New Course Proposal Form

Course Title: ____________________________
Initiator: ____________________________
School/Department: ____________________________

NATURE OF REQUEST

New Course Type - select one:
- Standard credit
- Advanced Placement or IB
- Professional / Technical
- Special Education
- Intervention
- Gifted and Talented
- Honors
- Magnet
- IB

Change in Course - select one:
- Change in course description
- Change in title (will require a new code)
- Change in prerequisites
- Change in credit distribution (will require a new code)
- Change in course length

Student Prerequisites for Placement:

REQUIRED DOCUMENTS (attachments)

COURSE DESCRIPTION required for new courses. New course description to be included in the school catalog and/or handbook. When appropriate include old course description with changes. Schools are encouraged to use the state course description.

Credits: ____________________________
Course length: ____________________________
- Semester
- Year
- Trimester
- Quarter

ADVANCEMENT / GRADUATION REQUIREMENTS

Please identify the advancement / graduation requirements that the course meets.

- Electives (General)
- Math (Algebra I)
- Social Studies (United States History)
- English / Language Arts
- Math (Algebra II)
- Social Studies (American Government)
- General Studies / Electives
- Math (Geometry)
- Social Studies (Economics)
- Health and Wellness
- Math (Elective)
- Social Studies (Elective)
- Humanities (Fine / Perf. Arts)
- Physical Education
- Other – Please explain:
- Humanities (World History)
- Professional / Technical Ed.
- Humanities (World Languages)
- Science (Biological Science)
- Language Arts - Middle school
- Science (Physical Science)
- Math – Middle school
- Science (Elective)

Intended grade levels: 6 7 8 9 10 11 12


State Course Assignment Code: ____________________________
State Requirements for Teaching Course: ____________________________
Federal HQT Requirement: ____________________________
PTE Industry Certifications: ____________________________
PTE Director initials ____________________________

COURSE PACING GUIDE – rationale, essential questions, objectives, desired outcomes, assessments, timeline - time spent on each section. Please use District template.
IDAHO or NATIONAL STANDARDS or INDUSTRY STANDARD REFERENCE provide standards alignment information. If no state, national, or industry standards exist attach other standards documentation.

**DISTRICT ADOPTIONS** identify district / state approved textbooks, ancillary materials with cost for each item, listing the vendor and the source of funding that will be used

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**ALIGNMENT OF ADOPTIONS TO STANDARDS**
Rigorous and relevant to 21st Century Standards

**OPTIONAL DOCUMENTS FOR SUBMISSION**
- Statement of articulation with colleges/universities
- Course Curriculum Guide: Traditional | Understanding by Design
- End-of-Course Assessment sample items
- Lesson examples
- Ancillary materials: films, multimedia, authentic documents, etc.

**DISTRICT CURRICULUM GUIDE IS DUE JULY 1 AFTER YEAR OF PILOT**

**SIGNATURES – Indicates approval**
- Teacher __________________________ Date ______________
- Principal _________________________ Date ______________
- Secondary Review Committee ________________ Date __________
- Secondary Review Committee ________________ Date __________
- Associate Superintendent ________________ Date __________
- School Board Approval ___________________ Date __________

**TIMELINE**
- New Course Proposal to Building Administration – No later than December 1
- District Secondary Review Committee Approval – No later that first week of December
- District Ad Hoc Review Team Approval – Mid-December
- Board Presentation and Approval – January
- If Approved by the Board of Trustees, Teachers May Teach the Course using the Approved Pacing Guide
- District Curriculum Guide is Due – July 1 in Year Course is Taught
SUBMISSION

New course proposals may be submitted no later than December 1 for the following school year.
Send electronic copies of documentation via district email to XXX.
Send original copy of this fully completed and signed document to XXX.

District Office Use Only:

Course #: ___________________________ Date: _________________ Initials: _________________