

Approval dates:  
 ICC \_\_\_\_\_  
 BOE \_\_\_\_\_

**SAN DIEGO UNIFIED SCHOOL DISTRICT  
 INTERDIVISIONAL CURRICULUM COMMITTEE**

Exhibit # \_\_\_\_\_  
 Meeting date \_\_\_\_\_

**Request to Change the Uniform Course File**

**Instructions:** Use this form to delete a course, to change a course attribute\* recorded in the Uniform Course File (District Procedure No. 4100), to create a modified version of an existing course (e.g. sheltered, bilingual), or to establish site-adopted courses as part of a school/college partnership. Submit, along with all supporting documents, to: Curriculum & Instruction Division Office, Eugene Brucker Education Center, Room 2114. \***Course attribute changes include changes to:** course title, course category, course type, grade levels, type or amount of credit earned, subject/graduation requirement area, or any other official attribute of a course.

**1a. Action Requested** (check all that apply):

- Delete a course. Complete items 1–4 only. State reason for termination and identify an alternate course(s) that students can enroll in, in lieu of the course that is being deleted.
- Change a course attribute. Complete items 1–4 (all), and any item(s) 5–9 that pertains to your request.
- Create a new version of an existing course (add course number modifier).
- Approve site-adopted courses as part of a new school–college/university partnership per Administrative Procedure 4322.
- Offer a site-adopted course (under the same instructional plan) approved for the following site: \_\_\_\_\_.\* (Adopting site is responsible for funding all costs associated with offering the course). Attach a copy of the original instructional plan or pilot course request. **Requests without this documentation will not be considered.**

*\*Excludes site-adopted courses tied to magnet programs. Site-adopted attributes can not be changed.*

**1b. Identify the course(s) and describe the action(s) requested. State the reason for your request:**

\_\_\_\_\_  
 \_\_\_\_\_

**2. Existing Course Number(s):      Existing Course Title(s) (if applicable):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**3. Subject or curriculum area responsible for request:** \_\_\_\_\_

**4. \_\_\_\_\_**

**Date request is to become effective** (school year and semester)

**\*\*FOR ITEMS 5–9 BELOW, FILL IN ONLY THOSE ATTRIBUTES YOU WANT CHANGED\*\***

**5. New/Changed Course Title(s), Course Version(s)** (not to exceed 20 characters, per Zangle configuration)

<b>Proposed Course Title</b>																			
<i>(20-character maximum, including spaces)</i>																			

**6. Grade Levels:**      5   6   7   8   9   10   11   12

(Circle all appropriate)

**7. Course Category**

1	2	8	Course Modifiers
Districtwide	Site-adopted	Computer Literacy	___ C (Cluster) ___ G (SpecEd combined class) ___ L (Sheltered) ___ S (Seminar)

**8. Course/Credit Value**

	1-semester course
	2-semester course / 1 credit per semester
	Year course / 1 credit per semester (passing mark in 2nd semester replaces failing mark in 1st semester)
	ROP / all course version

	<b>Wheel courses</b>
	6-week course / 0.33 credit
	9-week course / 0.50 credit
	12-week course / 0.66 credit

Multiple credit allowed?      [Y] [N]

If yes, maximum number of times course may be repeated: \_\_\_\_\_

**9. Graduation Requirement Area**

1 English Language Arts	2 Visual & Performing Arts	3 Practical Arts	4 History/Social Sciences	5 Mathematics	6 Science	7 World Languages	8 Elective	9 Physical Education
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**REQUIRED SIGNATURES** (in order of approval):

\_\_\_\_\_  
Curriculum Leader/Dept. Manager

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curriculum Leader/Dept. Manager\*  
*\*when more than one curriculum area is involved*

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Area/Assistant Superintendent

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Curriculum & Instruction Executive Director

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date