

## Advisers Criteria and Guidelines for Approving Non-CofC Courses Taken Abroad

A syllabus or similar documentation that demonstrates:

- 1) Course is taught in Spanish
- 2) Course content
- 3) Contact hours (at least 3 credits or 40 hours; in some cases, two courses must be combined to be able to grant a 3-credit CofC course)

If the course description matches a CofC course, the CofC equivalent is granted as transfer credit.

For general language classes above 275, credit for Span 328 may be granted depending upon course content.

For general culture credit courses above 313 and 314, credit for Span 333 should be granted and depending upon course content. Ensure that an appropriate course subtitle is assigned to the approved Span 333 course.

In some cases, flexibility is required to accommodate legitimate academic coursework that does not fit into a typical CofC, 3-credit hour course in Hispanic Studies. For example, a 6-credit hour course covering literature, food and language should be divided into two separate 3-credit hour courses: perhaps a Spanish 333 (assign subtitle) and a Spanish 390 (assign subtitle). Also, for extra credit hours that do not fit into a 3-credit hour course, yet those credits are transferrable, one could approve that extra one or two credit hours as Span “3MM” (for a 300-level course) or Span “4MM” (for a 400-level course).

In other cases, and depending upon whether it is a 300-level or a 400-level course, the class is designated as Span 390 or 490 (for 3-credit hour courses); Span “3MM” or “4MM” for one or two-credit hour classes. For language courses that do not match the Span 101-202 description, designate course as Span 2EE (meaning a 200-level elective).

CofC course sequence must be followed unless the Chair grants an exception (e.g., no lit or culture or linguistics before 313 and 314)

Require that each advisee bring to the adviser the student’s complete undergraduate transcript (from “DegreeWorks”) to ensure that the student has not already completed the courses requested for transfer.

If the student is a Spanish minor or a major, confirm that the requested courses meet degree requirements. Advise the student regarding how the courses to be taken will impact his/her major or minor.

Sign, date, and retain form copies for both advisee and adviser.

- **EE = Elective Credit Only.** *Credit hours count towards graduation, but do not meet General Education requirements. (Example: BIOL 1EE = 100 level Biology elective credit) (For Spanish, this would 100-200 levels, as accurately indicated in our departmental document)*
- **MM = Major/Minor Course within the department.** *(Example: ENGL 4MM = 400 level English course that satisfies major requirements) For our purposes, this would be SPAN 4MM.*

Neither EE nor MM credit may be used towards the General Education requirements.