



**COLLEGE of CENTRAL FLORIDA**  
**ADMINISTRATIVE PROCEDURE**

**Title: Procedure for Approval of Out of District Credit Courses and Courses with Domestic and International Travel Components**

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**Implementing Procedure For Policy # 4.13**

**Date Approved: 01/16/08**

**Division: Instructional Affairs**

1. Credit courses taught out of district must be approved by the Curriculum Committee via the Curriculum approval process.
2. Four months prior to the start of the semester the course will be offered, the instructor must complete an Out-Of-District Instruction Approval form and submit it to the Office for Instruction. Appropriate documentation should accompany the form. This documentation can include brochures, applications, agendas, and/or event descriptions.

If the course will be offered in another Florida college district, the Office for Instruction will notify the college president to send a letter to that college informing them of CF's intent to offer a course in their district. A letter of approval from that college should be attached to the Out-Of-District Instruction Approval form.

3. The Office for Instruction prepares the Board agenda item, and presents it to the District Board of Trustees for approval.
4. Upon Board of Trustees approval, the course may be offered out of district. Advertisements for the course may be published once Board of Trustees approval has been received.

**International Courses**

1. Courses that contain an international component should follow the procedure outlined above.
2. Instructors for these courses should be aware that the college will pay for the cost of instruction, but not faculty travel. The instructor of record is responsible for instruction on and off campus.
3. Students must be enrolled in a course for credit or audit in order to take an accompanying trip. All students enrolled in the course for credit are expected to fulfill all requirements of the course.
4. Students must provide their own health and travel insurance.

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Vice President, Instructional Affairs

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Date

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Approved by President

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Date