



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



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EDUCATION

DoDEA Regulation 2001.2

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
COURSE DESCRIPTION APPROVAL

References: (a) DoDEA Manual 2001.1, "Learning and Course Description Standards Guide," December 1994

A. PURPOSE

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

B. APPLICABILITY AND SCOPE

This regulation applies to all Department of Defense Dependents Schools (DoDDS). This regulation provides guidance on courses authorized to be taught in the DoDDS for the 7-12 grade levels.

C. POLICY

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

D. RESPONSIBILITIES

1. The Director, DoDEA, will:
  - a. Ensure that the course description approval process and implementation of the new courses are administered in accordance with the policies and procedures established herein.
  - b. Give final approval of all new courses based on the recommendations of the Chief, Education Division, DoDDS, and the Curriculum Development Oversight Team (CDOT).

2. The District Superintendent will:

a. Ensure that the development and implementation of new courses are consistent with the policy statement in paragraph C and procedure statements in paragraph E.

b. Provide the Chief, Education Division, DoDDS, with new course description proposals that contain the required screening and research consistent with the procedures statements in paragraph E.

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

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

e. Review all requests for additions or changes to the "Learning and Course Description Standards Guide" (LCDSG) and recommend approval or disapproval to the Chief, Education Division, DoDDS.

3. The Chief, Education Division, DoDDS will:

a. Review course proposals forwarded by the Superintendents.

b. Obtain input from appropriate DoDDS curriculum program managers.

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

d. Include course proposals at the next scheduled meeting of the CDOT if the proposal is acceptable under the conditions outlined in Section E.

e. Forward course proposals to the Director, DoDEA, for final approval upon review and approval by the CDOT.

4. DoDDS curriculum program managers will:

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

b. Propose new courses within their respective disciplines.

c. Make recommendations to the Chief, Education Division, DoDDS.

## E. PROCEDURES

1. Proposals for courses to be added to DoDEA Manual 2001.1, "Learning and Course Description Standards Guide" (LCDSG), December 1994, (reference (a)), and offered in schools must be submitted to the Chief of the Education Division (DoDDS) 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 DoDDS curriculum goals and objectives 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 the CDOT will undergo course description editing for consistency with the LCDSG model.

2. District Superintendents are to screen all requests for additional courses prior to forwarding them to DoDEA, ATTN: Chief, Education Division. 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.

3. Recommended courses received by the Chief, Education Division, DoDDS, 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 the Curriculum Development Oversight Team (CDOT). Decisions on new course titles in the course description guide will be made at the fall CDOT meeting. The decision will be subsequently forwarded to all schools with grades 7-12 by February 15, to be placed in [Appendix A] of the LCDSG until the year the course is to be offered. 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 CDOT level, rationale for disapproval will be furnished to the sending District Superintendent Office.

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 DoDDS program manager will be forwarded to the CDOT for their review and approval or disapproval. New and additional courses will be placed in [Appendix A] of the LCDSG until the year in which they are to be implemented.

5. Upon completion of review and evaluation by the CDOT, the course proposal and associated CDOT recommendation for approval/disapproval will be forwarded to the Director, DoDEA, for final determination.

F. EFFECTIVE DATE AND IMPLEMENTATION

This regulation is effective 30 days after publication.

*Jerald E. Bloom*  
for Lillian Gonzalez  
Director

Distribution: X

Cancelled