

USOE CACTUS Course Addition Request

The following form may be used to petition USOE to add a course to the state course listings in CACTUS for the next school year. This form will help ensure that we offer quality courses that will benefit students and align to our core.

Following this form is a sample rubric USOE will use in evaluating the application.

If the new course would be an Applied Advanced and Supplemental (AAS) elective course for Language Arts, Mathematics or Science you must also complete part B. Courses carrying an AAS designation satisfy the elective Language Arts, Mathematics and Science graduation requirements. The current list of AAS courses may be found at <http://www.schools.utah.gov/curr/main/GradInfo.htm>.

After completing the form and obtaining all appropriate signatures from your LEA office, please submit to:

Data Analyst
Utah State Office of Education
Curriculum & Instruction
250 East 500 South
PO Box 144200, Salt Lake City UT 84114-4200
Phone: 801-538-7500
E-mail: Jamie.ney@schools.utah.gov

Note that USOE publishes all changes and additions to the course listings for the next school year by January 11. Therefore, **this form must be submitted to USOE no later than November 1 of the year preceding the school year you would like the new course to begin.**

There may be an existing course code appropriate to your new course. Thus, before petitioning for a new course, please check the current course listings and the list of upcoming changes to the course list at http://www.schools.utah.gov/curr/main/Core_Codes/default.htm. If there is an existing course code you do not need to petition for a new course to be added to the state listings.

If you have any questions, please contact the Data Analyst or appropriate content specialist in the Curriculum and Instruction Department at the Utah State Office of Education.

USOE CACTUS Course Addition Request

Submitter: _____ **Date:** _____

Submitter's Title: _____ **Phone:** _____

District/School: _____

USOE Specialist Sponsor: _____

Subject Area: _____

Course Name: _____

Grade Range: _____

Proposed Credit (0.5, 1.0): _____

Credit Type (i.e. core, AAS*, district only elective): _____

*If AAS (Applied, Advanced & Supplemental Elective Graduation Credit), you must complete part B.

Could Concurrent Credit be Available for the Course? **Yes** **No**

License Area(s) Required: _____

Endorsement(s) Required: _____

Prerequisite Courses: _____

Part A (Must be completed for all courses)

1. Provide a brief description/overview of the course. (attach syllabus)

2. Explain the reason/need for the course. Why do none of the current offered courses fulfill this need?

3. How will the course benefit students?

4. Explain how the course aligns to the core. (attach core alignment map)

5. How will student achievement for the course be determined? (i.e. formative test, CRT, other)

6. What is the anticipated participation and implementation for districts and schools? Provide a 5-year projection.

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7. Is it likely that other schools/districts will use this course? Is this course specific to a school/district?

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8. What are the anticipated additional operational costs (if any) associated with this course?

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Does the Course Combine Multiple Content Areas? (i.e. CTE, Concurrent Enrollment) Yes* No

***If 'Yes', provide a crosswalk of core indicators:**

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Other Attached Documentation: _____

Part B (Must be completed for all AAS courses)

Subject Area: Language Arts Mathematics Science

9. List the course objectives as they relate to the subject area.

10. Describe how the course enriches students' knowledge and skills in the subject area.

11. Discuss how the course is developmentally appropriate in content.

Signatures:

District Office (Title) Date

District Office as Appropriate (Title) Date

District Office as Appropriate (Title) Date

USOE Course Code Administrator Date

USOE Content Area Specialist Date

USOE Director of Curriculum & Instruction Date

Other USOE Specialist as Appropriate Date

Other USOE Director as Appropriate Date

USOE Superintendent/Board as Appropriate Date

For USOE Use Only

Approve Course

Approve Course With Modification

Modification(s): _____

Deny Course

Reason: _____

Course Not Approved Due to Lack of Information

Needed Information: _____

USOE Course Evaluation Sheet

Course: _____

Evaluator: _____

Title: _____

Rubric	N/A	Yes	No	Insufficient Information	Notes
Aligns to a Utah State Core Curricula					
Appropriate measures of student achievement					
Benefits a wide range of students (not unique to one school)					
Fills an academic need/furtheres student achievement					
Financially sustainable					
Appropriate license areas and endorsement requirements					

Rubric	N/A	Yes	No	Insufficient Information	Notes
Appropriate grade level					
Appropriate credit weight and type					
Does not duplicate or compete with other offered courses					
Appropriate for all relevant content areas					
If AAS, relates to subject area					
If AAS, is sufficiently applied, advanced, and/or supplemental					

Approve Approve w/Reservations _____

Deny Insufficient Information

Signature

Date