

Process and Timeline Of Either A New or Significantly Revised Course

PROCESS

A **new course** is one that is not currently in the district data bank of approved courses as it will be proposed.

A course will be considered **significantly revised** if: (1) it addresses a different set of content standards; (2) it will fulfill a different graduation requirement; (3) the name of the course is changed; or (5) it will have different prerequisites.

- The person proposing the course should share his/her *idea* to their content department for discussion, first-level approval, and advice/support for the development of the proposal. ➤ At this step, the department will want to consult a copy of the WI State content standards and identify those standards that will drive the course and view alignment to other courses. ➤ At this step, prior to undertaking the actual work of developing the full-blown course of study, the department must determine if the same or a very similar course already exists in the district's data bank of approved courses. ➤ The initiator and full department should also run the idea by the building level principal who oversees his/her department for approval/advice and considers any impact at the buildings above and or below them.
- Once the department and building principal have given initial approval and checked for duplication, the course initiator should notify the curriculum director the nature of the course and that a course proposal form will be completed in detail.
- When the course [proposal form](#) is complete, the course initiator consults with the department for a final agreement and delivers a copy to both the building level principal and the curriculum director.
- The curriculum director will consider the following factors in their deliberations about the course:

❖ *What value will students gain from the course unique to the course?* ❖ *What do current literature and research say about the learning and skills the new course addresses? Does our local data/interest indicate this course would be supported?* ❖ *How does the new course support the mission and goals of the school? The community?* ❖ *Have technology and disciplinary literacy standards been built into the course alongside the content standards?*

- **If the course is approved by the curriculum director, it moves to the superintendent for discussion.**
- The Superintendent will arrange for the new course to be presented to the School Board for final approval. At the point such final approval is given, the new course may be added to the district course of study.

TIMELINE

- A new or revised course may be initiated at any time.
- However, new courses must be approved no later than November 15 of any year for inclusion in the district course of study for the following year.
- Exceptions to this deadline may only be made by the superintendent.

Anticipated Approval Timeline

<i>DATE</i>	<i>COMMITTEE;</i>
November 15	Seeking final approval from Building Principal and Curriculum Director
Nov. 15-30	Reviewed by Curriculum Director
November 30	Superintendent approval of board agenda item
December /January	Recommended to the Board for approval