
Pacific School of Religion

ACADEMIC PROGRAM MANUAL
Part I (of II)
For the
CERTIFICATE OF SPIRITUALITY
AND SOCIAL CHANGE

Office of the Dean and Registrar
Effective August 2016

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WELCOME TO THE CERTIFICATE OF SPIRITUALITY AND SOCIAL CHANGE PROGRAM

Envisioning a world of abundance where all can thrive and flourish has inspired spiritual leaders for many centuries to build justice-making communities rooted in compassion and generosity. This vision continues to call individuals and communities to the work of social transformation across multiple, overlapping concerns, from fostering economic and racial justice to promoting gender equality and environmental sustainability.

Today the complex cultural and political landscape in the United States and around the world demands bold approaches and innovative strategies for transformative social action. Profound demographic shifts in the midst of worldwide advances in technology, economic anxieties, and emerging ecological crises – all of these present significant challenges and compelling opportunities for collaboration among non-profit organizations, social innovators, and faith communities for a world transformed by a Gospel vision of abundant life for *all*.

PSR's **Certificate of Spirituality and Social Change** (C.S.S.C.) offers specialized training for the work of social changemaking. Participants come from and prepare for a wide range of socially innovative vocational paths, whether social justice advocacy, community organizing, the visual and performing arts, or congregational leadership. In each of these arenas, effective efforts for *social* change rely on ongoing *personal* change and transformation rooted in a practice of spiritual formation. To that end, the C.S.S.C. program combines these key elements for participants:

- Spiritual formation and theological reflection in a cohort of changemakers;
- Leadership skills for critically constructive social analysis;
- Immersive learning and practice with experienced mentors.

The C.S.S.C. program welcomes those who are already engaged in social change as well as those eager to embark on this vocational path. Participants can complete the certificate as a stand-alone program, add the certificate to the M.Div. or M.T.S. programs, or apply some of the certificate credits to the new PSR Master of Arts degree in Social Transformation (M.A.S.T.) Flexible learning options (online and hybrid courses, summer and January term intensives, weekend workshops and seminars) enable students to earn this degree part-time and with minimal residency requirements while still participating in a vibrant cohort of colleagues.

Courses, seminars, and workshops for the C.S.S.C. are offered by regular and adjunct faculty at Pacific School of Religion and the Graduate Theological Union as well as partner schools and organizations throughout the San Francisco Bay Area. In addition to regularly offered required courses, electives and immersion opportunities are designed and arranged through PSR's [Center for Spiritual and Social Transformation \(CSST\)](#) (soon to be the "[Ignite](#)" Center) in collaboration with the Office of [Field Education](#) and [Contextual Learning](#). Many of these courses and modules are offered in the evenings, on weekends, or online, which allows participants to continue working in their places of employment and bring that experience with them into the program.

All of these offerings are rooted in a praxis/reflection model of education and C.S.S.C. participants are expected to integrate social changemaking into their course work (especially under the guidance of a mentor and the PSR Director of Field Education in the second half of the program). Opportunities for spiritual formation in community, including retreats, are also available, and C.S.S.C. students are encouraged to adopt a form of communal spiritual practice related to their work during the program.

Students who complete this certificate will be equipped to:

- Participate in and demonstrate an understanding of various spiritual formation practices (such as meditation and contemplative prayer, liturgical worship and table fellowship, sacred dance and the visual arts, to name just a few), especially as such practices inform and sustain the work of social transformation;
- Articulate the significance of personal transformation for the work of social changemaking (such as: recognizing and addressing one's own collusion with institutional systems of oppressive power; analyzing the multiple social locations one occupies and the varying degrees of privilege they might carry; and acknowledging one's contributions to unjust social and cultural systems and the ongoing need to seek forgiveness, healing, and reconciliation);

- Engage in cultural and political analysis both theologically and ethically, especially for insights into structural inequality, systemic injustice, and institutionalized oppressions;
- Recruit and prepare faith communities to engage in collaborative partnerships with programs and organizations devoted to systemic social change for the common good;
- Evaluate and appropriate diverse strategies for changemaking drawn from the worlds of social innovation, non-profit organizations, and grass-roots community organizing, and identify the active and/or potential role of spiritual practice/formation in those strategies;
- Develop skills for transformative leadership suitable for building coalitions committed to the work of social and economic justice by attending carefully to the issues involving professional boundaries, institutional power, and social ethics.

