

Superintendent File: IGA-E

DISTRICT COURSE PROPOSAL FORM

This course proposal for general courses must be completed with the support of the Curriculum, Instruction, and Assessment (CIA) department. The completed course proposal is due to the CIA department by September 1st. If the course proposal is received after the due date, the course will be considered for the next course proposal cycle.

NOTE: A fully executed Course Proposal Inquiry must be on file before you may complete this form.

Course Proposals are due by September 1st for them to become active for the following school year.

- Timeline: [Link to timeline](#).
- CIA will share a copy of this document titled “Course Proposal [Course title].” CIA will share this with the requestor(s), and the support member from the CIA Team.
- The requestor will need to complete sections:
 - [SECTION I: CONTACT INFORMATION](#)
 - [SECTION II: COURSE INFORMATION](#)
 - [SECTION III: COURSE CONTENT](#)
 - [SECTION IV: IMPLEMENTATION NEEDS](#)
 - [SECTION V: FINANCIAL NEEDS](#)
- The CIA will facilitate the completion of the following sections:
 - [SECTION VI: SYSTEMS CHECK AND NEEDS ASSESSMENT](#)
- If you have any questions, contact the CIA Department at 303-387-7948.
- Upon completion, this form will be processed by the CIA Department for level approval, and [final signatures](#), and then forwarded to the [Board of Education for approval](#).
- If approved, the course will be available to all applicable schools within the district.
- Course proposal forms are presented to the Board of Education in October.

B. Alignment within the DCSD's existing Curriculum:

Provide a flow chart of where this course fits in a subject area pathway (what courses precede and follow the proposed course, if any).

C. Alignment with Knowledge and Skills from the Colorado Academic Standards:

Please provide a list of the [Knowledge and Skills from the Colorado Academic Standards](#) that are aligned with this course.

D. Course Syllabus:

Please provide a unit-by-unit or week-by-week outline of the course below or provide a link to a Google Doc shared with the CIA team.

SECTION IV: IMPLEMENTATION NEEDS

A. Describe the process and timeline for the development of necessary teacher resources, including instructional ideas, training, methods, materials, and technology.

B. Describe any textbooks, required curriculum material, and/or supplemental materials necessary to support the proposed course. (See the [Textbook Novel Adoption Website](#))

C. What physical arrangement (buildings, equipment, technology, room, land) is necessary to support the proposed learning activities?

D. Is there an impact on the building schedule?

- No
- Yes (please explain)

Explanation:

SECTION V: FINANCIAL NEEDS

A. Course Budget:

Provide an estimated three-year budget (in detail) for the course. Include items such as books, FTE, training, and other resources. The budget detail provided must be current and comprehensive.

Link to Budget:

B. Course Fee:

If a fee is associated with this course please include the suggested fee and the rationale for the fee. Please work with the appropriate Executive Director of Schools and CIA Department designee to ensure the suggested fee is approved following Board Policy JQ: Student Fees. [Please complete the fee proposal form](#) and provide a link to a Google Doc shared with the CIA team.

Link to Proposal Form:

SECTION VI: SYSTEMS CHECK AND NEEDS ASSESSMENT:

A. Building Level:

At your building, you need to have content-specific team members review the need for this proposed course and provide feedback on the proposed course.

Name:	Content Taught:	Date Reviewed with Questions, Comments, or Concerns and indicate your support of the course:

Forward with approval

Do not forward because:

B. Curriculum Council / Content Specific Peer Review:

Five content-specific peers need to review the proposed course and provide feedback. Please note that only one representative per building is allowed, and no one from your building may participate in this review stage.

Name:	Content Taught:	Date Reviewed with Questions, Comments, or Concerns and indicate your support of the course:

Forward with approval

Forward with the following comment(s), concern(s), or question(s) that will need to be addressed before moving on:

Do not forward because:

C. Level Administrators (Principals):

The CIA team will present the course proposal at the appropriate level meeting. If the principals choose not to approve the course, the process will end at that point.

Date of Review:

Number of Principals in attendance:

Number of Principals Approving Course:

Number of Principals wanting to return the Course for additional work:

Number of Principals rejecting the course:

Forward with approval

Return with the following comment(s), concern(s), or question(s) that will need to be addressed:

Do not forward because:

SECTION VII: DCSD SYSTEM APPROVAL

At this stage of the process, the course proposal is submitted to the relevant stakeholders for final review. Approval is indicated by providing a signature and date.

A. Building Administrator:

Name: _____ School: _____

Signature: _____ Date: _____

B. Director of Curriculum, Instruction, & Assessment:

Name: _____

Signature: _____ Date: _____

C. Executive Director of Schools:

Name: _____

Signature: _____ Date: _____

D. Learning Services Officer:

Name: _____

Signature: _____ Date: _____

E. Assistant Superintendent:

Name: _____

Signature: _____ Date: _____

SECTION VIII: BOARD OF EDUCATION APPROVAL

This proposal has been submitted and thoroughly reviewed by DCSD Staff. It has been determined to meet all necessary criteria and is now ready for the Board's review and approval.

Does the DCSD Board of Education approve the adoption of the proposed course?

- Yes No

BOE President Signature: _____

Date of BOE Meeting: _____

SECTION IX: ACADEMIC SYSTEMS COURSE BUILD

This section is utilized by the Academic Systems Team to build the course within Infinite Campus (IC). Once the process is complete, both the requestor and the building principal will be notified. Additionally, the appropriate contacts at each school will be informed of the new course offering.

Office use	Input	Entered by:
Credit type(s): <i>(Fine Art, Science, Practical Arts, etc.)</i>		
Department Code:		
Course Number:		
Date entered in Infinite Campus database:		
Course Mapping SCED Code:		
Course entered in NCAA database (if applicable):		
Lock Program ID VIP code:		
Lock VE CIP code:		
Add to HEAR list Yes or No		