may be used for the 3 credit requirement in biblical studies). The other credits are your choice to select from any Area of study. Course distribution is as follows:

3 credits in Biblical Studies (BS, OT, or NT)

3 credits in History (HS)

3 credits in Theology or Philosophy (ST or PH)

3 credits in Christian Ethics or Religion & Society (CE or RS)

12 credits in Areas of your choice

Certificate of Advanced Professional Studies

CAPS students are free to choose any courses to fulfill the required MINIMUM of 18 credits. A worksheet is available at the end of this manual to help you plan a course of study that best addresses your professional interests and needs.

Have your plan approved by your advisor

Sometime before the registration deadline each Fall and Spring semester, make an appointment with your advisor to review your plan.

WHERE DO I FIND COURSE LISTINGS?

GTU Course Catalog

The *Graduate Theological Union (GTU) Course Schedule* lists all the courses offered by all GTU schools, the course descriptions, instructors, time and location of class, prerequisites (if any), any special registration requirements (limited enrollment, signature of instructor, prior interview, etc.), and credits earned in the course. This course schedule is subject to many changes even two weeks prior to registration. To find out what these changes are, consult the *Addendum to the Course Schedule* or for the most updated changes, check the online GTU Course Schedule through the GTU website at www.gtu.edu (click on "Current Students").

When planning your program, be sure to look at prerequisites for Intersession and Spring classes in case these affect your fall course selections. Some courses, particularly language courses or Biblical Studies courses which require knowledge of biblical languages, are year-long and require completion of a Fall semester course for admission to the Spring course.

HOW DO I CHOOSE MY CLASSES?

A MINIMUM of 3 credits MUST be PSR courses in order for you to graduate from PSR with the CSS or the CAPS and 8 credits for the CTS. Other considerations to keep in mind when selecting courses are:

Faculty: Read your PSR Catalog for information on PSR faculty and their areas of interest and expertise. Choose classes taught by people whose work and approach interest and challenge you. In most cases you can read about other GTU faculty on the web sites of their affiliate schools.

GTU Courses: Read the GTU course descriptions carefully to ensure they are not restricted to students from the host school or denomination. The GTU bookstore displays course books by course number. Looking at these books is a helpful way to discover whether the reading material for a course is of interest or help to you in your program.

Student recommendations: Ask students for their recommendations. Choose not only the content, but the style of class in which you learn best. Each

faculty member has a particular style of combining lecture, discussion, student participation, etc.

Syllabi: Faculty prepares syllabi for each course which they distribute at the first class and file in front of the Office of the Dean and Registrar. Referring to these syllabi will give you a good idea of the required readings, lecture or class discussion topics, and method of evaluation for each class.

Attend a class: The best way to determine whether or not a class suits your needs is to attend the first class. Most professors use this class to introduce the course, discuss the syllabus, course requirements, evaluation, and pedagogical method. Note that limited enrollment classes are usually closed prior to the first week of classes.

WHAT DO I NEED TO KNOW ABOUT REGISTERING FOR CLASSES?

Registration

In the *GTU Course Schedule* you will find complete step-by-step instructions for registration. Read and follow these directions, noting particularly the deadlines which apply for classes with restrictions and the procedures for e-mailing instructors of restricted courses. The front of this catalog has vital information about the registration process.

Before registering, check the *Course Schedule Addendum* or the daily-updated online GTU Course Schedule for changes in course descriptions, class limits, class cancellations, and new courses.

For registration, you need access to the internet, the list of courses in which you wish to be enrolled, a WebAdvisor user ID and password, and personal identification numbers (PIN) of any restricted courses you wish to take. You may obtain your WebAdvisor user ID and password from the PSR registrar while you may request PIN's for restricted from instructors of those courses. Once you have enrolled for your first semester, you will have the opportunity to participate in Early Registration each semester. (See the GTU Course Schedule or www.gtu.edu for more information.) If you are taking 9 units or more, submit proof of health insurance with by the end of general registration. No registration will be allowed after the end of the second week of classes.

Before the semester begins, check your schedule

online with WebAdvisor by clicking on "My class schedule." This screen will reflect your most updated schedule. If there are still errors in your online schedule, and you have already consulted the instructions on how to register, please contact the PSR registrar.

Auditing a Class

If you are registered full-time (at least 9 credits per semester), you may audit one course for no additional tuition each semester. If you choose to audit more than one course per semester, or if you are enrolled less than full-time, you will pay additional tuition at the current rate. No grade or credit is given for courses which are audited, but the courses are listed on your official transcript. As an auditor, the expectations of your participation in class will depend upon your instructor. Usually you do not write papers or take examinations. Note in the GTU Course Schedule course description whether auditors are permitted in the particular course you wish to audit.

