



Welcome to the
Pacific School of
Religion

Academic Catalog and
Important Policies to
Know About!

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- Academic Advising/Transfer Credit
- Degree Evaluation & Conferral
- Interruption of Studies
- Student Grievances

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- Registration assistance, student emails, SONIS Student Portal
- Excellent resource for students, faculty and staff questions

PACIFIC
School *of* Religion

BERKELEY, CA

2020-2021
ACADEMIC CATALOG



The Academic Catalog is a valuable document to all faculty, staff and students however, please note, it is subject to updates and additions as deemed necessary by the faculty.

What is an Academic Catalog?

The academic catalog is intended to serve as a resource for current students looking for specific information on academic programs and policies. It is updated annually to reflect any changes in policy and curriculum. Students are expected to abide by the academic and programmatic policies laid out in its contents.

- Every student should familiarize themselves with the information contained in the Academic Catalog.
- You are your own best advocate!

Students must sign a Statement of Understanding by the end of late registration stating they've read, and understood, the Academic Catalog.

Satisfactory Academic Progress (SAP)

Students must maintain SAP by meeting these standards:

- Cumulative Grade Point Average (GPA) of 3.0 or higher
- No more than 3 total Incompletes through out your program (5 for MDiv track)
- Completion of 75% or more of all courses registered for each term (W,F's and I's indicate incomplete coursework).

Failure to meet Satisfactory Academic Progress will lead to automatically being placed on Academic Probation.

Grades & Grade Scale

Grades are posted 4 -5 weeks from last day of class.

Letter Grades

GPA LG Explanation

- 4.0 A+** Publishable material; superb work, far beyond the level of excellence generally found in student work.
- 4.0 A** Excellent work; work that shows a level of mastery *consistently* beyond the expected scope of the assignment;
- 3.7 A-** Excellent work; work that shows a general level of mastery *usually* beyond the expected scope of the assignment but also indicates a few instances of *only* adequate levels of mastery;
- 3.3 B+** Very good work; work that indicates a *consistently* full and adequate mastery of the assignment at the expected level;
- 3.0 B** Good work; work that indicates a basically adequate level of understanding of the assignment but where improvements are clearly possible;
- 2.7 B-** Passable work; work that shows a beginning grasp of the assignment but that needs improvement and additional study to reach a level of adequate mastery;
- 2.3 C+** Weak work; work that indicates significant lacunae in understanding, execution, or critical engagement; much additional study is needed to adequately fulfill the assignment;
- 2.0 C** Poor work; work that shows a lack of overall understanding of the assignment;
- 1.7 – 0.7 C- through D-** Levels of extremely poor work; work that indicates varying degrees of severe weakness in understanding, execution, and critical engagement; student needs to begin studying all over again;
- 0.0 F** Failure – Consistent inability to understand, execute and critically engage the material; student receives no credit for assignment or class.

G.P.A. Grade Point Average

G.P.A. is an indication of a student's academic achievement at a college or university, calculated as the total number of grade points received over a given period, divided by the total number of credits attempted.

$$\frac{\text{TOTAL GRADE POINTS}}{\text{UNITS ATTEMPTED}}$$

Students should seek to earn no less than a “B” grade in any class and an overall GPA of 3.0 or higher.

Academic Probation

Please note: Academic Probation directly affects student's ability to receive financial aid.

Students are given one semester of warning to correct the circumstances leading to probation.

Removal from Academic Probation

- Bring GPA back to required level.
- Successfully repeat a course in which an F or WF was assigned
- Successfully completing the following semester of a term in which less than 75% of the courses were completed.

Extensions and Incompletes

Extensions

- Extensions are ONLY offered at PSR and are not GTU wide.
- Faculty set due date of extensions which must be prior to the deadline to submit grades (three weeks from the last day of the term)
- Extensions should be granted due to an unavoidable emergency that's preventing the student from submitting the final assignment(s).

If you are struggling in a course prior to the drop deadline, speak with your Instructor, Advisor and Registrar for guidance.

Extensions and Incompletes (cont.)

Incompletes

- Every program has a limit to how many Incompletes can be given. You will be denied any Incomplete requests once that limit has been reached.
- Must be approved by the Assistant Dean and Registrar
- Deadlines depend on the faculty.
 - PSR Faculty can give students up to the first day of the following semester to submit their outstanding coursework;
 - GTU consortial faculty are required to limit the Incomplete period to three weeks.

Leave of Absence (LOA)

Students may take a LOA when they become aware that something will be disruptive to their studies. To be placed on an approved LOA, students must:

- Speak with Advisor to ensure this is best course of action.
- Fill out the online LOA form found in the Catalog of Student Policies under “Leave of Absence” no later than the end of the late registration period for the semester in which you are planning to take leave.
 - Failure to do so may result in a \$100 late fee.
- If you plan on taking more than one semester off, you must reapply for the additional semester.

**** PLEASE NOTE: LOA's are considered part of your program's Lapsed Time Rule.**

Program Duration and Lapsed Time Rule

Lapse Time Rule: the total amount of time a student is allotted to complete their program.
Students may not exceed the number of years as set by the
Association of Theological Schools.

PROGRAM	TOTAL UNITS FOR PROGRAM	EXPECTED TIME TO COMPLETE PROGRAM	LAPSE TIME RULE	INCOMPLETES PER PROGRAM
Certificate of Theological Studies	24 units	3 years	6 years	3 courses
Certificate of Sexuality and Religion	24 units	2 years	4 years	3 courses
Master in Theological Studies	48 units	2 years	5 years	3 courses
Master of Arts in Social Transformation	39 units	2 years	4 years	3 courses
Master of Divinity	81 units	3 years	10 years	5 courses
Doctor of Ministry	24 units	3 years	6 years	3 courses