



LOS ANGELES UNIFIED SCHOOL DISTRICT

POLICY BULLETIN

TITLE: Procedures for New or Experimental Course Submission

NUMBER: BUL-3697.3

ISSUER: Dr. Ruth Pérez
Deputy Superintendent of Instruction

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Office of Curriculum, Instruction and
School Support

DATE: December 8, 2014

POLICY: This Bulletin provides guidance to schools with the procedures required to initiate a new or experimental course for secondary instruction.

MAJOR CHANGES: This bulletin replaces Bulletin 3697.2 *Procedures for New or Experimental Course Submission* dated June 19, 2013. The content and organization has been updated to reflect current procedures.

GUIDELINES: The following guidelines apply:

I. INTRODUCTION

The procedures that follow provide guidance on how new or experimental courses are to be created. It is expected that all students participate in a rigorous academic program at all Los Angeles Unified School District middle and high schools. It is imperative that all new courses adhere to this policy.

II. COURSE DEVELOPMENT

Course developers are expected to consult their Instructional Director for approval before preparing this form, writing the course outline, and selecting instructional materials. Any experimental course must offer significantly different content from that of existing courses. Course developers are encouraged to review the course descriptions, objectives, and standards of currently authorized courses prior to developing an experimental course in order to avoid duplication. A-G approved courses may be found on the UCOP's Course Management Portal at <http://www.ucop.edu/doorways>.

High school course developers should strongly consider creating courses that meet A-G course requirements as these courses will count towards meeting graduation requirements. Courses seeking A-G designation will be submitted to the University of California Office of the President (UCOP) for approval. These courses will need to complete the documentation for LAUSD processing (Attachment A) as well as

ROUTING

Educational Service Center
Superintendents
Educational Service Center
Directors of Instruction
Educational Service Center
Counseling Coordinators
Secondary Principals
Secondary Assistant
Principals Secondary
Counseling Services
Instructional Specialists
Secondary Counselors



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UCOP documents (Attachment B) and the “Subject Specific Template” from <http://www.ucop.edu/agguide/updating-your-course-list/submitting-courses/course-templates/index.html>. Courses not submitted for A-G approval will only be awarded numerical credit.

Schools that are planning to submit Career Technical Education (CTE) courses should contact Seema Puri at the CTE Office at 213-241-1276 before beginning this process.

Purchase of instructional resources for experimental courses are the responsibility of the school site.

- There should be no expectation that instructional materials or funds for required facilities are automatically generated by the approval of this course.
- The purchase of appropriate textbooks needs to be considered as the books may not be eligible for purchase using traditional textbook funds.

Once approved all new courses will remain in experimental status until they are approved during the first year of implementation (see section V below). An experimental course may **not** be implemented until the principal receives an official approval and an experimental course number from the OCISS or the course is available on the student information system.

III. PROCEDURES

- Course developers must use the course description format appropriate for the type of course being submitted. For non A-G courses use the “Non A-G Course Description document” (Attachment B). For new A-G courses, use the “New A-G Course Description document” (Attachment C). High schools seeking A-G approval should also include an electronic copy of the completed UCOP Specific Subject Template from <http://www.ucop.edu/agguide/updating-your-course-list/submitting-courses/course-templates/index.html>. These courses may be completed electronically and forwarded to the appropriate offices.
- Schools should send the “Cover Sheet and Approval Sheet” (Attachment A) along with the appropriate new course description to the ESC Instructional Director by December 1st.
- Once the ESC Instructional Director and the ESC Instructional Superintendent have approved the course, the ESC will forward the documents to the OCISS, College and Career Education for further approval. If the ESC Instructional Superintendent does not approve the course, the documents will be returned to the school with reasons for non-approval and/or suggestions for improvement of the application.
- The College and Career Education Division will route the course description to the following people for additional approval:



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- Content Area Specialist
 - Advisor, Career and Technical Education (if CTE course)
 - Administrative Coordinator of College and Career Education
 - Executive Director, OCISS
- Once approval and signatures have been obtained, an approval sheet will be sent to the Human Resource Specialist who will assign the credentialing requirement that matches the course description.
- After assignment of credentialing requirement:
 - New courses seeking A-G approval will be submitted to UCOP by the Administrator of College and Career Education and will be assigned an LAUSD course number, once approved. The A-G approval process may be delayed if a course has to be revised after submission to UCOP
 - New courses not seeking A-G approval will continue on in the submission process to receive an LAUSD course number.
- The Administrative Coordinator in the Office of Data and Accountability will assign LAUSD course numbers for the student information system.
- The Administrative Coordinator of College and Career Education will inform the school of the course approval for the following school year. The school will also receive a copy of the signed approval sheet via email or school mail.
- The experimental course will become effective the following school year after LAUSD approval requirements have been met and will remain in experimental status until it has been evaluated by the Content Area Specialist or designee.