Basic Courses and Alternatives to Basics

Students in certificate programs who are considering the possibility of applying to a degree program are *strongly encouraged* to take at least one 3-credit basic (M.Div.) or foundational (MTS) course or approved alternative each semester, as this is required for admission into the degree programs. See "Moving from Certificate to Degree Program" below. Publications related to degree program "basics," "foundational courses," and "alternatives to basics" may be found in front of the Office of the Dean and Registrar.

Full-time/Part-time status

Full-time student status in the certificate program is between 9 and 15 semester credits. To complete the CTS and graduate in one year, you will need to average 12 credits per semester. To complete the CSS and the CAPS programs in one year you need to average 9 units per semester. Choosing to study part-time (below 9 credits per semester) will affect your eligibility for financial aid and housing.

For reasons related to visa status, CSS students **MUST** be enrolled for a minimum of 9 credits per semester.

Course Overloads

If you wish to enroll in more than 15 credits during any semester, you must receive permission from the Dean. Extra tuition is charged for credits over 15.

Changes in Registration

Changes in registration (dropping a course, adding a course, changing from a letter grade to pass/fail or from pass/fail to a letter grade) can be made online

with no extra fees until the end of the second week of classes. After the second week of classes, changes should be submitted on "Change of Enrollment: forms and are subject to a \$15.00 per change penalty. All changes in registration must be made before the end of the tenth week of the semester. If you wish to change your registration after the tenth week of the semester, you must turn in an ***Degree and Certificate Program Committee Petition*** to the associate dean. See the "Documents Index" section below.

Restricted Classes

Restricted classes (a.k.a. "limited enrollment") have at least one of the following phrases in their course descriptions: "(# of students) max enrollment," "Faculty written permission required," and "Interview prior to registration deadline." Whenever these phrases appear in a course description, you need to obtain a personal identification number (PIN) from the instructor. To obtain this PIN, email the instructor following the instructions for "Contacting Instructors for Restricted courses" on the PSR website or in front of the Office of Dean and Registrar. Then enter the PIN in WebAdvisor under the Registration menu before you try to register for the class. If the Registration menu in WebAdvisor is closed, then please submit the PIN on a ***Change in Enrollment*** form or submit it to the PSR registrar in an email. If a course description includes the phrase "Auditors with permission of faculty" and you wish to audit the course, please obtain the signature of the instructor on a ***Change in Enrollment*** form and submit it to the PSR registrar.

Special Reading Courses

Special Reading Courses are intended to provide students with course material not available from any regularly offered PSR or GTU course. You may negotiate Special Reading Courses only with regular full-time faculty members of PSR or other GTU schools. Such courses are not taken as replacements for regular curricular offerings and are not an appropriate means to fulfill basic expectations. For each Special Reading Course, a written contract called the ***Pacific School of Religion Petition for: Special Reading Course*** shows student and faculty expectations and responsibilities. It is prepared and placed on file during the two first weeks of the semester. This petition is available in front of the Office of the Dean and Registrar. Each SRC cannot exceed 3 credits, and no more than 12.5% of the credits required for your degree (3 credits) can be SRC credit. In some cases where such independent study provides a means for academic credit to be earned in educational programs taken at nearby

institutions, agencies, etc. where PSR does not have comity arrangements, these limitations may be waived. Special Reading Courses of this character are subject to the supervision and approval of the full-time PSR faculty member in the related area of study.

HOW MUCH TIME DO I HAVE TO COMPLETE THE PROGRAM?

Lapsed-Time Rule

All certificate programs are expected to be completed in 1 year. However, you have a maximum lapsed time period of 2 years to complete your certificate. The beginning of the lapsed-time period starts with the first course work applied toward the degree, and it normally ends at the conclusion of the fourth semester after a fall entrance. An extension for one year beyond the stated lapsed time may be granted by the Dean, in consultation with the appropriate faculty. Additional extensions are extremely unusual and must be approved by the Degree and Certificate Program Committee. All extensions are subject to the willingness of the advisor to continue to work with the student.

Leave of Absence

Any student who does not intend to register for degree work or field education during any regular semester must apply for a leave of absence. Such requests, in writing, must be received by the associate dean before the conclusion of the registration period of the semester for which the leave is requested. ***Request for a Leave of Absence*** forms are available in front of the Office of the Dean and Registrar. Exceptions are considered by petition to the faculty. Failure to request a leave of absence will mean that a student who wishes to return to school will be required to apply for re-admission. Leaves of absence will not be granted for more than two consecutive semesters at a time. A leave of absence entails a break in all academic work: library privileges, class work, examinations, thesis work, and interaction with faculty.

