



Independent School District 152



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Curriculum/Program Change Request

Administrative Procedure: 606.5

Section: 600 EDUCATION PROGRAMS

Date Adopted: 11/02/2007

Date Revised: 05/29/2018

Dates Reviewed: 05/29/2018

Proposal change: (check one)

Course Change Program Change

_____ Course to add _____ Program to add _____ Course to drop _____

Program to drop. _____ Course to restructure only _____ Program to restructure _____

Course to change title only

_____ Course to restructure and meet Minnesota credit requirement for graduation

To be completed by Initiator:

Course or program name: _____

Department: _____ Date: _____

Initiated by: _____

1. Describe your proposed new course/program offering or change. Attach academic standards for the course.

(Are they state or national standards?) Attach specific objectives of the course. (How will these standards be assessed?) Attach the course description, syllabus of the course, and curriculum map.

2. Describe why you see this as a needed change and how it will benefit the school district. (You should include how this supports the district's strategic plan and/or Minnesota's Academic Standards.) What data do you have to support this change? _____

3. How will the course address different learning needs and bias issues? _____

4. If you are requesting the flexibility to restructure a course to meet Minnesota's credit requirement for graduation, please include a course syllabus and curriculum map that embed the required standards.

Describe instructional materials to be used for instruction: _____

5. Describe how you plan to evaluate the proposed change: (The method you will see for program or course evaluation.) _____

6. Describe the effects this proposal will have on staffing, scheduling, and building resources: _____

Estimated Costs

	Initial	Ongoing
Instructional Materials	_____	_____
Capital Equipment	_____	_____
Facilities	_____	_____
Field Trips	_____	_____
Other	_____	_____

Initiator

Date

Department Chair

Date

Building Administrator

Date

Completed requests should be forwarded to the assistant superintendent for teaching and learning. There may be additional requests for information.