<table>
<thead>
<tr>
<th>Title: Approval of Out of District Credit Courses and Courses with Domestic and International Travel Components</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1 of 1</td>
</tr>
<tr>
<td>Date Approved: 01/16/08</td>
</tr>
<tr>
<td>Date Revised: 04/07/21</td>
</tr>
</tbody>
</table>

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 Academic Affairs 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 of Academic Affairs 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.

---

Vice President, Academic Affairs

Date

Approved by President

Date

College of Central Florida does not discriminate against any person on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its programs, activities and employment. For inquiries regarding nondiscrimination policies contact Dr. Mary Ann Begley, Director of Diversity and Inclusion – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or Equity@cf.edu.