You are advised to consult with the Director of Financial Aid about whether a leave is the best financial decision.

If you have educational loans, check carefully that a leave will not jeopardize your deferment of payment. Payments on all state and federal loans may go into repayment within six months.

Graduation

PSR holds a commencement once a year at the end of May. You will receive mailings telling you of the details of and deadlines related to graduation, including information about your robe which PSR provides. You will robe for your graduation. Hoods are awarded for

degree programs only. PSR does not issue diplomas at graduation, but you will receive your diploma cover then. Your diploma will be mailed to you around July 15. Graduation is a moment for public recognition and celebration. Please plan to attend and be feted. You have earned it after negotiating your way through this program!

GRADES and REQUIRED ACADEMIC PROGRESS

Academic Standards

Course work is evaluated by instructors using letter grades understood as follows: A = excellent, B = good, C = fair, D = poor. No credits are given for courses that receive an F. For the purposes of calculation of the grade point average (GPA), grade values are: A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0.

Required GPA

Satisfactory completion of the CTS and CAPS requires the completion of the necessary courses with the overall GPA of 3.0 (B) or higher. Satisfactory completion of the CSS requires a cumulative grade point average of 2.0 (C).

Petitioning for an Extension in a course

All course work is due by the end of the semester (5:00 p.m. of the last day of the semester as listed in the catalog), except in cases where illness or other serious circumstances make this impossible. If an extension is needed, you must secure the signature of the instructor and the Dean on a ***Petition to Take an Incomplete*** before the end of the semester. Deadlines for the completion of incomplete work after each semester are found in the academic calendar. When the final grade is submitted it replaces the incomplete. Incompletes not resolved within the appropriate time limit appear on the transcript as I/F (incomplete/Fail). Certificate students may receive only 3 incompletes. After the maximum number of incompletes has been reached, a fail is recorded for all courses where work is not completed on time. ***Petition to Take an Incomplete*** forms are available in front of the Office of the Dean and Registrar.

Pass/Fail Grade Option

You may request permission to take any course on a pass/fail basis, but this option is always subject to the consent of the instructor. Some courses are offered only on a pass/fail basis. Pass is the equivalent of a C (2.0) or above. Fail indicates the level of C- (1.7) or below. No credits are given for courses that receive a fail. Required basic courses cannot be taken pass/fail unless an exception is made by the PSR faculty member in the area of the course. Furthermore, if a student anticipates additional graduate work it is not advisable to take many courses pass/fail.

Moving from Certificate to Degree Program

It is not uncommon for students entering the CTS or CSS programs to transfer to the M.Div., MTS, or

Common M.A. program. If you enter the certificate programs with even the slightest interest in one of these programs, it is a good idea to consider taking at least one "basic" course each semester. To be admitted to the degree program you *must* have completed and be enrolled for at least one 3 credit basic course and have taken 9 credits for letter grade.

To apply for admission to a degree program, meet the priority deadline for the semester you wish to begin the program: for the MTS and MDiv: February 1 for Fall and November 1 for Spring; for the Common MA: February 15 for Fall and September 30 for Spring. To be admitted to the degree program, you must have completed at least nine credits before you apply and be registered for at least nine more credits. All credit earned in the CTS or CSS program may be applied to any PSR degree, if and when a student is regularly admitted to a degree program (within the time-lapse limits of that program). For details about procedures for a change of program and the admission requirements for degree programs, contact the Admissions Office and ask for the ***Procedures for Change of Program*** form.

If you have been admitted into a degree program to which you will transfer your certificate credits, you may still graduate with the CTS or CSS.

Transfer Credits

Transfer credit from an accredited seminary or graduate school is accepted if that credit has not already been applied to a degree and if that credit is evaluated by the Dean as an appropriate part of your certificate program. Furthermore, no credit that falls outside the lapsed-time rule (2 years for certificate programs, 3 years for the M.Div., 4 years for the MTS) may be counted toward the degree. Petitions to the Dean should be submitted in the first semester of your program so that a decision may be rendered in time for you to plan the program. Petitions should include an official transcript showing the credits earned. In some cases, the Dean may request that you supply syllabi to accompany the written request.

Repeating a Course

A course may be repeated once to improve a poor or failing grade (D, F, or Fail). A repeated course is treated as part of a student load, but **when a course is repeated, the previous credits (*though not the grade*) are erased from the transcript**. The new grade and credit hours show on the transcript during the semester in which the course is repeated. Only the grade received in the repeated course, however, is computed in the grade point average.

