



Provo City School District
Policy Series 4000: Curriculum, Instruction, Assessment

4180 F1

New Courses: New Course Approval Process

- If approved, this would be a NEW PCSD course.
- This is a proposed revision to an existing PCSD course.

- If so, provide only the information on this form that is a change from the original course description.
- What is the *current* (old) course title and course number (if title is changing)? What is the proposed modification?

Submitted by: Name _____

School _____

Department _____

Signature _____

Date _____

COURSE TITLE AND INFORMATION

New/Proposed Course Title: _____
 (full title as it should appear in the Course Catalog)

New/Proposed (Suggested) ABBREVIATED Title for transcripts:

 (maximum 32 characters)

Sample Course Description for Course Catalog (3-6 sentences):
Explain the objectives and methods of the class. See examples in your school's current Course Catalog.

Grade Level(s) to be served: _____

Course Duration and Credit Amount:

- One Semester (half year) .50 credit
- Two Semesters (full year) 1.00 credit

Ultimately, how many levels/years of this course will be offered for credit?

What prerequisites apply to enrolling in this course?

What fees and/or special conditions apply to enrolling in this course?

Why is this new/revised course needed? What evidence do you have of student interest; you may choose to include a list of student's signatures with their support for adding the course. These lists should contain at least 35-40 student signatures.

What method was used to determine the need for this new course/revision?

What Utah Core Standards does this new/revised course satisfy?

Does this new/revised course have an existing state code?

Yes If yes, what is the course code? _____

No If no, please describe the process, timeline, and person(s) to obtain a state code.

This course will be offered at (check all that apply):

Centennial Middle School

Dixon Middle School

Independence High School

Provo High School

Timpview High School

This course meets the following academic standards (check all that apply):

Middle School program

High School program

College Prep/Pre Advanced Placement (Pre-AP)

Honors

Career-Technical Education

Advanced Placement (AP)

ESL/ELL*

Special Education (Learning/Physical disabilities)*

Concurrent Enrollment (indicate post-secondary institution and related information)

*Please explain

RESOURCE NEEDS OF THE NEW/REVISED COURSE

Teacher Certification Requirements (Are you currently endorsed to teach this course and if not what have you done to ensure you will become endorsed under the USOE guidelines?)

Proposed Textbook(s)

Other Materials/Needs (Room requirements: renovations, power, etc.)

Total Projected Cost to start the course and, if applicable, costs for future years:

Proposed Funding Sources (Include any possible course fees and purpose)

Additional pertinent information not covered above:

Timeline Requirements: This fully completed form, along with 3 signatures must be submitted to the Executive Director of Teaching and Learning not later than 15 November of each school year.

The approval process will be granted for one year only. By January 10 each school year, the sponsoring teacher/school must submit written documentation making the case for the course to continue beyond its pilot year.

APPROVALS/SIGNATURES

Please gather the signatures in the following order.

1) Teacher submitting the proposal: "I verify that the information submitted for this proposal is accurate."

Teacher Name (Print) _____

Teacher Signature _____

Date _____

2) Department Head: I have read this proposal and

- Support this new/revised course proposal
- Do not support this new/revised course proposal for the reasons outlined on an attached sheet.

Dept. Head Name (Print) _____

Dept. Head Signature _____

Date _____

3) School Principal: I have read this proposal and

- Support this new/revised course proposal
- Do not support this new/revised course proposal for the reasons outlined on an attached sheet.

Principal Name (Print) _____

Principal Signature _____

Date _____

4) District Instructional Council

- Approved
- Denied for the reasons outlined on an attached sheet.

Name (Print) _____

Signature _____

Date _____