



Course Upgrade Form: SRC 9999

Please submit this form to Academic Operations (JST 221)

Student Name

Degree Program

Register for SRC 9999-1 Workday. Submit a copy of this form for each SRC to the Academic Office **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	Course Level	Number of Units	Grading Basis	Method of Evaluation (Check all that apply)
<input type="text"/>	<input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Intersession <input type="checkbox"/> Summer	<input type="checkbox"/> Intro <input type="checkbox"/> Advanced <input type="checkbox"/> Doctoral	<input type="checkbox"/> 3.0 <input type="checkbox"/> 1.5 <input type="checkbox"/> Other <input type="text"/>	<input type="checkbox"/> Letter Grade <input type="checkbox"/> Pass/No Pass	<input type="checkbox"/> Written/Oral Reports <input type="checkbox"/> Paper/Exam <input type="checkbox"/> Other <input type="text"/>

Instructor Name

Instructor School

Course Title

Specify specific learning outcomes:

List course readings

State specific assignments

Indicate meeting times and structures

Instructor Signature:

Advisor Signature:

Associate Dean Signature:

Date:

Date:

Date:

For JST-SCU Registrar Use Only:

Course Section: SRC 9999-

Date Processed:

Special Reading Courses - SRC 9999

A special reading course (SRC 9999), commonly called an ‘independent study’, is an academic course that is not offered regularly in the academic curriculum. Students, individually or in groups, may approach faculty members to supervise their learning in particular academic areas when this will advance the students’ progress toward completing their degree. SRC 9999 courses are available only for regular JST degree students and Common MA students affiliated with JST as their home school.

1. The decision to supervise a special reading course (SRC 9999) is solely within a faculty member's discretion. In deciding whether or not to supervise, a faculty member should consider:
 - a. whether the topic is within his/her expertise
 - b. other teaching, service and scholarship obligations in the semester
 - c. whether the content is otherwise available to the student(s)
2. As a general rule, because classroom exchanges are important for the student's academic development, an SRC 9999 should not cover material that is part of the regular academic curriculum.
3. Students must submit the SRC 9999 form to the Associate Dean by the end of the first week of classes. The form must be completely filled in or contain an attachment that describes:
 - a. The title of the course and course level.
 - b. Specific learning outcomes appropriate for the course level.
 - c. A list of course readings or other content for the semester, with the quality and quantity appropriate for the level of the course.
 - d. A specific statement of the assignments that will be evaluated for the student's grade, appropriate for the level of the course (e.g., a 20 page research paper).
 - e. An indication of meeting times and structure.
 - f. Signatures of the faculty member of record and the student's advisor