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*Issued: 12/09*

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**PROCEDURE TO ADD OR ELIMINATE A COURSE**

1. An individual or group in a school who wishes to add or eliminate a course must obtain and complete a *Course Addition Request* or a *Course Elimination Request* and submit it to the principal.
2. The principal will request written feedback from the School Improvement Team.
3. If the principal supports the recommendation, the principal will submit the *Course Addition/Course Elimination Request* and written feedback to the Director of Secondary Instruction prior to October 1.
4. The Director of Secondary Instruction will review the information and consider many factors including the impact of adding this course across the district. The plan must include the financial impact of adding or eliminating a course and which funds will be used to support the addition or elimination of a course.
5. Following a review of the school's *Course Addition/Course Elimination Request(s)*, the Director of Secondary Instruction will provide recommendations directly to the principal.
6. The principal will be given two weeks to review the district's recommendations in order to make revisions to the *Course Addition/Course Elimination Request(s)*.
7. The principal will provide a revised *Course Addition/Course Elimination Request* form to the Director of Secondary Instruction.
8. The Director of Secondary Instruction will convene a Course Review Committee, per Board Policy, to review each course. The district committee will consist of teachers, school administrators, and parents and will reflect the demographics of the school.
9. The Superintendent's senior staff will review and approve recommendations and then forward to the Board of Education.
10. The Board of Education will provide the vote to approve or deny each course addition and/or course elimination.
11. This process should be completed prior to January 1<sup>st</sup> of each school year.

**Course Addition Request  
for**

\_\_\_\_\_ **School Year**

**School:** \_\_\_\_\_

**Person Making the Request/Title:** \_\_\_\_\_

**Title of Proposed Course:** \_\_\_\_\_

**Department/Subject Area:** \_\_\_\_\_

**Units of Credit:** \_\_\_\_\_

**Course Prerequisites:** \_\_\_\_\_

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

1. In four-five sentences, explain the course as you wish for it to appear in the district's course guide.

Course Description:

2. What is the major justification for addition of this course?
3. Is this course in the *North Carolina Standard Course of Study*?
4. What is the anticipated/total enrollment for the course over a two-year period?  
Include number of periods offered and students enrolled in each period.
5. How will the new class impact the current schedule and student/teacher ratio by period and department?
6. What is the staffing plan? Estimate costs.



**Course Elimination Request  
for**

\_\_\_\_\_ **School Year**

**School:** \_\_\_\_\_

**Person Making the Request/Title:** \_\_\_\_\_

**Title of Proposed Course:** \_\_\_\_\_

**Department/Subject Area:** \_\_\_\_\_

**Units of Credit:** \_\_\_\_\_

**Course Prerequisites:** \_\_\_\_\_

\_\_\_\_\_  
**Principal's Signature**

\_\_\_\_\_  
**Date**

1. What is the major justification for elimination of this course?
  
2. Is this course mandated by law?
  
3. Is this course in the *North Carolina Standard Course of Study*?
  
4. What is the anticipated/total student enrollment for the course over the next two years? Include number of periods and number of students enrolled per period.
  
5. What is the impact on students who need to meet graduation requirements and qualify for post-secondary opportunities?
  
6. If this course is eliminated, what changes would occur in the staffing plan? Estimate financial gain.
  
7. How will the elimination of this course impact the current schedule and student/teacher ratio by period and department?

8. What textbooks and instructional supplies and materials would be redirected?

9. What space, if any, would this make available?

10. What furniture would this make available?

11. What technology tools (hardware/software) would become available?

12. What is the likelihood that this course would be reinstated at some future date?

13. Attach any other relevant information.

14. Submit the *Course Elimination Request* to the Director of Secondary Instruction.

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**COURSE EVALUATION FORM**

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**Course Name**

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**Reviewer's Initials**

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1. Are questions 1-14 answered?

YES NO

2. Which questions were not addressed or need additional clarification?  
Please be specific.

3. Question number two asks:  
"What is the major justification for addition of this course?"

Is the justification plausible?

YES NO

4. What is the financial impact of adding this course to our high schools?  
(i.e., Textbooks, Supplies, Equipment, Additional Teacher, Additional Space, etc.)

5. Could the course be viewed as controversial by parents, students or community members?

YES NO

6. Do you recommend that this course be added to the  
High School Course Guide?

YES NO

**Additional Comments:**

**Concerns:**