

UNIFORM COURSE NAMES AND NUMBERS

This administrative regulation establishes uniform course names and numbers for district-adopted, pilot, site-adopted, and summer school courses approved by the Board of Education and offered in secondary schools.

1. Definitions

Uniform Course File: A computer file of officially approved secondary school course titles, numbers, and attributes, including designations of district-adopted, pilot, site-adopted, and summer school courses, which shall be used for all scheduling and reporting purposes.

School Assignments: Officially approved list of all classroom teacher assignments, utilizing the Uniform Course File, which is used to report teacher course and classroom assignments.

2. Issuing Lists of Uniform Course File Names and Numbers

A list of approved course names and numbers is issued annually to facilitate scheduling of students and reporting on teacher assignments and class sizes. Copies are issued to secondary schools by the Interdivisional Curriculum Committee. Lists of changes will be issued as needed.

3. Establishment of Uniform Lists of Course Names and Numbers

The Uniform Course File is maintained by the Interdivisional Curriculum committee as a complete up-to-date compilation of all courses approved by the Board of Education for use in schools. Courses are designated as district-adopted, pilot, site-adopted, or summer school only. The Course of Study, TK-12, adopted annually by the Board of Education, is the official district course of study.

Pilot or site-adopted courses must be approved by Board of Education prior to conducting instruction; only designated schools may offer these courses. The processes for requesting approval to conduct a pilot or site-adopted course and for reviewing the results of conducting a pilot or site-adopted course are administered by the Interdivisional Curriculum Committee.

Courses that require UC a-g approval must be submitted and approved by the University of California prior to the course being submitted to the Interdivisional curriculum committee.

- a. Requests must be submitted to the appropriate subject-area specialist/ instructional team leader at least 60 days prior to the start of the school year/term during which the courses are to be conducted.

The Interdivisional Curriculum Committee will review requests to conduct a pilot or site-adopted course. If recommended for approval, the course will be submitted to the Board of Education for approval.

Upon board approval, the course will be added to the Uniform Course File, and the school will be notified.

- b. Reviews are done no later than May of the school year in which the pilot or site-adopted courses are conducted. Recommendations are to:
 - (1) Continue as a pilot for one additional school year or term;
 - (2) Continue for one additional school year or term with major modifications;
 - (3) Adopt as a district-approved course;
 - (4) Approve as a site-adopted course; or
 - (5) Discontinue and remove from Uniform Course File.

The Interdivisional Curriculum Committee will review the results of conducting a pilot or site-adopted course. If recommended for approval as a district-adopted or site-adopted course, or continued as a pilot or site-adopted course, the course will be submitted to the Board of Education for approval.

Upon board approval, the approved changes will be made to the Uniform Course File, and the school will be notified. Courses not reviewed or not recommended for approval as district-adopted, pilot, or site-adopted courses will be removed from the Uniform Course File.

- 4. Course numbers and abbreviated titles on the Uniform Course File must be used in each school's master schedule and in entries on student permanent records. Out-of-district courses shall be recorded on student permanent records:
 - a. If a course is deemed to be closely equivalent to an approved district course, the district course number on the Uniform Course File should be used.
 - b. Independent study contracts may be approved only for courses listed on the Uniform Course File. When recording grades and credits, the district number on the Uniform Course File should be used.
 - c. Specific courses on the Uniform Course File are defined as approved district courses which are taught using a language other than English (bilingual), or having a specific emphasis within the course framework (sheltered, bridging, cluster, or seminar). In order to identify such courses for retrieval and reporting purposes, a unique designator is added to the course number on the Uniform Course File.

- d. Special education course numbers use the 7000 series of numbers between 7001 and 7999. Only students with IEPS may take courses in the 7000 series; all courses must be taught by appropriately credentialed special education teachers. Courses numbered 7101-7199 are courses within the functional skills course of study and offer only elective credit towards graduation. Courses numbered 7301-7399 are applied courses and emphasize basic academic skills as well as functional and daily/independent living skills and offer only elective credit towards graduation. Courses numbered 7501-7599 are courses within the diploma course of study and parallel regular education courses in content. Courses numbered 7901-7999 have the same content and requirements as regular courses of the same title but must be taught by special educators.
5. Changes to titles or other attributes of courses on the Uniform Course File are under the management of the Interdivisional Curriculum Committee.
- a. Requests for changes should be made to the appropriate subject area specialist/instructional team leader.
 - b. Requests will be reviewed by the Interdivisional Curriculum Committee and forwarded to the Board of Education for approval.
 - c. After approval, the Uniform Course File will be changed and schools notified of the changes.
6. Index of Subject Areas by Course Number Assignments

0100-0499	Visual Art
0500-0999	Business Education
1000-1399	Consumer and Family Studies
1400- 1499	Performing Art: Speech/Drama
1500-1999	English, Language Arts
2000-2499	World Languages
2500-2999	Health and Safety
3000-3499	Health Careers
3500-3999	Industrial Technology Education
4000-4399	Mathematics
4400-4499	Computer Education
4500-4699	Military Science
4700-4999	Humanities
5000-5499	Performing Art: Music
5500-5999	Physical Education
6500-6999	Social Science
7000-7999	Special Education
8000-8599	Nondepartmental
8600-8999	Regional Occupational Program

7. Graduation Requirement Area Codes

<u>Code</u>	<u>Requirement Area</u>
1.	English and Language Arts
2.	Visual and Performing Arts/World Languages
3.	Social Studies
4.	U.S. History/American Government
5.	Mathematics Science
6.	Health and Driver Education
7.	Electives
8.	Physical Education/Military Science

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SAN DIEGO UNIFIED SCHOOL DISTRICT
San Diego, California