



**FAYETTEVILLE
PUBLIC SCHOOLS**
Since 1871

2020-2021 COURSE APPROVAL, COURSE CHANGE, & COURSE REMOVAL REQUEST PROCESS

Due by 5:00 pm, on September 13, 2019

Fayetteville Public Schools Staff:

All teachers and administrators are encouraged to propose new courses, and/or complete the district form for course removal. New course proposals must be submitted to the department chair and the building principal. Pending approval at the building level, course proposals, course changes, and course removal recommendations will be reviewed by the District Course Approval Committee. Additional district procedures and timelines are outlined in this document.

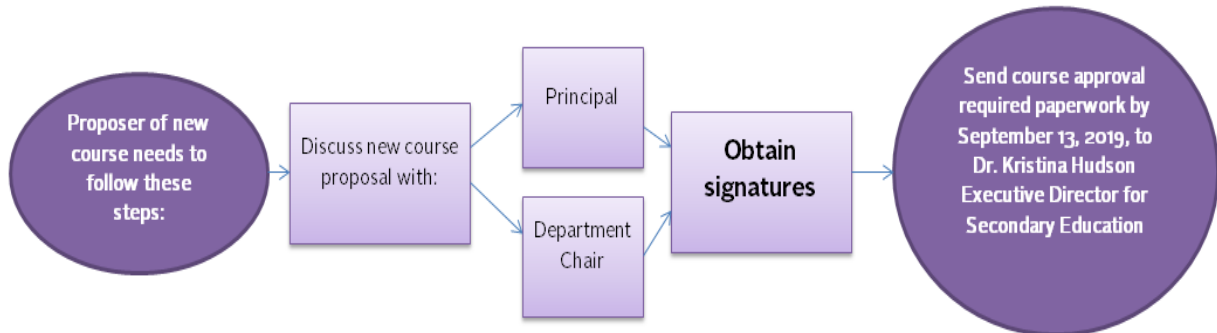
Directions: Complete the form, and follow the directions for moving a course request from the school level to the district level. Questions about the Course Approval, Course Change, & Course Removal Request Process should be directed to Dr. Kristina Hudson, Executive Director for Secondary Education kristina.hudson@g.fayar.net.

Course Requests must meet one of the following requirements:

- o A new course that has never been taught in FPS or
- o A course that was taught in FPS at a prior time that is returning and proposed to be added to the current course offerings or
- o A course currently listed in the FPS course offerings but whose title is changed or
- o A course currently listed in the FPS course offerings but is opened to additional grade levels or
- o A course that is currently listed in the course offerings but substantially revised with respect to content and skills
- o A course that is no longer taught or relevant



New Course Proposals



Proposing a Course

Any teacher or administrator can propose a new course or request a change to an existing course. The timeline must be followed with the appropriate required paperwork submitted by each deadline indicated on the timeline.

Junior High Only

If the new course is a junior high course, the proposer must meet with and obtain signatures from both principals on the Course Approval Required Paperwork. Next, departments from both campuses must discuss and endorse/approve the course in order to move forward. Assuming both departments approve, the proposer must meet with both building leadership teams to present the proposed new course for consideration and all paperwork must be submitted by September 13, 2019.

Extenuating Circumstances

Fayetteville Public Schools recognizes that there are extenuating circumstances that do not allow a course to follow the timelines and process as described above. While every consideration will be made to follow the process, certain circumstances may warrant a deviation from the process. In these cases the Executive Director for Secondary Education and the Associate Superintendent for Teaching and Learning will review the request, consult with the building principal, and make a final decision regarding the course.

Courses that serve the best interest of students, focus on closing the achievement gap, increasing equity and access for all students, supporting diverse populations and courses that allow Fayetteville Public Schools to meet state requirements and the state ESSA plan will be given priority consideration.

TIMELINE FOR NEW COURSE APPROVAL PROCESS

Timeline	Process
September 13, 2019	Deadline to submit the required paperwork with all required building and department signatures to Dr. Kristina Hudson, Executive Director for Secondary Education
Late September	The District Course Approval Committee meets to review proposed new course and approve / not approve course requests
Early October	Superintendent & Executive Cabinet Review
Mid-October	Approved New Courses are Added to FPS CAP Guide for Grades 5-12
February	Courses are shared with students during CAP process
May 1	All new courses requiring ADE approval will be submitted to the Arkansas Department of Education by the Executive Director for Secondary Education.



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COURSE APPROVAL REQUIRED PAPERWORK

This form must be fully completed by the course proposer and submitted to Dr. Kristina Hudson by **September 13, 2019**. The proposer must also hold discussions with the building principal and the department chair about this course proposal **no later than September 13, 2019**.

PROPOSER _____

SCHOOL _____

NAME OF PROPOSED COURSE _____

SEMESTER OR FULL YEAR (circle)

DEPARTMENT _____

KIND/AMOUNT OF CREDIT AWARDED _____

OPEN TO STUDENTS IN GRADES 5, 6, 7, 8, 9, 10, 11, 12 (circle one or more)

PRINCIPAL'S SIGNATURE _____

DATE OF DISCUSSION WITH DEPT. CHAIR _____

DEPT. CHAIR'S SIGNATURE _____

Respond fully to the following questions. Use additional space/paper as needed.

