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**Pacific School of Religion**

**ACADEMIC PROGRAM MANUAL**  
for the

**MASTER OF THEOLOGICAL STUDIES**

Office of the Dean and Registrar

August 2007

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## WELCOME TO THE MASTER OF THEOLOGICAL STUDIES PROGRAM

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Welcome to the Master of Theological Studies program. You have entered a graduate degree program designed to provide a generalized yet rigorous course of theological studies without research or thesis requirements. Some of you are pursuing lay or ordained ministries in churches and other faith communities. Others have an interest in the intersection of religion, theology, Christian ethics or spirituality and your current vocation. Still others seek to deepen or broaden your understanding of any number of fields within theological studies in the context of a seminary. Whatever has led you here, we are glad to have you with us and welcome the perspectives and inquiries you bring.

The MTS program is designed to be a two-year, full-time (up to four years part-time) program offering students a broad yet comprehensive education in theological studies, across a range of disciplines. Building on a core of foundational courses, the program allows you to focus on and gain competency in more particular areas of interest compatible with the resource of the school. MTS students are encouraged to take full advantage of the Graduate Theological Union's schools, centers, and institutes during their course of study.

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## WHY A PROGRAM MANUAL?

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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 MTS program.

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.

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## GETTING STARTED

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### ***HOW DO I PLAN MY PROGRAM?***

#### **Using Your MTS Worksheet**

The *MTS Worksheet*, found at the end of this manual and available in front of the 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 by the beginning of each semester of your program.

#### **MTS Course Distribution**

MTS students are required to complete a minimum of 48 credits. Twelve (12) credits **must** be taken as foundational (introductory) courses in designated areas (see below). Each foundational course may not be less than 3.0 credits. Twenty-four (24) credits must be taken in an Area of Interest defined in consultation with the faculty advisor. The Area of Interest may consist of a particular field (e.g. biblical studies) or a broader topic of interest (e.g. feminist studies, religion and health). In either case, the student is advised to approach the area of interest in an interdisciplinary manner. The remaining 12 units are elective credits. Course distribution is as follows:

Foundational (introductory-level) courses (12):

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

3 credits in Historical Studies (HS)

3 credits in Christian Theology (ST)

3 credits in Christian Ethics (CE)

Area of Interest courses (24)

Electives (12)

Total MTS courses (48)

#### **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 restrictions (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](http://www.gtu.edu) (click on "Current Students").

When planning your program, be sure to look at prerequisites in January 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?***

#### **Choosing Classes**

There are many classes to choose from. How do you decide? First, pay attention to the program requirements: foundational courses and courses in the Area of Interest. You may take courses throughout the GTU but remember that a **MINIMUM** of 18 credits **MUST** be from PSR courses for you to graduate from PSR with the MTS. 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 an interesting 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.

**UCB, Holy Names, Mills classes:** If your focus of study or specialized language requirements takes you beyond the resources of the GTU, remember you are able to cross-register beyond the GTU. After one semester of full-time enrollment, you may enroll for one course per semester at the University of California at Berkeley. An option to study at Mills College or Holy Names College in Oakland is also available. Special registration procedures must be followed, and deadlines are several weeks **BEFORE** GTU registration. Only graduate level credits are counted toward a PSR degree, although all courses will be recorded on the PSR transcript. Please be aware that cross-registration is a privilege dependent on availability of space in courses and departmental policies at UCB. Given budget constraints at UCB, course accessibility may be limited. See *Cross Registration* section.

**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 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](http://www.gtu.edu) for more information.) If you are taking 9 units or more, submit proof of health insurance by the close 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.

#### **Full-time/Part-time status**

Full-time student status in the degree program is between 9 and 15 semester credits. To complete the MTS and graduate in two years, you will need to average 12 credits per semester. Choosing to study part-time (below 9 credits per semester) will affect your eligibility for financial aid and housing.

#### **Courses Taken for Grades**

All foundational and Area of Interest courses must be taken for a letter grade to count toward the MTS. If you do register for a class for a pass/fail grade, it will not count for these requirements.

#### **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 first two 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 (6 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.

### Cross Registration

The University of California at Berkeley is one of the premier research institutions in the country. After completion of their first semester, MTS students are allowed to cross-register for one graduate level course each semester at UCB, assuming that they can gain entry to the course. The only exception to this requirement that UCB courses must be at the graduate level to apply to the requirements of the MTS program are language courses. These courses can be undergraduate offerings.

