



Salt Lake City School District
Teaching and Learning
NEW COURSE APPLICATION FORM

Proposed course title: (Limit of 20 characters including spaces)

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Prerequisite(s): _____ Type of course: Core _____ Elective _____

Select A or B:

A. Full year _____ Amount of credit per year (**1.0**) _____

B. Semester _____ Amount of credit per semester (**0.5**) _____

Department: _____ Grade level(s): _____

Meets graduation requirement: _____

List specific area(s)

Starting with the graduation class of _____
(Year)

School year course number to be activated: _____

Endorsement(s) or degree required for the teacher: _____

USBE course number: _____ CTE CIP number: _____

Complete this section only for a concurrent (CE) course number

USBE Course Number: _____

College/University Name: _____

College/University Course Name: _____

Department: _____ Course Number: _____

Semester Hours: _____

Signatures for Approval

Proposed course title _____

Submitted by: _____

School: _____

Date: _____

Assistant Principal/Principal signature (date)

S.I.C. Chair signature (date)

S.C.C. Chair signature (date)

District Content Specialist

Date

Executive Director, Teaching and Learning

Date

Director, Career & Technical Education
(if applicable)

Date

Course Number Review and Approval

Director of Student Information

Date

SIS Training and Operations Manager

Date

SLCSD course number assigned: _____

Course number completed on (date): _____

Course Information

Attach or include the following information and documentation:

COURSE DESCRIPTION FOR COURSE CATALOG

COURSE OUTLINE

OPEN DISCLOSURE

(See SLCSB Board Policy I-8: Student Progress and Academic Achievement)

COURSE MATERIALS

(Textbooks, software, etc.)

COURSE ASSESSMENT & EVALUATION

(Identify any required state or district assessments. Describe multiple methods for assessing student progress, such as authentic projects, performance tasks, portfolios, etc.)

New course requests will not be considered without complete information and documentation. It is recommended a district-level curriculum specialist be involved in the development of new courses to ensure USBE and SLCSB standards are met. No subject or course shall be taught and no credit will be granted unless the course has been approved by the Teaching and Learning Department as per SLCSB Board Policy I-1: Standard Educational Plan.