

New Course /Program Change Proposal Timeline

March 1	Preliminary Changes in Program /New Course Request Due to Curriculum Office
September 30	Draft Curriculum Documents for initial approval Due to Director of Instruction
October 31	Curriculum Documents for Final Approval Due to Director of Instruction
November Committee Meeting	New Courses/Changes Presented to BOE
December Board Meeting	New Courses Approved by BOE

Curriculum Documents Required for New Course:

1. Preliminary Request for Change in Program
2. Completed Course Outline
3. Completed Course Proposal
 - a. Course Description
 - b. Course Outline
 - c. Curriculum Map
 - d. Standards Alignment
 - e. Resource List

Approval of a new Course or Program Change:

1. Submit Preliminary Request for Change in Program (by March 1)
 - a. Approval of by Building Principal
 - b. Approval by Director of Instruction
2. Complete Course Outline (by March 1)
 - a. Submit to building principal for approval
 - b. Submit to Director of Instruction for approval
3. Complete Course Proposal consisting of: (Draft by September 30, Final By October 31)
 - a. Course Description
 - b. Course outline
 - c. Curriculum Map
 - d. Standards Alignment
 - e. Resource List