

JESUIT SCHOOL OF THEOLOGY

Special Reading Course (8888) - Upgrade Form

Student's Name

Degree Program

Register for the lower-level class on eCampus. (MA students register for SRC 8888 in SONIS). Submit a copy of this form for each SRC to your registrar, **BY FRIDAY THE FIRST WEEK OF CLASS.** If the form is not submitted by this deadline, a Change of Enrollment form will also be required and the regular Change of Enrollment fee will be charged.

Academic Year

Term

Fall

Spring

Intersession

Number of Units

3.0

1.5

Other

Grade Option

Pass/Fail

Letter Grade

Method of Evaluation

(Check all that apply)

Written/Oral Reports

Paper/Exam

Other

Original
Course
Number

Original
Course
Title

Faculty
Name

Faculty
School

Objectives (include attachment if needed)

Please indicate what extra work you and the instructor have agreed upon to make this course a 4000 level course. *Please see the reverse side for additional information about upgrading a course.

Outline or Bibliography (include attachment if needed)

Faculty Signature: _____

Date: _____

Advisor Signature: _____

Date: _____

Associate Dean Signature: _____

Date: _____

Course Upgrades – Special Reading Course (SRC) 8888

A course upgrade (SRC 8888) is an enhanced learning experience for the students in introductory courses (1000-3000 levels) who are seeking more developed content and assignments equivalent to an advanced class (4000 level). An upgrade is not simply adding more of the same level and type of readings and assignments. Students seeking an upgrade are responsible for suggesting the enhanced learning outcomes, readings and assignments, which faculty members can approve or augment, as needed.

1. The decision to upgrade a course (SRC 8888) is solely within a faculty member's discretion. In deciding whether or not to allow an upgrade, a faculty member should consider how the content and assignments of the course can be deepened.
2. Students must submit the SRC form to the Associate Dean by the end of the first week of classes. The form must be completely filled in, including:
 - a. Specific *advanced learning outcomes* beyond the learning outcomes of the 2000 or 3000 level course.
 - b. A list of additional course readings and materials for the semester. An upgrade is not simply adding more of the same level and type of readings and assignments.
 - c. A specific statement of the assignments that will be evaluated for the student's grade. Note: a longer research paper alone is not adequate to upgrade a course to an advanced level; the paper must have additional learning outcomes, including methodology, theological content or scope.
 - d. A copy of the syllabus for the course being upgraded.
 - e. Signatures of the faculty member of record and the student's advisor.
3. Students will receive a scanned copy of the SRC 8888 form; the original with attachments will be retained in the student's academic file.