SMJUHSD COURSE ADOPTION PROCEDURES
==NEW COURSE==

All efforts should be made to have new proposed courses presented to CC prior to Winter Break to meet the Dec Board deadline. Exceptions may be granted by site and district mutual agreement.

Before completing extensive work on a proposed new course: The instructor will discuss the course concept with their corresponding *Department, Department Chair* and *Administration* to determine financial and master schedule feasibility of offering the course. *It is essential that the proposed course is discussed with the department and administration before moving forward with any paperwork.*

Once the site department chair and site principal approve the course adoption, the requester must complete:

- ❑ **Course Adoption Form**
- ❑ **Course Description OR A-G Course Outline**
  - o Non-College Prep courses: Use District template **OR**
  - o A-G Courses: Follow the instructions below for A-G course submission and provide the Course Outline from the A-G CMP portal.
- ❑ **CTE Courses** – Will require a CTE Course Outline & CTE Director signature
- ❑ **Aeries Form** – Fill out all sections.
- ❑ **Review & Sign** – Distribute **all** forms to corresponding DC's and Principals to review and sign
- ❑ **Submit** – Send the complete packet to the Curriculum Department at least 5 days before the next Curriculum Council meeting.

The proposed course will need to be reviewed and approved by Curriculum Council before submission to the district Board of Education for final approval. Contact the Curriculum Dept for schedule.

Once a **district** (non A-G) course is approved, it is available to be offered by any of our district schools. This does not mean all sites have to offer it. Courses are available to the sites at their discretion.

A-G COURSE SUBMISSION

The UC submission window is from February 1 – August 31 of each school year.

New courses considered for A-G approval must follow the **NEW COURSE** directions for **District** approval also. The requester is to follow these **A-G SUBMISSION** steps for UC approval:

- ➤ A-G approval submissions are completed electronically in the A-G Course Management CMP) portal. You will need to have an account to complete the course description and submission. If course is approved by Curriculum Council, requester must forward the course to the District's Reference List Manager in the A-G CMP after Feb. 1st.
- ➤ Course content: Review the subject area course criteria and ensure that your proposed course meets the requirements and guidelines of its respective subject area. The course outline must include alignment to the State Core Content Standards.
- ➤ *A-G Policy Resource Guide*

A-G approved courses can only be offered by the specific site approved by UCOP.

∗ If you would like to adopt another site's course, contact the Curriculum Dept at Ext. 4212.∗

CTE COURSES

CTE courses require a CTE Course Outline created through the Sacramento County Office of Education (ctecourse.scoe.net)

SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT
COURSE ADOPTION FORM – <mark>NEW COURSE</mark>

Name of person initiating process:

_____Phone/Ext: _____ Site/Dept: _____

FORMS MUST BE SUBMITTED TO THE CURRICULUM DEPT ATLEAST 5 DAYS BEFORE THE NEXT CURRICULUM COUNCIL MEETING

> ➢ *Will require signatures from CORRESPONDING Dept Chairs and Principals from ALL sites*
> ➢ *All efforts should be made to have new proposed courses presented to CC prior to Winter Break to meet the Dec Board deadline. Exceptions may be granted by site and district mutual agreement.*

Full Title of Proposed Course :
_____

Abbreviated Title for AERIES: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

(15 characters maximum including spaces & punctuation)

School Site: ☐ Delta   ☐ Pioneer   ☐Righetti   ☐ Santa Maria

Check all that apply: ☐ A-G Submission   ☐ CTE

What is the major purpose for the course being added to the curriculum? _____

_____

_____

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*If a DC/Principal from a **different** site denies the adoption request when reviewing the packet, the requester will have the opportunity to present to Curriculum Council to further explain their proposed course adoption.*

		Approve ☐	Deny ☐		
Department Rep – DHS	Date			Principal – DHS	Date
		Approve ☐	Deny ☐		
Department Rep – RHS	Date			Principal/AP - RHS	Date
		Approve ☐	Deny ☐		
Department Rep – PVHS	Date			Principal/AP - PVHS	Date
		Approve ☐	Deny ☐		
Department Rep – SMHS	Date			Principal/AP - SMHS	Date
Asst. Supt. Of Instruction	Approval Date			CTE Director *(CTE Courses only)	Date

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District Use Only:

Curriculum Council Approval Date: _____   Board Approval Date: _____

If applicable:

Submitted to UCOP Date: _____   UCOP Approved/Denied:_____