
Pacific School of Religion

ACADEMIC PROGRAM MANUAL
For the
CERTIFICATE OF THEOLOGICAL STUDIES
CERTIFICATE OF SPECIAL STUDIES
CERTIFICATE OF ADVANCED PROFESSIONAL STUDIES

Office of the Dean and Registrar
Effective August 2008

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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 C.T.S. program is designed to be a one-year, full-time program. It is not uncommon for students entering PSR as C.T.S. 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 C.T.S., 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 C.T.S. 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 C.S.S. 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 C.S.S. 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 (C.A.P.S.). 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 C.A.P.S. 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 C.T.S., C.S.S. and C.A.P.S. programs.

The manual was prepared by the PSR Office of the 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 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 2008.**

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 C.S.S. 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 *C.T.S. Worksheet*, found in the back of this manual as well as in front the forms kiosk outside of Holbrook 135 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.

C.T.S. Course Distribution

C.T.S. students are required to complete a minimum of 24 credits. Half of these credits (12) **must** be taken in specific distribution 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 (e.g., 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

C.A.P.S. 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 Schedule

The Graduate Theological Union (GTU) Course Schedule lists courses offered by all GTU schools, including course descriptions, instructors, time and location of the class, prerequisites (if any), any special registration registrations (i.e. limited enrollment, course PIN required, prior interview, etc.) and course credits.

When planning your program, be sure to look at prerequisites in January and Spring term courses 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.

There may be changes to the GTU Course Schedule almost immediately following publication each year. Prior to each pre-registration period, the GTU registrar publishes a printed Addendum to the Course Schedule. However, the most up to date information can be found on the searchable course schedule on the GTU website (www.gtu.edu to 'students') and the PSR website (www.psr.edu to "students"). The searchable feature allows you to search by day of the week, school, academic area, or instructor name. To view PSR courses only, choose "PSR" in the School Course Ownership field on the searchable course schedule.

HOW DO I CHOOSE MY CLASSES?

PSR Resources for Choosing Courses

Your advisor will be a valuable resource for you as you plan your coursework and make course selections each semester. You may also wish to consult the list of PSR courses available from the Dean's Office just prior to each registration period. In addition, you may consult the syllabus for any PSR course prior to enrollment. Referring to these syllabi will give you a good idea of the required readings and assignments, lecture or discussion topics, and method of evaluation.

A MINIMUM of 6 credits MUST be PSR courses in

order for you to graduate from PSR with the C.S.S. or the C.A.P.S.; 8 credits for the C.T.S. Other considerations to keep in mind when selecting courses are:

Faculty: Read your PSR Catalog or the website 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* and online at the PSR website 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 for course PINs.

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 course 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 course 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 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.

Cross Registration

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

Auditing Courses

Refer to the GTU Schedule course description to determine whether auditors are allowed in the course you wish to audit. If you are registered full-time (at least 9 credits per semester) you may audit one course for no additional tuition or fee 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 an audit fee at the current audit rate.

No grade or credit is given for courses that are audited, but the courses are listed on your official transcript. Expectations for class participation depend on the instructor. Usually they do not include writing papers or taking examinations.

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 (M.T.S.) 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 online in the forms kiosk outside of Holbrook 135.

Full-time/Part-time Status

Tuition, financial aid, and housing are based on a full-time load of 9 credit hours or more. In order to complete your certificate one year, you will need to take 9 credits per semester for C.S.S. and C.A.P.S.; 12 credits per semester for C.T.S. Choosing to take fewer than 9 credits in a term will affect your eligibility for financial aid and housing. You may take up to two years of part-time study to complete your certificate including semesters on leave. It is important to note that housing and financial aid are limited to three years, so taking longer to complete the certificate will impact these areas.

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

Course Overload

You may receive permission from the Dean if you wish to enroll in more than 15 credits during any semester.

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 via WebAdvisor 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 per change penalty published each year on the PSR website by the Business Office. 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 *Academic Committee Petition* to the registrar.

Restricted Courses

Restricted classes may have any one of the following phrases in their course description: "# max enrollment"; "Course PIN required"; "Auditors with faculty permission"; "Auditors excluded". Whenever

these phrases appear in a course description, the course is restricted. However you need to obtain a course personal identification number (Course PIN) from the instructor only when the phrase "Course PIN required" appears. To obtain this PIN, email the instructor following the instructions for *Contacting Instructors for Restricted Courses* on the PSR website or in forms kiosk outside of Holbrook 135. 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 the restriction "# max enrollment" appears but "Course PIN required" does not appear, then students may enroll in the course on a first come first serve basis until the limit is reached at which point, registration for the course is closed. 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

The purpose of a Special Reading Course (SRC) is to provide students with course work not covered in regular courses offered by PSR or the wider GTU faculty. You may negotiate SRC's only with faculty members who have a regular (not adjunct) appointment at PSR or another GTU school. Such courses are not taken as replacements for regular curricular offerings and are not an appropriate means to fulfill basic requirements. For each SRC, a written contract called the *Special Reading Course form* showing faculty and student expectations and responsibilities is prepared and placed on file by the second week of the semester. This document is available online and in the forms kiosk outside Holbrook 135.

