



# Elective Course Approval Form

## SPAN 595

Submit this form to the Office of Extended Education along with the Registration Form

Name of student: \_\_\_\_\_

Student ID number: \_\_\_\_\_

Course number: \_\_\_\_\_  
(example: SPAN 306)

Course title: \_\_\_\_\_  
(example: Cultures of Spain)

Name & contact info of course instructor: \_\_\_\_\_

### **Note to the instructor regarding Spanish graduate student enrollment procedures**

All students in the Spanish MA program are required to take 12 units of approved elective courses. These courses are upper-division or graduate courses in any field that complement the student’s academic or professional interests and the Spanish MA program’s objectives.

The Spanish graduate student named on this form would like to take your course in partial fulfillment of the degree requirements. For them to join your course, they obtain your permission and register through the Office of Extended Education, where they will register for “SPAN 595: *Course Title*”, with the course title being the name of your course. In addition, you and the student will agree upon a manner in which the student’s instruction is in some way differentiated from that of the other students in the course. This has typically been by assigning an additional paper, a literature review, additional readings, or a reflection paper in which the student connects your course’s content with the rest of their coursework. If you wish, this extra work may be done in English, as student work in the program’s elective courses may be in any language. As the instructor of record for the student’s course, you will be compensated by Extended Education for your contribution; you will also assign the student’s grade (they will appear automatically in your PeopleSoft under “SPAN 595”, but they may need to be added manually to the course’s Moodle site). If you have any questions or comments, please contact Jeffrey Reeder, graduate advisor, at [jeffrey.reeder@sonoma.edu](mailto:jeffrey.reeder@sonoma.edu).

Signature of student: \_\_\_\_\_ date: \_\_\_\_\_  
*Student is responsible for obtaining instructor and advisor authorization.*

Signature of course instructor: \_\_\_\_\_ date: \_\_\_\_\_  
*Course instructor is the instructor of record and is responsible for assigning extra work.*

Signature of graduate advisor: \_\_\_\_\_ date: \_\_\_\_\_  
*Graduate advisor signature not necessary for SPAN courses numbered 306 through 499.*

An electronic version of this form is acceptable provided that it comes directly from each party



## Elective Courses

### How to register for Spanish MA Program elective courses

All students in the Spanish MA program are required to take 12 units of elective courses, all of which must be approved by me (graduate advisor) except in the case of SPAN 306-499, which are automatically approved.

After you choose your course(s), you should contact the professor to ask for permission to be in the course. If they are unfamiliar with the procedures for enrolling MA program graduate students, I will be happy to contact them to go over the details. The most important things are that they, the professor of the course, are the instructor of record (in other words, they assign your grade, and you will appear in their PeopleSoft interface). Also, if you are in an undergraduate course, you must do some additional task beyond what is required of the undergraduates. Usually this consists of an additional paper, readings, or assignment(s), and it does not necessarily need to be in Spanish. The professors receive a small stipend from Extended Education for working with you in their class (again, if they want details they can contact me for more information).

You enroll in the course through the office of Extended Education. You will take your **Elective Course Approval Form** to Extended Education, where you will also fill out the Registration Form. You will be registering for "SPAN 595: *Title of the course*", where "title of the course" is the actual course title. Thus, if you take SPAN 306: Cultures of Spain, you will actually be in "SPAN 595: Cultures of Spain". Obtain necessary forms from the Office of Extended Education.