IV. TIMELINE FOR SUBMISSION

- Schools should submit all documentation to the ESC by December 1st of the school year prior to the year of planned implementation of the course.
- All experimental courses should be approved by the ESC and OCISS no later than February 1st.
- The school will receive confirmation from the District at the end of this process.
- The Administrative Coordinator of College and Career Education will submit all experimental high school courses for UCOP approval during the month of February.

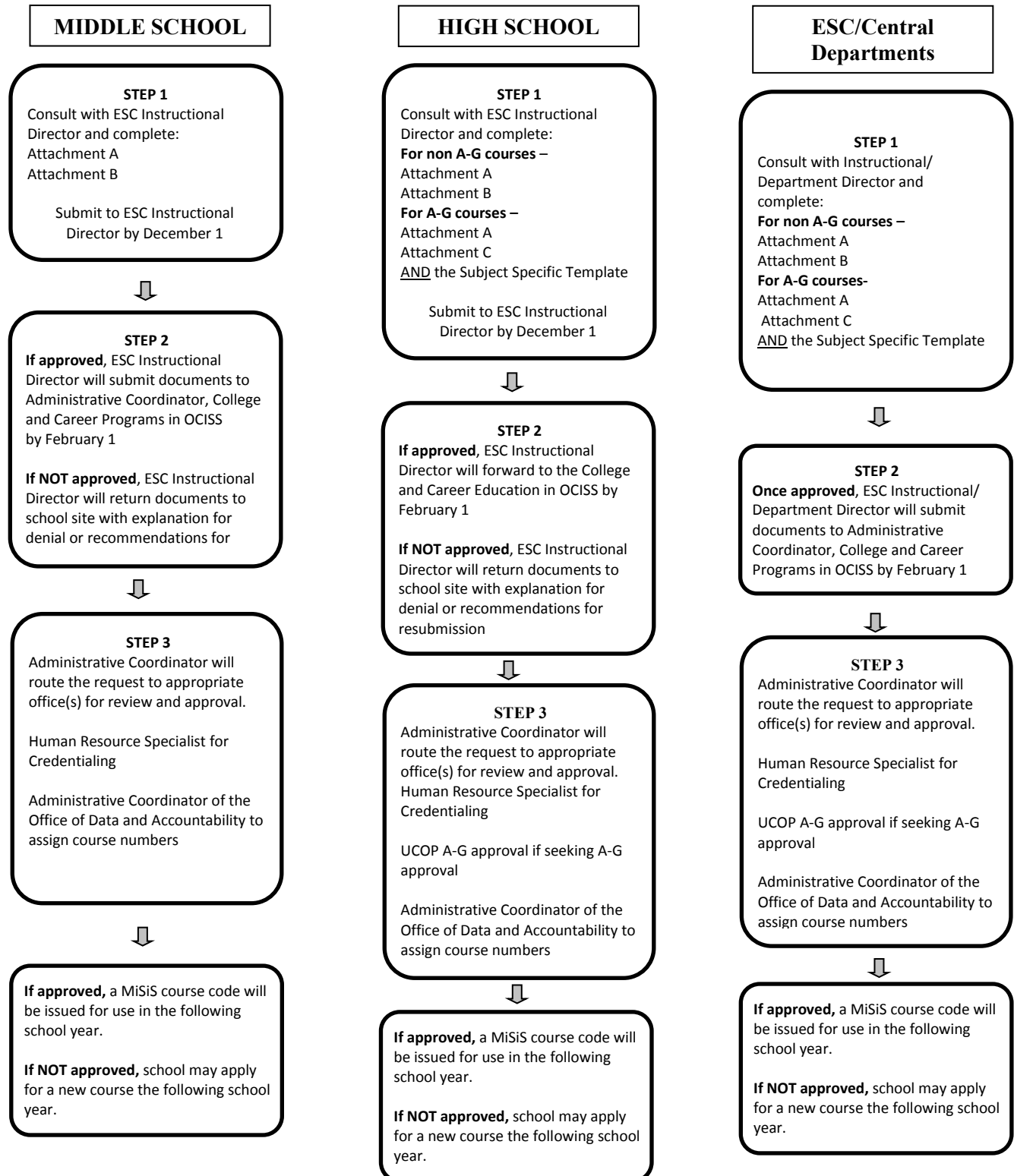
Once it is approved by LAUSD, schools may offer the experimental course during the following school year. Schools may not offer A-G credit for the course until it is UCOP approved. See below for timeline and submission process.



