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**Pacific School of Religion**

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**ACADEMIC PROGRAM MANUAL  
Part I (of II)  
for the  
CERTIFICATE OF THEOLOGICAL STUDIES**

Office of the Dean and Registrar  
Effective August 2015

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## WELCOME TO THE CERTIFICATE OF THEOLOGICAL STUDIES PROGRAM

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Welcome to the Certificate of Theological Studies program. In our pluralist world many people understand the important relationship between theological study and other vocations. This insight has inspired some of you to spend time 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 completed as a one-year full-time on-campus program or a three-year part-time flexible-learning 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 C.T.S. student has even a slight interest in one of these programs, it is a good idea to consider taking courses each semester that are required for the master's programs. If a student is admitted to a degree program, credits earned in the C.T.S. program may be applied to that program if they fall within its stipulations.

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## WHY A PROGRAM MANUAL?

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It is standard academic policy that students are governed by the requirements of the program manual under which they were admitted. This manual is an official and necessary supplement to other official schools documents such as the view book, student handbook, and other such materials. 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. 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.T.S. 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.T.S. 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](#)

[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 C.T.S. the details of the program as of August, 2015.**

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## C.T.S.-SPECIFIC COURSE PLANNING INFORMATION

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### Using Your C.T.S. Worksheet

The *C.T.S. Worksheet*, found in the back of this manual as well as 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. When consulting with the Assistant Dean for Academic Programs or your advisor about specific course planning or program review, bring this document with you.

### C.T.S. Course Distribution

C.T.S. students are required to complete a minimum of 24 credits. More than half of these credits (15) **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) and must be taken for letter grade. 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:

#### Foundational Courses

- 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).
- 3 credits in Practical Theology (FT, SP, HM, LS, PS, ED)

#### Elective Courses

- 9 credits in Areas of your choice

### Proceeding Through the C.T.S. with Flexible Learning

Students who plan to complete their certificate using Flexible Learning options are also held to all regular PSR student policies. Registration in this program assumes these policies are read and understood. Students who plan to fulfill the C.T.S. this way are assumed also to have proficient working knowledge of computers, email, webcams, and the internet. PSR does not provide basic training for these tools and skills.

PSR's Flexible Learning options include online, hybrid, blended, and intensive courses in combination with all regular course offerings. For a detailed explanation on these terms and options, visit the [Flexible Learning](#) page on the PSR website.

C.T.S. students who plan to fulfill their program requirements with a combination of online/hybrid/blended as well as intensive or regular on-campus courses in the Summer and January Intersession should plan ahead and notify the Registrar and especially the Housing department if temporary housing is needed for the Summer and Intersession intensive weeks.

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## C.T.S.-SPECIFIC ACADEMIC STIPULATIONS

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### 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.T.S. program this totals a MINIMUM of 8 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 16 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, students must complete the equivalent of 24 credits, which usually can be done in one year of full-time on-campus coursework or three years of part-time coursework usually using Flexible Learning options. Students will need to average 12 credits per semester on the one year plan or 8 credits per year on the three year plan to complete the certificate in these expected times. Students interested in on-campus housing must be registered at least nine units per semester.

### Lapsed Time Rule

While this is a three-year flexible program, you may take up to six years of part-time study (if you are not an international student with F-1 status) to complete the program 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 (SRC)

No more than three of the credits required for your certificate may be SRC 9999 (independent study) credits. Please note that students planning to use C.T.S. credits toward a degree program later 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 how many summer session credits may apply to these programs. However, note that only 3.0 unit courses may be used to fulfill foundational requirements. Courses taken for 1.5 units may be used toward elective requirements.

### 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.

### Required GPA

Satisfactory completion of this program requires the completion of the necessary courses with an overall GPA of 3.0 (B).

### 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. Foundational courses must be taken for letter grade.

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## C.T.S. PROGRAM CHANGE INFORMATION

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It is not uncommon for students entering the C.T.S. programs to apply to the M.Div., M.T.S., or Common M.A. program. If you enter the C.T.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. 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.

All credits earned in the C.T.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 applications to change programs and the admission requirements for degree programs, contact the Office of Admissions and Recruitment and ask for an *Application to Add or Change Programs*. Please note that students applying to the GTU Common MA program at PSR must complete the GTU Application.

Keep the following priority deadlines in mind:

for the MDiv/MTS/DMin: February 1 for Summer/Fall and November 1 for Intersession/Spring;  
for the MA: February 15 for Fall and September 30 for Spring (no applications accepted after this date)

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. However, you may not earn the C.T.S. concurrently with another certificate or degree at PSR.

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## A FINAL WORD

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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. We cannot anticipate all your questions and 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.

**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):

<b>Area</b>	<b>Course No.</b>	<b>Credits</b>	<b>Sem/Yr Taken</b>
BS, OT or NT (Biblical Studies)	_____		
HS (Historical Studies)	_____		
ST or PH (Theological or Philosophical Studies)	_____		
CE or RS (Ethics or Religion & Society)	_____		
FT, SP, HM, LS, PS, ED (Practical Theology)	_____		

**ELECTIVE COURSES**

At least 9 additional credits

<b>Course No.</b>	<b>Credits</b>	<b>Sem/Yr Taken</b>
_____		
_____		
_____		
_____		

Transfer credits \_\_\_\_\_ credits from \_\_\_\_\_

Use asterisk (\*) to indicate PSR courses.

PSR Credits (Minimum of 8) \_\_\_\_\_

Total Credits (Minimum of 24) \_\_\_\_\_