

**CODIFICATION REFERENCE NUMBER:** 2220

**DATE:** October 14, 2005

## **CURRICULUM ADOPTION**

**RESPONSIBILITY:** Superintendent, Director of Curriculum and Instruction, Curriculum Supervisors, Coordinators, Faculty Leaders

### **PROCEDURES:**

**A.** New Program/New Course Adoption

1. See administrative procedures for Curriculum Development, # 2210

**B.** Course Title Changes

1. Memorandum containing rationale for the new title is sent to the Director of Curriculum and Instruction by the supervisor or principal.
2. The memorandum is reviewed by the District Curriculum Council.
3. The memorandum is reviewed by the Board Curriculum Committee.
4. The memorandum is reviewed by the Superintendent.
5. The memorandum is reviewed by the Board of Education.
6. If approved by the Board of Education, the change to the course title is made on all pertinent documents.

**C.** Course Elimination

1. Same procedures as above

**D.** Course or Program Revision

1. See administrative procedures for Curriculum Development, # 2210