

**Tumwater School District
Procedures**

**NEW COURSE PROPOSAL OR
MAJOR MODIFICATION TO EXISTING COURSE**

The creation of new courses or the modification of existing course in the district course of study must follow these steps to insure that the district maintains a common curriculum.

Step 1

The requesting teacher will submit a copy of the Course Proposal form and the Instructional Materials Adoption/Approval Request form to the supervisor overseeing Curriculum and Instructional Materials in the Student Learning Office to record that the request has been initiated.

Step 2

The requesting teacher will submit the following information to their department head:

- ✓ Completed Course Proposal form
- ✓ Any other relevant documentation

After reviewing the request and making comments, the initiating department head, within (one) month, will forward the request to the building principal.

Step 3

The building principal will review the course proposal form and approve or deny based on the alignment of the course with the school improvement plan and district strategic plan.

Step 4

If approved by the building principal, the form will be signed and forwarded to the Student Learning Administrator for approval. The Student Learning Administrator will review the course proposal, and if approved, then assign a course code and follow the procedures outlined in Board Policy 2020, Curriculum Development and Adoption of Instructional Material.

IMPLEMENTED: June 21, 2012

REVISION DATE: March 27, 2014