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NOTE: All documentation for course evaluation must be submitted ONE YEAR PRIOR to implementation of the course.

Process for New Course Approval





V. COURSE EVALUATION PROCEDURES

Each new course will be evaluated by the Central Office Content Area Specialist prior to the end of the first year of implementation. Methods of evaluation will consist of:

- Class observations,
- Review of student work, and/or
- Consultation with school administrator and teacher.

After thorough evaluation, the Content Area Specialist will determine if the course should become a valid LAUSD course or if it should become obsolete.

- If the course is deemed valid, the course number and title will be available to all schools in the MiSiS course list for the following school year and the course will be incorporated into the Guidelines for Instruction for the appropriate content area.
- If the course is deemed obsolete, the course number will be taken off of the student information system course directory and the school will not be able to use this course number in the future.
- If a course is not approved after the first year and the school site wishes to revise the course description, then they must repeat the approval process.
- A-G approval will be determined by UCOP. Any revisions requested by UCOP should be incorporated into the course description before it becomes an approved LAUSD course. **Schools should not attempt to use the course to satisfy the A-G requirements until it receives approval from UCOP.**



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AUTHORITY: This is a policy of the Los Angeles Unified School District.

**RELATED
RESOURCES:** [Curriculum Frameworks for California Public Schools](#)
[CTE Model Curriculum Standards](#)
LAUSD Guidelines for Instruction and Course Descriptions

- [ELA Guidelines for Instruction](#)
- [Math Guidelines for Instruction](#)
- [History & Social Science Guidelines for Instruction](#)
- [Science MS Instructional Guide](#)
- [Science HS Guidelines for Instruction](#)
- [VPA Course Descriptions](#)

BUL-5789.1 Graduation Requirements for the Graduating Class of 2016

BUL-6166.1 Graduation Requirements for Classes of 2017 and 2018

ASSISTANCE: For additional information, please contact your respective ESC PreK - 12 Counseling Coordinator, or Nader Delnavaz, Administrative Coordinator, College and Career Education, at 213-241-7510, or via e-mail at nader.delnavaz@lausd.net.

For information related to Career Technical Education (CTE), please contact the Career and Technical Education Office, at (213) 241-1276.



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OFFICE OF CURRICULUM, INSTRUCTION, AND SCHOOL SUPPORT

ATTACHMENT A

NEW COURSE COVER SHEET

To: _____ Date: _____
Educational Service Center Instructional Director

Educational Service Center Superintendent

From: _____
Principal School/Department

This is a request for approval for the following new course at _____
school for use in the _____ school year. **Note:** New course application must be submitted **one year prior** to
course implementation to allow sufficient time for review and approval.

New Course Title: _____

Subject Field/Dept: _____

Statement of value of proposed course:

Click here to enter text.

New Course Description: See Attachments

CTE: ☐ Yes ☐ No

Grade Level(s): _____

Course Credits: _____

Prerequisite (must include if applicable):

New High School Courses Only: A-G approval process

All new high school courses seeking A-G approval must also include the "Subject Specific Template" from
http://www.ucop.edu/a-gGuide/ag/course_submission_template.html.

Proposed Textbook Needs:

Title:	Cost/Text: \$
Author:	Quantity:
Publisher:	Total Cost: \$
Additional Costs Beyond Routine Expenditures:	
Fund	

Contact Person: _____ Telephone _____

Attached: Course Description (Attachment B or C)



Course Title		School Name	
# of credits: _____	A-G submission? <input type="checkbox"/> YES <input type="checkbox"/> NO	Is this course CTE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Max number of credits : _____	A-G Subject Area: _____	Industry sector: _____	
Online publisher: _____	A-G Category: _____	Pathway: _____	
Special Program: _____	UC/CSU Honors? <input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> Intro <input type="checkbox"/> Concentrator <input type="checkbox"/> Capstone	