Required Number of PSR Credits

In all certificate and degree programs, one-third of all credits earned toward the program, including transfer credits from within and outside the GTU, must be earned from PSR courses. In the CTS, this totals a MINIMUM of 8 credits, in the CSS and the CAPS a MINIMUM of 6 credits.

Academic Disputes

A student with a PSR academic dispute should first contact the instructor in writing regarding the concern. If the student wishes to appeal the instructor's decision, he or she should bring the matter to the Office of the Dean. If the dispute is not resolved in the Office of the Dean, or if the student is not satisfied with the decision, he or she may submit a petition to the Degree and Certificate Program Committee (DCPC) or to the Executive Session of the Faculty (the Dean will determine which body will hear the dispute). The student should include all documentation regarding the grievance as well as efforts to resolve the dispute. The decision of DCPC/the faculty is final. The student will be informed of the decision by the Dean's Office.

Academic disputes that are not related to a specific course or instructor should be taken directly to Dean's Office. If resolution is not achieved, the student may petition DCPC.

Grade disputes must be submitted in writing to the Office of the Dean within 6 months of the date the final grade is posted. Students are responsible for checking their grades online and when they are posted. Disputes after 6 months of posting will not be considered except in the case of clerical and/or instructor error. This time limit does not apply to grades of 'I' (incomplete).

ACADEMIC PROBATION AND DISMISSAL

Financial Aid and Satisfactory Academic Progress

After each semester, student transcripts are reviewed by the associate dean, who informs the Dean of any students not making satisfactory progress.

Satisfactory progress is defined as:

1. Cumulative GPA equal to or greater than 3.0.
2. No more than five total incompletes for the M.Div. and three total incompletes for the M.T.S. and certificate programs.
3. Completion of at least 75% of the course units for which the student was registered in a Fall or Spring semester term (the "W", "I", and the "F" indicate non-completion).

A student who does not fulfill the conditions for satisfactory progress is automatically placed on academic probation. The associate dean informs the student and advisor of this action.

A student on academic probation may only register for PSR courses during academic probation except to repeat a failed course. A student may not take courses from other schools, including all GTU schools.

The student is removed from academic probation if he or she is making satisfactory progress at the end of a probationary semester. The associate dean informs the student and advisor of this action.

A student may remedy the situation for which probation was imposed by:

- bringing one's GPA to the required level.
- satisfactorily repeating a required course in which a D or F was received (a grade of "W" will replace the D or F). The new grade will appear with the course in the semester it was re-taken
- satisfactorily completing the following semester's work, if less than 75% of the coursework in the previous semester was completed

If a student has not met the terms of satisfactory academic progress at the end of the probationary semester, a hearing with the Associate Dean and Faculty Advisor is held before the end of the first week of the next semester. Based upon this hearing, the Associate Dean may require a second hearing with the Dean present. At the conclusion of this second hearing, a recommendation will be made to the Degree and Certificate Program Committee (DCPC) regarding the student's future status, either 1) continued probation or 2) dismissal from the academic program. DCPC's decision will be brought to vote before the faculty.

1. Continued Probation. The recommendation for continued probation might be made if there is improvement in the GPA that would suggest that the student could reach the GPA required for graduation within a reasonable period, or if the low cumulative GPA seems to be the result of an isolated semester of poor grades. If a student is permitted to continue on probation for a second semester, the hearing will be repeated if the conditions for satisfactory academic progress are not met after the end of the second probationary semester.
2. Dismissal. If academic progress is not being made at the end of the probationary semester, the Dean may recommend that the faculty act to dismiss a student immediately. A student cannot apply for re-admission after dismissal for academic reasons for at least one year (two semesters) following the dismissal. Re-admission is contingent upon the approval of the Admissions Committee.

Federal standards require that students receiving any form of federal assistance to be in good standing, making satisfactory academic progress. Therefore, the student placed on academic probation is also placed on financial aid probation for up to one year. If the student regains satisfactory progress, financial aid will continue. If the student fails to meet the standards after two semesters of probation, aid will be discontinued.

You cannot apply for re-admission after dismissal for academic reasons for at least one year (two semesters) following the dismissal. Re-admission is contingent upon the approval of the Admissions Committee.

Withdrawal from Program

Withdrawal severs the relationship between the student and PSR. It is intended to be an irreversible decision.

Termination of Program

Students who do not register and do not file for a leave of absence by the fourth week of each semester will be removed from the active rolls, and their programs will be terminated. If you wish to return after a termination, you must re-apply for admission.

Please keep PSR informed of your current address at all times so that we can send you information you will need to keep your status active.

