



JESUIT SCHOOL OF THEOLOGY

Independent Study - Special Reading Course (9999)

Student's Name **Degree Program**

Register for this class on Workday as SRC 9999 (MA students register on SONIS), section 01. Remember to enter the correct number of units. Submit a copy of this form to the Academic Office, **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	Course Level	Number of Units	Grade Option
<input type="text"/>	<input type="checkbox"/> Fall	<input type="checkbox"/> Intro	<input type="checkbox"/> 3.0	<input type="checkbox"/> Pass/ No Pass
	<input type="checkbox"/> Spring	<input type="checkbox"/> Advanced	<input type="checkbox"/> 1.5	<input type="checkbox"/> Letter Grade
	<input type="checkbox"/> Intersession	<input type="checkbox"/> Doctoral	<input type="checkbox"/> Other	
	<input type="checkbox"/> Summer			

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

Specific learning outcomes:

A list of course readings:

A specific statement of the assignments:

An indication of meeting times and structure:

Faculty Signature: _____ Date: _____

Advisor Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____

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.