Signature – Educational Service Center Superintendent Date

Signature – Executive Director of Instruction	Date
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CBEDS	Subject field/Dept	Grade levels	Signature Credential Coordinator
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Date submitted: _____ Date Approved/Denied: _____ Resubmission: _____ Date Approved/Denied: _____

7. ONCE COMPLETED RETURN TO OCISS COLLEGE AND CAREER EDUCATION OFFICE



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OFFICE OF CURRICULUM, INSTRUCTION, AND SCHOOL SUPPORT
NON A-G COURSE DESCRIPTION

ATTACHMENT B

NEW COURSE TITLE:			
RATIONALE FOR ESTABLISHING NEW COURSE: (This statement will be utilized in preparing a description of the revised course for inclusion in the next updating of the Secondary School Curriculum: Guidelines for Instruction.)			
COURSE DESCRIPTION: (Identify State Content Standards to be emphasized in the course)			
PROPOSED TEXTBOOK Title: AUTHOR: PUBLISHER:		Supplemental texts/materials	
Content Standards	Performance Standards students will grow in the ability to:	Instructional Units	Pacing Plan (Time line)
Assessments			Standards Number
Is this a CTE course? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Complete the following questions. If No do not continue.			
CTE Instructional Hours: Hours Click here to enter text. Semesters Click here to enter text.			
CTE Standards			
Anchor Standards			
Career Ready Practice Standards			
Pathway Standards			
Performance Task Description (Sample lesson or project – describe)			
Sample Pathway Occupations			
High school (Diploma)			
Postsecondary training (Certification and/or AA degree)			
College or University (bachelor's degree or higher)			



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ATTACHMENT C

NEW A-G COURSE DESCRIPTION

(*Required Information to prepare for course submission)

New Course Title:

*School Information

School Name			
ATP/CEEB code		City	

*Teacher Contact Information

File Name		Last Name	
Position/Title			
Phone Number		Ext:	
E-mail			

1. Previously Approved Courses

- Was this course "Previously Approved" by UC? ☐ Yes ☐ No
If "No", proceed to the **Course Description** section 2.
If "Yes," please indicate which category applies
- Is this course modeled after a UC-approved course from another school outside your district?
☐ Yes ☐ No ☐ If "Yes," you will be required to submit a complete course description.

School Name			
High School District:		City:	
ATP Code			
Exact Course Title			

- Is this course being reinstated after removal within 3 years? ☐ Yes ☐ No

If "Yes," what year was the course removed from the list?	
Exact Course Title:	

- Has this course been provided program status, is not an online course, and is it listed below? ☐ Yes ☐ No
If "Yes," select an option from the Program Status list:

- | | |
|---|---|
| <input type="checkbox"/> AVID Program | <input type="checkbox"/> Advanced Placement (AP) |
| <input type="checkbox"/> CDE Agricultural Education | <input type="checkbox"/> CSU Early Assessment Program (EAP) |
| <input type="checkbox"/> Center for Advanced Research and Technology (CART) | |
| <input type="checkbox"/> International Baccalaureate (IB) Program | <input type="checkbox"/> Project Lead the Way |
| <input type="checkbox"/> ROP/C Organization | Name of ROP/C: |

If "Advanced Placement", has it been authorized by the College Board through the AP Audit Process?

- ☐ Yes ☐ In Progress

If "In Progress," date submitted to AP (MM/DD/YY)	
Exact Program Course Title:	

- Is this course provided by a UC-approved online curriculum provider listed below and have you signed the appropriate partnership agreement with the provider regarding methods of delivery and instruction?

- ☐ Yes ☐ No If "Yes", select an option from the Online Provider list:

- | | |
|---|--|
| <input type="checkbox"/> Apex Learning Virtual School | <input type="checkbox"/> Edgenuity |
| <input type="checkbox"/> SCOUT | <input type="checkbox"/> Other : _____ |



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Exact Course Title	
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- Is this course modeled after an identical course approved for the current year at another school in the same comprehensive school district? ☐ Yes ☐ No

If "Yes," Which school?	
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Exact Course Title	
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2. * Course Description

Course Title	
Transcript abbreviation(s)	
Course Numbers	

NOTE: Courses that are "previously approved" must use the same exact course title as the previously approved course.