STUDENT RESOURCES AT PSR

PSR Faculty

It almost goes without saying that the faculty is your most important resource for succeeding in your program. PSR's faculty is committed to working with all students as advisors and instructors. They have a wide range of interests and experience in ministry and academic scholarship.

Advisors

Your academic advisor is an excellent resource to you in planning and making your way through your program. The relationship of student to the advisor is normally initiated by the student and it is your responsibility to ensure that the advisor is kept up-to-date on your progress.

You are assigned an advisor at the start of your program. This assignment is made on the basis of the information you provided in your application. It is possible to change advisors, but we advise that you wait to do this until you have completed at least one semester of your program at PSR. There are forms through the associate dean to record a change of advisor. Your advisor **MUST** be a member of the permanent (not adjunct) faculty of PSR. The Dean's Office can provide you with names of these faculty members.

Most faculty post their office hours and sign-up sheets for appointments to meet with their student advisees and students in their courses. Each faculty member serves as advisor to an average of approximately twenty students in the degree and certificate programs each year. Be sure to meet your advisor early on in the semester and to sign-up well in advance of times you need your advisor's guidance on issues arising or approval for the various deadlines which come up during your program.

The Graduate Theological Union (GTU)

The GTU is a structurally unique organization which embodies a set of ecumenical and academic ideals. It consists of nine denominational or inter-denominational member schools, all of which are theological institutions preparing persons for ordination and church leadership.

It has an informal but highly significant relationship with the University of California at Berkeley. The GTU is further enriched by the presence of a number of affiliates and programs representing a range of religious traditions and theological perspectives.

Each of the schools is an autonomous institution with its

own faculty, Board of Trustees, and distinctive mission based on its denominational affiliation(s). These autonomous institutions come together in a number of ways to create the GTU consortium. They share a common library. There is a GTU Common Registrar who establishes the Schedule of Classes and assigns classrooms for the consortium. The classrooms are largely held in common; some schools have none, and others have many, which they offer to the consortium. The schools have open cross-registration agreements. The PhD and ThD degree are awarded by the consortium, and governance of those programs is by the GTU Dean and the Core Doctoral Faculty, not by any one of the schools. The GTU has a small number of its own faculty in fields which do not readily fit into the member schools (Jewish Studies, Chinese Studies, Eastern Orthodox Christianity, for instance), but by and large the faculty of the Doctoral Program is the faculty of the member schools, whose services are available to all students through consorial agreements and arrangements.

GTU Faculty

The resources of the GTU faculty are immense in their range and variety giving both an inter-religious/ecumenical dimension and a broader intellectual dimension to theological education. The GTU has a common course schedule and cross-registration agreements among its members. Thus the approximately 700 courses taught annually by 120 full-time faculty and over 50 adjuncts will almost all be possible resources for your studies. You will undoubtedly want to take some courses with faculty outside PSR to take full advantage of the size and diversity of the GTU.

Dean's Office Staff

Although the primary advising of students is done by advisors, the staff of the PSR Office of the Dean and Registrar will be happy to help students with questions. The office is located on the first floor of the Holbrook Building, room 135. Staffing the office are Mary Donovan Turner, Vice President for Academic Affairs and Dean of Faculty (Jeffrey Kuan is Acting Dean for Fall 2007 semester); Karen Oliveto, Associate Dean; and Delphine Hwang, Registrar & Administrative Assistant for Academic Affairs. In general students should contact the associate dean for matters related to the certificate program requirements, progress through the degree, special needs or disability accommodations, and academic policies. Students should see the registrar for matters related to course registration, grade reports, and transcripts.

GTU & UCB Library Resources

GTU Flora Lamson Hewlett Library

The GTU is fortunate to have one of the largest theological libraries in the world. The staff at the Reference Desk will acquaint you with the collection and introduce you to the online catalog. Individual sessions and workshops about the necessary techniques for successful library research are also available each semester. The Library has access to the UCB Online Catalog, the catalog for the entire UC library system, and interlibrary loan services. Tours of the GTU library will be available during Orientation Week, and group tours can be arranged during the year.

University of California at Berkeley Libraries

The GTU has negotiated borrowing privileges for GTU member School students with the University of California at Berkeley Libraries. You may take your GTU ID card to the UCB Main Library Service Desk to obtain borrowing privileges at UCB. Most of your library needs will be met by using the Main Library or one of the many branch libraries on campus. Access to Moffitt, UCB's undergraduate library, has been restricted. When the material you are seeking is located only at Moffitt and nowhere else on the UCB campus, you can obtain a referral form from the Information Desk in the UCB Main Library to get into Moffitt. If the book you want is in the Main Library and in Moffitt, you will need to obtain the Main copy. If the Main copy is checked out, you can recall it. Check with the Information desk at the Main Library for further explanation of these procedures.