1. Describe the proposed course. Include content to be studied, skills, connections to students' literacy development, and alignment to the appropriate Arkansas Framework.
2. Why is this proposed course needed?
3. How does this proposed course impact course sequencing within the department?
4. Is there a prerequisite for taking this proposed course? If so, what course is the prerequisite?
5. How will this proposed course impact student achievement and connect with and support Board and campus goals?
6. What instructional materials are needed to teach this proposed course? Be specific regarding book titles, software, etc.
7. What measurable outcomes will determine student and course success?
8. What are scheduling implications? Include expected student enrollment in year one and number of sections anticipated for the proposed course in first year of implementation.
9. What are staffing implications? Address teacher certification issues.
10. What are the financial implications?
 - Textbooks/Software/Technology
 - Equipment
 - Space
 - Teacher Training



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COURSE APPROVAL REVIEW FORM

The proposer of a course is responsible for completing this form as evidence of review at the levels indicated. This form with dates and outcomes of the reviews noted should be presented at the District Course Approval Committee meeting in late October.

DATE OF REVIEW AT DEPARTMENT LEVEL _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY BUILDING LEADERSHIP TEAM _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY BUILDING LEADERSHIP TEAM _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY DISTRICT SUBJECT AREA COMMITTEE _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY CURRICULUM COORDINATING COUNCIL _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY EXECUTIVE CABINET _____

APPROVED/DISAPPROVED (circle one)



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COURSE CHANGE REQUIRED PAPERWORK

This form must be fully completed by the course proposer and submitted to Dr. Kristina Hudson, by **September 13, 2019**. The proposer must also hold discussions with the building principal and the department chair about this course proposal **no later than September 13, 2019**.

PROPOSER _____

SCHOOL _____

NAME OF PROPOSED COURSE _____

SEMESTER OR FULL YEAR (circle)

DEPARTMENT _____

KIND/AMOUNT OF CREDIT AWARDED _____

OPEN TO STUDENTS IN GRADES 5, 6, 7, 8, 9, 10, 11, 12 (circle one or more)

PRINCIPAL'S SIGNATURE _____

DATE OF DISCUSSION WITH DEPT. CHAIR _____

DEPT. CHAIR'S SIGNATURE _____

Respond fully to the following questions. Use additional space/paper as needed.

1. Describe the proposed change to the course.
2. Why is this proposed change needed?
3. How does this proposed change impact course sequencing within the department?
4. Is there a prerequisite for taking this course? If so, what will the change affect, if anything?
5. How will this proposed change impact student achievement and connect with and support Board and campus goals?
6. What are scheduling implications, if applicable? Include expected student enrollment in year one and number of sections anticipated for the proposed course in first year of implementation.
7. What are staffing implications? Address teacher certification issues.
8. What are financial implications in applicable?
 - Textbooks/Software/Technology
 - Equipment
 - Space
 - Teacher Training



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DATE OF REVIEW BY BUILDING LEADERSHIP TEAM _____

APPROVED/DISAPPROVED (circle one)

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APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY CURRICULUM COORDINATING COUNCIL _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY EXECUTIVE CABINET _____

APPROVED/DISAPPROVED (circle one)



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COURSE REMOVAL REQUIRED PAPERWORK

This form must be fully completed by the course proposer and submitted to Dr. Kristina Hudson, by **September 13, 2019**. The proposer must also hold discussions with the building principal and the department chair about this course proposal **no later than September 13, 2019**.

PROPOSER _____

SCHOOL _____

NAME OF PROPOSED COURSE _____

SEMESTER OR FULL YEAR (circle one)

DEPARTMENT _____

KIND/AMOUNT OF CREDIT AWARDED _____

OPEN TO STUDENTS IN GRADES 5, 6, 7, 8, 9, 10, 11, 12 (circle one or more)

PRINCIPAL'S SIGNATURE _____

DATE OF DISCUSSION WITH DEPT. CHAIR _____

DEPT. CHAIR'S SIGNATURE _____

Respond fully to the following questions. Use additional space/paper as needed.

1. Describe the reason the course should be removed.
2. How does this proposed course removal impact course sequencing within the department?
3. Is there an impact on a complete pathway by removing this course?
4. How will this proposed course removal impact student achievement?
5. What data was used to make this recommendation and who has been part of the process to determine the need?
6. What are scheduling implications by removing the course?
7. What are staffing implications?



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DATE OF REVIEW BY DISTRICT SUBJECT AREA COMMITTEE _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY CURRICULUM COORDINATING COUNCIL _____

APPROVED/DISAPPROVED (circle one)

DATE OF REVIEW BY EXECUTIVE CABINET _____

APPROVED/DISAPPROVED (circle one)