



Request for Course Addition/Change

Site(s) Request: _____ Submission Date: _____

PROPOSAL for: ☐ New Course
☐ Substantial alteration of existing course (i.e. changes to content, additions/deletions of content standards)
☐ Course title change only

Length of Course: ☐ one semester ☐ full year

School Year to be implemented: _____

Course Weight: ☐ Honors ☐ AP ☐ College Prep

Max Credits ____ Variable Credit ☐ Yes ☐ No

Department: _____ Grade Level(s): _____

Can this course be repeated for credit? (if applicable) _____

Title of Course: _____

Proposed Transcript Abbreviation: (if applicable) _____

Proposed UC Designation: (if applicable) _____

High Schools Only

- Is course going to be submitted for UC/CSU a-g credit? ☐ Yes ☐ No
- Will course be submitted for Honors Designation? ☐ Yes ☐ No

Note: Deadline for UC/CSU a-g courses is Feb. 1 of prior year.

Impact on Master Schedule and/or Staffing (i.e. specialized credential/authorization needed):

Rationale for Course Change/Addition:

COURSE DESCRIPTION

The Course Description is required for proposed NEW Courses. Use this section to emphasize the core knowledge and skills students are expected to learn in the course. There should be clear evidence of the course's level of rigor and the development of essential critical thinking skills.

- A. **COURSE OVERVIEW:** The Course Overview provides a snapshot of the course's content. Provide a brief summary (3-5 sentences) of the course's content. Include standards addressed (e.g. CA content standards, Social Justice standards).

- B. **PREREQUISITIES & CO-REQUISITES:** (if applicable)

- C. **COURSE CONTENT:** In a unit-by-unit style, provide
- A brief description (5-10 sentences) of topics to be addressed
 - A brief summary (2-4 sentences) of at least one assignment that explains what a student produces, how the student completes the assignment and what the student learns.

COURSE MATERIALS

Provide the course materials used to support student learning and the delivery of this course.

Note: If you are requesting a new core/supplementary textbook adoption, please note this in this section.

For courses seeking the UC honors designation: Provide a short description of the course's comprehensive final exam or culminating project.

Resources (as applicable):

Site will provide the following resources:

Site requests the following resources from district:

REQUIRED SIGNATURES

- 1. Please obtain signatures from A, B prior to forwarding this proposal to Educational Services, Director of Curriculum and Instruction.
- 2. If course/curriculum is districtwide, signatures must be attained by each site (photocopy the signature page as needed and attach to packet) prior to submitting to Ed Services.

Principal and Dept. Chair will receive notification of the Teaching & Learning Council (TLC) meeting date whereby a representative should attend in order to present description and rationale for changes to course/curriculum. After the TLC provides feedback, the Director of Curriculum and Instruction will request date to present information/major action item to the Board of Education.

Obtain signatures from A, B prior to forwarding this proposal to Educational Services, Director of Curriculum and Instruction.

A. Department Chair:

_____	_____	_____
Print Name	Date	
_____	_____	_____
Signature	Date	

B. Principal/Site Administrator:

_____	_____	_____
Print Name	Date	
_____	_____	_____
Signature	Date	

To be completed by Educational Services, Director of Curriculum & Instruction

C. Teaching & Learning Council review

Date

D. Director, Curriculum and Instruction

Print Name

Date

Signature

Date

E. Submitted as Board Agenda Item

Date

F. BOARD OF EDUCATION APPROVAL

Date