Seeking "Honors" Distinction ☐ No ☐ Yes ☐ Other Honors _____

* Select Subject Area and Category

- | | |
|---|----------------------------------|
| <input type="checkbox"/> "a" – History / Social Science | Select Category: Choose an item. |
| <input type="checkbox"/> "b" – English | Select Category: Choose an item. |
| <input type="checkbox"/> "c" – Mathematics | Select Category: Choose an item. |
| <input type="checkbox"/> "d" – Laboratory Science | Select Category: Choose an item. |
| <input type="checkbox"/> "e" – Language Other than English Language | Select Category: Choose an item. |
| <input type="checkbox"/> "f" – Visual & Performing Arts | Select Category: Choose an item. |
| <input type="checkbox"/> "g" – Elective | Select Category: Choose an item. |

* Grade Level: ☐ 9 ☐ 10 ☐ 11 ☐ 12 **NOTE:** Advanced VPA cannot select 9th gr. Honors cannot select 9th & 10th gr.

Unit Value: ☐ 0.5 (half year or semester equiv.) ☐ 1.0 (one year, 2 semesters or 3 trimesters equiv.)

3. * Course Attributes

Is this course classified as a Career Technical Education course? ☐ Yes ☐ No

If "Yes," please select the name of the Industry Sector **and** Career Pathway:

- | | |
|---|-----------------------------------|
| <input type="checkbox"/> Agriculture and Natural Resources | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Arts, Media, and Entertainment | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Building and Construction | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Education, Child Development and Family Services | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Energy and Utilities | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Engineering and Design | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Fashion and Interior Design | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Finance and Business | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Health Science and Medical Technology | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Hospitality, Tourism, and Recreation | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Information Technology | Select a Pathway: Choose an item. |
| <input type="checkbox"/> Manufacturing and Product Development | Select a Pathway: Choose an item. |



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☐ Marketing, Sales, and Service

☐ Public Services

☐ Transportation Select a Pathway: **Choose an item.**

Select a Pathway: **Choose an item.**

Select a Pathway: **Choose an item.**

4. * **Catalog Description**

Brief Course Description Briefly (in a short paragraph) describe the course, focusing on content as it would show on the course catalog

Pre-Requisites: _____ ☐ Required ☐ Recommended

NOTE: Laboratory science and Advanced VPA courses require a pre-requisite. Submissions will not be allowed if this is not included. Some courses, particularly in the mathematics subject areas, require appropriate pre-requisites.

Co-Requisites: _____ ☐ Required ☐ Recommended

Background Information **NOTE:** Do not include information that could identify your school or district.

Context for Course

NOTE: In order to understand the context for a new course, sometimes it is helpful for UC to understand the broader educational program and/or reform efforts of the school. How does this course fit into broader departmental and/or pathway structure? How does it fit into the overall school restructuring plans? Is the course intended to be a core course or supplemental? What are the student/school/community needs met by this course?

History of Course Development

NOTE: Likewise, it is sometimes helpful for UC to know the origins of a course and who was involved in its development. Did you consult with UC Admissions personnel or UC professors? If so, what was the nature of such consultation and what was the result? Was this course modeled after another course at another school? If so, is that course UC approved? How does the course being submitted differ from the course after which it was modeled? Has this course received any special recognitions, designations or awards? Has it been articulated to local community colleges or universities?

5. * **Textbooks**

NOTE: Include list of Primary and Secondary Texts. Make sure to note the books that will be read entirely and those that will be as excerpts. Textbook information is not necessary if your course is a Visual and Performing Arts, Advanced Placement or an International Baccalaureate course. Online texts or non-standard text materials should include a link to the online text.

* Title	
* Edition	
* Publication Date	
* Publisher	
* Author(s)	
URL Resource(s)	

Usage: ☐ Primary Text ☐ Read in entirety or near entirety (list any additional textbooks that are used for the class.)



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Supplemental Instructional Materials: *Please describe. If using online text or non-standard material, please provide the title of the material or webpage and the URL link.*

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COMMON CORE CONTENT STANDARDS: Describe standards used for this course.

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For CTE Courses only

CTE Instructional Hours: Hours Click here to enter text. Semesters Click here to enter text.	
CTE Standards	
Career Ready Practice Standards	
Pathway Standards	
Performance Task Description (Sample lesson or project – describe)	
Sample Pathway Occupations	
High school (Diploma)	
Postsecondary training (Certification and/or AA degree)	
College or University (bachelor's degree or higher)	

Courses Seeking A-G approval must also complete and attach the “Subject Specific Template” found at <http://www.ucop.edu/agguide/updating-your-course-list/submitting-courses/course-templates/index.html>