

INSTRUCTION

Standard Instructional Program

New Course Proposals and Deletion and Consolidation of Existing Courses

This policy supersedes Policy 3202.1.

I. PURPOSE

To establish requirements and procedures both for the approval of new courses and for the deletion or consolidation of existing courses at the middle or high school level.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Wording has been added to Policy 3202 to clarify the process for approval, deletion, and consolidation of all courses.

III. PROCEDURES

A. Definitions

1. A new course is any credit or noncredit course that has not been included in the standard or optional course offerings or has not been included in the course selections offered to students in that school in either of the past two school years.
2. An existing systemwide course is an approved course that has been listed in the standard or optional course offerings in either of the past two years.
3. A school-site course is a course created specifically for that school. It shall not become a systemwide course offering unless it has been approved for placement on the list of approved courses.

B. Review Committee

A representative committee including staff members, and community members appointed by each cluster, will be convened annually, and as needed, to review course proposals. The committee's recommendations will be forwarded to the School Board.

C. Evaluation

Any proposal for a new course shall include a statement of the evaluation procedures for determining the effectiveness of the course and shall be submitted for approval to the assistant superintendent, Instructional Services Department, prior to implementation in accordance with established procedures. The results of the evaluation will be reviewed by the Division Superintendent or his or her designee prior to any final determination regarding the continuation of the course.

D. Approval of New Courses, Deletions, and Course Consolidations

All systemwide new courses shall require final approval by the assistant superintendent, Instructional Services Department, the Division Superintendent, and the School Board. Deletions and consolidations of systemwide courses require the same approvals. All school-site courses must be approved by the assistant superintendent, Instructional Services Department. School-site courses may be deleted or consolidated with the approval of the principal, who will notify the assistant superintendent, Instructional Services Department.

See also the current versions of: Regulation 3202, Approval of New Courses and Deletion or Consolidation of Existing Courses

Policy
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