

Course Approval Request Form

District Name: _____ School Name: _____ LEA # _____

Contact Person: _____ Phone: _____ E-mail: _____

Name of Course: _____ Length course: _____
(one-semester, two-semester, or two-year course)

Amount of credit: _____ Area of credit: _____

Curriculum Framework to which course is connected: _____

Name of Teacher: _____ Area(s) of licensure: _____

The following summer contact information (administrator, teacher or counselor) is required if the approval request is submitted after May 1st of the school year before you intend to teach the course:

Name: _____

Phone (home or cell): _____ **E-mail:** _____

Please check one of the following:

Course should be considered part of the 38 courses required by Standards for Accreditation

Course should be considered for graduation credit only

Required information attachments to this submission form must be in this order:

- I. Course Outline with specific connections to the appropriate curriculum framework and student learning expectations (detailed course outline and student learning expectation numbers).
- II. List of instructional materials, teaching resources and equipment to be used for this course.
- III. Description of targeted student population for which this course is intended and a statement of any prerequisites for students enrolling in this course.
- IV. Description or examples of how this course will emphasize application, problem solving and higher-order thinking skills.
- V. Description of instructional strategies to address diverse learner needs.
- VI. Description or examples of assessments appropriate for this course.
- VII. Description or examples of hands-on activities or labs that will be done in this course.

NOTE: Multi-year courses (e.g., Band, Choral Music, Journalism, Physical Education, Debate, etc.) must indicate how each course differs from the course the year before and after, with particular emphasis on different applications and skills each year.

- After the review by the course approval committee, requests receive one of three possible responses: approval, disapproval, or request for further information. Schools will be notified in writing of committee findings, but often other communications occur before, during, and after the committee review.
- Additionally, each school seeking approval must insure that students enrolled in this course participate in appropriate (end-of-course and/or grade level) assessments and that students are well prepared to demonstrate proficiency on the state assessments. Failure on the part of a school to prepare students can constitute a due process error.

Additional Quality Points

Schools applying for weighted credit as an honors course and/or weighted concurrent credit course must specify ways in which the honors/weighted concurrent credit courses(s) meet and exceed the Arkansas Curriculum Frameworks and are comparable in rigor to the requirements of Advanced Placement courses. Refer to the following website: http://arkansased.org/about/pdf/current/ade_230_uniform_grading_scales.pdf

Requests for assistance and submission requests should be directed to:

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