Course Elevation Instructions

Please read the following instructions and complete the reverse side of this course elevation petition.

What is an “Elevated” Course?

- **M.A. Students** may opt to elevate 500-level courses in order to meet their concentration requirements.

- **Th.M. Students** are required to take a number of Th.M.-level courses. Th.M. Students may do this by taking 900-level (that is, Th.M.-level) courses, or they may choose to participate in a standard Master’s-level course and elevate that course’s requirements to the Th.M. level (i.e. do additional reading and/or writing requirements). Thus, a Th.M. student could take CH/TH643, *Martin Luther*, and elevate it to the Th.M. level. Please note that while this is the equivalent of a 900-level course, the course number will not actually be changed.

- **Th.D. Students** from Boston University who are enrolled in the join BU/GCTS Th.D. in Missiology may choose to participate in certain standard Master’s-level GCTS courses and elevate those courses’ requirements to the Th.D. level (i.e. do additional reading and/or writing requirements). Please note that while this is the equivalent of a 1000-level course, the course number will not actually be changed.

How do I set up my additional requirements?

- Students must meet with the directing professor of the Master’s-level course in order to negotiate additional reading and writing requirements that the professor deems appropriate. These assignments must also be approved by the appropriate Program Director.

What are the policies pertaining to Elevated Courses?

- Elevated courses are subject to all the policies, deadlines, and procedures governing other ‘standard’ courses.
- Students are required to attend all lectures.
- All elevated courses require approval of the instructor, the program director, and the registrar before they can be registered. **Be sure to give yourself enough time to negotiate elevated requirements and obtain the appropriate signatures. No elevated course petitions will be accepted after the posted deadline has passed.**
Course Elevation Petition

Please read the instructions on the reverse side before completing this form. Obtain the signature of the Directing Professor and the Program Director. Then return this form to the Registration Office for final approval.

Name  GCTS ID #  Date  GCTS Box #

Degree(s)  Telephone  GCTS Email Address (All educational information can only be sent to GCTS email addresses.)

Name of Directing Professor

Course Number  Section (i.e., HA, HB, BA, etc.)  Course Title  Term course is registered (i.e., Fall 2014, Spring 2014, etc.)

Level of Elevation:  ☐ Th.M.  ☐ M.A.  ☐ Th.D. (only for BU/GCTS Th.D. Students)

Please attach a syllabus to this petition with (or describe in the space below) the additional assignments required to justify the course elevation.

The student should first obtain the signature of the directing professor, and then the signature of the program director. After that, the petition should be submitted to the Registration Office for final approval.

The student and the directing professor will receive a copy of this form upon approval by the Registrar.

Student Signature (REQUIRED—ELECTRONIC SIGNATURES WILL NOT BE ACCEPTED.)

Required Approvals:

Directing Professor (REQUIRED)  Date

Program Director (REQUIRED)  Date

Registration Official (REQUIRED)  Date

FOR REGISTRATION OFFICE USE ONLY:  Date of Final Approval: __________________________