



Academic Management Manual

Section J

International Course Approval

Academic
Affairs
2017-18

Process for Curriculum Approval – Courses offered through International Courses

1. Any credit, PSAV or CCE course may be offered as international travel.
2. At least one semester before the proposed international course is scheduled, the curriculum plan must be submitted to the Dean of Curriculum and Educational Technology using the Curriculum Plan Form (attached).
3. The Dean of Curriculum and Educational Technology will review; if approved, the form is returned to the proposer and the process may move forward as set forth in the International Course manual (see step 6).
4. If not approved, the form will be returned for revision/clarification to the proposer by the Dean of Curriculum and Educational Technology.
5. If a course has not received prior approval by the DBOT to be offered as an international course, the course is then processed through the Curriculum Committee. (<http://www.palmbeachstate.edu/curriculum-development/>) and then presented to the District Board of Trustees for approval by the VPAA.
6. Once the curriculum process has completed and DBOT approved (if applicable), the course is then processed through the International Course Offering procedures as administrated by the Provost of the Boca Raton Campus.

**Palm Beach State College
International Course Curriculum Plan Form**

1. **Course ID Number:** _____ **Course Title:** _____

2. Course Hours Plan

Total Course Lecture Hours: _____ Total Course Lab Hours: _____

Activity	Hours
TOTAL	

Note: TOTAL must equal the combined lecture and lab hours assigned to the course.

3. Learning Outcomes

Describe how the travel aspect of the course supports the course learning outcomes.

(For a list of course learning outcomes, please see:

<http://www.palmbeachstate.edu/academicservices/curriculum-and-programs/course-outlines.aspx>)

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Submitted by:

Name Date

Title

Review by Dean - Curriculum Planning & Research: ☐ Approved ☐ Not

Approved – return for revision

Date