Each SRC cannot exceed 3 credits. In addition, no more than 3 of the credits required for your certificate may be SRC credits.

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 certificate, including transferred courses, 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 coursework or approved field education during any regular semester (Fall or Spring) must apply for a leave of absence. Such requests, in writing, must be received by the Director of Academic Advisement 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 online or in the forms kiosk outside Holbrook 135. Failure to either register or request a leave of absence each semester 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. Exceptions are considered by petition to the Dean. Leave of absence entails a break in all academic work: library privileges, class work, examinations, thesis work, and interaction with the faculty. However students on leave should continue to check their school email accounts for important announcements and deadlines that will assist in their transition back.

You are advised to consult with the Financial Aid Office about whether a leave of absence is the best financial decision. If you have educational loans, a leave of absence may jeopardize your deferment of payment. All semesters of leave are included in your time lapsed period.

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 C.T.S. and C.A.P.S. requires the completion of the necessary courses with the overall GPA of 3.0 (B) or higher. Satisfactory completion of the C.S.S. 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 online and in the forms kiosk outside of Holbrook 135.

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 C.T.S. or C.S.S. programs to transfer to the M.Div., M.T.S., 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 M.T.S. and M.Div.: February 1 for Fall and November 1 for Spring; for the Common M.A.: 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 C.T.S. or C.S.S. 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 C.T.S. or C.S.S. However, you may not earn the C.T.S., C.S.S., or C.A.P.S. concurrently with another certificate or degree at PSR.

Transfer Credits

Transfer credit from an accredited theological or graduate school is accepted if that credit has not already been applied to a degree and if that credit is evaluated by the Director of Academic Advisement as an appropriate part of your certificate program. Furthermore, no credits that fall outside the lapsed-time rule (2 year for C.T.S., C.S.S. or C.A.P.S.; 7 years for the M.Div.; 4 years for the M.A. or M.T.S.) may be counted. *Petition to Transfer* forms should be submitted in the first semester of your program to the Director of Academic Advisement so that a decision may be rendered in time for you to plan your program. Petitions should include an official transcript showing the credits earned. In some cases, the Director of Academic Advisement may request that you supply course descriptions or syllabi to accompany the petition, particularly if you petition to use a transferred course toward a basic requirement of your program. *Petition to Transfer* forms are

available online and in the forms kiosk outside of Holbrook 135.

Summer Session Credits

There are no limits on how many Summer Session credits may be used toward your certificate.

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 C.T.S., this totals a MINIMUM of 8 credits, in the C.S.S. and the C.A.P.S. 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 Director of Academic Advisement & Registrar. This phase of consultation may involve information gathering from involved parties, an attempt at a resolution, and the student may be advised to submit an Academic Petition form with relevant supporting documentation if needed. If the dispute is not resolved during this phase, or if the student is not satisfied with the decision of the Director of Academic Advisement & Registrar, then the petition, supporting materials which include efforts to resolve the dispute, and any additional documentation the student wishes to provide will be forwarded to the Dean, who will determine to either pass on to the Degree and Certificate Programs Committee (DCPC) or Executive Session of the Faculty Meeting for deliberation. The decision of DCPC or 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 also be taken directly to the Director of Academic Advisement & Registrar, and a similar procedure of petitioning as described above may

be implemented.

Grade disputes must be submitted in writing to the Director of Academic Advisement & Registrar within six months of the date the final grade is posted. Students are responsible for checking their grades online and when they are posted. Disputes after six 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

Satisfactory Academic Progress and Financial Aid

After each semester, student transcripts are reviewed by the Director of Academic Advisement, 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. C.S.S. students require GPA 2.0 or greater.
2. No more than five total incompletes for the M.Div. and M.Div./M.A. and three total incompletes for all other 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).

Note that merit scholars may lose or compromise their scholarship if they do not meet satisfactory academic progress.

Academic Probation Policy

A student who does not fulfill the conditions for satisfactory academic progress is automatically placed on academic probation. The Director of Academic Advisement informs the student and advisor of this action. The student is required to meet with their advisor before the start of the semester.

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 Director of Academic Advisement 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,F, or incomplete 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 Director of Academic Advisement and Faculty Advisor is held before the end of the first week of the next semester. Based upon this hearing, the Director of Academic Advisement 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.

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

The PSR faculty, your most important resource for succeeding in your program, is committed to working with students as advisors and instructors. Members of the faculty have a wide range of interests and experience in ministry and see their work with students as a priority. Contact info and faculty areas of specialty are listed on the website. It is possible to request a change of advisor, but we recommend that you wait to do this until you have completed at least one semester of your program at PSR. There is a *Change of Advisor* form available online and in the forms kiosk outside of Holbrook 135 to request a change of advisor. Your advisor must be a regular (not adjunct) member of the PSR faculty. Your advisor oversees your program, but you are expected to take initiative in formulating the precise requirements of the program.

