

## 5. Forms

The forms on this page directly link to the online version of the form which students can fill out online, save and send to the specified recipient. The google forms just need to be submitted online. We include paper versions of these forms where possible, if you prefer to make a copy, fill it out by hand and deliver it in person.

### Marketing and Student Life Forms

[Media Consent Form](#)

[Directory-Photo Authorization Form](#)

[Student Development Grant Application](#)

### Registration forms

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# Media Consent Form

[This form](#) is not available in paper format, as it must be filled out online in order to be entered into our database. Please click on the link on the contents page in order to access this form.

## Directory – Photo Authorization Form

[This form](#) is not available in paper format, as it must be filled out online in order to be entered into our database of directory information. Please click on the link on the contents page in order to access this form.

## **Student Development Grant**

### **Jesuit School of Theology of Santa Clara University**

#### Description of Grant:

JST offers Student Development grant funding to subsidize students' expenses to participate in a conference or workshop that will further their academic and/or ministerial formation.

#### *Criteria for Grant:*

- The student must play an active role in the conference or workshop and must demonstrate how this will further their formation.
- The student must be willing to share their experience with the JST community upon their return, and demonstrate how their sharing will enrich JST's community life and further the JST mission.
- In awarding the grant, JST will consider whether the student also has other sources of funding to meet their expenses.

Funding may be used for the following: conference or workshop registration, travel expenses. It may not be used for daily living expenses such as rent, commuting, groceries. This funding is not intended for JST-sponsored events or JST course-based immersions. It is also not intended for personal retreats.

A committee of administrators and faculty will evaluate the application according to how closely the request meets the criteria of the grant. If approved, grant funding will be disbursed either through reimbursement or through direct payment of expenses; documentation (e.g. receipts, travel reservations, conference registration) will be required for disbursement of funds.

*Deadline:* Fall deadline for submission is October 1; spring deadline is March 1.

Submit to: Paul Kircher, Assistant Dean of Students, [pkircher@scu.edu](mailto:pkircher@scu.edu)

Submit application (see page two). Attach pages as needed.

Name: \_\_\_\_\_ Academic Program: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization Hosting Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Location: \_\_\_\_\_

Brief Description of Event:

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Fund Request (please itemize estimated expenses):

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Total amount requested: \_\_\_\_\_

Other sources of funding (please itemize amounts and sources):

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Describe how this will further your formation goals (academic and/or ministerial):

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Describe how you will share your experience with the JST community, and how this sharing will enrich JST's community life and further JST's mission:

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Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Jesuit School of Theology of Santa Clara University  
 PETITION TO TRANSFER COURSEWORK  
 for Transfer of Credit and Advanced Standing

Student's Name: \_\_\_\_\_ Degree Program (non-MA\*) \_\_\_\_\_

*JST Transfer Credit Policies for transfer of credits from other institutions toward the fulfillment of degree requirements at JST:* A student who has taken graduate courses in theology not longer than six years prior to matriculation may petition for advanced placement. This should normally be included in the admission materials. No units will be transferred which have already been counted toward another degree. No units will be considered for transfer which are not from accredited institutions of higher learning or were not attained at a graduate level. (See the JST-SCU Catalog for additional information about transfer credit and advanced standing, including information about maximum allowable limits in each degree program.)

*Transcript records:* Courses to be transferred must also appear on official transcripts from the institutions where they were taken. If these transcripts are not already on file in the JST Academic Dean's Office, you will be asked to provide them.

*Additional records:* **Incoming M.Div.** students who wish advanced standing in the program should supply the following, in addition to transcript records: (1) A syllabus or description of the content of each course for which you are requesting advanced standing; and (2) a description of your background in theology *prior* to taking these courses. (Students in other programs may be asked to supply this information as well.)

**COURSES TO BE TRANSFERRED**

Term* & Year	Course #	Full Course Title	Educational Institution	Grade	Number of Units/ Credits*	*Are these Semester or Quarter credits?	<u>MDiv:</u> Program Area? Elective?

