

## **Program Policy #105 Course Proposal Procedure**

### **Purpose:**

From time to time staff members may see the need for a different course or a course that develops out of a course they are teaching. It is important that a procedure be in place to monitor this development.

### **Guidelines:**

- To initiate the request for a new course for SusQ-Cyber Charter School, teachers need to do the following in the order specified:
  1. Complete a *Course Proposal Form* and submit the form to the Principal by January 1<sup>st</sup> for initial review.
  2. If approved by the Principal, the request will be submitted to the CEO for review at least two weeks prior to the January Board Meeting.
  3. If approved by the CEO, the request will go before the Board of Trustees for review and final approval.
- Only after Board approval may the course be included in the course directory or books and materials be ordered.

### **Delegation of Responsibility:**

The CEO is responsible to ensure that this procedure is followed to prevent books and materials being ordered before a course is approved.

TO THE EXTENT THAT ANYTHING IN THIS POLICY COULD BE CONSTRUED TO CONFLICT WITH APPLICABLE STATE AND/OR FEDERAL LAWS, THE APPLICABLE STATE AND/OR FEDERAL LAWS CONTROL. THIS POLICY IS NOT INTENDED TO CONFLICT WITH CHARTER REQUIREMENT.

SusQ-Cyber Charter School  
*Course Proposal Form*

**Name (Staff member):**

**Content Area:**

**Title of Course:**

**Abstract of Course:**

**Relevance to Content Area:**

**Overview of Course Objectives:**

**Course Credit (.5 or 1.0)**

**Materials and resources cost:**

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Date Submitted

Approved

Not Approved

Reason for Non Approval  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

Approved

Not Approved

Reason for Non Approval  
\_\_\_\_\_

\_\_\_\_\_  
Signature of CEO

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approval by Board of Trustees

\_\_\_\_\_  
Date