



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VIRGINIA 22203-1635**

JAN - 9 2003

EDUCATION

DoDEA Regulation 2001.2

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
COURSE DESCRIPTION APPROVAL**

- Reference:
- (a) DoDEA Regulation 2001.2, "Department of Defense Education Activity Course Description Approval," October 16, 1998 (hereby canceled)
 - (b) DoDEA Manual 2001.1, "Learning and Course Description Standards Guide," December 1994

1. PURPOSE

This regulation establishes policy and procedures for administering the Department of Defense Education Activity (DoDEA) course description approval process.

2. CANCELLATION

DoDEA regulation number 2001.2, "Department of Defense Education Activity Course Description Approval," dated October 16, 1998, reference (a), is hereby superseded and canceled.

3. APPLICABILITY AND SCOPE

This regulation applies to all DoDEA schools. This regulation provides guidance on courses authorized to be taught in the DoDEA for the 7-12 grade levels.

4. POLICY

It is the DoDEA policy that curriculum and course descriptions in DoDEA schools shall be developed within the curriculum development process.

5. RESPONSIBILITIES

5.1. The Director, DoDEA will ensure that the course description approval process and implementations of the new courses are administered in accordance with the policies and procedures established herein.



5.2. The Associate Director for Education will give final approval of all new courses based on the recommendations of the Assistant Associate Director of Education, DoDEA, and the Area Education Chiefs.

5.3. The District Superintendents will:

5.3.1. Ensure that the development and implementation of new courses are consistent with the policy statement in paragraph 4 and procedure statements in paragraph 6.

5.3.2. Provide the respective Area Education Chief with new course description proposals that contain the required screening and research consistent with the procedure statements in paragraph 6.

5.3.3. Establish procedures to ensure that each school's course offerings are on the approved listing and that the course codes are used.

5.3.4. Administer and monitor the course description approval process in the district and the implementation of new courses when approved by the Associate Director for Education, DoDEA.

5.3.5. Review all requests for additions or changes to the "Learning and Course Description Standards Guide," and recommend approval or disapproval to the Area Education Chief.

5.4. The Area Education Chiefs will:

5.4.1. Review course proposals forwarded by the Superintendents.

5.4.2. Obtain input from appropriate program managers.

5.4.3. Conduct a preliminary evaluation of the proposal and its value to the system.

5.4.4. Include course proposals at the next scheduled meeting of the Education Chiefs if the proposal is acceptable under the conditions outlined in Section 6.

5.4.5. Forward course proposals to the Associate Director for Education, DoDEA for final approval upon review and approval by Assistant Associate Director for Education and Area Education Chiefs.

5.5. DoDEA curriculum program managers (coordinators) will:

5.5.1. Review incoming/new course proposals in their respective disciplines.

5.5.2. Propose new courses within their respective disciplines.

5.5.3. Make recommendations to the Assistant Associate Director for Education on all course proposals submitted for approval.

6. PROCEDURES

6.1. Proposals for courses to be added to DoDEA Manual 2001.1, “Learning and Course Description Standards Guide,” dated December 1994, reference (b), and offered in schools must be submitted to the Area Education Chiefs during the school year prior to that in which the course is to be offered. Requests must be accompanied by a course description to reflect DoDEA curriculum standards in a manner that does not duplicate material taught in other courses. The request must also include rationale and justification for the new course. Courses recommended for approval by Education Chiefs will undergo course description editing for consistency with the Learning and Course Description Standards Guide model.

6.2. District Superintendents will screen all requests for additional courses prior to forwarding them to the respective Area Education Chief. Course description proposals should be rejected at the District level if (1) they reflect duplication of content already covered in existing courses, (2) do not have a clearly described focus/objective, and/or, (3) they are at variance with DoDEA’s prescribed curriculum direction.

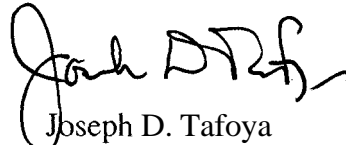
6.3. Recommended courses received by the Area Education Chief from the District Superintendent’s Office will be directed to the appropriate program manager for technical analysis, review, and recommendation. Copies of this analysis will be sent to Headquarters Assistant Associate Director for Education. The recommendation will be reviewed by the appropriate Headquarters curriculum/program coordinator. A written review will be provided the Education Chiefs for input on the decision for approval/disapproval. Decisions on new course titles in the course description guide will be made at the fall Education Chiefs meeting. At that time, new courses will be placed in the appropriate subject area section of the manual. If the course proposal is disapproved at the Headquarters level, rationale for disapproval will be furnished to the sending District Superintendent’s Office.

