

SECTION II: GENERAL CE INFORMATION

Name of institution of Higher Education:

This proposal is for a:

- Single Course
- Program (Multiple Courses)

If this is a Program Proposal, skip to [Section III](#).

If this is a single course, does it fit into an existing program?

- Yes
- No

If yes, what is the program name?

If this is a single course skip to [SECTION IV: Concurrent Education Program Course Information](#)

SECTION III: CONCURRENT ENROLLMENT PROGRAM INFORMATION

Name of CE Program:

A. Provide a brief overview of the Program

B. How does this CE Program fit into the overall educational program?

C. What benefits would our student receive from this program?

Provide a flow chart or table that indicates the courses students would take within the program. For existing courses include the course number from IC and the course name as it appears in IC. For new courses write the course number and name in **GREEN** font color that is provided from the institution of higher learning.

*** Other courses maybe added or changed within the program, based upon the need of students or program modifications.*

Example:

Name of Program: Business Pathway

<i>Semester 1:</i>	<i>Semester 2:</i>
69015 - ACC-BUS 1015 Intro/Business	69262 - ACC-BUS 2026 - Business Stats
69261 - ACC-BUS 2017 Business Comm	<i>ACC-COM 1150 Public Speaking</i>

Name of Program:

<i>Semester 1:</i>	<i>Semester 2:</i>

SECTION IV: CONCURRENT EDUCATION PROGRAM COURSE INFORMATION

For all newly proposed courses, provide the following information from the institution of high education: Higher Education Course Number & Title, Higher Education Course Description, Amount of College Credit, Prerequisite(s), and Credit Type Earned

Example:

A. Higher Education Course Number & Title	ACC-COM 115, Public Speaking
B. Higher Education Course Description	Combines the basic theories of communication with public speech performance skills. Emphasis is on speech preparation, organization, support, audience analysis, and delivery.
C. Amount of College Credit	3 ACC Credits
D. Prerequisite(s)	None
E. Credit Type Earned	ENG

New Courses:

A. Higher Education Course Number & Title	
B. Higher Education Course Description	
C. Amount of College Credit	
D. Prerequisite(s)	
E. Credit Type Earned	

A. Higher Education Course Number & Title	
B. Higher Education Course Description	
C. Amount of College Credit	
D. Prerequisite(s)	
E. Credit Type Earned	

A. Higher Education Course Number & Title	
B. Higher Education Course Description	
C. Amount of College Credit	
D. Prerequisite(s)	
E. Credit Type Earned	

A. Higher Education Course Number & Title	
B. Higher Education Course Description	
C. Amount of College Credit	
D. Prerequisite(s)	
E. Credit Type Earned	

SECTION V: 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. Coordinator of Postsecondary Readiness:

Name: _____
Signature: _____ Date: _____

C. Director of Curriculum, Instruction, & Assessment:

Name: _____
Signature: _____ Date: _____

D. Executive Director of Schools:

Name: _____
Signature: _____ Date: _____

E. Learning Services Officer:

Name: _____
Signature: _____ Date: _____

F. Assistant Superintendent:

Name: _____
Signature: _____ Date: _____



SECTION VI: 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/program?

- Yes
- No

BOE President Signature: _____

Date of BOE Meeting: _____



Section VII: 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		