

**New Course Requests**

Although the Kentucky Academic Course Code List includes a broad range of courses, there may be times when districts want to offer a course that doesn’t match well with the current course options. Districts may request to have their course added to the Kentucky Academic Course Code List using the procedure outlined below.

**Criteria for Inclusion**

* Course content must be applicable to be taught anywhere in the state
* Course content must be unique and not currently offered in the course list
* Course content must be aligned to Kentucky Academic Standards or CTE technical content

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| **Request Deadline** | **School Year Code Could First Be Made Available** |
| July 31st, 2024 | 2025-2026 |
| July 31st, 2025 | 2026-2027 |
| July 31st, 2026 | 2027-2028 |

**New Course Request Procedure**

1. Fill out a [new course request](https://www.surveymonkey.com/r/93VZJ38). Requests for new courses must be received by July 31st. A confirmation email will be sent to the person who submitted the request.
2. The request will be routed to the appropriate content area team lead and the request will be reviewed by the content area team. It will either be recommended for inclusion the Kentucky Academic Course Code List, or not. If the course is not going to be recommended for inclusion, the person who submitted the course will be notified. Timing varies by content team.
3. If the course is recommended for inclusion it will move on to an internal review team along with all other course code change recommendations for the year. Timing varies.
4. If the internal review team agrees the course should be included, the course will move on to review by an external advisory group. Timing varies.
5. If the external advisory group agrees the course should be included, the course will be included in the Kentucky Academic Course List and the person who submitted the request will be notified. Final decisions will be made by November 1st of the same year the request is submitted.

Request Submitted

Internal Review Team Reviews

Content Area Team Reviews

External Advisory Team Reviews

Course Included

Inclu

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Course Not Included

Course Not Included

Course Not Included