



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

**Policy No. 4180**

## **New Courses within the Overall Academic Program**

The Provo City School District Board of Education is responsible for the programs and courses offered in the district. The development and application of a reasonable new course request-approval process is delegated to the professional staff of the district.

The Board desires for its students to have a wide variety of educational experiences so students can both explore and develop interests. The Board believes that part of the role of a full, comprehensive public education is the opportunity to study a large variety of subject areas and to develop skills and interests in diverse fields.

From time to time, new courses may be desired to replace certain current offerings or to add to the overall number of course offerings. The Board is supportive of this process, providing that sufficient prior consideration and planning precedes the process of formally making such course(s) available during the registration process.

The Board directs the superintendent to develop and implement procedures for considering and approving new course requests, and for vetting current course offerings. The procedures should include (among others):

- Assurance that programs and courses support the district and state essential standards and prepare the students for the world of work, to be productive citizens in our society, and to pursue the development of individual talents and skills.
- Assurance that the programs and courses include flexibility to meet special needs of individuals.
- Establishing multiple steps/levels within the approval process for appropriate checks and balances,
- Ensuring the inclusion of accurate estimates of the cost of any needed resources,
- Statements from the person(s) proposing the new course describing the need and value of the course, and other related details.
- Whether a course is designated as a “pilot” and if so, what criteria must be met to determine its continuation.

The procedure should also include details on when and how existing courses will be removed from program guides.

At the high school level – where it is anticipated the majority of such new course requests will take place – eligibility for NCAA Clearinghouse approval and other similar formal post-secondary academic standards will strengthen the course proposal.

Approved by Board of Education: September 8, 2015