

# **COURSE UPGRADES**

## **Special Reading Course (SRC) 8888**

A course upgrade (SRC 8888) is an enhanced learning experience for students in introductory courses (1000-3000, and 8000 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. In requesting a course upgrade, students should keep the following in mind:

1. The decision to upgrade a course to 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. Faculty are encouraged to consider the following as additional requirements for students seeking to upgrade a course:
  - a. An extended research paper, with additional learning outcomes beyond those expected of students taking the course in its existing format. These should give attention to methodology, theological content, and scope.
  - b. An extended bibliography with additional readings beyond those required on the existing course syllabus.
  - c. Additional one-on-one meetings between the student and the instructor, for in-depth discussion of a book relevant to the course topic.
  - d. Requiring the student to lead a class session, focused on a topic relevant to the student's paper or broader research interests.
  - e. Additional practical research, such as interviews or fieldwork related to the course topic, that will expand and extend a student's competence and knowledge in the discipline.
2. Students must submit the SRC Course Upgrade 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, 3000, or 8000 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, as agreed to in consultation with the instructor, taking into account the guidelines provided in Item 1 above.
  - 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 their academic file.

# 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: \_\_\_\_\_