**New Course Proposal**

**Course Subject:**       **Course Title:**

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| **Course Description** (To be included in the course catalog)**:** |

**Duration of the Course:** **1st Trimester** **2nd Trimester** **3rd Trimester Required:** **Yes** **No**

**Prerequisites:**

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| **Target Population:** |
| **Rationale *based on student need:*** |
| **Does this course replace an existing course?  Yes No**  **If yes, which one?** |
| **How does the addition of this course impact other courses?** |
| **How is this proposal aligned to the goals of the department?** |
| **List qualifications needed to teach the course:** |
| **List staff members who are Certified/HQ to teach the course:** |
| **List classroom requirements** (lab, tech lab, etc…)**:** |

**estimated costs**

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| **Description of Textbooks / Materials:** | **$** |
| **Plan for Professional Development:** | **$** |
| **Amount of Prep / Planning Time** (to prepare course materials, assessments, etc.)**:** | **$** |
| **List any additional Staffing, if needed:** | **$** |
| **Technology:** | **$** |
| **Other:** | **$** |

**Signatures**

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| **Department Chair:** |
| **Principal:** |
| **Assistant Superintendent:** |