



NEW COURSE CODE REQUEST APPLICATION
 NORTH DAKOTA DEPARTMENT OF PUBLIC INSTRUCTION
 SCHOOL APPROVAL & OPPORTUNITY
 SFN 60065 (4/2017)

RETURN TO:
 Department of Public Instruction
 School Approval & Opportunity
 600 East Boulevard Ave., Dept. 201
 Bismarck, ND 58505-0440
 Fax: (701) 328-0201

Note: Complete a separate application for each new course area being requested.

Due date: For adequate planning, course code applications must be received by February 1 of the year prior to the start of the first semester of the school year OR July 1 of the year prior to the start of the second semester of the school year. Applications received by February 1 will be finalized by May and applications received by July 1 will be finalized by October 1.

Section A. Provide the following school information.

School Name		LEA Name	
Mailing Address		City	State
Principal Name		E-Mail Address	Telephone Number
Name of Person Submitting Request		E-Mail Address	Date

Section B. Provide the information below for the new or updated course code request.

1. Does the proposed course expand on an existing state course code identified in the PK-12 Course Code Directory (https://www.nd.gov/dpi/SchoolStaff/SAO/PK12CourseCodes/)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	
2. What is the <u>title</u> of the proposed course?	
3. What is the target grade level(s) for this course?	
4. Please identify the primary content area of the proposed course (example: social studies, science, physical education, fine arts, etc.).	
5. Indicate how long this course would be taught. <input type="checkbox"/> Nine Weeks <input type="checkbox"/> Semester <input type="checkbox"/> Full Year	6. Do you recommend a maximum unit(s) for this course? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
7. Will this course be considered for credit? <input type="checkbox"/> Core <input type="checkbox"/> Elective <input type="checkbox"/> No	
8. Describe the content of the proposed course. (Please do not include curriculum, rather broad content information.)	
9. Include documentation evidencing how the proposed course aligns with the North Dakota State Content Standards.	
10. Do you recommend any course prerequisites for this course? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	

For Department Use Only

Approved <input type="checkbox"/> Yes <input type="checkbox"/> No	School Year Course is Effective
Signature and Title of Department Official	Date
State Course Code	National Course Code