



**Responsible:** Department of Curriculum & Instruction

## **PURPOSE**

This administrative procedure shall describe the protocol for creating a new course.

## **PROCEDURE**

1. Schools will use the following procedure to submit a new course request:
  - a. Each school may use a site-determined internal procedure to prepare a course description to be presented for approval. This procedure could include the teacher, a department leader (in secondary schools), one or more administrators, etc. Each school should consider the impact a new course will have on enrollment numbers in that subject area, numbers of students who may benefit from the course, availability of an appropriately certified teacher, financial impact, etc.
  - b. For high schools, a new course designed to satisfy a graduation requirement must meet the appropriate state standards for that subject area.
  - c. A complete course description and a list of goals and objectives of the course, including how the course meets state standards, must be submitted for approval by a school administrator to the Curriculum and Instruction Department. The request should also include the teacher certification number, requested semester and maximum credit, and requested subject area (See form section of Accepted Practices).
  - d. The Curriculum and Instruction Department will arrange for review of the submitted course and, if approved, forward the information to the Course File Manager for inclusion in the Master Course File, effective with the next course file roll date.
  - e. The Course File Manager will notify the school regarding the assigned course number.
  - f. New courses which are intended to meet a University of Nevada entrance requirement will be submitted for approval to the University System for their yearly update of accepted courses. This request for approval must come from the WCSD Superintendent's office and not from an individual school.

## **DESIRED OUTCOMES**

1. This Administrative Procedure shall give school staff direction on how to submit a request to create a new course.

**IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure reflects the goals of the District’s Strategic Plan.

**REVIEW AND REPORTING**

1. This procedure and any accompanying documents will be reviewed annually.

**REVISION HISTORY**

Date	Revision	Modification
2/2012	1.0	Adopted as Accepted Practice
1/03/2014	2.0	Revised: converted to Administrative Procedure