

Allen Park Public Schools New Course Adoption Process

1. The School Administrator will contact the Curriculum Director to discuss the intentions of a new course. If the decision is to continue, the request for a new course will be assigned to a K-12 Content Committee.
2. Teachers and Administrator(s) will submit a written proposal to the K-12 Content Committee for a new course. The proposal will include the following:
 - Rationale for the course
 - Written Course Description which will include:
 - Course Title
 - Credit for course (if applicable)
 - Learning Objectives
 - Alignment to State Expectations/Common Core Standards
 - Assessments
 - Credit Eligibility (if applicable)
 - Grading Scale
 - Units of Study
 - Materials for the Course (textbook, supplemental resources)
3. The K-12 Content Committee will review the course proposal and approve or disapprove. If the course is not approved, the authors may choose to follow the procedures outlined in the *Curriculum Change Process*.
4. If approved, the author of the proposed course will present to the Instructional Curriculum Committee for discussion and approval/disapproval.
5. If approved by the Instructional Curriculum Committee, the proposal is presented to the Allen Park Public Schools' Board of Education for approval/disapproval. If approved, the course is implemented.