

## **CHANGE TO 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 change to grade point average weighting, or change from designation of standard course offering to optional course offering or vice versa. According to Regulation 3202, section X., central staff members may recommend courses to be reviewed by completing the following:

School or Department	Course Title	Course Code
Request for Change:		
Remove additional weight to GPA Add an additional 0.5 weight to GPA Add an additional 1.0 weight to GPA		
	urse offering to optional course offering urse offering to standard course offering	
Justification:		
	nendation to appropriate assistant superintendent (Departm Department) to change an existing course	nent of Special Services, or Instructional
Principal or Director	Date	
	equest for approval or disapproval is made by the appropri or approval are submitted to the Course Review Committee	
Review Committee	assistant superintendent, Instructional Services Department	
Assistant Superintendent	Date	
	request for approval or disapproval is made by Course Re for approval are submitted to the Division Superintendent	
Recommend for approval Disapproved (return request to staff r	nember requesting review with reason for disapproval attac	ched)
PRIOR TO NOVEMBER 15 - Final app	proval is determined by Division Superintendent and So	chool Board
Approved Disapproved (return request to staff r	nember requesting review with reason for disapproval attac	ched)
Division Superintendent as Designee of Se	chool Board Date	
NOVEMBER 15 - Notification to local se	chool, appropriate assistant superintendents (attach special	considerations, if applicable)
DATE OF NOTIFICATION		