

## **Curriculum Forms Site Proposal Inclusions**

This is an abbreviated version of the required inclusions for acceptance of curriculum proposals to begin the formal curriculum approval process. To view the complete document, please go to the [Curriculum Review page](#).

### **New Course Proposal**

1. Course Outline
2. Impact Assessment Form
3. New Course Supplemental Information Worksheet
4. Curriculum Guide (with identified course placement)
5. Materials Fee Memo (as necessary)
6. Vocational Advisory Committee minutes (as necessary)

### **Course Change Request**

1. Course Change Form
2. Course Outline (reflecting requested changes)
3. Materials Fee memo (as necessary)

### **Distance Learning Request**

1. Distance Learning Addendum Form with signature page (for an existing course)
2. For a new class (see New Course Proposal) and include a Distance Learning Addendum with signature page

### **Honors Request**

1. Course Change Form (if for an existing course; if not, see new Course Proposal)
2. Course Outline
3. Honors Addendum (Honors button on draft course outline)

### **For Reference:**

[Course Outline Website](#)

[Curriculum Form Website](#)

[Curriculum Reference Website](#)