Pacific School of Religion

ACADEMIC PROGRAM MANUAL

Part I (of II)

For the

CERTIFICATE OF SEXUALITY AND RELIGION

Office of the Dean and Registrar

Effective August 2015

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Welcome to the Certificate in Sexuality and Religion (C.S.R.) program. At a time when religion plays a prominent role in contemporary debates regarding sexuality, gender identity, and sexual orientation affecting the lives and status of minority sexual communities, like gay men, lesbians, transgendered, bisexual and queer-identified persons, a study at the intersection of religion and sexuality can inform leaders in faith communities, advocacy groups, and legislative bodies.   Whether you are a religious professional, employed in a secular field that addresses issues of sexuality, or an lgbtq activist, the C.S.R., as a professional development certificate program, will enable you to speak with authority and expertise on the issues of religion and sexuality, both within faith traditions and in the broader society.

The C.S.R. program is designed to be a two year, less-than-full-time course of study, although you may take up to four years to complete the certificate. It is not uncommon for current degree students (those in the Master of Divinity, Master of Theological Studies, Doctor of Ministry, or the GTU Master of Arts) to add C.S.R. to their degree coursework as a way to gain competency and specialization in the area of sexuality and religion. Adding the C.S.R. may or may not require additional semesters of study, depending upon the number of elective hours available.

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.R. 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.R. 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.R. 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	Dining »
PSR Extended Calendar	Drug Free Schools & Communities Policy »
Academic Resources	Email Account Policy, Contact & Profile Information Updates »
Course Catalog	English as a Second Language (ESL) Extension Policy » (ESL
ONLINE GTU Course Catalog	students only)
Degree and Certificate Programs	Extensions & Lapsed Time »
[click on your program]	Full-time or Part-time Status »
Registrar	Grades »
Registration	Graduation »
Registration Instructions	Grievance Policy »
Transcripts	Health Insurance for Students »
Registrar Services	Housing »
Identification and Library Cards	Information Technology (CITS) »
Policies for Students	Leave of Absence & Deferment »
Academic Disputes Policy »	Plagiarism Policy »
Accessibility Accommodation & ADA »	Policy Statement on the Use of Inclusive Language »
Advising »	Privacy Policy (FERPA) »
Building and Facilities Care Guidelines »	Provisional Student Policy »
Campus Security & Clery Act »	Satisfactory Academic Progress & Academic Probation Policy »
Change of Program »	Sexual Harassment Policy »
Commitment to Equality »	Student Conduct and Special Needs Policy »
Common Academic Policies Chart »	Transferring Credits and Advanced Standing »
Community Covenant »	Tuition, Fees and Refund »
Complaint Procedure »	Use of Technology in Classrooms »
Credit Hour Policy »	Withdrawal and Termination »

The manual was prepared by the Office of the PSR Dean and Registrar with the contribution of the Center for Lesbian and Gay Studies (CLGS) in its design and development of areas including recruiting faculty, shaping the curriculum, and advising students toward the completion of the Certificate. It is our attempt to provide clear explanations of the structure of the program and to provide resources for you as you move through the program. We hope that you will use it frequently. Any questions of clarification should be directed to the dean, registrar, or

the C.S.R. Director. The C.S.R. Director is Sharon Fennema (sfennema@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 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.S.R. SPECIFIC COURSE PLANNING INFORMATION

Identifying C.S.R. courses
Each year, the list of C.S.R. courses is published on the PSR website at http://www.psr.edu/csr. As courses change, get cancelled or added, this list may change, so be sure to check it before registering. Additionally, you may find this same listing as well as some helpful information about the Center for Lesbian and Gay Studies on the CLGS website at www.clgs.org. You are assigned an advisor at the start of your program. If you are enrolled in the C.S.R. concurrently with a degree program, your advisor will not be the Director of the C.S.R. program, but they may still be an important resource for you.

Using Your C.S.R. Worksheet
The *C.S.R. 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. Review this document with the Assistant Dean for Academic Programs or advisor each time you select courses as part of registration. As you can see, there are 21 credits. These credits are distributed amongst required courses (9 credits), Guided Elective/Areas of Concentration (9 credits) and Final Project (3 credits).

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

    Core Credits (9 total credits: 3 credit hours in three of the four foundational areas of study):
        1. Religious Texts and Sexuality/Sexual Identity
        2. Human Sexuality/Gender Identity
        3. Theology, Ethics, and Sexual Identity
        4. The History of Sexuality/Sexual Orientation Issues and Religion

    Each academic year, the C.S.R. advisor/coordinator will indicate the current course offerings which fulfill each foundational area. Each of the 3 courses must be taken for letter grade.