If you are eligible to register for a UCB course (see ***Planning Your Program*** above for details), follow the instructions in the ***GTU Course Schedule***. Note that instruction begins at UCB before the start of GTU courses each term. Cross-registration may also be available at Holy Names and Mills Colleges in Oakland. For information on this possibility, see the GTU Common Registrar.

### ***HOW MUCH TIME DO I HAVE TO COMPLETE THE PROGRAM?***

#### Lapsed-Time Rule

For the MTS to be awarded, the equivalent of 48 credits, which usually translates to two full-time academic years, must be spent as a PSR student. However, you have lapsed time period of 4 years in which to complete the MTS. 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 eighth 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.

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## GRADES and REQUIRED ACADEMIC PROGRESS

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### 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 MTS requires the completion of the necessary courses with the overall GPA of 3.0 (B) or higher. In particular, students must maintain a GPA of 3.0 in Foundational Courses and 3.3 in Area of Interest courses.

### 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 grade is submitted it replaces the incomplete. Incompletes not resolved within the appropriate time limit appear on the transcript as I/F (incomplete/Fail). MTS 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 an elective 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 foundational and Area of Interest 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.

### Changing Degree Programs

If you discover that you are not in the degree program that is most appropriate to your vocational needs, you do have the opportunity to apply to change programs. However, you must apply to change before the completion of the 24<sup>th</sup> credit unit. If you wish to change to the M.Div, you will need to work with the Field Education office in your first year to set up a placement for the second year.

To apply for admission to a degree program, meet the priority deadline for the semester you wish to begin the program: for the 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 MTS 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 *Procedures for Change of Program* form. Please note that students applying to the GTU Common MA program at PSR must complete the GTU Application.

### Transferring 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 degree program. Furthermore, no credit that falls outside the lapsed-time rule (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.

### Summer Session Credits

Up to six units of summer session credit may be applied to the MTS with the permission of the faculty advisor.

### 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 MTS, this totals a MINIMUM of 18 credits.

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## ACADEMIC PROBATION AND DISMISSAL

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### 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 that required for graduation from the program in which the student is enrolled (MDiv, MTS, certificates - 3.0, plus 3.3 in MTS Area of Interest);
2. No more than 5 total incompletes for the MDiv and 3 for the MTS and certificates;
3. Completion of at least 75% of the course units for which the student was registered in a regular semester term (the W, the I, and the F indicate non-completion)

A student who does not fulfill the above conditions for satisfactory progress is automatically placed on academic probation. The student and advisor are informed of this action by the Dean.

The student is removed from academic probation if he or she is making satisfactory progress as defined above at the end of a probationary semester. The student and advisor are informed of this action by the Dean. If a student has not met the terms of satisfactory academic progress at the end of the probationary semester, a hearing with the Dean and Faculty Advisor is held before the end of the first week of the next semester. Based upon this hearing, the Dean may recommend either 1) continued probation, or 2) dismissal from the academic program.

1) 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) The Dean may recommend that the faculty act to dismiss a student immediately, if academic progress is not being made at the end of the probationary semester.

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 one year of probation, aid will be discontinued.

Students 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.

### Merit Scholars and Academic Progress

1. In order to retain a merit scholarship, merit scholars must continue to make satisfactory academic progress.
2. If a merit scholar fails to make satisfactory academic progress and is placed on probation, he/she will receive a letter, warning that merit scholarship funds will be forfeited should the student remain on probation a second semester.
3. If a student continues on probation for a second semester, they will lose their merit scholarship. They may, however, be considered for need-based awards.
4. Conditions for the merit scholarships will be detailed in the original merit scholarship award information. Additionally, merit scholars will be required to file a financial aid form each year.

### Withdrawal from Program

Withdrawal severs the relationship between the student and PSR. Committees are dissolved. 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.

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## PROCEEDING THROUGH THE MTS DEGREE

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In addition to the 48 credits specified for the degree, MTS students must also complete an **Entrance Report** in the first semester, a **Final Report** in the last semester, and a **Synthesis Essay**. These reports are used by the Dean for assessment of the school's academic programs, and for assessing individual student progress.

Your advisor plays an important role in these required "milestones" of the MTS. You are accountable to your advisor for satisfactory completion of these requirements. Only with your advisor's approval are these submitted to the associate dean.

