

Course Approval & Change Form



Submitted by: _____

School: _____

Dept: _____

Signature: _____

Date: _____

CHECK ONE:

NEW HUSD Course

MODIFY PRE-EXISTING HUSD Course:

Old Course Name: _____

New Course Name: _____

New Course Proposal

Courses need to have final approval by the December SCC Meeting to be offered the following school year.

Full Course Title: *as it should appear in the Course Catalog* _____

Proposed ABBREVIATED Title for transcripts: *max 32 characters* _____

Course Description for Course Catalog: *In 3–6 sentences, explain the objectives and methods of the class. Do not repeat course details (Part 2 below) as those will be listed after your course description in the HUSD Course Catalog. See examples in the [Course Catalog](#).*

Please attach the course outline at the bottom of this form.

Grade Level(s): _____

One-semester course Two-semester course

How many units will be earned each semester? _____

A student who successfully completes this entire course will earn how many total units? _____

To be offered at: *check all that apply*

- Brenkwitz High School
- Hayward High School
- Mt. Eden High School
- Tennyson High School
- Anthony Ochoa Middle School
- Bret Harte Middle School
- Cesar Chavez Middle School
- MLK Jr. Middle School
- Winton Middle School

Pre-requisites (if any): _____

This course is intended to be offered starting:

Month: _____ Year: _____

Can this course be repeated for credit? Yes No

If this course is connected with another educational organization outside of HUSD, please explain:

STEAM CMMA Other

College Prep a-g

Advanced Placement AP

ROP course offered on the high school campus *one period*

ROP course offered at the ROP Center *three periods*

CTE Pathway

Proposal continued

What [California State Standards](#) does this course satisfy?

Current Standard _____

Prior Standard _____

Not Content Aligned

Calpads State Course Code: _____

If you have selected following State course codes, additional Content area sub code is required: 9000, 9051, 9080, 9090, 9130, 9132, 9133, 9134, 9135, 9136, 9137, 9155, 9156, 9157, 9222, 9223, 9291, 9292, 9293, 9294, 9316, 9381. Please pick additional code from the Content area sub code tab.

Content area sub code: _____

Note: This Calpads information is required for new course approval. Your school's Data Tech and/or Course Catalog Committee Counselor can assist.
Tip: Using the Calpads link above, do a search (control "f") in the document for a keyword and find the most relevant description and select appropriate Calpads State Course code.

Check One Department:

- English
- Mathematics
- Health
- Non-Departmental
- Physical Education
- Science
- Social Studies
- Visual and Performing Arts
- Vocational Education
- World Languages

Check One HS Graduation Requirement:

- Algebra
- Economics
- Elective
- English: 9 10 11 12
- Ethnic Studies
- Health
- Math other than Algebra
- Physical Education
- Science: Life Physical
- American Government:**
 - Social Science US History World History
 - VAPA Visual and Performing Arts
 - Vocational Business, Family and Con Science, Industrial Tech
 - World Languages

Check One A–G Approval:

- A History
- B English
- C Mathematics
- D Laboratory Science
- E LOTE/World Language
- F VAPA
- GA History/Social Science Elective
- GB English Elective
- GC Mathematics Elective
- GD Laboratory Science Elective
- GE Language Other Than English Elective
- GF Visual and Performing Arts Elective
- GO Other elective

Textbooks: _____

Other materials: _____

Funding Source: _____

Any additional pertinent information about the course that is not described above:

HR Credential Review:

Prior to submitting this form for approval, please send the completed form to Jia Liu (jliu@husd.us) for a credential review. The completed credential review will be returned to the individual who submitted the form.

HR USE ONLY: Credential Required (check all that apply):

Multiple Subject

Single Subject(s) _____

Education Specialist _____

Bilingual Authorization (BCLAD) _____

CTE _____

Other _____

Approval Process & Signatures

Once approved by SCC the course is submitted to Cabinet for final approval. Courses need to have final approval by the December SCC Meeting to be offered the following school year.

LOCAL CURRICULUM COUNCIL

Course Approved: YES NO Date of Action: _____
Chair Signature _____ Date _____

SUBJECT MATTER COMMITTEE

Course Approved: YES NO Date of Action: _____
Chair Signature _____ Date _____

SECONDARY CURRICULUM COUNCIL

Course Approved: YES NO Date of Action: _____
Chair Signature _____ Date _____

ASSISTANT SUPERINTENDENT OF EDUCATIONAL SERVICES

Course Approved: YES NO Date of Action: _____
Chair Signature _____ Date _____

All approved courses remain subject to the availability of funds and student sign-ups.