

INSTRUCTION

New Course Approval

When new courses or major learning experiences lasting one quarter or more in length are introduced, they must undergo an approval process. Form [2121 R F1](#) New Course Approval is completed by the person, team, or department planning the course. All relevant information, including pilot results (if any), course outline, objectives, anticipated materials, and start-up costs must be attached to the form and submitted to the building principal. After principal approval, form [2121 R F1](#) New Course Approval will be reviewed and approved by the secondary level director and assistant superintendent of teaching and learning. It is expected that the level director will share information about the proposed course with other principals at that level.

Note: If a course has already been approved for use in another school within the district, at a similar grade level, it will not be considered a new course under this regulation.

Any teacher, committee member, or administrator can initiate a new course or changes to a course. The timeline must be followed with appropriate required forms submitted by each deadline indicated on the timeline. The timeline is as follows:

- A. October 15: Deadline to submit completed form [2121 R F1](#) New Course Approval and all supporting documents to the Teaching and Learning Department.
- B. November 1: Deadline for form [2121 R F1](#) New Course Approval to be reviewed by the secondary level director.
- C. November 15: Deadline for form [2121 R F1](#) New Course Approval to be reviewed by the secondary principals.
- D. December 15: Deadline for assistant superintendent of teaching and learning to communicate decision and next steps.

Pilot Study Approval

Teachers, teams, departments, or buildings may seek approval to pilot new course concepts, new materials related to existing courses, or other significant educational experiences which have not already been approved for use within the district. Courses that have already been approved may also be piloted for significantly different grade levels.

Form [2121 R F2](#) Pilot Study Request must be completed and submitted to the building principal. Following principal approval, the request will be reviewed and approved by the secondary level director and the assistant superintendent of teaching and learning.

A course or other experience may not be taught as a pilot for a period longer than one school year. After the first year of use as a pilot, the course or experience must either be terminated or undergo the new course approval process outlined above.

Equivalency Credit

Equivalency credit refers to interdisciplinary credit. These are credits in one discipline which fulfill State Academic Learning Standards and/or competencies or state standards in another discipline. The intent of this interdisciplinary approach is to meet student needs with an appropriate broad-based curriculum while fulfilling graduation requirements. Approved courses will be periodically reviewed by the assistant superintendent of teaching and learning to assure compliance with the procedures and standards as outlined. State-approved equivalencies will be accepted without going through the district procedures outlined below.

The procedure for seeking equivalency credit is as follows:

- A. The building administrator or program instructor will complete form [2121 R F-1A](#), Course Proposal for Credit Revision or Equivalency (for equivalency credit for Occupation Education, see below).
- B. Generic courses will be identified, such as Math; English; Science; Technical English, etc. These generic course titles may be used when there is a match of the learning standards but not a match to specific course titles.
- C. The curriculum committee or department requesting equivalency credit will review the application packet and make a recommendation regarding the proposed equivalency credit request.
- D. Form [2121 R F-1A](#) Course Proposal for Credit Revision or Equivalency and supporting documentation will be submitted to the director of secondary education.
 1. Requests will be reviewed by the director of secondary education and equivalency credit review committee. Membership of this committee may include teacher representatives of curricular areas (dependent upon the request being made), program administrator(s), building administrator(s), and district level administrator(s).
 2. The equivalency credit review committee recommendations will be submitted to the director of secondary education for final approval.
 3. A list of approved equivalencies will reside with the director of secondary education.
 4. Course equivalencies will be reviewed every five years by the director of secondary education.

Credit Granted for Occupational Education

Occupational education credit may be granted for courses approved under the state guidelines for Career and Technical Education. Courses that are not state approved under Career and Technical Education may seek occupational credit by following the process identified below:

- A. The building administrator or program instructor shall complete form [2121 R F-1B](#) Course Proposal for Credit Revision or Equivalency - Occupational Education.
- B. The curriculum committee or department requesting the equivalency credit will review the application packet and make a recommendation regarding the proposed equivalency credit request. The completed form [2121 R F-1B](#) Course Proposal for Credit Revision or Equivalency – Occupational Education and supporting documentation will be submitted to the director of career and college readiness.
- C. Requests will be reviewed by the director of career and college readiness, and the equivalency credit review committee. Membership of this committee may include teacher representatives of curricular areas (dependent upon the request being made), program advisory committee member(s), program administrator(s), building administrator(s), and district level administrator(s).
- D. The equivalency credit review committee recommendation will be submitted to the director of secondary education for final approval.
- E. A list of approved equivalencies will reside with the director of secondary education. Course equivalencies will be reviewed every five years by the director of secondary education.

Adopted: May 1996
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