



## SSD New Course Proposal/Course Modification Process

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**Please do not skip any steps.**

**All** signatures required on Course Proposal/Course Modification Form **before** final submission to Executive Director of Teaching and Learning.

Name of Course \_\_\_\_\_

- 1) Complete the Course Proposal/Modification Form. Attach the syllabus and course outlines to the proposal form and submit to the Department Chair for review.
- 2) Building Department Chair review proposal.
- 3) Building Principal review proposal.
- 4) Building principal communicate proposal to Executive Director of Teaching and Learning. An initial review of the proposal will be necessary prior to moving the process forward.
- 5) If Executive Director of Teaching and Learning agrees after initial review, Submit Course Proposal/Modification Form to each Department Chair/Building Leadership team at **each** building.
- 6) Submit building approved Course Proposal/Modification form **with signatures** to Executive Director of Teaching and Learning for review by December 1.

**\*If this course requires use of instructional materials which have not been Board approved, you must get approval to purchase the materials from a budget manager (see Course Proposal/Modification Form) and submit through the Teaching and Learning Department a proposal to the Instructional Materials Committee for approval. (Board Procedures 2020P)**



### New Course Proposal

### Course Modification

<i>Office use only</i>		
Curriculum Key	Short Description	Date Completed
State Course Code (Required)	Approved CIP Code (CTE only)	

Course Title

Department

Curriculum Subject

Equivalency-Course(s)

**Meets Graduation Requirements**  
*(Mark ALL that apply)*

Fine Arts	English 9	English 10	English 11	English 12	World Geography	World History
US History	Science Elective	Algebra	Geometry	Math 3 Year	Health	Physical Ed
Government	Lab Science	Social Studies	General Electives	Career & Technical Education World Language		

**Course Designators**

CADR Course	Science Lab	College in the High School
None	Quantitative	Articulated Tech Prep
Running Start	Non Instructional	Honors Option

**Course Information:**

Pre Requisite(s)

Required or Elective?

**Course Length:**

Term/Qtr

Semester

Year

Category

Grade Level(s)

Core Academic Subject

Repeatable for credit

Grading Type

Cross Credited with

**Core Instructional Materials:**

Title

Publisher

ISBN                                      Is this material new\*                                      or existing

*\*If this course requires use of instructional materials which have not been Board approved, you must get approval to purchase materials from a budget manager (see next page) and submit through the Teaching and Learning Services Departmental proposal to the Instructional Materials Committee for approval. (Board procedure 2020p)*

Course Narrative:

Please answer the following questions:

1) What is the relationship of this proposed course to currently approved courses and programs?

2) What academic need will this course fulfill?

3) Who is the target audience for this course/program, and how will this improve student success?

4) Estimate the start-up costs, annual costs and source of the funds. How the funds will be used?

Initial Start-Up Costs

Source of Funds

What will be purchased with start-up funds?

Annual Costs

Source of Funds

What will be purchased with annual funds?

5) Does this proposed course have a technology component?      \*Yes      No

\*Please describe how the technology component supports the course.

6) What information in this course might be controversial? Is there a reasonable expectation that approval or implementation will be controversial?

7) If the answer to question 6 is yes, describe the likely controversy and the steps (precautions or modifications) that will be taken to make approval/adoption appropriate.

8) If a parent notification or permission slip will be required for any portion of this course, please attach a copy of the permission form, notification letter and/or opt out form.

**Attachment Requirements:**

Syllabus (or Draft)

Course Outline (CTE)

State Frameworks (CTE)

Course Objectives/Assessment Worksheet (CTE)

Approval of this recommendation will conform with: a) applicable state and federal laws; b) the stated goals and objectives of the district; c) Policies of the Board; and d) District administrative procedures.

GP Department Chair's Signature

GP Department Chair's Name

Date

SHS Department Chair's Signature

SHS Department Chair's Name

Date

CTE Director's Signature

CTE Director's Name

Date

GP Principal's Signature

GP Principal's Name

Date

SHS Principal's Signature

SHS Principal's Name

Date

District Administrator's Signature

District Administrator's Name

Date