GTU librarians offer tours of the libraries during orientation week. The UCB library offers its own tours, which are very useful, and instruction on the use of GLADIS, the computer access to UCB collections. Acquaint yourself with these splendid resources early in your career, especially if you are working on interdisciplinary topics, for they supplement GTU holdings in important ways.

The GTU library and UCB libraries have collection agreements so they will not duplicate purchases in a number of fields. UCB depends on our library in some fields, and we depend on theirs in others. Depending on your interests and the courses you take, the UCB collections may be central to your work.

GTU Affiliates and Programs

Over the past thirty years a variety of specialized centers, programs, and institutes have become a vital part of the life and identity of the GTU. Some of these organizations originated within, and have been

sponsored by the GTU itself; others have entered into the informal association or contractual affiliation with the GTU from outside.

As a group, the affiliate organizations and programs provide important perspectives and resources to the GTU community. They have broadened the ecumenical and inter-religious representation in the GTU beyond the denominations represented in the member schools. They have expressed and advocated the identity and interests of women and ethnic minorities within the GTU academically, culturally, and socially. Besides providing academic resources and expertise relevant to the overall curriculum of the GTU, they have conceived, sponsored, and produced forums, public lectures, and conferences, bringing outside scholars and religious leaders into direct conversation with the GTU community. The PSR catalog has brief descriptions of the GTU affiliates and programs.

The University of California at Berkeley

The UCB roster of courses is stunning, and extends vastly the academic opportunities for GTU students. Because of budget cuts in the University of California system, course availability may be limited. Instructions for cross-registration is available in the Dean's Office. Do note that the academic calendars of the GTU and UCB do not coincide, so if you cross-register, you will have to juggle two very different academic schedules. The semester at UCB normally begins two weeks before the GTU semester, so students who cross-register should be sure that they are available for the first class meeting(s). As always, check the extended calendar for exact dates.

The Extended Academic and Administrative Calendar

Each year PSR publishes an extended calendar which highlights the major academic deadlines, gives the academic calendar, and lists the times of major events in the PSR community. The calendar, which is available in front of the Office of the Dean and Registrar is a very important source of information. We assume you will make yourself aware of the information contained in this valuable tool.

A FINAL WORD

It is the sincere intention and desire of the faculty and staff of PSR that you complete your certificate program successfully. We want to offer you assistance to make it not merely a means to an end, but an experience you will remember positively and complete efficiently. You will learn that we cannot

anticipate all your questions, but encourage you to ask any that arise. We would like to know if there are ways in which this handbook could be more helpful to you. Any comments, suggestions or questions would be very much appreciated.

We wish you a productive stay at PSR.

INDEX OF DOCUMENTS

Throughout your program you and your advisor may need certain documents for procedures or for reference. These documents are available in front of the Office of the Dean and Registrar. When you come into the office, it is helpful to know which form you are looking for and what is required of you. This guide is to assist you in that.

Note: Documentation regarding a change in program from the certificate to a degree program, a change in degree program, or an additional degree program is available from the Admissions Office. Students should be aware that these changes require admission procedures and must adhere to application deadlines for admission into the desired program.

REGISTRATION

- *Graduate Theological Union Course Schedule* (www.gtu.edu)
- *Course Schedule Addendum* (www.gtu.edu)
- *Pacific School of Religion Course Schedule* (PSR information sheet)
- *Change in Enrollment* form
- *Pacific School of Religion Petition for: Special Reading Course*

Cross Registration

- *GTU-UCB Application and Certification for Cross Registration*
- *Instructions for Cross Registration at UCB* (information sheet)

CHANGES IN YOUR PROGRAM

Dropping/Adding a Course

- *Change in Enrollment* form (within allowed time frame)
- *Pacific School of Religion Degree and Certificate Program Committee Petition* (beyond allowed time frame)

Changing grading option to letter grade, Pass/Fail, or audit and changing unit load

- *Change in Enrollment* form (within allowed time frame)
- *Pacific School of Religion Degree and Certificate Program Committee Petition* (beyond allowed time frame or course stipulations)

Changing an Advisor

- *Change of Advisor Request* form

Leave of Absence

- *Pacific School of Religion Request for a Leave of Absence*

Requesting an Extension

- *Petition to Take an Incomplete*

TRANSCRIPT AND RECORDS

Request for a Copy of Transcript

- *Pacific School of Religion Transcript Request*

PROGRAM

Program Planning Worksheet

- *Pacific School of Religion Certificate of Theological Studies (CTS) Worksheet*
- *Pacific School of Religion Certificate of Advanced Professional Studies Worksheet (CAPS)*

