



## 6220 A

# Procedures: Amendments to the Course Catalog *Regulation 6220 A*

Original Adoption: 09/25/1973

Effective Date: 09/12/2012

Revision Dates: 02/23/1976, 08/13/1985; 09/12/2012

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### **I. PURPOSE**

The purpose of this regulation is to establish the procedure for amending the District Course Catalog, which lists all approved courses available for secondary schools in the district, by the addition, revision or deletion of courses contained therein.

### **II. GENERAL STATEMENT OF REGULATION**

- A. The Superintendent designates the Academic Office as Superintendent's designee in this process.
- B. The Chief Academic Officer is authorized to promulgate additional administrative rules to guide the process established by this regulations for the implementation of the policy on New Course Offerings.
- C. All new or revised courses approved shall be subject to a pilot program and course evaluation plan, approved in advance of institution of the course.

### **III. APPLICATIONS TO ADD NEW COURSES**

- A. Any person who wishes to introduce a new course shall provide a full and complete description of the proposed course on a form provided by the district no later than October 1<sup>st</sup> of the school year prior to the year the class will be offered if approved. Such form shall require information including, but not limited to:
  - 1. Identification of academic standards to be met by this course;
  - 2. Whether or not the course is designed to meet a particular graduation requirement, and if so, which requirement or requirements;
  - 3. Proposed course syllabus;
  - 4. Suggested length of course;
  - 5. Suggested grade levels or range of grade levels for which the course is appropriate;
  - 6. Proposed learning materials for the course;
  - 7. The pre-requisites, if any, for the course.
  - 8. Suggested course title;
  - 9. Whether or not the course is suggested or required by a third party educational program, such as International Baccalaureate (IB), Advanced Placement (AP), College in the Schools (CIS), Summer School programs, Alternative Learning Centers (ALC) or the like.
  - 10. Whether or not the course will be or is designed to be delivered by online instruction and how much of the course will rely on online instruction and learning.
  - 11. Any State Course Code that would apply to the proposed course, including career and technical education codes as supplied by the content area lead;
  - 12. Whether or not the course is to replace or be the equivalent of an existing course or courses in the current District Course Catalog;



13. The proposed Course Number which has been obtained in consultation with the Student Accounting Office
  14. The presumed licensure(s) required for the teacher of the course.
  15. Whether the course is an elective or where the course fits into the district's approved course sequence in the content area.
- B. Any teacher or administrator who wishes to pilot the proposed course shall also provide the following information:
1. The pilot plan for the course;
  2. The student assessment plan for the course;
  3. Other evaluation plans for the pilot;
  4. Whether or not the course has the support of the school's administrator;
  5. The source of funding to support the addition of the course to the school's master schedule;
- C. Applications for new experimental courses shall be submitted to the content area lead in the Teaching and Learning Department for review no later than October 1<sup>st</sup> of the school year preceding the year in which the course would be offered. The lead shall forward a written finding of recommended or not recommended no later than November 1<sup>st</sup> to the Chief Academic Officer for review. The lead may request additional information from the applicant to fully evaluate the proposal.
1. Applications for courses required or suggested by third party educational programs, summer school or credit recovery programs shall be reviewed with the lead staff for those programs.
  2. A recommendation to approve an application shall include the findings of the content area lead at least on the following items:
    - a) The completeness of the application;
    - b) The criteria supporting the application;
    - c) The adequacy of the pilot program plan;
    - d) The adequacy of the course evaluation plan;
    - e) The adequacy of the financial support proposed for the course.
  3. A recommendation to disapprove an application shall include the written findings of the content area lead leading to the disapproval of the application, including those items identified in ¶III.C.1 above.
- D. The Chief Academic Officer shall recommend approved applications to the Superintendent no later than December 1<sup>st</sup>, and seek Board of Directors approval of the addition as soon thereafter as is practicable.
- E. The Chief Academic Officer shall notify the applicant and the content area lead of the final decision on the application within ten (10) days of board approval. If no pilot is proposed as part of the application, the Chief Academic Officer, or designee, may seek volunteers for a pilot program. The approved pilot location(s) may include the course in their master schedules. Schools not in the approved pilot may not include the course in their master



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schedules until the course has been fully evaluated and approved for inclusion in the District Course Catalog.

- F. After the evaluation plan has been completed, and if the course meets the criteria for approval, the Chief Academic Officer may approve the course for inclusion in the District Course Catalog available to all secondary schools.

#### **IV. APPLICATIONS TO REVISE AN EXISTING COURSE**

- A. Any teacher, administrator, or content area lead may apply to revise an existing course listed in the District Course Catalog upon a form provided by the District and upon the same schedule as for a new course.
- B. An application to revise an existing course shall include the same information required of the proposal for a new course with the addition of the rationale for revising the currently listed course.
- C. Applications to revise an existing course shall be submitted to the content area lead in the Teaching and Learning Department for review. The lead shall forward a recommendation for approval or disapproval to the Chief Academic Officer for final determination.
- D. The Chief Academic Officer may require a pilot of a revised course, but is not required to do so, if in their discretion the revision suggested is not such a material change that a pilot is warranted for evaluation prior to making the revised course available to all schools through the District Course Catalog. Revised courses requiring a pilot shall be managed and evaluated as if the course were a new course under this regulation.
- E. A revised course may receive a new course number if such action is recommended by the office of Student Accounting or, when applicable, the Office of Career and Technical Education.
- F. If the revision is a substantial and material change, the Chief Academic Officer shall make a recommendation to the Superintendent to approve the application, and seek Board of Directors approval of the change. If the revision is not substantial or material, the Superintendent shall determine whether or not Board of Directors' approval should be sought.

#### **V. APPLICATIONS TO REMOVE AN EXISTING COURSE**

- A. Any teacher, administrator or content area lead may apply to remove an existing course listed in the District Course Catalog upon a form provided by the District and upon the same schedule as for the application for addition of a new course.
- B. An application to remove a listed course shall fully describe the reason(s) for removal, including information regarding how the academic standards taught in the course will be available through other course work, or how any graduation requirement met by the existing course will be met by another course.



- C. Applications to remove an existing course shall be submitted to the content area lead in the Department of Teaching and Learning for review.
- D. Notice of the application to remove a course from the catalog shall be given by the content area lead to all teachers currently teaching the course or who have taught the course in the grading period immediately preceding the application, and all principals of schools in which the course is taught. Teachers of the course and principals shall have the opportunity to join in the application or to protest the approval of the application. If teachers or principals protest the approval, they shall deliver their reasons for protesting the application in writing within ten (10) business days of the date of the notice to the content area lead.
- E. Upon the basis of the application and any written responses from teachers or principals the content area lead shall make a recommendation to approve or disapprove the application to the Chief Academic Officer for review.
- F. The Chief Academic Officer shall make a recommendation to the Superintendent to approve or disapprove the application based on the written record of the application, which shall include the input received from teachers and principals.
- G. The Superintendent shall either seek Board of Director's approval of the removal of an existing course, or shall deny the application.

***Cross References:***

MPS Policy 5391 (Graduation Requirements)

MPS Policy 6220 (New Course Offerings)