

**DCSD ADVANCED PLACEMENT (AP) / INTERNATIONAL BACCALAUREATE (IB)
COURSE PROPOSAL FORM**

The completed course proposal must be submitted to the Director of Academic Systems by September 1st. AP/IB course proposals will only be presented to the Board of Education during the October meeting.

Note: You must have a fully executed Course Proposal Inquiry on file before completing this form.

- The Academic Systems team will share a copy of this document titled “Course Proposal [Course title]” with the requestor(s).
- 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**](#)

SECTION II: COURSE INFORMATION

Course Title:

Credit Type Earned: Advanced Placement (AP) International Baccalaureate (IB)

Department in which this course is assigned.
(Department designation is used for state coding & influences the highly qualified teacher status)

Credit Amount Earned: 0.25 (Quarter) 1.00 (Full Year Course)
 0.50 (One Semester) 0.00 No Credit will be earned

Credit Type Earned: English (*Core*) Practical Art Other: Specify
 Math (*Core*) Fine Art
 Science (*Core*) Elective
 Social Studies (*Core*)

SECTION III: COURSE CONTENT

- A. Provide the course description from AP or International Baccalaureate® (IB) for inclusion in the District’s course master. The description should give an overview of the main concepts and topics covered in the course, as well as the skills students will develop. This information should be clear for parents, students, the public, and administrators.

- B. Provide the official course overview published by AP or International Baccalaureate® (IB).

- C. In the space below, list the [Colorado Academic Standards \(CAS\)](#) that align with the proposed AP/IB course.

SECTION IV: IMPLEMENTATION NEEDS

A. How does this course fit into the overall educational program? Provide a flow chart of where this course fits in a subject area pathway (what courses precede and follow the proposed course if any).

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

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

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

E. Is there an impact on the building schedule?

- No
- Yes (please explain)

Explanation:

SECTION V: FINANCIAL NEEDS

BUDGET:

What is the detailed estimated budget for the course over the next three years? Include items such as textbooks, FTE, training, and other resources. Ensure that the budget details provided are both current and comprehensive.

Link to proposed budget:

FEE:

If this course requires a fee, please include the suggested amount along with the rationale for the fee. Ensure that the suggested fee is approved in accordance with Board Policy JQ: Student Fees by coordinating with the appropriate Executive Director of Schools and the Academic Systems designee. [Please complete the fee proposal form.](#)

Link to fee proposal:

SECTION VI: LEVEL PRINCIPAL APPROVAL

A. 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		