

## COURSE APPROVAL PROCESS

Staff members wishing to add an additional course to the list of approved district courses must complete the following process:

1. Complete the (electronic) Course Approval form which includes the following aspects:
  - Rationale supporting the need for the course.
  - Course title
  - Length of course (i.e., quarter, semester, full year)
  - Level for which the course is designed (Level III Jr. high, or Level IV – high school) and if it is a basic course (designed to help the students meet the benchmarks for that level) or advanced (designed to help students master the benchmarks at a higher level). A course may be for both levels. For example, a Level IV basic course may also be offered to Level III advanced students.
  - Grade level of students that may take the course
  - Prerequisites (if any)
  - The course purpose statement summarizing the focus of the content of this course.
  - Course high achievement outcomes – the essential things all students in the course must know and be able to do upon completion. These should be written at high cognitive levels.
  - Outcome components – statements of simple and complex concepts or skills that describe more discreetly what students must know or do to perform each outcome.
2. Submit this data to your administrator and counselor for review and building level approval.
3. Submit this paperwork to the district curriculum coordinator by December 1.
4. The curriculum coordinator will submit the information to the appropriate Subject Area Committee for comments, revisions, etc. no later than December 15.
5. The curriculum coordinator will pass on the additional course information to the administrative team at the January administrative team meeting.
6. If the course is approved by the administrative team, the curriculum coordinator will present it to the Curriculum Coordinating Council at the January meeting.
7. Upon recommendation by the Curriculum Coordinating Council, the superintendent will present it to the Board no later than the February board meeting.

8. The submitting teacher will receive notification of final approval following the Board meeting. The teacher will also be notified throughout the process if there are delays or if additional information is needed.
9. The course will then go through the curriculum development cycle for curriculum validation, resource selection, assessment development, and assessment validation.

Adoption Date: March 14, 2005  
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