The C.S.S.C. program is designed to be a full-time one-year program. Alternatively, you may take up to three years part-time to complete the certificate. It is not uncommon for current degree students (those in the Master of Divinity, Master of Theological Studies, Master of Arts in Social Transformation, Doctor of Ministry, or the GTU Master of Arts) to add the C.S.S.C. to their degree coursework as a way to gain competency and specialization in the area of spirituality and social change. Adding the C.S.S.C. to a degree program may or may not require additional semesters of study, depending on the number of elective hours available in that degree 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.S.C. 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. A [Statement of Understanding](#) must be signed and submitted by the second week of the first semester in the program in order to continue. The C.S.S.C. 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.S.C. 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	Change of Program »	Housing »
PSR Extended Calendar	Commitment to Equality »	Information Technology (CITS) »
Academic Resources	Common Academic Policies Chart »	Leave of Absence & Deferment »
Course Catalog	Community Covenant »	Plagiarism Policy »
ONLINE GTU Course Catalog	Complaint Procedure »	Policy Statement on the Use of
Degree and Certificate Programs	Credit Hour Policy »	Inclusive
[click on your program]	Dining »	Language »
Registrar	Drug Free Schools & Communities	Privacy Policy (FERPA) »
Registration	Policy »	Provisional Student Policy »
Registration Instructions	Email Account Policy, Contact &	Satisfactory Academic Progress &
Transcripts	Profile	Academic Probation Policy »
Registrar Services	Information Updates »	Sexual Harassment Policy »
Identification and Library Cards	English as a Second Language (ESL)	Student Conduct and Special Needs
Policies for Students	Extension Policy » (ESL	Policy »
Academic Disputes Policy »	students only)	Transferring Credits and Advanced
Accessibility Accommodation & ADA	Extensions & Lapsed Time »	Standing »
»	Full-time or Part-time Status »	Tuition, Fees and Refund »
Advising »	Grades »	Use of Technology in Classrooms »
Building and Facilities Care	Graduation »	Withdrawal and Termination »
Guidelines »	Grievance Policy »	
Campus Security & Clery Act »	Health Insurance for Students »	

The manual was prepared by the Office of the PSR Dean and Registrar with contributions from the [Ignite Center @PSR](#) in its design and development, 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 for the C.S.S.C. Coordinator. The C.S.S.C. Coordinator/Director is Jay Johnson

(jjohnson@psr.edu). 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 updates distributed during their course of study which may reflect changes in the program. **This manual reflects the details of the program as of August 2016.**

C.S.S.C. SPECIFIC COURSE PLANNING INFORMATION

Identifying C.S.S.C. courses

Each year, the list of suggested C.S.S.C. elective courses is published on the PSR website at the [C.S.S.C. program page](#). While there are no substitutes for the two required seminars (Spiritual Formation for Leadership & Transformative Leadership) and the final field work/capstone requirement (FERS 3001), any course which contributes toward the program learning outcomes may be used toward your elective requirement so long as you submit a [C.S.S.C. Electives Learning Outcomes form](#) for each course applied to the program. You are assigned an advisor at the start of your program, who may help you choose your electives. Your advisor may not be the Coordinator of the C.S.S.C. program, but the Coordinator may still be an important resource for you.

Using Your C.S.S.C. Worksheet or “My Progress”

The C.S.S.C. *Worksheet* (at the end of the manual) is your planning document. All course requirements are listed for you to follow. Using this document will help ensure that you meet the program’s requirements. Alternatively, you may also run “My Progress” in Student Planning [WebAdvisor](#) to view how your courses—completed, registered, or planned—meet the program requirements. Review this document or your “My Progress” screen each time you select courses as part of registration.

