

P6411 CURRICULUM COURSES - NEW AND REVISED

BOARD POLICY:

Learning Services, in cooperation with subject area directors or coordinators, building administrators, and classroom teachers, will approve requests for the development of new courses or the revision of existing courses.

Administrative Implemental Procedures:

1. Criteria for the development of new courses will be determined by field and subject area needs.
2. Need for a new course or the revision of an existing course must be established prior to initiating procedures for course development and/or revision.
3. Cost factors will be considered regarding availability of teaching materials, supplies, and equipment.
4. The person developing a new course or revising an existing course must use course Request Form.
5. Learning Services is responsible for listing the approved course in the *Program of Studies for the Middle Schools* and *Program of Studies for the High Schools*.

Administrative Responsibility: Learning Services

Latest Revision Date: June 2006

Previous Revision Date: March 1999 P6411

Updated administratively for alignment purposes: December 2013