ADMINISTRATIVE PROCEDURE 6634

MASTER COURSE FILE

Responsible: Office of Academics

PURPOSE

This Administrative Procedure shall describe the protocol for creating a new course.

PROCEDURE

1. This practice is based on the agreement that no changes in the Master Course File will be made at the school site without permission granted by the Curriculum and Instruction Department. All Master Course File changes will be made by the Course File Manager.

2. Schools will use the following procedure to submit a new course request

    a. Each school may use a site-determined internal procedure to prepare a course description to be presented for approval. This procedure could include the teacher, a department leader (in secondary schools), one or more administrators, etc. Each school should consider the impact a new course will have on enrollment numbers in that subject area, numbers of students who may benefit from the course, availability of an appropriately certified teacher, financial impact, etc.

    b. A new course designed to satisfy a core academic, or graduation requirement must meet the appropriate state standards for that subject area.

    c. Requests for new courses or for changes to course information must be submitted to the Curriculum and Instruction Department using the "Course Modification Form." A complete course description and a list of goals and objectives of the course, including how the course meets state standards, must also be submitted.

    d. The Curriculum and Instruction Department will arrange for review of the submitted course and, if approved, forward the information to the Course File Manager for inclusion in the Master Course File.

    e. The Course File Manager will notify the school regarding the assigned course number.

3. A revised Master Course File will be sent to schools in November, April, and June.

LEGAL REQUIREMENTS AND ASSOCIATED DOCUMENTS

1. This Administrative Procedure reflects the goals of the District's Strategic Plan and aligns/complies with the governing documents of the District.

REVISION HISTORY

Date	Revision	Modification
02/2012	1.0	Adopted as Accepted Practice
01/03/2014	2.0	Revised: Converted to Administrative Procedure
07/29/2022	3.0	Revised: Update procedure and clarify language