OTHER

Change your program/move to a degree program

- *Procedures to Add or Change a Program*

Calendar

- *Pacific School of Religion Extended Academic and Administrative Calendar*

PLAGIARISM POLICY FOR PSR

In the United States and many other countries, one of the important markers of high academic standards is proper attribution (giving credit) for someone else's ideas, thoughts, words, or methods of scholarship. Proper credit should be given in both oral and written contexts. Proper credit is:

- When you use an actual sentence from a published article or unpublished essay, you must put the sentence in quote marks and give a footnote or citation to indicate who said it. The citation should include full bibliographic information. (For further information about correct citation form, see Kate Turabian, *A Manual for Writers of Term Papers, Theses and Dissertations*.)
- When you paraphrase or summarize another person's ideas, you must give a footnote or citation to indicate whose ideas they are and where you got them. (Or, in lecturing, make clear from whose ideas you are drawing.)
- When you adopt a significant idea from someone else's work, you must give a footnote or citation to indicate where you got the idea.
- When you use a method developed by someone else, you must give a footnote or citation to indicate the source of the method.

When you fail to do this, it is considered **plagiarism**. Plagiarism can apply both to students and to faculty. Plagiarism is using someone else's ideas, thoughts, words, or methods of scholarship *as if they were your own* and *without giving proper credit to that person*. Plagiarism is considered wrong because (1) it is 'stealing' another person's ideas, methods, etc., and (2) it is 'lying' – representing something as your own when it is not yours. At PSR, as at many comparable graduate-level institutions, plagiarism is considered a serious offense.

- Plagiarism includes failing to give citations in the examples above.
- Plagiarism also includes copying another student's exam or part of an exam or essay.

It is *not* plagiarism when you indicate clearly that you are summarizing someone else's views in order to provide the context for an assessment or critique of those views, or to incorporate them into a larger project. In this case, you must indicate clearly that you are giving the views of someone else – e.g. by starting with "so-and-so argues that....." It is also *not* plagiarism to use a well-established idea that has been developed in multiple sources – e.g. to claim that God can be called "woman" as well as man is now sufficiently well established that it needs no attribution. Some phrases – e. g. "the personal is political" – are in such wide usage that sometimes we do not know where they originated; in such cases, it is acceptable to use them without attribution. However, the best scholarship will make every effort to give attribution where possible (e.g. to note that this phrase came from Robin Morgan).

Procedures and Penalties:

Instances of suspected plagiarism will be reported to the Academic Dean (or, in the case where the Dean is suspected of plagiarism, to the President). Suspected plagiarism may be reported by either students or faculty. The Dean or President will assess the evidence and investigate in order to determine whether plagiarism has occurred.

In the case of students:

When plagiarism has been substantiated, the faculty person shall inform the dean's office (every instance of substantiated plagiarism **MUST** be reported to the dean's office so that plagiarism can be monitored). The faculty member will discuss the plagiarism policy with the student and the student

shall fail the assignment.

Additionally, the student will sign a letter stating that he/she has committed plagiarism, has received a warning, and is aware of the consequences. This letter will be re-signed each time the student has committed plagiarism. The letter will be kept in the student's file.

If, when reporting student plagiarism to the dean's office, it is discovered that it is the student's second attempt at plagiarism, the faculty member, dean, and student shall meet together. The student will fail the course.

If a student plagiarizes a third time, the student shall be immediately expelled from the school.

In the case of faculty: If allegations of plagiarism appear to be substantiated, the faculty member has been charged with "action justifying dismissal," and shall be dealt with according to the procedures described in the Faculty Manual. Faculty who serve on the Core Doctoral Faculty of the Graduate Theological Union are also subject to the plagiarism policies and procedures of the GTU.

This policy was adopted by the PSR faculty on September 12, 2007, and is effective immediately.

POLICY STATEMENT ON THE USE OF INCLUSIVE LANGUAGE

The basic assumptions of our statement are:

1. Language shapes and informs our impressions of reality. It is basic to learning.
2. Language informs our attitudinal stereotypes and subtly influences people into roles, positions, status, and other forms of fragmentation. It is a key to human relationships.
3. Language can be a creative, liberating force or a captive, oppressing force. It is an expression of shared assumptions and a major factor in all liberation struggles.
4. Both women and men suffer from the use of a male-oriented language which forces personalities into culturally approved roles, limiting free decisions.
5. Our use of male-dominated language images and forms deny the feminine\masculine duality in each of us.

