USBE CACTUS Course Addition Request

The following form may be used to petition USBE to <u>add a course</u> 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 USBE 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/gradinfo/Education-Requirements/High/GraduationCourses.aspx

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

> Data Analyst
> Utah State Board of Education
> Curriculum & Instruction
> 250 East 500 South
> PO Box 144200, Salt Lake City UT 84114-4200
> Phone: 801-538-7892
> E-mail: Kristin.Campbell@schools.utah.gov

Note that USBE publishes all changes and additions to the course listings for the <u>next</u> school year by January 11. Therefore, **this form must be submitted to USBE no later than December 1 of the year proceeding 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/Codes-Approval.aspx 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.

USBE CACTUS Course Addition Request

Submitter: **Date:**

Submitter's Title: **Phone:**

District/School:

USBE 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 5year projection.**

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

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

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

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

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

USBE Course Code Administrator	Date	USBE Content Area Specialist	Date

USBE Director of Curriculum & Instruction	Date	Other USBE Specialist as Appropriate	Date

Other USBE Director as Appropriate	Date	USBE Superintendent/Board as Appropriate	Date

For USBE Use Only

☐ Approve Course

☐ Approve Course With Modification

    Modification(s): _____

    _____

☐ Deny Course

    Reason:

    _____

    _____

☐ Course Not Approved Due to Lack of Information

    Needed Information:

    _____

6

USBE 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/furthers 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