
Pacific School of Religion

ACADEMIC PROGRAM MANUAL
Part I (of II)
For the
CERTIFICATE OF ADVANCED PROFESSIONAL STUDIES
CERTIFICATE OF SPECIAL STUDIES

Office of the Dean and Registrar
Effective August 2015

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PSR C.A.P.S./C.S.S. WORKSHEET

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WELCOME TO THE CERTIFICATE OF ADVANCED PROFESSIONAL STUDIES

Welcome to the Certificate of Advanced Professional Studies (C.A.P.S.) program. 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!

WELCOME TO THE CERTIFICATE OF SPECIAL STUDIES PROGRAM

Welcome to the United States and to the Certificate of Special Studies (C.S.S.) 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.

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. and C.A.P.S. programs.

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.A.P.S. and C.S.S. Program Manual consists of two parts:

Part I: This portion of the program manual outlines academic standards, requirements, policies, and procedures that are particular to the program.

[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](#)

[Transcripts](#)

[Registrar Services](#)

[Identification and Library Cards](#)

[Policies for Students](#)

[Academic Disputes Policy »](#)

[Accessibility Accommodation & ADA »](#)

[Advising »](#)

[Building and Facilities Care Guidelines »](#)

[Campus Security & Clery Act »](#)

[Change of Program »](#)

[Commitment to Equality »](#)

[Common Academic Policies Chart »](#)

[Community Covenant »](#)

[Complaint Procedure »](#)

[Credit Hour Policy »](#)

[Dining »](#)

[Drug Free Schools & Communities Policy »](#)

[Email Account Policy, Contact & Profile Information Updates »](#)

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

[Extensions & Lapsed Time »](#)

[Full-time or Part-time Status »](#)

[Grades »](#)

[Graduation »](#)

[Grievance Policy »](#)

[Health Insurance for Students »](#)

[Housing »](#)

[Information Technology \(CITS\) »](#)

[Leave of Absence & Deferment »](#)

[Plagiarism Policy »](#)

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

[Privacy Policy \(FERPA\) »](#)

[Provisional Student Policy »](#)

[Satisfactory Academic Progress & Academic Probation Policy »](#)

[Sexual Harassment Policy »](#)

[Student Conduct and Special Needs Policy »](#)

[Transferring Credits and Advanced Standing »](#)

[Tuition, Fees and Refund »](#)

[Use of Technology in Classrooms »](#)

[Withdrawal and Termination »](#)

The manual was prepared by the Office of the PSR Dean and Registrar. It is our attempt to provide clear explanations of the structure of the program and to provide resources for you as you move through the program. We hope that you will use it frequently. Any questions of clarification should be directed to the 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 2015.**

C.A.P.S. & C.S.S. SPECIFIC COURSE PLANNING INFORMATION

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.

Certificate of Special Studies

C.S.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 educational interests and needs.

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 for letter grade, as this is required for admission into the degree programs. See "C.A.P.S. & C.S.S. Program Change Information" below.

Because these programs are more flexible than others, you may want to consult your advisor and the [Resources for Choosing Classes](#) portion in [Part II](#) of the Manual. C.S.S. students and international students in the C.A.P.S. program may be able to find additional support through the [International Student Support](#) department.

C.A.P.S. & C.S.S.-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 these programs this totals a MINIMUM of 6 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 12 credits may be transferred if your petition is approved and credits follow guidelines in [PSR's Transfer and Advanced Standing Policy](#)

Expected Program Time

For these certificates to be awarded, the equivalent of 18 credits, which usually translates to one full-time

academic year, must be completed. Students will need to average 9 credits per semester (if no Intersession or summer courses are taken). For reasons related to visa (F-1) status, students in the C.S.S. program or international students in the C.A.P.S. program must be enrolled in a minimum of 9 credits per semester.

Lapsed Time Rule

While these are one-year programs, you may take up to two years of part-time study (if you are not an international student with F-1 status) to complete the programs including semesters on leave. The beginning of the lapsed time period starts with the first course work applied to the certificate, including any 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 an 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-9999 (independent study) credits. There is no limit to the number SRC-8888 (upgraded level) credits.

Summer Session Credits

There is no limit to how many summer session credits may apply to these programs.

Online Credits

For C.A.P.S. students, 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. C.S.S. students and 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.

Required GPA

Satisfactory completion of these programs requires the completion of the necessary courses with the overall GPA of 2.0 (C) or higher for the C.S.S. and an overall GPA of 3.0 (B) for the C.A.P.S.

Incompletes/Extensions in Courses

No more than 3 incompletes may be taken during your entire program

Letter Grade vs. Pass/Fail

Courses 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.

C.A.P.S. & C.S.S. PROGRAM CHANGE INFORMATION

It is not uncommon for students entering the C.S.S. programs to transfer to the M.Div., M.T.S., or Common M.A. program. It is also not uncommon for students entering the C.A.P.S. program to have just graduated from a masters program or plan to transfer into a doctoral program. Please note that some of the masters programs may have specific limits as to how many units from online courses and/or Summer/Intersession courses may apply.

If you enter the C.S.S. 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 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.S. or C.A.P.S. 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

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.

[**CONTINUE ON TO PART II ONLINE**](#)

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