

University High School New Course Proposal Policy and Procedure

All courses taught during the regular school year at University High School Courses are detailed in the Master Course Book, maintained by the Counseling Department. Course offerings for each year are drawn from this book.

A faculty member may seek approval for a new course by taking the following steps:

1. Preparation of Proposal with Department Chair

The faculty member and his/her department chair should prepare a brief proposal for the new course. The proposal should include:

- a brief rationale for the course
- a complete course description including alignment with state, national, and professional standards
- a proposed textbook and estimated cost

The course description must follow the standard template of the Master Course Book.

Department chairs must agree to all new course offerings. In preparing the course proposal faculty may also want to consider the Guidelines for Policy and Procedure Proposals; courses are more likely to be accepted if they can adhere to the mission of the laboratory schools and they are supported by data and research.

2. Recommendation from Department Chairs Committee

The department chair should bring the proposal to the department chairs committee. Proposals must be submitted to the department chairs committee before December 1 to be eligible for scheduling for the following school year. The department chairs will submit a recommendation regarding the course to the administration for review.

3 Review by Administration

Administration will make course scheduling decisions based on these recommendation and their discretion. Factors influencing scheduling decisions include but are not limited to: financial obstacles, coherence with other aspects of the curriculum, personnel issues. If administration chooses not to approve a recommended course, they may want to discuss this decision with the department so that revisions might be made to the course or other options can be explored by the department.