### **Entrance Report**

During the first semester of the MTS degree program, you must submit an Entrance Report (4-5 pages) detailing and clarifying your learning goals for the program. The Report is reviewed by your advisor, who may indicate necessary revisions. The final, signed Report is filed in the associate dean's office, no later than the end of your first semester.

### **Final Report**

During the last semester, you will write a Final Report (3-4 pages), assessing whether and to what degree the learning goals articulated in the Entrance Report have been accomplished. The Final Report must be submitted to the associate dean before April 30 if you wish to graduate in May.

### **Synthesis Essay**

The MTS Synthesis Essay (10-15 pages) is completed in the final semester of your program, in consultation with your advisor. In this essay, you will identify a problem, issue, or topic related to your Area of Interest. The essay should address this issue by drawing on two of the foundational disciplines studied in the program. Guidelines for this essay are available in front of the Office of the Dean and Registrar. You must register in your last semester for the MTS 5020 Synthesis Essay course. You may choose to take the course for either 0 units or 1.5 units. The course is intended to require your time and attention in the first half of your final semester. In order to graduate in May, you must submit your essay to your advisor by April 15. The essay is graded by your faculty advisor on a Pass/Fail basis. If the essay is graded as "Fail" you will need to revise it and resubmit it to your advisor for re-grading.

### **Graduation**

PSR holds its 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!

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## STUDENT RESOURCES AT PSR

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### **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 in front of the Office of the Dean and Registrar 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 consortial agreements and arrangements.

The GTU ecumenical structure enhances the education of our students. Whether or not your topic of interest is defined denominationally, we believe that perspectives from other denominations and religions assist in the formation of a critical perspective on one's studies.

### **GTU Faculty**

The resources of the GTU faculty are immense in their range and variety — giving both an interreligious/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 (Dr. Jeffrey Kuan is the Acting Dean for Fall 2007); Karen Oliveto, Associate Dean; and Delphine Hwang, Registrar & Administrative Assistant for Academic Affairs.

## **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 interreligious 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.

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## A FINAL WORD

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It is the sincere intention and desire of the faculty and staff of PSR that you complete your degree 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 we 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

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Throughout your program you and your advisor may need certain documents for procedures or for reference. Most of 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)
- *MTS Alternatives to Foundations* (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* slip (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, audit or changing unit load**

- *Change in Enrollment* slip (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* 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 Master of Theological Studies (MTS) Worksheet*

#### **Entrance Report**

- *Entrance Report Form*

#### **Final Report**

- *Final Report Form*

#### **Synthesis Essay**

- *Synthesis Essay Guidelines*

### **OTHER**

#### **Change your 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: If allegations of plagiarism appear to be substantiated, the Dean or President will bring to the Academic Program Committee a recommendation regarding the penalty to be imposed. The Academic Program Committee then considers the case and makes a recommendation to the faculty as a whole. Final determination of action regarding student plagiarism rests with the Faculty.

In order to assure due process, both the person accused of plagiarism and the person bringing the allegations will have an opportunity to present to the Dean, and to the Faculty if appropriate (as determined by the Academic Program Committee), their understanding of what occurred. At the request of an accused student, a CAPSR representative may attend the executive session of the Faculty in which the matter is to be determined.

Because plagiarism is a serious offense, the normal penalty for students is expulsion from the institution. However, the Dean, Academic Program Committee, and Faculty may consider the seriousness of the actual instance(s) of

plagiarism and may impose a lesser penalty. At a minimum, where plagiarism has occurred in the context of course work, the student will fail the course. Determination of whether a permanent record will be kept regarding the offense will be made on a case by case basis by the Dean and Faculty.

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 at III-D-3-b. 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 October 8, 1997.*

## 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.)
6. 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**  
**MASTER OF THEOLOGICAL STUDIES WORKSHEET (48 Credits)**  
**For students entering Spring Semester, 2003 or later\***

Name \_\_\_\_\_ Faculty Advisor \_\_\_\_\_

**Area / Category / Credits Needed**      Course Number      Credits      Semester Taken

**FOUNDATIONAL COURSES (12 Credits—foundational area courses may not be less than 3.0 credits)**

OT or NT / Biblical Studies / 3      \_\_\_\_\_  
HS / Historical Studies / 3      \_\_\_\_\_  
ST / Christian Theology/ 3      \_\_\_\_\_  
CE / Christian Ethics/ 3      \_\_\_\_\_

