



DOMINICAN SCHOOL OF PHILOSOPHY & THEOLOGY

AT THE GRADUATE THEOLOGICAL UNION

SPECIAL READING COURSE FORM

Special Reading Course Policy:

As an exception to the normal cycle of course offerings, Special Reading Courses (SRCs) may be arranged between an individual student who is enrolled in a DPST program and a Dominican School of Philosophy & Theology (DSPT) or Graduate Theological Union (GTU) professor. An SRC is intended to address one of the following issues:

- to allow the student to pursue an area of study of specific interest not normally available in the schedule of regular course offerings; in this case, no more than two such SRC courses are permitted.
- as the means to upgrade a regularly scheduled introductory or intermediate class to an advanced level, by completing additional work assigned by the professor.

The DSPT Academic Dean must approve all SRCs for DSPT degree students. Core courses required for a degree program may not be fulfilled by a special reading course, except by special permission of the Academic Dean. Approval by the Academic Dean on the SRC form does not constitute approval for fulfillment of a program requirement. First-year students would not normally receive permission for an SRC course (“upgrades” excluded).

GTU Common MA students affiliated with the DSPT are also subject to the policies in the most current version of the *GTU Master of Arts Program Handbook*.

Students should contact the professor, make the necessary arrangements, complete the *Special Reading Course Form*, obtain the signatures of the faculty, advisor and DSPT Academic Dean, and submit the form to the DSPT Registrar during the registration period. Students should register online for the reading course using the course number SRC-9999-01 for an arranged special reading course or course number SRC-8888-01 to upgrade regularly scheduled course.

Enrollment in a SRC is a Two-step Process:

1. Special Reading Course Form - The student contacts the proposed professor, makes the necessary arrangements, completes all sections of the SRC form, obtains signatures of the faculty, advisor, and DSPT Academic Dean, and submits the form to the DSPT Registrar. The DSPT Academic Dean approval is required for all SRCs taught by DSPT faculty. The DSPT Academic Dean will not approve SRC forms without the required elements listed below and on the form.

2. Registration – During the early, general or late registration period, the student uses the Student WebAdvisor program to register online for the reading course units entering course number SRC-9999-01 to take an arranged SRC or course number SRC-8888-01 to take a regularly scheduled course at a more advanced level. The student must also select the appropriate grading option and enter the total number of units for the SRC. Failure to submit a completed SRC form AND to register for the units online before the end of the late registration period may result in change in enrollment fees, no credit, and no grade.

Either on the SRC form or on a separate attached sheet you must indicate the following:

1. Why you need this particular SRC. You must demonstrate either a) that a required course or elective is not being offered; or b) that the SRC will contribute significantly to your program of study.
2. A detailed description of what will be covered. You may submit a proposed syllabus or an outline of topics to be reviewed.
3. A proposed bibliography or reading list
4. A meeting schedule



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Provide all the course information below, obtain all signatures, and submit the completed form to the DSPT Registrar's Office during the registration period. You must also register for the SRC units online. Without both steps, your registration in the SRC is incomplete.

Student's Name: _____ **GTU ID #:** _____

Program: _____ **Year in Program:** _____ **School of Affiliation:** _____

Term: Fall Intersession Spring Summer **Academic Year:** _____

Course Title (to appear on transcript): _____

You must limit the title to 30 characters or less, including spacing and punctuation; characters beyond 30 will be deleted.

Course Number (check one): SRC-9999-01 SRC – 8888-01 Upgrade

Faculty Name: _____ **Faculty School:** _____

Faculty Section (assigned by the Registrar): _____ **Subject Field/ Area:** _____

Course Level (check one): Introductory Intermediate Advanced Doctoral

Units (check one): 3.00 1.50 Other _____

Grade Option (check one): Pass/Fail Letter Grade

Method for Evaluation (check all applicable):

Written Report/ Reflection Oral Presentation Paper/Examination Other: _____

Clear goals and objectives must be included. You must address all elements described in the procedures. Forms which lack these elements will not be approved by the Academic Dean. Attach separate sheet if necessary.

Reason for Course: _____

Objectives and Outline or Syllabus: _____

Bibliography or Reading List: _____

Meeting Schedule: _____

 Signature of Faculty Date Signature of Advisor Date DSPT Academic Dean Date