C.S.S.C. Course Distribution

The 21 required credits are distributed among required seminars (6 credits), Social Change Field Work/Immersion capstone (3 credits), and electives for which you must demonstrate contribute toward your achievement of the program learning outcomes through the [C.S.S.C. Electives Learning Outcomes form](#) (12 credits), regardless of whether they appear on the C.S.S.C. suggested courses list or not.

Required Seminars (6.0 total credits)

1. **SPFT 1082/8182 Spiritual Formation for Leadership** (3.0 credits, usually offered in the fall semester)
is co-taught by PSR faculty. This seminar introduces a variety of spiritual practices, opportunities to engage in them with colleagues, and relate such spiritual formation to critical social analysis and theological reflection.
2. **FTRS 2973/8297 Transformational Leadership** (3.0 credits, usually offered in the spring semester) surveys and develops the knowledge and skills needed to lead organizations, communities, and movements of social change. PSR faculty and social change leaders from the wider community present the diversity of approaches to this kind of leadership and methods for effective social transformation.

These seminars may be offered in both traditional classroom and online (8000-level) formats.

Required Social Change Field Work/Immersion Capstone (3.0 credits)

In consultation with the Director of Field Education and the Coordinator of the C.S.S.C. program, participants choose a broad sector or area of interest in which to focus their work (such as economics, ecology, social justice) and are paired with a mentor active in that field. Those already working in some area of social changemaking may apply to have that work count toward these credit hours for the program. In some cases, a participant may choose to combine a series of immersive learning/internship experiences for the required field work credits.

FERS 3001, Social Change Field Work/Immersion, Capstone Course (3.0 credits)

This seminar serves as the capstone course for the C.S.S.C. Participants collaborate with each other, the faculty instructor, and their mentors to draft learning objectives and establish criteria for assessing the outcomes of their field work and immersion experiences. Participants meet together in person three times during the semester and provide regular progress reports online through a dedicated website. Participants will submit a final

project in this course (such as a vocational plan, a social venture proposal, an educational and/or spiritual formation module for community organizing, among others) based on their field work/immersion experiences geared toward a specific area of social change. Draft iterations of the project are submitted online throughout the semester for feedback from colleagues, mentors, and the faculty instructor. The class meets in person a fourth and final time, at the end of the semester, to present their final projects and solicit observations and proposals for next steps.

Elective Credits, seminars and workshops (12.0 total credits)

Students are also required to take twelve credits in select areas, based on career goals and vocational needs. Suggested courses are [listed on the C.S.S.C. website](#), but any course on or off this list may be used, so long as a [C.S.S.C. Electives Learning Outcomes form](#) is submitted before the course is taken. The Coordinator of the C.S.S.C. program maintains a listing of these suggested courses each year. In some cases, with the approval of the Field Education and Contextual Learning Director, students may also customize a plan to complete various workshops, events, conferences, and other immersive experiences earn up to 3.0 credits in the course FERS 3000 of electives in the Fall and Spring terms.

C.S.S.C.-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.S.C., 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.

Transfer Credits

Up to two-thirds of your program or 14 credits may be transferred if your petition is approved and credits follow guidelines in [PSR's Transfer and Advanced Standing Policy](#)

Expected Program Time

The C.S.S.C. is designed to enable those who are employed full-time to enter into this course of study. For the C.S.S.C. to be awarded, the equivalent of 21 credits, which usually translates to one full-time year or three part-time academic years, must be completed. Full-time is counted as 9 credits or more for purposes related to housing, financial aid, etc. For the purposes of finishing the C.S.S.C. in one year, students will need to average 10.5 credits per semester, including Intersession and Summer courses, in which C.S.S.C. students are especially encourage to take. For the three-year plan, students should average about 7 credits per year.

Lapsed Time Rule

While the C.S.S.C. is a one-year program, you may take up to three years total to complete the C.S.S.C. 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 student progress and the willingness of the advisor to continue to work with the student.