Graduate Theological Union (GTU)

The GTU is a structurally unique organization that 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 people for ordination and church leadership.

GTU has an informal but highly significant relationship with UCB (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 nine schools is an autonomous institution with its own faculty, Board of Trustees, and a distinctive mission based on its denominational affiliation(s). These autonomous institutions come together in a number of ways to create the GTU consortium. The nine GTU consortium schools share a library. There is also a GTU Common Registrar who establishes the *Schedule of Classes* and assigns classrooms for the consortium. (See www.gtu.edu and go to “current students” for the most up-to-date information on which classes have been added, dropped, etc.) For the most part, consortium schools that have classrooms share classroom space. The nine schools have open cross-registration agreements.

The consortium awards the Ph.D. and Th.D. degrees,

and governance of those programs is by the GTU Dean and the Core Doctoral Faculty, not by any one of the nine schools.

The GTU has a small number of its own faculty in fields that do not readily fit into the member schools (e.g., Jewish Studies, Chinese Studies, Eastern Orthodox Christianity). By-and-large, faculty of the doctoral programs are culled from the nine member-schools, whose services are available to all students through consortial 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.

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 of one's studies.

Dean's Office Staff

Although the faculty does the primary advising of students, the staff of PSR's Dean's Office will be happy to help you answer any questions. Most of the forms mentioned in this manual are located immediately outside the Office of the Dean and Registrar (Room #135, first floor of the Holbrook Building). Staffing the office includes

- Dr. Mary Ann Tolbert (starting 2009-2010), Vice President of Academic Affairs and Dean George H. Atkinson Professor of Biblical Studies
- Dr. Mary Donovan Turner (2008-2009), Vice President of Academic Affairs and Dean Carl Patton Professor of Preaching
- Delphine Hwang, Director of Academic Advisement and Registrar
- Jaekuk Jo, Interim Administrative Assistant to the Dean and Faculty

Library Resources

Flora Lamson Hewlett Library (GTU 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 Flora Lamson Hewlett Library also has access to UCB's online catalog, the catalog for the entire UCB library system, and interlibrary book-loan services. Tours of the Flora Lamson Hewlett library will be available during Orientation Week. Group tours can be arranged during the year.

UCB Libraries

The GTU has negotiated borrowing privileges for GTU member-school students with all UCB branch libraries. Take your GTU ID card to UCB's Main Library Service Desk (not the Flora Lamson Hewlett Library) to obtain borrowing privileges throughout the UC library system. Most of your library needs (if not met by Flora Lamson Hewlett Library – otherwise known as GTU Library) will be met by using the Main Library or one of the many UCB branch libraries on campus.

Access to Moffitt, UCB's *undergraduate* library, is 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 at the UCB Main Library to get into Moffitt. If the book you want is in the UCB Main Library *and* in Moffitt, you will need to obtain the Main Library's copy. If the UCB's Main Library copy is checked out, you can recall it. Check with the Information Desk at the UCB Main Library for more information.

GTU Affiliates and Programs

Over the past 30 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.

In addition to providing academic resources and expertise relevant to the overall curriculum of the GTU, these affiliates 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 (which is sent to prospective students) has brief descriptions of GTU affiliates and programs.

We wish you a productive stay at PSR.

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.

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.

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."

Appendix

All forms in this Appendix are available in pdf format on the PSR website:

<http://www.psr.edu/certificate-theological-studies-cts>

<http://www.psr.edu/certificate-special-studies>

<http://www.psr.edu/certificate-advanced-professional-studies-caps>

Items needed for course and program planning:

1. C.T.S. Worksheet
2. C.S.S. or C.A.P.S. Worksheet

**PACIFIC SCHOOL OF RELIGION
CERTIFICATE OF THEOLOGICAL STUDIES (C.T.S.) WORKSHEET
(24 credits)**

NAME _____ ADVISOR _____

DISTRIBUTION COURSES

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

Area	Course No.	Credits	Sem/Yr Taken
BS, OT or NT (Biblical Studies)	_____		
HS (Historical Studies)	_____		
ST or PH (Theological or Philosophical Studies)	_____		
CE or RS (Ethics or Religion & Society)	_____		

Note: IDS 1021/1022 Theology and Ethics in Christian History meets the 9 credits required in HS, ST, and CE when taken for the full year.

ELECTIVE COURSES

At least 12 additional credits

Course No.	Credits	Sem/Yr Taken

Transfer credits _____ credits from _____

Use asterisk (*) to indicate PSR courses.

PSR Credits (Minimum of 8) _____

Total Credits (Minimum of 24) _____

