

DELETION OF AN EXISTING COURSE

In the fall of each year, courses may be submitted to the assistant superintendent, Instructional Services Department for review by the Course Review Committee for deletion. According to Regulation 3202, section IX., central staff members may recommend courses to be reviewed by completing the following School or Department Course Title Course Code Justification: PRIOR TO SEPTEMBER 15 - Recommendation to appropriate assistant superintendent (Department of Special Services, or Instructional Services Department) to delete an existing course. Principal or Director Date OCTOBER 1 - Decision to recommend request for approval or disapproval is made by the appropriate assistant superintendent. Course requests recommended for approval are submitted to the Course Review Committee. Recommend for approval (forward to assistant superintendent, Instructional Services Department for submission to Course Review Committee Disapproved (return request to staff member requesting review with reason for disapproval attached). Assistant Superintendent Date OCTOBER 15 - Decision to recommend request for approval or disapproval is made by Course Review Committee. Course requests recommended for approval are submitted to the Division Superintendent and the School Board for final approval. Recommend for approval (forward to School Board for final approval) Disapproved (return request to staff member requesting review with reason for disapproval attached) PRIOR TO NOVEMBER 15 - Final approval is determined by Division Superintendent and School Board Disapproved (return request to staff member requesting review with reason for disapproval attached) Division Superintendent as Designee of School Board Date NOVEMBER 15 - Notification to local school, appropriate assistant superintendents (attach special considerations, if applicable) DATE OF NOTIFICATION