

**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 ABSW program 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 ABSW Dean of Faculty must approve all SRCs for ABSW degree students. Core courses required for a degree program may not be fulfilled by a special reading course, except by special permission of the Dean of Faculty.

Approval by the Dean of Faculty 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 ABSW 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 ABSW Dean of Faculty, and submit the form to the ABSW Registrar during the registration period. Students should select the course number SRC-9999-01 for an arranged special reading course or course number SRC-8888-01 to upgrade a 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, including providing the approved course title by the professor, obtains signatures of the faculty, advisor, and ABSW Dean of Faculty, and submits the form to the ABSW Registrar. The ABSW Dean of Faculty approval is required for all SRCs taught by ABSW faculty. The ABSW Dean of Faculty 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 instructions provided in the first step above. 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 before the end of the late registration period may result in a change in enrollment fee, 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



AMERICAN BAPTIST  
**SEMINARY**  
OF THE **WEST**

SPECIAL READING COURSE FORM

Provide all the course information below, obtain all signatures, and submit the completed form to the ABSW Registrar's Office during the registration period. Without this form and all necessary information, your registration in the SRC is incomplete and you will not be registered.

**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): \_\_\_\_\_

It is strongly encouraged that you limit your title to 50 characters or less, including spacing and punctuation; characters beyond 50 may not appear correctly on your transcript!

**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 Dean of Faculty. 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      ABSW Dean of Faculty      Date