



Responsible: Office of Academics

PURPOSE

This administrative procedure shall describe the protocol for creating a new course at the high school level.

PROCEDURE

1. This practice is based on the agreement that no changes in the Master Course File will be made at the school site without permission granted by the Curriculum and Instruction Department. All Master Course File changes will be made by the Course File Manager.
2. Schools will use the following procedure to submit a new course request:
 - a. Each school may use a site-determined internal procedure to prepare a course description to be presented for approval. This procedure could include the teacher, a department leader (in secondary schools), one or more administrators, etc. Each school should consider the impact a new course will have on enrollment numbers in that subject area, numbers of students who may benefit from the course, availability of an appropriately certified teacher, financial impact, etc.
 - b. For high schools, a new course designed to satisfy a graduation requirement must meet the appropriate state standards for that subject area.
 - c. Requests for new courses or for changes to course information must be submitted to the Curriculum and Instruction Department using the "Course Modification Form." A complete course description and a list of goals and objectives of the course, including how the course meets state standards, must also be submitted.
 - d. The Curriculum and Instruction Department will arrange for review of the submitted course and, if approved, forward the information to the Course File Manager for inclusion in the Master Course File, effective with the next course file roll date.
 - e. The Course File Manager will notify the school regarding the assigned course number.
 - f. New courses which are intended to meet a University of Nevada entrance requirement will be submitted for approval to the University System for their yearly update of accepted courses. This request for approval must

come from the WCSD Superintendent's office and not from an individual school.

3. Requests for new courses or for changes to course information must be submitted to the Curriculum and Instruction Department by the first of November, April and June using the "Course Modification Form"
4. A revised Master Course File will be sent to the high schools at the end of the month three times a year: November, April, and June.
5. MS/HS only: Every time a course number is used, ALL of the information attached to that number is part of the student's file. Attached to each course number in the file is the following information:
 - a. Short course title (maximum 15 characters which shows on report card)
 - b. Long course title
 - c. Duration (all courses in the high school file are semester courses)
 - d. High and low grade level (all high school courses are 09-12)
 - e. Honors notation, if applicable
 - f. Credit value per semester
 - g. Maximum credit a student may earn in this course, over one or more semesters
 - h. One designation for teacher endorsement
6. MS/HS only: In addition, ten or more specific numbers are part of each course's code. These "SMART" numbers are based on descriptions provided by the National Course Classification System for Secondary Education:
 - a. A two-digit number defining the subject area
 - b. A two-digit number defining the course
 - c. A one-digit number defining the level of the course (basic, general, honors, special education, etc.)
 - d. A one-digit number defining the term (first or second semester in a multi-semester sequence of this course, or 0 if the course is not part of a sequence)
 - e. A one-digit number defining the year of the sequence (first, second, etc. of a multi-year sequence, or 0 if the course is not part of a multi-year sequence)

- f. A three-digit number defining specific subject fields for the course, such as type of credit, opportunity to write or frequency of writing, scope of course, calculator/computer use, auditions, lab experience, use of primary sources, etc.
 - g. Some vocational courses also include a several letter/digit OREs code
7. Finally, each course fits into one or more of the following types of required credit:
- a. One, two, or three letters define, in order, the type of credit which is assigned to the course:
 - i. English (EN)
 - ii. World History/World Geography (SS)
 - iii. US History (AH)
 - iv. Government (AG)
 - v. Math (MA)
 - vi. Science (SC)
 - vii. PE/HSROTC (PE)
 - viii. Health (HE)
 - ix. Computer Literacy (UC)
 - x. Arts/Humanities/Career and Technical Education (AR)
 - xi. Elective (EL)
 - xii. World Language (LA)
 - xiii. Social Studies – Middle School (SS)

DESIRED OUTCOMES

- 1. This Administrative Procedure shall ensure consistency with the master course file.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This Administrative Procedure reflects the goals of the District's Strategic Plan.

REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed annually.

REVISION HISTORY

Date	Revision	Modification
2/2012	1.0	Adopted as Accepted Practice
1/03/2014	2.0	Revised: converted to Administrative Procedure