**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:**       |