



SAN DIEGO CITY SCHOOLS
INTERDIVISIONAL CURRICULUM COMMITTEE

Request to Change the Uniform Course File

Instructions: Use this form to delete a course, to change course attributes 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 expand a current site-adopted course to another site. Submit, along with all supporting documents, to: Instruction & Curriculum Division Office, Eugene Brucker Education Center, Room 2116. **Course attribute changes include changes to:** course title, course category, course type, grade levels, type or amount of credit earned, subject or graduation requirement area, weighted grade status, or any other official attribute of a course.

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

- Delete a course. Complete items 1–4 only. State reason for termination and identify alternate course(s) for student enrollment below.
- Change a course attribute. Complete all items 1–4, and those items 5–9 that pertain to your request.
- Create a new version of an existing course (add course number modifier).
- 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.

State the reason for your request. (This wording will be used on the ICC agenda.)

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)

Complete items 5–9 only for the attribute change(s) being sought.

5. **New/Changed Course Title(s), Course Version(s)** (not to exceed 30 characters)

Proposed Course Title (30-character maximum, including spaces)																															

6. **Grade Levels:** 5 6 7 8 9 10 11 12
(Circle all appropriate)

7. Course Category

1	2	3	4	6	8	9	10	CBEDS	Course No. Modifier
District-wide	Site-adopted	Pilot	Summer/Extended Day	___ AP ___ IB	Computer Literacy	___ VEA ___ ROP	Career Path	_____ (4-digit category number)	A, B, C, D, E, F, G, L, S,

8. Course/Credit Value

2-semester course / 1 credit per semester
2-semester course / 2 credits per semester
Year course / 2 credits (1 each semester)*

6-week course / 0.33 credit
9-week course / 0.50 credit
12-week course / 0.66 credit

*passing mark in 2nd semester replaces failing mark in 1st semester

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):

Requesting Site Principal

Print Name

Date

Curriculum Director/Designee

Print Name

Date

Curriculum Director/Designee*
**when more than one curriculum area is involved*

Print Name

Date

Assistant Superintendent

Print Name

Date

Instruction & Curriculum Executive Director

Print Name

Date

Approval Dates (to be completed by ICC secretary)

ICC _____

Board of Education _____