



# Course Addition, Modification, and Deletion AR

## **A. Preamble**

The District Curriculum and Instruction Office has primary responsibility for determining the district's catalogue of courses. Upon review, the District Curriculum Committee approves proposals for new courses and for modifying or deleting existing courses from the course catalogue.

Proposals for new courses may raise academic concerns or potentially duplicate in one or more ways the course offerings of other departments. New course proposals must be standards-aligned, rigorous, and relevant. The modification or deletion of existing courses may affect other academic credit (e.g., diploma requirements) and specialized services (e.g., Special Education, Gifted Education, and English for Speakers of Other Languages). This administrative regulation is intended to clarify the process and decision making and to facilitate appropriate levels of communication between schools and the District Curriculum Committee.

## **B. Definitions**

### **District Curriculum Committee**

The District Curriculum Committee is comprised of the following district-level leaders:

1. Executive Director of Curriculum and Instruction (Committee Leader)
2. Executive Director of Equity and Student Support
3. Executive Director of Schools
4. Special Education Director
5. District Gifted & Talented Coordinator
6. District Literacy Coordinator and/or District Math Coordinator (depends on content area that most aligns)
7. Research and Data Analytics Director (consulted as needed regarding state reporting)

### **Course Addition**

Course Addition refers to approving a course that does not currently exist in the catalogue of courses.



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### **Course Modification**

Course Modification refers to approving changes to a course that currently exists in the catalogue of courses. In the context of this Administrative Regulation, Course Modification is not referring to modifications made for a student with an IEP or 504.

### **Course Deletion**

Course Deletion refers to approving the removal of a course that currently exists in the catalogue of courses.

## **C. Process for Course Addition, Modification, and Deletion**

### **Course Addition**

The process to add a course that does not exist among the courses offered in City Schools of Decatur:

1. **NOTE ABOUT DECISION-MAKING:** The District Curriculum Committee considers the proposal of a new course as a recommendation from those who propose it, and the District Curriculum Committee makes the final decision about course addition by consensus/agreement with a fallback to the Executive Director of Curriculum and Instruction if the District Curriculum Committee cannot come to consensus.
2. The school-based team proposing the new course completes a course syllabus using a template provided by the District Curriculum and Instruction Office. As a cover page to the Course Syllabus, the school-based team provides a rationale for the course addition and the proposed course code from the Georgia Department of Education State-Funded List of K-8 Subjects and 9-12 Courses.
3. The school-based team proposing the new course gathers input on the Course Syllabus from the School Leadership Team (SLT).
4. The school-based team proposing the new course considers and responds to input from SLT before it is submitted to the District Curriculum Committee for a final decision.
5. To submit the Course Syllabus (with a cover page that details the rationale for adding the course) to the District Curriculum Committee, the Principal emails the completed Course Syllabus to the Executive Director of Curriculum and Instruction on or by November 15. To be considered for the next school year, a Course Syllabus for a proposed new course must be submitted to the District Curriculum Committee on or by November 15. Proposals not submitted on or by November 15 will not be considered for the next school year.
6. The District Curriculum Committee makes a final decision and communicates the final decision to the school-based team on or by December 15. (See above “NOTE ABOUT DECISION-MAKING.”)



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*NOTE: Members of the District Curriculum & Instruction Office can propose course additions directly to the District Curriculum Committee for consideration.*

### **Course Modification**

The process to change a course offered in City Schools of Decatur:

1. **NOTE ABOUT DECISION-MAKING:** The District Curriculum Committee considers the modification of a new course as a recommendation from those who propose it, and the District Curriculum Committee makes the final decision about course modification by consensus/agreement with a fallback to the Executive Director of Curriculum and Instruction if the District Curriculum Committee cannot come to consensus.
2. The school-based team proposing the course modification completes a course syllabus using a template provided by the District Curriculum and Instruction Office. As a cover page to the Course Syllabus, the school-based team provides a rationale for the course modification and highlights the proposed changes from the existing course to the modified course.
3. The school-based team proposing the course modification gathers input on the Course Syllabus from the School Leadership Team (SLT).
4. The school-based team proposing the course modification considers and responds to input from SLT before it is submitted to the District Curriculum Committee for a final decision.
5. To submit the Course Syllabus (with a cover page that details the rationale for modifying the course) to the District Curriculum Committee, the Principal emails the completed Course Syllabus to the Executive Director of Curriculum and Instruction on or by November 15. To be considered for the next school year, a Course Syllabus for a proposed course modification must be submitted to the District Curriculum Committee on or by November 15. Proposals not submitted on or by November 15 will not be considered for the next school year.
6. The District Curriculum Committee makes a final decision and communicates the final decision to the school-based team on or by December 15. (See above “NOTE ABOUT DECISION-MAKING.”)

*NOTE: Members of the District Curriculum & Instruction Office can propose course modifications directly to the District Curriculum Committee for consideration.*

### **Course Deletion**

The process to remove a course offered in the City Schools of Decatur:

1. **NOTE ABOUT DECISION-MAKING:** The District Curriculum Committee considers the deletion of a new course as a recommendation from those who propose it, and the District Curriculum Committee makes the final decision about course deletion by



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- consensus/agreement with a fallback to the Executive Director of Curriculum and Instruction if the District Curriculum Committee cannot come to consensus.
2. The school-based team proposing the course deletion submits the current Course Syllabus with a cover page that details the rationale for deleting the course.
  3. The school-based team proposing the course deletion gets input from the School Leadership Team (SLT) before it is submitted to the District Curriculum Committee for a final decision.
  4. To submit the proposed course deletion to the District Curriculum Committee, the Principal emails the the current Course Syllabus (with a cover page that details the rationale for deleting the course) to the Executive Director of Curriculum and Instruction on or by November 15. To be considered for the next school year, a Course Syllabus for a proposed course deletion must be submitted to the District Curriculum Committee on or by November 15. Proposals not submitted on or by November 15 will not be considered for the next school year.
  5. The District Curriculum Committee makes a final decision and communicates the final decision to the school-based team on or by December 15. (See above “NOTE ABOUT DECISION-MAKING.”)

*NOTE: Members of the District Curriculum & Instruction Office can propose course deletions directly to the District Curriculum Committee for consideration.*

Questions about this regulation should be directed to Executive Director of Curriculum and Instruction.

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*Related Board Policy: Policy 1.2*

*Public Input Window: April 22, 2019 - May 17, 2019 (including Legal Review)*

*Approved by Cabinet: 06/03/2019*