There are some basic theological assumptions which need affirmation in light of the above assumptions:

1. God is not a male person (SUPER-Superman). Terminology about God, particularly in worship, which uses exclusively masculine words (e.g., He, Him, His, Father, Lord) distorts our concepts of a deity in whose image both females and males are created.
2. All persons share equally in God's plan for humanity.
3. Jesus recognized women as valuable persons, even to the point of violating the social mores of his time (e.g., by conversing with women in public).
4. The Church, as the Body of Christ, is a liberating and creative force enabling persons to transcend the boundaries of language and society in being faithful to the Word (Gospel) of Love.
5. The historical periods described in the Bible as well as the times in which the Scriptures were written, compiled and translated were all in patriarchal social settings. Thus, images of male-female roles described are colored by the cultural understandings of those times and need not be literally interpreted for our changed cultural situation. The truths of the faith are denied by sex role stereotypes. They can be conveyed more clearly without the male-dominant, female-submissive images of a given historical period.

The following suggestions are given as guidelines for use in printed materials. The guidelines are based on the above assumptions and theological affirmations.

1. Much of the language which appears in printed materials reflects a masculine bias. Therefore, the following list of words is given as alternatives to the exclusively masculine phraseology:
 - a. for **mankind**: Humankind, humanity, people, persons, creatures, citizens, community, ourselves, yourselves, folk, mortals, beings, etc.
 - b. for **brotherhood**: sisters and brothers, society, public, unity, community, amity, kinship, corporateness, etc.
 - c. for **masculine pronouns**: he/she, we, our, their, one, the person, individual, someone, member, etc.
2. In worship language, attempts need to be made to refer to God in other than exclusive masculine words in order to balance our images of the deity. Some options include: Creator, Redeemer, Holy Spirit, Sustainer, Mother and Father God, One, Life Giver or Giver of Life, etc. (See nonsexist liturgies in the book Women and Worship by Sharon and Thomas Emswiler, Harper & Row, 1974).

3. Occupational and status terms often suggest role and position stereotypes which need to be avoided. This is true for both women and men. The following titles should be avoided:
 - a. policeman, fireman, serviceman, statesman, watchman, salesman, etc.
 - b. authoress, aviatrix, heiress, sculptress, songstress, poetess, etc.Such terms not only give young people false impressions about their vocational prospects, they also tend to perpetuate discriminatory practices that exist. Occupational and status terms can be avoided by the use of diction, by changing the sentence construction, or by altering the terminology.
4. It is often demeaning to women to be identified entirely by their relationship to men. One form of this discrimination is the use of the terms Mrs. and Miss, which identify women according to marital status. It is preferable to use the general title Ms. to identify a woman, as Mr. is used to identify a man.
5. In referring to married couples, use such identifying phrases as "Mary and John Jones" rather than "Mr. and Mrs. John Jones" or "John Jones and his wife Mary" or "the John Joneses." There is more dignity in using a woman's full name. Editors should also be aware of the number of couples using hyphenated last names (e.g., "Marcia and John Clark-Johnson"), which include the woman's premarital name as well as her husband's--and also the number of married couples using different last names when the wife does not change hers. If it is important to identify them as a married couple, it can be done as "Jane Smith and John Jones, wife and husband," or "Jane Smith and her husband, John Jones." (Whether the wife's or husband's name comes first is optional, but should not be consistently one way or the other, implying a more important status to the first.)
3. The common ways in which identification of persons is written suggests a predominant male orientation. Identifications and family relations often reflect fixed roles, stereotyped duties, or child affinity and possession. For example, "housewife," "the little woman," etc. suggest attitudes which imply that only women are in the home and doing domestic chores. This is demeaning to both men and women.
7. Application forms for educational institutions (e.g., seminaries), or membership in organizations (e.g., craft unions), or employment in jobs traditionally held by men (e.g., welding), should not discriminate against women applicants by such means as asking for the "wife's name." If such information is necessary, the word is "spouse."

PACIFIC SCHOOL OF RELIGION

**CERTIFICATE OF THEOLOGICAL STUDIES (CTS) WORKSHEET
(24 credits)**

NAME _____ ADVISOR _____

At least 3 credits in each of the following areas (Distribution courses may not be less than 3 credits each):

BS, OT or NT (Biblical Studies) _____

HS (Historical Studies) _____

ST (Theological Studies) _____

CE or RS (Ethics or Religion and Society) _____

Note: STHS 1060 and 1061 fulfill the HS and ST requirements when both are taken.

At least 12 additional credits (electives)

_____	_____
_____	_____
_____	_____

PSR Credits (Minimum of 8) _____

