

COURSE APPROVAL FORM

DEPARTMENT _____ SCHOOL _____

PROPOSED COURSE TITLE _____

GRADE LEVEL _____ COURSE LENGTH _____ CREDITS _____

REQUIREMENT/ELECTIVE _____ MEETING FREQUENCY _____

ANTICIPATED ENROLLMENT _____ PREREQUISITES _____

ADDITIONAL FTE _____ YES _____ NO IF YES, HOW MANY? _____

COURSE INFORMATION

- A. Rationale. Provide a brief description of student/school needs, purpose of course, benefits and anticipated student outcomes.

- B. Course Description. Provide a short descriptive paragraph highlighting the major focus of the course. This will be used in the course handbook.

- C. Course Outline (ATTACH). The outline should include the major concepts and must be linked to the Board of Education approved standards and benchmarks.

- D. Educational Resources, including suggested text and supplementary materials.

E. Instructional Strategies – Describe primary classroom instructional strategies to be used:

F. Student Assessment Procedures – Describe how student learning will be assessed:

G. Financial Impact – Provide a detailed report of projected costs for personnel, materials, and equipment that will be needed in subsequent years (5 years) when the course is fully in place:

H. Financial Impact in the First Year:

Personnel:	FTE	Cost
Instructional	_____	\$ _____
Non-Instructional	_____	\$ _____
TOTAL PERSONNEL		\$ _____

Materials:		
Textbooks	_____ @ \$ _____	= \$ _____
Materials		\$ _____
TOTAL MATERIALS		\$ _____

Equipment List:

TOTAL EQUIPMENT \$ _____

OTHER PERTINENT INFORMATION

A. This course will be (check one):

- an addition to current offerings
- a replacement for _____
- a pilot study
- a significant modification to an existing course
- a reinstallation of a previous or similar course.

B. This course will require (check appropriate spaces):

- special scheduling of teacher time
- special room arrangements or equipment (Explain on back of this sheet)
- special student grouping or scheduling
- additional curriculum/instruction planning time
- additional training

C. To what extent does this course conflict and/or duplicate the content of other courses in the department? Courses offered in other departments? Courses offered at other grade levels?

D. To what extent will this course impact student scheduling within the department?
Outside the department?

E. What course(s) can be deleted if this course is adopted?

F. This proposed course has been discussed with all other members of the department prior to submitting this form. Describe briefly the outcome of these discussions.

APPROVED: December 10, 2007