

Course Approval Request Form

Please answer the following questions completely and include a course curriculum outline and a list of instructional materials intended for this course.

DEADLINE FOR SUBMISSION IS **JUNE 1** OF THE SCHOOL YEAR BEFORE YOU INTEND TO TEACH THE COURSE

Course Approval Required Format

School District: _____ 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: _____

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

Attachments to this submission must be in the order of this request for information:

- I. Course Outline with specific connections to the appropriate curriculum framework and student learning expectations (detailed course outline and student learning expectations numbers).
- II. List of instructional materials, teaching resources and equipment to be used for this course.
- III. Description of student population for which this course is intended and statement of prerequisites for students enrolling in this course.
- IV. Description/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/examples of assessments appropriate to this course.
- VII. Description/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 year differs from the year before and after, emphasizing different applications and skills each year.

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.

- 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.
- Students must take the state assessments that are based on the state curriculum frameworks, and schools must insure 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.

Please remit the course approval request to the following attention:

Christopher Barnes
Arkansas Department of Education
Curriculum, Assessment, and Research
4 Capitol Mall, Room 107-A
Little Rock, AR 72201