
Pacific School of Religion

ACADEMIC PROGRAM MANUAL
Part I (of II)
For the
CERTIFICATE OF SWEDENBORGIAN THEOLOGY

Office of the Dean and Registrar
Effective August 2010

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WELCOME TO THE CERTIFICATE IN SWEDENBORGIAN THEOLOGY PROGRAM

Welcome to the Certificate in Swedenborgian Theology (C.S.T.) program. The C.S.T. exists to provide ordination track students in the Swedenborgian Church with the necessary coursework required by the denomination for ordination, as well as to provide a structured course of Swedenborgian Studies for current PSR degree students and laypersons who desire this concentration.

The C.S.T. program is designed to be a three year, less-than-full-time course of study for primarily distance students although you may take up to six years to complete the certificate. It is not uncommon for current degree students (those in the Master of Divinity, Master of Theological Studies, Doctor of Ministry, or the GTU Master of Arts) to add C.S.T. to their degree coursework as a way to gain and ordination track in the Swedenborgian Church. Adding the C.S.T. may or may not require additional semesters of study, depending upon the provisions of each program.

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 C.S.T. program.

Registration in a PSR degree or graduate certificate program assumes the registrant has read and agreed to the terms as outlined in the program manual appropriate to their year of entry. The C.S.T. Program Manual consists of two parts:

- 1) Part I: This portion of the program manual outlines academic standards, requirements, policies, and procedures that are particular to the C.S.T. program.
- 2) [Part II](#): This portion of the program manual outlines academic standards, requirements, policies, and procedures that are common to all PSR programs. It covers in more detail the following topics

[Academic and Administrative Calendars](#)

[PSR Extended Calendar](#)

[Academic Resources](#)

[Course Catalog](#)

[ONLINE GTU Course Catalog](#)

[Degree and Certificate Programs](#)

[click on your program]

[Registrar](#)

[Registration](#)

[Registration Instructions](#)

[Health Insurance](#)

[Transcripts](#)

[Registrar Services](#)

[Identification and Library Cards](#)

[Student Policies](#)

[Academic Disputes Policy »](#)

[Accessibility Accommodation and ADA »](#)

[Change of Program »](#)

[Commitment to Equality »](#)

[Common Academic Policies Chart »](#)

[Contact Information Updates »](#)

[English as a Second Language \(ESL\) Extension Policy »](#)

[Extensions & Lapsed Time »](#)

[Full-time or Part-time Status »](#)

[Grades »](#)

[Graduation »](#)

[Leave of Absence & Deferment »](#)

[Plagiarism Policy »](#)

[Policy Statement on the Use of Inclusive Language »](#)

[Privacy Policy \(FERPA\) »](#)

[Satisfactory Academic Progress & Academic Probation](#)

[Policy »](#)

[Special Needs »](#)
[Transferring Credits »](#)
[Use of Technology in Classrooms »](#)
[Withdrawal and Termination »](#)

This manual was prepared by the Office of the PSR Dean and Registrar in conjunction with the [Swedenborgian House of Studies](#) at PSR in its design and development of areas including recruiting faculty, shaping the curriculum, and advising students toward the completion of the Certificate. 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 dean or registrar.

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 2010.**

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.

C.S.T.-SPECIFIC COURSE PLANNING INFORMATION

Identifying C.S.T. courses

Each year, the list of C.S.T. courses is published on the PSR website at the [Certificate of Swedenborgian Theology](#) page. As courses change, get cancelled or added, this list may change, so be sure to check it before registering. Additionally, you may find this same listing as well as some helpful information about the Swedenborgian House of Studies on the SHS website at <http://www.shs.psr.edu/>. You are assigned an advisor at the start of your program, who will most likely be a core PSR faculty member also from Swedenborgian House of Studies (SHS).

Using Your Worksheet

The *C.S.T. 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. When consulting with the Assistant Dean for Academic Programs or your advisor about specific course planning or program review, bring this document with you.

C.S.T. Course Distribution

C.S.T. students are required to complete a minimum of 21 credits. Twelve of these credits **must** be taken as core credits in specific areas of study designated below.

Core Credits (12 total credits)

1. Swedenborgian Exegesis (6 credits)
2. Introduction to Swedenborgian Thought (3 credits)
3. Swedenborgian History (3 credits)

Each academic year, the C.S.T. advisor/coordinator will indicate the current course offerings which fulfill each foundational area.

C.S.T. Elective Credits (9 credits)

In addition, you are required to take nine credits in the areas of Swedenborgian Studies. All courses designated for C.S.T. credit are applicable for these nine hours. Other courses not listed as C.S.T. courses may be approved by the C.S.T. advisor/coordinator on a case-by-case basis.

Videoconference Format Courses

Some of the courses required for the C.S.T. meet weekly in a via video conference format. This is a typical videoconference style. It is interactive, held in real time, and is face-to-face with the professor and other students via the videoconference. This format requires the distance student to purchase proprietary software (PolyCom PVX) and have access to a computer which supports the software, a webcam and a headset microphone, or speakers and a standing microphone. These courses are clearly noted in the course description. On campus students do not need PC access but will meet in a classroom equipped with the necessary hardware. For more information on videoconferencing in C.S.T. course, contact [Francesca McCrossan](#) at the Swedenborgian House of Studies.

C.S.T.-SPECIFIC ACADEMIC STIPULATIONS

Required Number of PSR Credits

In all certificate and degree programs, at least 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 C.S.T., this totals a MINIMUM of 7 PSR credits. A PSR course is one in which the "School Course Ownership" field of the online course schedule is PSR. Usually at least one instructor of the course is PSR faculty.

Expected Program Time

The C.S.T. is designed to enable those who are employed full-time or at partially distance to enter into this course of study. For the C.S.T. to be awarded, the equivalent of 21 credits, which usually translates to three part-time academic years, must be completed. Although full-time is still counted as 9 units or more for purposes related to housing, financial aid, etc., for the purposes of finishing in the prescribed time of two

years, students will need to average 7 credits per year, including Intersession and Summer courses. A recommended registration plan is to enroll in 3-6 credit hours in Fall and Spring Semesters each.

Lapsed Time Rule

While the C.S.T. is a three-year program, you may take up to six years of total study time to complete the C.S.T. including semesters on leave. The beginning of the lapsed time period starts with the first course work applied to the certificate, including transferred courses. Any extension beyond the stated lapsed time may be granted by the Dean, in consultation with the appropriate faculty. Additional extensions are extremely unusual, and all extensions are subject to the willingness of the advisor to continue to work with the student.

Special Reading Courses

No more than three of the credits required for your certificate may be SRC credits.

Summer Session Credits

There is no limit to the number of Summer Session credits you may use toward your certificate.

Required GPA

Satisfactory completion of the C.S.T. requires the completion of the necessary courses with the overall GPA of 3.0 (B) or higher.

Letter Grade vs. Pass/Fail

Core C.S.T. courses must be taken for a letter grade and cannot be taken pass/fail unless an exception is made by the PSR faculty member in the area of the course. General electives may be taken for pass/fail if the course allows it. However, if a student anticipates additional graduate work, it is not advisable to take academic courses pass/fail.

Cross Registration

Cross registration with U.C. Berkeley, Holy Names, and Mills is not available to certificate students.

C.S.T. PROGRAM CHANGE INFORMATION

Moving from Certificate to Degree Program

It is not uncommon for students entering the C.S.T. program to transfer to the M.Div., M.T.S., or Common M.A. program. If you enter the C.S.T. with even the slightest interest in one of these masters programs, it is a good idea to consider taking at least one required course in the masters-level program each semester. To be admitted to the masters program you must have completed and been enrolled for at least one three-credit basic required course in the masters program to which you are applying, have completed nine credits for letter grade, and be registered for at least nine more credits before you apply.

To apply for admission to a degree program, meet the priority deadline for the semester you wish to begin the program:

for the MDiv/MTS/DMin: February 1 for Fall and
November 1 for Spring;

for the MA: February 15 for Fall and
September 30 for Spring.

All credit earned in the C.S.T. program may be applied to any PSR degree within the policies and standards of the new degree program if and when a student is regularly admitted (within the lapsed time limits of that new 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.

Adding the C.S.T.

If you are already enrolled in a PSR(/GTU) graduate degree program, you may add the C.S.T. to your course of study. You will want to consult with your advisor and receive the approval of the C.S.T. coordinator as

well as review your degree worksheet to see how adding the C.S.T. will affect your timeline for completing your degree. Often C.S.T. courses can be counted as electives in your current degree program, and for the M.Div. program, they may count towards your area of interest if you choose. Although you may share credits between the C.S.T. and your degree programs if they fulfill the provisions of both, you may be required to spend an extra semester or more at PSR in order to complete the requirements of both programs.

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 experience at PSR.

PACIFIC SCHOOL OF RELIGION
CERTIFICATE OF SWEDENBORGIAN THEOLOGY (C.S.T.) WORKSHEET
 (21 credits)

NAME _____ ADVISOR _____

CORE CREDITS – 12 credit hours

<u>Foundational Area</u>	<u>Course Number & Name</u>	<u>Credits</u>	<u>Semester & Year</u>
Swedenborgian Exegesis (6.0)	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Intro. to Swed. Thought (3.0)	_____	_____	_____
	_____	_____	_____
Swedenborg. History (3.0)	_____	_____	_____
	_____	_____	_____

ELECTIVE CREDITS – 9 credit hours in area of Swedenborgian Studies

<u>Course Name</u>	<u>Credits</u>	<u>Semester/Year</u>

Transfer Credits: _____ credits from _____

Use asterisk (*) to indicate PSR courses.

Total PSR Credits (minimum 7) _____

Total Credits _____