

## APPLICATION FOR APPROVAL OF SPECIAL COURSES

### General Instructions for Completion:

- This application is designed for requesting approval of all secondary education courses that are not already approved by the State Board of Education. It is to be used whether approval is requested from the Division of Teaching and Learning, the Division of Career and Technical Education, or the Division of Special Education.
- **If content of special courses can be accommodated through existing State Board of Education approved curricula, special courses will not be approved. Please contact The Office of School Approval (615.532.1677) should you have questions regarding existing State Board of Education approved curricula.**
- **Complete one form for each special course proposed. For renewals, please be advised that a renewal application must include a complete course description. Missing data will delay the approval process.**
- Special courses will be approved on a site-by-site basis.
- Request special courses only at the proposed sites where they are to be taught and for the year they are to be taught.
- Special course applications must originate from the central office of a local education agency.
- Special courses are to be taught by fully licensed and properly endorsed instructors. No permits or waivers are allowed. Special courses may not be taught outside the approved area of endorsement, except in the area of technology-based intervention.
- Before assigning a teacher to a special course, the LEA must insure that all currently offered State Board of Education approved courses are taught by an appropriately endorsed teacher. If this is not the case, the proposed instructor of a special course should be assigned to teach in areas where their particular endorsement is in demand for an already State Board approved course. (For example: If the LEA proposes a course to be offered for math credit at ABC High School, all State Board approved math classes must be taught by math endorsed teachers before one of them can be assigned to a special course.)
- All applications must be approved annually by the local board of education and signed by the Director of Schools prior to submission.
- A copy of the curriculum standards to be taught in the special course must be submitted with the application. Information regarding individuals who developed the course and resources used should be included on the application. The standards should follow the same format as that used for all courses. For courses where career and technical credit is being requested, a copy of the competency profiles corresponding to the curriculum must also be submitted. These profiles are to be formatted using the template at [www.tennessee.gov/education/cte/doc/ed3040.pdf](http://www.tennessee.gov/education/cte/doc/ed3040.pdf)
- **A complete application must be submitted annually, with modifications to the application and curriculum standards from year to year.**
- The deadline for submitting special course applications is **June 1<sup>st</sup>** preceding the school year for which special course approval is being requested, or **September 15<sup>th</sup>** if the course is to start the second semester.

**APPLICATION FOR APPROVAL OF SPECIAL COURSES**

**\_\_\_ Academic \_\_\_ Career and Technical Education \_\_\_ Special Education**

**Section A - SYSTEM INFORMATION - This section is to be completed for all requests.**

Date of Application \_\_\_\_\_

School System \_\_\_\_\_ State System Number \_\_\_\_\_

Contact Person \_\_\_\_\_  
*(person to contact if there are questions from the department)*

E-mail \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Date of Approval by Local Board of Education \_\_\_\_\_ (Must be approved annually)**

**The information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board approved courses taught by appropriately endorsed teachers.**

**If the title of the Special Course includes the name of one of the NCLB core academic content areas (e.g., English Language Arts), the teacher must be documented as being "Highly Qualified" in that subject area.**

**Director of Schools Signature \_\_\_\_\_**

1. Total units of credit required by system for graduation: \_\_\_\_\_
2. Anticipated enrollment in course. \_\_\_\_\_
3. Grade level(s) eligible to enroll: \_\_\_\_\_
4. Can course be counted as one of the **elective** credits in the total number of units required by the State Board of Education for graduation? \_\_\_ Yes \_\_\_ No

**Section B - COURSE INFORMATION** - This section is to be completed for all requests.

**NOTE: Standards, Learning Expectations, and Performance Indicators must be attached to this application. These should follow the same format as those for current State-Board approved courses. If career and technical education credit is requested, correctly formatted competency profiles must also be attached.**

1. Name of Proposed Course \_\_\_\_\_

2. Total units of credit available through proposed course: \_\_\_\_\_

3. Pre-requisite(s):

4. Justification for course/program (reason for including this course in the school program)

5. Describe briefly the nature of this course:

6. Total number of hours of instruction: \_\_\_\_\_

7. Check **one** area of the curriculum in which credit is awarded. Credit must be awarded in a specific area, and cannot be requested simply as "elective credit".

If this is an academic course, is it a duplication of a CTE course? \_\_\_\_ Yes \_\_\_\_ No.

If this is a CTE course is it a duplication of an academic course? \_\_\_\_ Yes \_\_\_\_ No.

Reminder: If more than one area is checked below, application will be returned to school district.

Fine Arts (HQ)

Business

Computer Technology

Foreign Language (HQ)

English Language Arts (HQ)

Math (HQ)

Science (HQ)

Social Studies (HQ)

Special Education

Career and Technical Education

Specify program area:

\_\_\_\_\_

Wellness & P.E.

Other (please specify) \_\_\_\_\_

8. Names/titles of individuals who developed the course:

9. Resources used to develop the course:

10. Goals of course/program (student learning goals):

11. Major units of instruction of course/program:

12. Texts and/or supplementary materials to be used:

13. Proposed instructional methods and activities:

14. Procedure for evaluating student progress:

15. Procedure for evaluating success of course:

**SECTION C - CAREER AND TECHNICAL EDUCATION COURSE** - Complete this section only if you are seeking to award credit in career and technical education.

1. Outline how this course fits into a career and technical education program sequence.
2. Interpret and summarize and attach labor market data to support the proposed course in the local area. Cite the source of the data.

**SECTION D - TECHNOLOGY-BASED COURSE** - Complete this section of the form only if you are seeking approval for a technology-based course.

1. This course is:  
 A) Technology-based Intervention  
Tech Based Intervention 3645  
 B) Online Courses 8000 Series  
 C) Video Distance Learning
2. For Technology-based Intervention, check appropriate area(s):  
 Algebra     Biology     English

3. For online and video distance learning courses ONLY, who will evaluate coursework submitted by students enrolled?

4. Origination of course:

Type:

\_\_\_ Satellite      \_\_\_ On-line      \_\_\_ CD-ROM-based

Provider/Vendor: \_\_\_\_\_

**Note: For technology-based intervention courses a correlation of the performance indicators of the gateway standards with the provided program must be attached.**

***SDE Authorized Section***

Subject Area Content Specialist

Signature: _____	<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Date: _____	Course Code Assignment: _____

Comments:

**Return Special course applications to:**

**Tennessee Department of Education  
Office of School Approval  
6<sup>th</sup> Floor, Andrew Johnson Tower  
710 James Robertson Parkway  
Nashville, TN 37243-0375**

**SECTION E - COURSE SITE INFORMATION** - This section is to be completed for all requests. Missing data will delay the approval process.

<i>School Name</i>	<i>State School #</i>	<i>Years Course Offered at this School</i> <i>(1, 2, 3, or 4+)</i>	<i>School Year Course to be Offered</i>	<i>Semester Offered</i> <i>F<u>all</u> or S<u>pring</u></i> <i>B<u>oth</u></i> <i>F<u>ull</u> Y<u>ear</u></i> <i>S<u>u</u>M<u>mer</u></i>	<i>School Format:</i> <i>T<u>raditional</u></i> <i>B<u>lock</u></i> <i>M<u>odified</u> B<u>lock</u></i>	<i>For Video Distance Learning:</i> <i>B<u>ase</u> S<u>ite</u></i> <i>R<u>eceiving</u></i> <i>S<u>ite</u></i>	<i>Facilities available for course/program</i> <i>(Required for Career and Technical Education courses)</i>