JST PETITION TO TRANSFER COURSEWORK (Continued)

**COURSES TO BE TRANSFERRED** (Continued):

<b>Term* &amp; Year</b>	<b>Course #</b>	<b>Full Course Title</b>	<b>Educational Institution</b>	<b>Grade</b>	<b>Number of Units/ Credits*</b>	<b>*Are these Semester or Quarter credits?</b>	<b><u>M</u>Div: Program Area? Elective?</b>

**STUDENT CERTIFICATION:**

I have taken the above graduate level courses in theology which I would like to have placed on my JST transcript and counted toward the above degree program. These courses have not been applied toward another degree program. I understand that the appropriate school officials will evaluate this petition and decide which courses will be placed on my JST transcript, and what, if any, requirements of the above degree program will be waived.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit the completed form, along with any supporting documents, to the JST Associate Academic Dean's Office.*

<p><b>SCHOOL APPROVALS</b></p>		<p><i>Official School Use</i></p>
<p>JST Program Director: _____</p> <p>Date: _____</p> <p>JST Executive Dean: _____</p>	<p><b>APPROVAL FOR MEMBERS OF RELIGIOUS ORDERS:</b></p> <p>JST Director of Studies for Religious: _____ Date: _____</p> <p>_____ Date: _____</p>	

## CHANGE OF ENROLLMENT



Student's Name: \_\_\_\_\_

ID Number: \_\_\_\_\_

ADD

Course Number & Title: \_\_\_\_\_

Units: \_\_\_\_\_ Grade Option (check one): ☐ Letter ☐ Pass/Fail ☐ Audit

DROP

Course Number & Title: \_\_\_\_\_

OPTION  
CHANGE

Course Number & Title: \_\_\_\_\_

Units: \_\_\_\_\_ Grade Option (check one): ☐ Letter ☐ Pass/Fail ☐ Audit

**SIGNATURES & DATES** *(as required)*

\_\_\_\_\_  
Advisor

\_\_\_\_\_  
Associate Dean



## PETITION FOR INCOMPLETE

Student's Name \_\_\_\_\_

ID Number \_\_\_\_\_

Must be filed with the student's school Registrar by the last day of the term

**Common Policy: Students are responsible for finishing their work within the term. Students must petition to take an incomplete no later than the last day of the term. Incomplete work is due by the third (3<sup>rd</sup>) Friday after the end of the term. The instructor is required to submit a new grade by the sixth (6<sup>th</sup>) Friday after the end of the term. The incomplete becomes an "F" if no new grade is received by the end of the sixth week. Students should consult their school handbook for any variation to this**

Academic Year: \_\_\_\_\_

Term (Check): ☐ Fall ☐ Intersession ☐ Spring ☐ Summer

Course Number & Title: \_\_\_\_\_

Instructor: \_\_\_\_\_ Instructor's School: \_\_\_\_\_

*I understand the GTU Common Policy on Incompletes as printed above and any variations stated in my*

\_\_\_\_\_  
initial here

Date Work Due: \_\_\_\_\_  
(No later than the 3<sup>rd</sup> Friday after last day of the term)

Final Grade Due: \_\_\_\_\_  
(No later than the 6<sup>th</sup> Friday after last day of the term)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

Approval:

\_\_\_\_\_  
Signature of Dean of Student's

\_\_\_\_\_  
School/JST Associate Dean

\_\_\_\_\_  
Date

*Return form to Registrar when all signatures are completed.*

*Revised August 7, 2017*



# 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 this form for each SRC to the registrar of your School of Affiliation, **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.

Updated 8/1/18

# JESUIT SCHOOL OF THEOLOGY

## Special Reading Course (9999) – Independent Study

Student's Name

Degree Program

Register for this class on eCampus as SRC 9999 (MA students register on SONIS), section 01. Remember to enter the correct number of units. Submit a copy of this form for your registrar, **BY FRIDAY OF THE FIRST WEEK OF CLASSES**. 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  
☐ Summer

Course Level

- ☐ Intro  
☐ Advanced  
☐ Doctoral

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

Faculty  
Name

Faculty  
School

Course Title

You MUST limit title to 40 characters or less, including punctuation & spaces

**Objectives (include attachment if needed)**

**\*Please see the reverse side for additional information about creating an independent study.**

**Outline or Bibliography (include attachment if needed)**

Faculty Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Associate Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Revised: 8/1/18

## 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
4. Students will receive a scanned copy of the SRC 9999 form; the original with attachments will be retained in their academic file.
5. Faculty supervising and students desiring an SRC 9999 are encouraged to share this information widely and invite other students who might have a similar interest to join the course.