

NEW COURSE PROPOSAL FORM

OVERVIEW OF THE PROCESS

Educators at WJJMS and BA should follow the process outlined below when proposing a new course addition to the Program of Studies. Proposals for new courses must be submitted for review by September 15 **in the year prior to implementation.**

DEADLINE	ACTION
September 15	Teacher submits New Course Proposal Form to building administrator
October 1	Course Review Committee (teacher, teacher leader, principal, counselor, director of teaching and learning) meets to review New Course Proposal
November 1	Teacher submits Course Map
November 15	Course Review Committee meets to review Course Map
November 20	Resources for new course are budgeted
December 1	Curriculum Committee reviews New Course Proposal and Course Map
February 1	New course is entered into Program of Studies

Bolded items indicate a requirement of approval by the respective committee

NEW COURSE PROPOSAL

Rationale for Course (e.g., student interest, articulation with a college or university, expansion of programming, change in curriculum):

Course Title: Required
 Elective

Prerequisite Required? (if so, please list): _____

Length of Course:

Semester Full Year

Credit Value:

Level of Course:

Intended Grade Level _____ Academic Level (AP, H, ECE, Level 1, 2, 3) _____

Course Description:

Student Learning Outcomes:

Required Curricular Resources:

Required Staffing (FTE):

Itemized Budget (including costs):

Proposed By: _____

Date: _____