

# New Course Approval Application

**Submission Date:** \_\_\_/\_\_\_/\_\_\_ **Person Initiating Course:** \_\_\_\_\_ **Site(s):** \_\_\_\_\_  
**Date Submitted to Board:** \_\_\_/\_\_\_/\_\_\_ **Date of Approval:** \_\_\_/\_\_\_/\_\_\_

**Course Title:** \_\_\_\_\_  
**Unit Value: 5 units per semester**

**Subject Area:**

- Algebra/Math 1 (9-12 course only)
- American Government (9-12 course only)
- Economics (9-12 course only)
- Elective
- English
- Health
- History/Social Science (K-8 course only)
- Life Science (9-12 course only)
- Mathematics (not Algebra/Math 1)
- Physical Education
- Physical Science (9-12 course only)
- Science (K-8 course only)
- Technology
- U.S. History (9-12 course only)
- Visual & Performing Arts
  - Intro
  - Advanced
- World Geography (9-12 course only)
- World History (9-12 course only)
- World Language

**Fulfills UC/CSU Entrance Requirement?**  
 Yes  No

*Please indicate the letter (A-F, G electives):*  
 A  B  C  D  E  F  G

**Satisfies Graduation Requirement As:**

- Required Class
- Required Subject Area Elective
- Elective Requirement Option

**"Honors" Distinction:**  Yes  No  
**Advanced Placement:**  Yes  No  
**International Baccalaureate:**  Yes  No  
**Special Education:**  Yes  No  
 Level:  RSP  SDC  ILS  
**English Language Development:**  Yes  No  
**CTE**  Yes  No

**Pre-/Co-requisites:**

**Approved Text(s):**

**Transcript Title(s) / Abbreviation(s)**

**Grade Level:**  
 9  10  11  12  Other \_\_\_\_\_

**Grading Scale to Use:**  
 Default (not weighted)  
 AP scale (weighted)

**Additional versions of this course?**

- CECA
- Scholars
- Special Education (.98)
- Special Education (.99)

**Internal Use Only - Transcript Course Code(s) / Number(s) (CALPADS):** \_\_\_\_\_

**Modeled After:**  
**Model Course Title:** \_\_\_\_\_ **Course code for model course:** \_\_\_\_\_

**\*\*Please submit form electronically to the Supervisor of Schools in the Office of the Chief Academic Officer**

## PROCEDURES FOR APPROVAL

The "New Course Approval Procedures" are designed to insure that the courses offered to students in the Natomas Unified School District are of uniformly high quality and have been designed with appropriate input from all concerned parties. **(see NUSD Knowledge Base article for Flow Chart.)**

## NEW COURSE DEVELOPMENT GUIDE

The following checklist is intended to ensure content consistency in curriculum development in NUSD.

Please include **all** sections described in the guidelines.

- Preparation: Has the High School Course Catalog been checked to avoid duplication of title and content?
- Text & Supplemental Instructional Materials (costs for site/district)
- Course Title
- Transcript Title/Abbreviation
- School
- Grade Level for which course is intended
- Department or Discipline (Subject Area)
- Seeking Honors Distinction? (If so, indicate clearly how content is distinct from non-Honors.)
- Unit Value
- Fulfills "a-g" requirement? (Pending UC Doorways approval)
- Modeled after a UC course from outside of our district? If so, which school district? Course title at other school.
- AP course? Please concurrently submit to College Board.
- Prerequisites/Co-requisites
- Course Description for High School Course Catalog
- Course Rationale: statement of student needs
- Common Core Standards addressed
- Course Objectives
- Course Outline
- Budget Impact
- Key Assignments
- Instructional Methods and/or Strategies: Outline of Resources Needed
- Student Assessment Methods and/or Tools
- Course Evaluation

***Courses may be site- or district-initiated (see NUSD Knowledge Base article for Flow Chart.)***

The responsibility for site-initiated courses remains with the site administrator until such time as the course has met the requirements of site standards or until it has been denied. Denials at any level may be challenged by submitting the *New Course Approval Application* and the written justification for denial to the Supervisor of Schools in the Office of the Chief Academic Officer. *Appeals of cases where a course is denied at any level will be handled by the Office of the Chief Academic Officer.*

New courses are directed to the Supervisor of Schools in the Office of the Chief Academic Officer and then channeled through the appropriate steps of the procedure.

The Supervisor of Schools in the Office of the Chief Academic Officer is also responsible for notifying the initiator/site of changes or recommendations as the new course advances through the steps of the procedure.

During some part of the procedure, all courses must have approval from:

- Subject Area Department Chair
- Site Principal
- Office of the Chief Academic Officer (RD,HR,CAO)
- NUSD Board of Trustees

*Any denial requires written justification.*

## COURSE CONTENT

**Texts & Supplemental Instructional Materials** (*Failure to complete this section will delay the approval process.*)

- List of texts and supplemental instructional materials is attached.
- REQUIRED:** Submit (concurrently with this application) the ***Request for District Approval for Adoption of Textbooks, Reference Materials, and Literature Form(s)*** along with the referenced textbooks/materials.
  - To be funded by:
  - Cost per pupil -
- Textbooks/materials to be used in this course are currently going through or have already gone through the district's approval process.

**Course Rationale:**

**Course Outline:**

**Common Cores State Standards addressed (in the absence of adopted standards, list major student outcomes):**

**Key Assignments:**

**Instructional Methods and/or Strategies:**

**Use of Technology:**

**Collaborative Focus:**

**Student Assessment Methods and/or Tools:**

## **Course Evaluation**

The primary issue being examined is the degree to which the course content, materials, and instructional strategies result in the acquisition of skills and knowledge by students exposed to the course. It must answer the question, "How can a teacher or administrator gauge whether the course has been successful at transferring the intended body of knowledge to students?" **To be adequate**, the evaluation design must concretely measure the extent to which learning in the desired areas actually takes place.

**Course:**

**Objective:**

**Performance Level:**

**Measure:**

## C. HONORS/ADVANCED COURSES ONLY

Please refer to instructions

Indicate how the curriculum and instruction in this honors course is different from the standard course.

## Approval Process

A. *Presented to Subject Area Department Chair:*

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Approval \_\_\_\_\_ Date \_\_\_\_\_

B. *Presented to Site Principal:*

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Approval \_\_\_\_\_ Date \_\_\_\_\_

C. *Presented to the Office of the Chief Academic Officer: (RD,HR,CAO)*

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Approval \_\_\_\_\_ Date \_\_\_\_\_

D. *Presented to the NUSD Board of Trustees:*

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Approval \_\_\_\_\_ Date \_\_\_\_\_

***For Office Use Only***

**Attachment A:** Request for District Approval of Textbooks, Reference Materials, and Literature

**Course Title:**

**Textbook Title, Publisher, and Copyright Date:**

- **Principle text:**

**Supplementary Source Readings and Materials:**

- **Supplementary Readings:**

Textbooks/materials to be used in this course are currently going through the district's approval process.

Textbooks/materials to be used have completed the district's approval process.