Course Approval Flowchart

Each proposal to change, delete, or create a course is reviewed at each of the steps below. If approved, then it is forwarded to the next review body. The course approval process at TUSD aims to support creation of courses which improve student course offerings, strengthen Advanced Learning Experiences for students, and provides varied enrichment opportunities for students. All course proposals will be carefully reviewed for alignment to Arizona’s K-12 Standards and TUSD’s Curriculum Framework.

I. Statement of identified need for course
   *(NEW course catalog)*

II. Complete and submit
    **TUSD Course Proposal Form**
    attach the 5 required documents

III. Curriculum & Instruction Dept. reviews submitted proposal in conjunction with content area specialist to ensure alignment to TUSD curriculum

IV. Reviewed by Assistant Superintendent of Curriculum

V. Initiator notified of approval and next steps

VI. Submitted to Governing Board for approval

VII. Governing Board approval date and information are sent to Synergy for course creation and course code.

VIII. Submit for course competency approval to AZ Board of Regents

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1. Proposed **course syllabus** and current syllabus if it is changed
2. **Curriculum Map** (inc. standards/alignment)
3. Staffing
4. IGA (if applicable)