**AREA OF INTEREST (24 Credits)**

**Area of Interest** \_\_\_\_\_  
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**ELECTIVES (12 Credits)**

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\_\_\_\_\_

MTS Synthesis Essay \_\_\_\_\_

**Use asterisk (\*) to indicate PSR courses.**      **Total PSR Credits (18)** \_\_\_\_\_  
**Total Credits (48)** \_\_\_\_\_

Transfer Credits \_\_\_\_\_ From \_\_\_\_\_

**PACIFIC SCHOOL OF RELIGION  
 MASTER OF THEOLOGICAL STUDIES PROGRAM  
 ALTERNATIVES TO FOUNDATIONS, 2007-2008**

Students in the Master of Theological Studies program are required to take a 3-credit "foundational" course in each of the following areas: Biblical Studies, Historical Studies, Systematic Theology and Christian Ethics. Students must take at least one foundational course each semester until the foundational requirements have been satisfied. Ideally, the foundational work will be done in the first year of study, to afford students the opportunity to focus on the area of study in the second year, and to allow them time to integrate their foundational work sufficiently to write the Synthesis Essay at the end of the program.

In all cases, the PSR MDiv "Basic" course in the area meets the MTS foundation requirement. However, MTS students may choose to take certain courses offered at PSR or other GTU schools as "alternatives to foundations," which satisfy the requirements. Since listings of the alternatives may vary from one year to the next, reflecting GTU course offerings, students are advised to keep a record of the alternatives they take to meet the foundational requirements.

**BIBLICAL STUDIES (OT or NT)**

Students are encouraged to enroll in the non-credit Hebrew Scriptures and New Testament workshops, which are designed to introduce students to the library tools used in Bible study.

**Foundations:**

	<b>OTNT 1708</b>	<b>The Bible in the Near East</b>		<b>Fall</b>	<b>PSR</b>	<b>4.5</b>
<b>OR</b>	<b>NTOT 1709</b>	<b>Interpreting Sacred Texts</b>	<b>Spr</b>	<b>PSR</b>	<b>4.5</b>	

**Alternatives:**

Any 3.0 unit 1000-2000 level GTU course in Old Testament or New Testament. Students with prior work in Biblical Studies or who for any other reason wish to propose another course to satisfy the requirement, may see Profs. Brody, Kuan or Tolbert to seek approval.

**HISTORICAL STUDIES, CHRISTIAN THEOLOGY AND CHRISTIAN ETHICS**

Prior to 2007-2008 academic year, the full year course *IDS 1021/1022 Theology and Ethics in Christian History I and II (9 units)* can fulfill the 9 foundation units required for History, Theology and Ethics. In 2007-2008, the following courses fulfill the 9 foundational units. Alternative ways to fulfill the requirement are listed below.

**HISTORICAL STUDIES (HS) AND CHRISTIAN THEOLOGY (3)**

**Foundation:**

<b>1. STHS 1060</b>	<b>Intro to Christian Theology and History I</b>	<b>F07</b>	<b>PSR</b>	<b>3</b>
<b>2. STHS 1061</b>	<b>Intro to Christian Theology and History II</b>	<b>Sp08</b>	<b>PSR</b>	<b>3</b>

**History alternatives:**

Students may take any 3.0 unit introductory (usually 1000 and 2000) level GTU courses in Historical Studies. Students who have significant prior work in history or wish to pursue study in areas of historical study related to a non-Christian religious tradition may see Prof. Walker or their advisor to discuss possible alternatives.

**Theology alternatives:**

Students may take any 3.0 unit introductory (usually 1000 and 2000) level GTU courses in Theology. Students who have significant prior work in theology or wish to pursue study in areas of systematic thought related to a non-Christian religious tradition may see Prof. Matsuoka or their advisor to discuss possible alternatives.

## **CHRISTIAN ETHICS (CE)**

### **Foundation:**

**CE xxxx Introduction to Christian Ethics**

**Sp08 PSR 3**

### **Alternatives:**

1) Students may meet the Area requirement by taking any 3.0 Christian Ethics (CE) course at the 1000-2000 levels. Students who have not taken prior, foundational course work in ethics are strongly encouraged to take an introductory course.

2) Students who wish to meet the requirement by taking a more advanced course (beyond 2000) or ethics in a religious tradition other than Christianity should consult Prof. Mendiola for approval.

Office of the Dean and Registrar  
August 2007