


PROCEDURE

Subject	International Educational Programs Abroad Page 1 of 2	Number: 3.05.01
Source	Vice President, Academic Affairs	Reference (Rule #) 6HX14-3.05
President's Approval/Date:	 10/23/2013	

I. PURPOSE

To implement a procedure by which international educational programs/courses sponsored and/or conducted abroad by State College of Florida, Manatee - Sarasota are properly approved and authorized by the Vice President of Academic Affairs and the President.

II. PROCEDURE

Offering the instruction internationally shall be consistent with the mission of the institution.

Any course offered in conjunction with international travel shall maintain the academic integrity of the institution and maintain all State requirements for instruction.


Academic policies for the syllabus template, grading, contact hours, course outlines, learning objectives, standards, etc. shall be the same for international as for in-district instruction.

The instruction shall be a planned and structured learning activity with at least 48 hours instructional contact time required.

The planned international experiences shall directly relate to the course objectives.

Students enrolled in international instruction shall be eligible for financial aid the same as if enrolled in-district instruction.

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For the purpose of these guidelines, the instruction shall be classified as classroom instruction, directed study, or laboratory instruction and shall be a registered course within the common course designation and numbering system.

The maximum student credit load will be consistent with the institution's standard load policy.

The program, course, instruction, and student learning will be evaluated.

III. APPROVAL PROCESS

Any faculty member requesting to offer international coursework should complete the Request to Offer an International Course and have it approved by the appropriate Department Chair, Dean, Vice President for Academic Affairs and President. Final approval will be with the Board of Trustees.

The request should be made at least six months prior to the intended offering of the international class.