Special Reading Courses

There is no limit on how many Special Reading Course credits (SRC 9999 for independent study or 8888 upgraded levels of existing courses) may be used toward the C.S.S.C. However SRC 9999 credit hours cannot be used to fulfill C.S.S.C. Required Seminars. Please note that students enrolled in a degree program concurrently with the C.S.S.C. may not be able to use all of the SRC credits for their

degree program if the limit is lower for the degree program.

Summer Session Credits

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

Online Credits

There is no limit to how many online credits (usually 8000-level course or any course that doesn't require physical presence on campus) you can use toward your program. But if you plan to transfer or share your credits to or with a degree program, note that in most cases, only up to 50% of your degree credits may be online. International students in any program may take only one online course per semester if registered full-time.

Cross Registration

Cross registration with U.C. Berkeley, Dominican, Holy Names, and Mills is not available to certificate students. Students who are concurrently enrolled in a degree program at another GTU school and thus registered through another GTU school will be billed the C.S.S.C. [program fee](#) to PSR during the term for which this capstone course FERS 3001 is registered. This fee does not apply to PSR students who register through PSR.

Required GPA

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

Incompletes/Extensions in Courses

No more than 3 incompletes may be taken during your entire program. For students who have filed, documented, and requested [accommodations](#) for extended time in courses, this limit may be adjusted.

Letter Grade vs. Pass/Fail

All courses for the C.S.S.C. may be taken for either pass/fail or letter grade. However, if a student anticipates additional graduate work or is taking the certificate concurrently with a degree, it is strongly advisable to take academic courses for letter grade and not pass/fail. Most courses for degree programs must be taken for letter grade.

Please note that the above academic stipulations may be very different if you are planning to add or change to a degree (master's or doctorate) program. Make sure you consult the program manual for your intended degree program before adding or changing programs.

C.S.S.C. PROGRAM CHANGE INFORMATION

Frequently students in degree programs may add the C.S.S.C. sometime early in their program or at the time of admission. The C.S.S.C. is a certificate that may be completed by itself or concurrently with another degree program with the provision that all credits may be shared if they meet the requirements of both programs. When combined with the M.A., M.T.S., M.A.S.T., D.Min. or M.Div., it is possible to have full-time student status which is 9 credits for all programs except the GTU M.A. and 12 credits for the GTU M.A.

Moving from Certificate to Degree Program

It is not uncommon for students entering the C.S.S.C. program to transfer to the M.Div., M.T.S., M.A.S.T., or Common M.A. program. If you enter the C.S.S.C. 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 apply for admission to a degree program, meet the priority deadline for the semester you wish to begin:

for the M.Div./M.T.S./M.A.S.T./D.MIN.: February 1 for Summer/Fall and

for the Common M.A.:

November 1 for Intersession/Spring;
February 15 for Fall and
September 30 for Spring.

All credit earned in the C.S.S.C. 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.S.C.

If you are already enrolled in a PSR(/GTU) graduate degree program, you may add the C.S.S.C. to your course of study. You will want to consult with your advisor and receive the approval of the C.S.S.C. Coordinator as well as review your degree worksheet to see how adding the C.S.S.C. will affect your timeline for completing your degree. Often C.S.S.C. 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.S.C. 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.

If you are a current GTU but non-PSR student and wish to add the C.S.S.C. to your degree program, you may take courses toward the certificate under your school of affiliation's degree program, share 100% of the credits with your degree program at your school, and pay to PSR only a one-time C.S.S.C. project fee at the time you register for *FERS 3001* with a course PIN obtained by the Field Education and Contextual Learning Director. The fee is listed in our [Tuition and Fees page](#) and is updated each year. This fee does not apply to PSR students wishing to add the C.S.S.C. The certificate appears on your GTU official transcript upon graduation.

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.