6.4. When a discipline comes up for review in the curriculum development cycle, all course descriptions will be reviewed for additions, modifications, or deletions. Courses not related to a discipline will be periodically reviewed. Recommendations by the Headquarters curriculum/program coordinator will be forwarded to the Assistant Associate Director for Education for approval or disapproval. New and additional courses will be placed in [Appendix A] of the Learning and Course Description Standards Guide until the year in which they are to be implemented.

6.5. Upon completion of review and evaluation by the Assistant Associate Director for Education and Education Chiefs, the course proposal and associated Education Chiefs recommendation for approval/disapproval will be forwarded to the Associate Director for Education, DoDEA, for final determination.

7. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective 30 days after publication.



Joseph D. Tafoya
Director

Enclosures: **2**

1. Changes to the Course Listing for **SY** - Add New Course Form
2. Changes to the Course Listing for **SY** - Drop/Replace Course Form

CHANGES TO THE COURSE LISTING FOR SY /

ADD NEW COURSE FORM

PART 1 - TO BE COMPLETED BY THE REQUESTER

COURSE TITLE: _____
(MAX 20 CHARACTERS INCLUDING SPACES)

GRADE LEVEL(S): _____ COURSE LENGTH: _____

COMMENTS: _____
(COURSE CAN BE REPEATED FOR CREDIT, PILOT COURSE, ETC.)

SUBJECT AREA (Department): _____

MEETS WHICH GRADUATION REQUIREMENT: _____
(LANGUAGE ARTS, SOCIAL STUDIES, MATH, SCIENCE, CAREER EDUCATION, FINE ARTS, PHYS ED., HEALTH, COMPUTER SCI, ELECTIVE, NONE)

SUBMITTED BY: _____ DATE: _____

PART 2 - TO BE COMPLETED BY DISTRICT SUPERINTENDENT (IF APPLICABLE)

RECOMMEND:
(APPROVAL) _____ (DISAPPROVAL) _____

SIGNATURE: _____ DATE: _____

PART 3 - TO BE COMPLETED BY AREA EDUCATION CHIEF

ED CHIEFS: PACIFIC: _____ EUROPE _____ DDESS _____
(Approve/Disapprove) (Approve/Disapprove) (Approve/Disapprove)

PART 4 - TO BE COMPLETED BY ASST ASSOCIATE DIRECTOR FOR EDUCATION

ASST ASSOC DIR ED: _____ RECOMMEND: (APPROVAL) _____ (DISAPPROVAL) _____

PART 5 - TO BE COMPLETED BY THE ASSOCIATE DIRECTOR FOR EDUCATION

RECOMMEND:
(APPROVAL) _____ (DISAPPROVAL) _____

SIGNATURE: _____ DATE: _____

PART 6 - TO BE COMPLETED BY THE EDUCATION TECHNOLOGY BRANCH

COURSE CODE: _____

ADDED TO MASTER LIST: _____
(SIGNATURE) (DATE)

RETURN COMPLETED FORM TO CURRICULUM COORDINATOR

CHANGES TO THE COURSE LISTING FOR SY /
DROP /REPLACE COURSE FORM

PART 1 - TO BE COMPLETED BY THE CURRICULUM COORDINATOR

COURSES TO DROP	NAME	COURSE CODE	REPLACE WITH

SIGNATURE: _____ DATE: _____

PART 2 - TO BE COMPLETED BY THE ASSISTANT ASSOCIATE DIRECTOR FOR EDUCATION AND AREA EDUCATION CHIEFS

DECISION: (APPROVAL) _____ (DISAPPROVAL) _____

ASST ASSOC DIR ED: _____

ED CHIEFS: PACIFIC _____ EUROPE _____ DDESS _____

PART 3 - TO BE COMPLETED BY THE ASSOCIATE DIRECTOR FOR EDUCATION

DECISION: (APPROVAL) _____ (DISAPPROVAL) _____

SIGNATURE: _____ DATE: _____

PART 4 - TO BE COMPLETED BY THE EDUCATION TECHNOLOGY BRANCH

DROPPED FROM MASTER LIST:

SIGNATURE: _____ DATE: _____

RETURN COMPLETED FORM TO CURRICULUM COORDINATOR