



Course Changes & New Courses

Schools should use this form to **request a new course** or **make a change to an existing course**. The online form will then send a notification to the next person in the approval line. This process can take a few weeks to complete, especially depending on when your SIC and SCC meetings are scheduled. Please leave yourself enough time when counting backwards from registration.

Process overview

Step 1: Determine need

- Identify what course is needed and why, including what students, credit, and learning the course will target.
- Identify the Utah Core Standards that will be addressed by the course.
- Identify what license/endorsement/degree the teacher must have to teach the course.
- Check to make sure that the course is not already being taught in the district. If the course is at another school, IT can activate the course at your school. You do not need this process.

Step 2: Design course and materials

- A course is designed by a teacher/department.
- Create the course:
 - disclosure
 - catalog description
 - credit type
 - fee information
- It also includes ensuring that the course has a STATE CORE CODE available. If there is not a state core code, USBE has to review and approve a new content/credit type.

Step 3: Site approval

- It is then approved at the site level. The administrator's approval means that the course has been:
 - Discussed by the department (include the date of the meeting)
 - Approved by the SIC chair (include the date of the meeting)
 - Approved by the SCC chair (include the date of the meeting)

Step 4: District approval

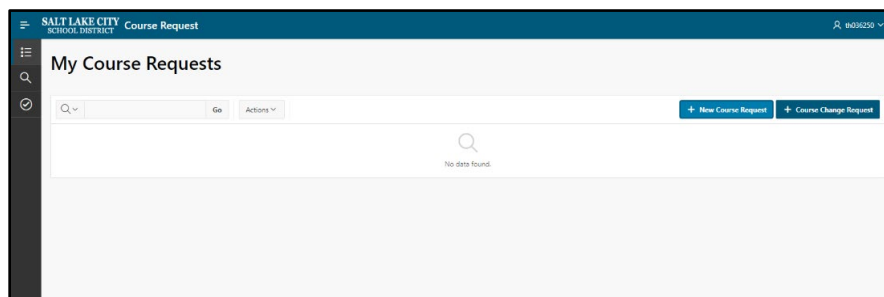
- Then it comes to the district level, where all of this is reviewed by a curriculum committee as per state and district regulations.
 - Approved by the content supervisor
 - Approved by the CTE director, if it is a CTE course
 - Approved by the executive director of T&L
- Once the content has been reviewed and approved, it is sent to Information Systems.
 - The CTO reviews the course and its codes and credit types to ensure that it will upload appropriately to the state system. This ensures credit can be awarded.
 - Then it is sent to Christy Rogers, who assigns it a district course number and makes it active in PowerSchool and therefore, course catalogues.

Step 5: Finishing up

- The school can then add it to their catalogue.
- HIGH SCHOOLS should then contact the NCAA.

If you see an email about approving a course in your email, PLEASE REVIEW AND RESPOND. This is not a scam.

Teachers and school administrators should already have access to this application. If your school needs another position to have access, please have that person enter Systems Access Application. Click here to enter a [Systems Access Application](#).



FAQ

What do I do if I want to **add a new course at my school?**

- Talk to the building administrator over Master Schedule and ask them to check PowerSchool to ***see if the course is currently being taught at another school in SLCSD.*** [Online course lookup click here.](#)
 - If YES:
 - The district course number is listed on the course in PowerSchool.
 - The state core code is listed as the Alt ID.
 - You can just contact Christy Rogers to have that course made active at your school. You can also reach out to that school for catalog descriptions and disclosure models.
 - If NO:
 - The district IT department will create a new district code when the course is approved and entered in PowerSchool.
 - An appropriate state core code must be identified.

What do I do next (to get a course added officially)?

- Complete the form found here: [**ONLINE COURSE REQUEST OR CHANGE FORM.**](#)
- Share with department, administrator, SIC, SCC and administration for approval. They may have changes, etc., so wait until the end to submit it.
- The administrator then submits the dates the conversations and approvals happened on their approval screen.

What are these codes, anyway?

- The district code is the number we use in SLCSD PowerSchool to identify the class. It connects to Canvas and to transcripts.
- The STATE CORE code is critical. This is the code that connects in the state system to authorize credit and grades. Every K-12 course has a state core code.
 - State Core Codes tie to the grade level. A middle school core code can't be used in high school, etc. The list is based on grade levels and limits what grades can use a code.
 - State Core Codes also tie to the type of credit earned. You can't use a fine arts code for a math class, etc.

How does credit work?

- Courses are tied to a type of credit.

- Some courses have flow-through credit: if the student doesn't need a type of credit, it can count as another type. For instance, if the student has 3.0 units of science, a fourth 1.0 unit would flow to elective credit.

What do I do if the course is taught at another school?