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 SPIRITUALITY AND SOCIAL CHANGE (C.S.S.C.)
 WORKSHEET
 (21 credits)**

NAME _____ ADVISOR _____

REQUIRED SEMINARS (6 credits total)

<u>Course Name</u>	<u>Course Number</u>	<u>Credits</u>	<u>Semester &Year Taken</u>
Spiritual Formation for Leadership	__ [SPFT 1082/8182] __	_____	__ [Fall/yr1] __
Transformational Leadership	__ [FTRS 2973/8297] __	_____	__ [Spr/yr1] __

REQUIRED SOCIAL CHANGE FIELD WORK/INTENSIVE CAPSTONE (3 credits total)

<u>Course Name</u>	<u>Course Number</u>	<u>Credits</u>	<u>Semester &Year Taken</u>
Social Change Field Work	__ [FERS 3001] __	_____	__ [Spr/last yr] __

ELECTIVE CREDITS (12 credits total; a [C.S.S.C. Electives Learning Outcomes form](#) must be submitted before each course below begins. For guidance, a suggested list is on the [C.S.S.C. web page](#))

<u>Course Name & Number</u>	<u>Credits</u>	<u>Sem/Year</u>

Transfer Credits: _____ credits from _____
 Use asterisk (*) to indicate PSR courses.

Total PSR Credits (minimum 7) _____ Total Credits _____
 All courses within 3-year span including semesters on leave? Yes No

PACIFIC School of Religion

BERKELEY, CA

Certificate of Spirituality and Social Change (CSSC) Elective Course Learning Outcomes Form

Dear PSR Student,

This form must be submitted at the beginning of each elective course you take towards your CSSC to ensure that the course you take fulfills to some extent the program learning outcomes and contributes to your CSSC Immersion Capstone FERS 3001 required in your last semester of the program. A copy of this form will be sent to you, your advisor, the CSSC Director and the Office of Academic Affairs when you hit the "Submit" button.

For further questions about this form, please contact the CSSC Director, Jay Johnson at jjohnson@psr.edu.

1) Student, Advisor and Course Information

Name: _____ Course Number: _____
 Email: _____ Course Name: _____
 Advisor Name: _____ Institution offering the course: _____
 Advisor Email: _____ Semester/Year: _____

2) Describe how this course will help you achieve the program learning outcomes:*

	Evaluation on how this course will help me achieve this learning outcome
Participate in and demonstrate an understanding of various spiritual formation practices (such as meditation and contemplative prayer, liturgical worship and table fellowship, sacred dance and the visual arts, to name just a few)	_____

Articulate the significance of personal transformation for the work of social changemaking (such as: recognizing and addressing one's own collusion with institutional systems of oppressive power; analyzing the multiple social locations one occupies and the varying degrees of privilege they might carry; and acknowledging one's contributions to unjust social and cultural systems and the ongoing need to seek forgiveness, healing, and reconciliation);	—
Engage in cultural and political analysis both theologically and ethically, especially for insights into structural inequality, systemic injustice, and institutionalized oppressions	—
Recruit and prepare faith communities to engage in collaborative partnerships with programs and organizations devoted to systemic social change for the common good	—
Evaluate & appropriate diverse strategies for changemaking drawn from the worlds of social innovation, non-profit organizations, and grass-roots community organizing;; identify the ...role of spiritual practice/formation in those strategies	—
Develop skills for transformative leadership suitable for building coalitions committed to the work of social and economic justice, demonstrated with attention to the issues involving professional boundaries, institutional power, and social ethics	—

3) Briefly describe how the course contributes to your Mentor-Led Field Work/Immersion Capstone in your last semester (FERS 3001).*

4) Briefly describe how this course contributes to your own learning goals aside from the ones listed above.

If submitted online at: <http://www.surveymoz.com/s3/2438449/CSSC-Electives-Learning-Outcomes-Form>, a copy will be sent to your email, your advisor, the CSSC Director, and the Office of Academic Affairs

[CONTINUE ON TO PART II ONLINE](#)

Part II covers the following topics you are required to read as part of your program manual