    C.S.R. Elective Credits (9 credits)
    In addition, you are required to take nine credits in the areas of your choice, based on your career goals and vocational needs. All courses designated for C.S.R. credit are applicable for these nine hours. Other courses not listed as C.S.R. courses may be approved by the C.S.R. advisor/coordinator on a case-by-case basis.

    Final Project (3 credits)
    The final component of the C.S.R. program is the completion of a project designed by the student with the approval of his or her C.S.R. advisor/coordinator. Students sign up for C.S.R. 3001 when the semester they are completing this project. The general topic of the project is established when you enter the C.S.R. program and is used to direct your course of study throughout the program. The project should include both research and community application components. Students are recommended to consult with at least two C.S.R.-related faculty (either regular or adjunct) concerning their final projects.

C.S.R.-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.R.., 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.R. is designed to enable those who are employed full-time to enter into this course of study. For the C.S.R. to be awarded, the equivalent of 21 credits, which usually translates to two part-time academic years, must be completed. Although full-time is still counted as 9 units or more for purposes related to housing, financial aid, etc., for the purposes of finishing in the prescribed time of two years, students will need to average 10.5 credits per year,

including Intersession and Summer courses, in which C.S.R. students are especially encourage to take. A recommended registration plan is to enroll in 3 credit hours in Fall and Spring Semesters, January Intersession and Summer School, for two years.

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

Special Reading Courses
Students may not take more than 6 credits of their C.S.R. credit hours as Special Reading Courses (SRC) SRC-9999 and may not use SRC-9999 credit hours to satisfy C.S.R. core-course requirements. This limit may be increased under special exceptions for particular student situations. Please note that students enrolled in a degree program concurrently with the C.S.R. may not be able to use all of the SRC credits for their degree program if the limit is lower for the degree program. There is no limit to the number of SRC-8888 (upgraded level) credits.

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.R. program fee to PSR during the term for which this capstone course CSR 3001 is registered. This fee does not apply to PSR students who register through PSR.

Required GPA
Satisfactory completion of the C.S.R. requires the completion of the necessary courses with the overall GPA of 3.0 (B) or higher in the Core courses category.

Incompletes/Extensions in Courses
No more than 3 incompletes may be taken during your entire program

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

C.S.R. PROGRAM CHANGE INFORMATION

Frequently students in degree programs may add the C.S.R. sometime early in their program or at the time of admission. The C.S.R. 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 MA, MTS, DMin or MDiv, it is possible to have full-time student status which is 9 credits for all programs except the GTU MA and 12 units for the GTU MA. 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.

Moving from Certificate to Degree Program
It is not uncommon for students entering the C.S.R. program to transfer to the M.Div., M.T.S., or Common M.A.

program. If you enter the C.S.R. 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.R. 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.R.
If you are already enrolled in a PSR(/GTU) graduate degree program, you may add the C.S.R. to your course of study. You will want to consult with your advisor and receive the approval of the C.S.R. Director as well as review your degree worksheet to see how adding the C.S.R. will affect your timeline for completing your degree. Often C.S.R. 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.R. 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.R. 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.R. project fee at the time you register for *CSR 3001* with a course PIN obtained by program director Jay Johnson. 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.R. 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.

A FINAL WORD

It is the sincere intention and desire of the faculty and staff of PSR that you complete your certificate program successfully. We want to offer you assistance to make it not merely a means to an end, but an experience you will remember positively and complete efficiently. You will learn that we cannot anticipate all your questions, but encourage you to ask any that arise. We would like to know if there are ways in which this handbook could be more helpful to you. Any comments, suggestions or questions would be very much appreciated.

We wish you a productive experience at PSR.

PACIFIC SCHOOL OF RELIGION
CERTIFICATE IN SEXUALITY AND RELIGION (C.S.R.) WORKSHEET
(21 credits)

NAME _____ ADVISOR _____

CORE CREDITS – 3 credit hours in at least <u>three</u> of the four foundational areas of study:

Foundational Area	Course Number & Name	Credits	Semester & Year
A. Religious Texts and Sexuality/Sexual Identity	_____	_____	_____
	_____	_____	_____
B. Human Sexuality w/ focus on Sexual Orientation & Gender Identity	_____	_____	_____
	_____	_____	_____
C. Theology, Ethics, and Sexual Identity	_____	_____	_____
	_____	_____	_____
D. History of Sexuality/ Sexual Orientation Issues & Religion	_____	_____	_____
	_____	_____	_____

ELECTIVE CREDITS – 9 credit hours in an area of your choice

Area: _____

Course Name	Credits	Semester/Year
_____		
_____		
_____		
_____		

FINAL PROJECT: C.S.R. 3001 (3 credits) _____

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

Total PSR Credits (minimum 7) _____   **Total Credits** _____

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