

SHORELINE PUBLIC SCHOOLS

INSTRUCTIONAL SERVICES

COURSE APPROVAL PROCESS

Prior to beginning completion of the “New/Revised Course Offering” form, the teacher who is interested in initiating a new program or course or a title change must first check with the Curriculum and Instruction office to determine if there is a course description and/or a course code by the same name already on record.

1. The teacher who is interested in initiating a new program or course or a title change to a course completes the “New/Revised Course Offering” form. *This form must be typed or word processed.* The teacher initiator also develops a course syllabus if it is a new or revised course or program offering and attaches it to the “New/Revised Course Offering” form. (The teacher specialist and Instructional Division staff will help you complete this process.)
2. The teacher meets with their department to discuss the proposed course to receive approval to take to step 3.
3. The teacher meets with the Department Chairs, their building principal and the teacher specialist responsible for the content area to receive approval to take to step 4. **At this time the group should determine if the box on the form, *Submit to Higher Education Coordinating Board (HEC Board)*, should be checked.** If group approves, remember to obtain the signature of initiating teacher’s Department Chair.
4. The teacher meets with the Articulation Committee (if a content-specific course) or the Professional/Technical Committee (if a vocational course) to receive approval to take to step 5. If approval is granted, remember to obtain signature of the teacher specialist.
5. The building principal of the teacher who initiated the course or program presents the proposal to the secondary principals (if a secondary course) or the elementary principals (if an elementary program), to receive approval to take to step 6. Reminder to building principal to sign form.
6. The teacher who initiated the course or program and the teacher specialist or Instruction Department administrator present the proposal to the Program Review Committee to receive approval to take to step 7.
7. The Chair of the Program Review Committee takes the proposal to the Superintendent Staff for approval.
8. After a pilot year, if the program has been evaluated and deemed successful, the Program Review Committee chair makes a proposal that the course be approved by the School Board.