

# SMJUHSD COURSE ADOPTION PROCEDURES

## NEW COURSE

All efforts should be made to have new proposed courses presented to CC prior to Winter Break to meet the Dec Board deadline. Exceptions may be granted by site and district mutual agreement.

- ◇ **Before completing extensive work on a proposed new course:** The instructor will discuss the course concept with their corresponding **Department, Department Chair** and **Administration** to determine financial and master schedule feasibility of offering the course. ***It is essential that the proposed course is discussed with the department and administration before moving forward with any paperwork.***
- ◇ **Cross-Curricular Courses** – Contact Curriculum Dept for additional form. DC's from both Depts will need to discuss course proposal prior to CC presentation.
- ◇ Once the site department chair and site principal approve the course adoption, the requester must complete:
  - **Course Adoption Form**
  - **Course Description**
    - \*Non-College Prep courses: Use District template
    - \*A-G Courses: Follow the "New Course" directions for District approval along with the A-G course submission directions for UC approval →
  - **CTE Courses** – Will require a CTE Course Outline. Contact Curriculum Dept for instructions.
  - **Aeries Form** – Fill out all sections.
- ◇ **Packet must be distributed to all corresponding DC's & Principals to review and sign.** *If a DC/Principal from a **different** site denies the adoption request when reviewing the packet, the requester will have the opportunity to present to Curriculum Council to further explain their proposed course adoption.*
- ◇ Send the **complete packet** (Course Adoption Form w/signatures, Course Description, and Aeries Form) to the Curriculum Department at least **five days before the next Curriculum Council meeting.**

## A-G COURSE SUBMISSION

The UC submission window is from February 1 – September 15 of each school year. All efforts should be made to have new proposed courses presented to CC prior to Winter Break to meet the Dec Board deadline. Exceptions may be granted by site and district mutual agreement.

- ◇ Courses considered for A-G approval must follow the **NEW COURSE** directions for **District** approval also. The requester is to follow these **A-G SUBMISSION** steps for UC approval:
  - A-G approval submissions are completed electronically in the UC portal. You will need to have an account to complete the course description and submission. If you do not have an account, contact Arcy Pineda in the Curriculum Dept.
  - Course content: Review the subject area course criteria and ensure that your proposed course meets the requirements and guidelines of its respective subject area. The course outline must include alignment to the State Core Content Standards.
- (A [Quick-Start Guide](#) is available to help you with your course submission)
- A-G approved courses can only be offered by the specific site approved by UCOP.
- ◇ If you would like to adopt another site's course, contact the Curriculum Dept at Ext. 4212.

The proposed course will need to be reviewed and approved by Curriculum Council before submission to the district Board of Education for final approval. Contact the Curriculum Dept for schedule.

Once a **district** (non A-G) course is approved, it is available to be offered by any of our district schools. This does not mean all sites have to offer it. Courses are available to the sites at their discretion.

**A-G courses** can only be offered by the **specific site approved by UCOP.**

**SANTA MARIA JOINT UNION HIGH SCHOOL DISTRICT  
COURSE ADOPTION FORM – **NEW COURSE****

**Name of person initiating process:**

\_\_\_\_\_ Phone/Ext.: \_\_\_\_\_ Site/Dept: \_\_\_\_\_

**\*\*\*FORMS MUST BE SUBMITTED TO THE CURRICULUM DEPT AT LEAST 5 DAYS BEFORE THE NEXT CURRICULUM COUNCIL MEETING\*\*\***

- *Will require signatures from CORRESPONDING Dept Chairs and Principals from ALL sites*
- *All efforts should be made to have new proposed courses presented to CC prior to Winter Break to meet the Dec Board deadline. Exceptions may be granted by site and district mutual agreement.*

**Full Title of Proposed Course:** \_\_\_\_\_

Abbreviated Title for AERIES:                 
(15 characters maximum including spaces & punctuation)

**School site:**                       Delta                       Pioneer                       Righetti                       Santa Maria

**Check all that apply:**    A-G submission                       CTE (CTE Course Outline required)

**What is the major purpose for the course being added to the curriculum?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Check off list** - Additional forms required for new course proposal:

- Course description form (District or UC)
- CTE Courses – CTE course outline required
- Aeries form

_____	Date	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date
Department Rep - DHS		Approve	Deny	Principal - DHS	
_____	Date	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date
Department Head - RHS		Approve	Deny	Principal/Assistant Principal - RHS	
_____	Date	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date
Department Head - PVHS		Approve	Deny	Principal/Assistant Principal - PVHS	
_____	Date	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date
Department Head - SMHS		Approve	Deny	Principal/Assistant Principal - SMHS	
_____	Date	<input type="checkbox"/>	<input type="checkbox"/>	_____	Date
_____	Date				
Asst. Supt. of Instruction	Approval Date				

**District Use Only:**      Curriculum Council Approval Date: \_\_\_\_\_

If applicable:  
Board Approval Date: \_\_\_\_\_ Submitted to UCOP: \_\_\_\_\_ UCOP Approved/Denied: \_\_\_\_\_

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