- Communicate with the individual(s) who are teaching it at one of our other schools.
- Ask the teacher to share their class description, syllabus, course outline, disclosure, list of course materials, assessments, etc. This will help you fill out the application. You can adapt those in your class and new course submission or adapt them for your school.

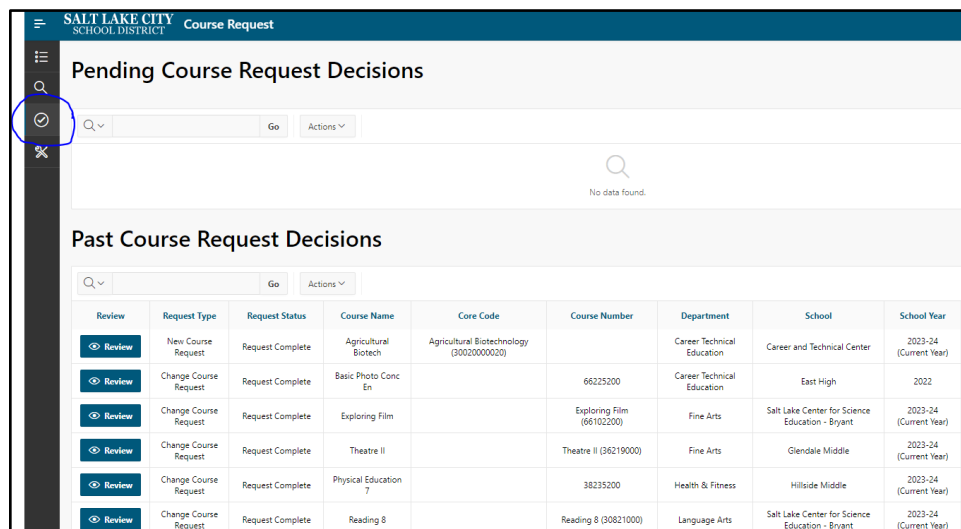
Can I change the name of the course to something fancier than another school is using?

- SLCS is working to standardize all course titles...so, no.

What do I do after the course is approved?

- Work with your school to get the new course on the registration card.
- Send the new course information to the counselor who is over your 48H (NCAA high school courses) list. They will need to submit the course to be added for student eligibility.

For approvers: how do I switch between submitting a course and approving a course?



The screenshot shows the 'Course Request' interface for Salt Lake City School District. It features a sidebar with navigation icons, including a checkmark icon circled in red. The main content area is divided into two sections: 'Pending Course Request Decisions' (currently empty) and 'Past Course Request Decisions' (containing a table of completed requests).

Review	Request Type	Request Status	Course Name	Core Code	Course Number	Department	School	School Year
Review	New Course Request	Request Complete	Agricultural Biotech	Agricultural Biotechnology (30020000020)		Career Technical Education	Career and Technical Center	2023-24 (Current Year)
Review	Change Course Request	Request Complete	Basic Photo Conc En		66225200	Career Technical Education	East High	2022
Review	Change Course Request	Request Complete	Exploring Film		Exploring Film (66102200)	Fine Arts	Salt Lake Center for Science Education - Bryant	2023-24 (Current Year)
Review	Change Course Request	Request Complete	Theatre II		Theatre II (36219000)	Fine Arts	Glendale Middle	2023-24 (Current Year)
Review	Change Course Request	Request Complete	Physical Education 7		38235200	Health & Fitness	Hillside Middle	2023-24 (Current Year)
Review	Change Course Request	Request Complete	Reading 8		Reading 8 (30821000)	Language Arts	Salt Lake Center for Science Education - Bryant	2023-24 (Current Year)

Click on the checkmark on the left side navigation.

Questions?

Tiffany Hall in T&L (tiffany.hall@slcschools.org) or Christy Rodgers (christy.rodgers@slcschools.org) in IT.

What is Needed for a Course Request

1. State Course Code
2. School
3. Year the class will start
4. Course name
5. Credit type
6. Course type
7. Course length
8. Grade levels
9. Endorsement will populate: your proposed teacher must have the correct qualifications
10. Rationale
 - a. Need for the course
 - b. Target population
 - c. Support the Core Standards and improve student achievement
 - d. Impact on the school
11. Course information
 - a. Catalog description
 - b. Course outline
 - c. Course disclosure
 - d. Materials (adopted or approved)
 - e. Assessment
12. Approvals > not a signature, but a date. Have meeting minutes!
 - a. Department
 - b. SIC
 - c. SCC
13. Then it goes to the content area specialist for review. What are they looking for?
 - a. Connection to the Core Standards
 - b. Alignment with district goals
 - c. Appropriate naming conventions
 - i. Not a 'new' name of an existing course
 - ii. Same naming conventions (CE, Honors, EL, etc.)
14. Then it goes to IT
 - a. Sam reviews the title and course for Utrex
 - b. Christy gives it a district course number and adds it to the catalog