

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Procedure to Establish International Study Program	<u>Number</u> 204
Related Policy:	Curricula – 6Hx20-2.001	<u>Page</u> Page 1 of 1

I. Purpose

To establish a process for approval of international study programs consistent with State regulations and Pensacola State College resources.

II. Procedure

Note: International programs include all courses, programs, projects, or events which require Pensacola State College staff and students to travel outside the U.S.

- A. Department initiates request by letter; approved by the appropriate Dean.
- B. Course number is obtained from Dean, Baccalaureate Studies and Academic Support.
- C. Approval by Curriculum Council:
 - 1. Hears oral presentation by travel abroad instructor; and
 - 2. Confirms completion of all paperwork.
- D. Request submitted to Vice President, Academic and Student Affairs. If approved, places item on Board of Trustees agenda.
- E. Board action.
- F. If approved by the Board, Form OD-1 is forwarded to the Program Planning Committee of the State Board of Community Colleges. The Committee will make a recommendation to the State Board at the next meeting of the Board.
- G. Department notified by the Dean, Baccalaureate Studies and Academic Support, of final approval before advertising the trip.

Responsible Official:	Vice President, Academic and Student Affairs
President's Signature:	Date: 02/21/2017

