



Request for New Course/Program

Date:
To:
From:

Pathfinder Signature	Date:
Department Administrator Signature	Date:
Building Principal Signature	Date:

New courses and improvements to existing courses will be considered and encouraged when ideas are clear and planning is consistent. The following questions are designed as a guide for the planning of a request for a new course proposal. If you have any questions please contact the Director of Secondary Education.

Rationale for New Course		
A request for a new course should begin with the evaluation of current courses to ensure a current course cannot be modified to meet the same educational objective. State and national standards should be reviewed to ensure the course is aligned with these standards. Current student performance in the subject on standardized tests must be analyzed where applicable.		
Course name:	Grade(s):	Credit:
Prerequisite:		
Course Description:		
Content Expectations/Alignment to Standards		
Rationale:		

Who else was consulted in the creation of this course?

How will you evaluate the effectiveness of the course?

Timeline

New Course Begins on date:

New Course Review date:

Reason for choosing this date:

Budget

Professional Development _____ **Personnel** _____ **Materials** _____

Funding Source _____ **Additional Costs:** _____

Describe the rationale for the budget: