

# Special Courses 2024-25: Pre-Planning Document

**Document Purpose:** The following are questions for the 2024-25 special course application process. This document is only for district planning purposes and documentation for local board approval. All responses must be transferred to ePlan and submitted for formal review. This document will not be accepted by the Tennessee Department of Education as an official application.

## Academics Application

*A district may apply for up to ten academic special courses. Copy and add course details table if needed.*

Cover Page
<b>School District Name:</b>
<b>Are you a Charter School?</b>
<b>District Contact Name:</b>
<b>Contact Email:</b>
<b>Contact Phone Number (include extension):</b>
<b>Secondary Contact Name:</b>
<b>Secondary Contact Email:</b>

Academics Course Details: Course 1
<p><b>Which content area best describes the academic course?</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 01 = English Language and Literature</li> <li><input type="checkbox"/> 02 = Mathematics</li> <li><input type="checkbox"/> 03 = Life and Physical Sciences</li> <li><input type="checkbox"/> 04 = Social Studies and History</li> <li><input type="checkbox"/> 05 = Visual and Performing Arts</li> <li><input type="checkbox"/> 07 = Religion</li> <li><input type="checkbox"/> 08 = Physical Health and Safety Education</li> <li><input type="checkbox"/> 22 = English Language Development (use for EL)</li> <li><input type="checkbox"/> 23 = Early Childhood (non-CTE)</li> <li><input type="checkbox"/> 24 = Foreign Language and Literature</li> <li><input type="checkbox"/> 25 = Non-Subject Specific</li> <li><input type="checkbox"/> 27 = Special Populations (only used for special courses)</li> <li><input type="checkbox"/> 28 = Philosophy</li> </ul>
<p><b>Course Name</b> Be specific and include district name in the course title. (name+district)</p>
<p><b>Renewal</b> <b>What is the course code if previously approved special course?</b></p>
<p><input type="checkbox"/> Yes, previously approved special course</p>
<p><input type="checkbox"/> Not previously approved</p>
<p><b>Active Course Code:</b></p>
<p><b>Course Level</b></p>

Level 1 (Introduction); Level 2 (Intermediate); Level 3 (Advanced)
<p><b>Course Justification</b></p> <p>Respond to why this course should be offered to your students. Be thorough and specific. Your responses will be read by state board members pending approval.</p>
<p><b>Course Description</b></p> <p>Describe the course content and overview of the material to be taught. Be thorough and specific. Your responses will be read by state board members pending approval.</p>
<p><b>Required Teacher Endorsements</b></p> <p>Include all that apply to the specific course content. <i>At least one selection must be made.</i></p>
<p><b>Pre-Requisite Course(s)</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, list pre-requisite course(s).</p>
<p><b>When will this course be offered?</b></p> <p><input type="checkbox"/> Semester    <input type="checkbox"/> Year-long</p>
<p><b>Credit</b></p> <p><input type="checkbox"/> 0.5    <input type="checkbox"/> 1.0</p>
<p><b>Will any portion of this Year 1 course be delivered online?</b></p> <p><input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>If yes, online delivery will be:</p> <p><input type="checkbox"/> Synchronous    <input type="checkbox"/> Asynchronous    <input type="checkbox"/> Combination of Synchronous and Asynchronous</p>
<p><b>Course Development</b></p> <p>Describe if it is a for-profit course. If so, which one, specifically? Explain if the idea, structure, and curriculum was district developed or modeled from an existing for-profit course.</p>
<p><b>Course Developers</b></p> <p>List the names and titles of individuals who developed this course.</p>
<p><b>Tennessee Academic Standards</b></p> <p>Certify the course standards are uploaded to the required documents section and include all appropriate references to Tennessee Academic Standards. <i>Use the provided template in ePlan.</i></p> <p><input type="checkbox"/> TN Academic standards uploaded to "Required Documents" section in ePlan</p>

# CTE Application

*A district may apply for up to three special programs of study (SPOS). Copy and add program of study course details tables if needed.*

Cover Page	
School District Name:	
Are you a Charter School?	
District Contact Name:	
Contact Email:	
Contact Phone Number (include extension):	
Secondary Contact name:	
Secondary Contact email:	
District CTE Director Name:	
CTE Director Email:	
CTE Director Phone:	

CCTE Program of Study 1: Year 1 Course	
<p>To accurately report Perkins V concentrator data, courses must be included in an approved program of study. Courses within a program of study must have an identified level.</p> <p>As you proceed through this application, for each course level, you will be asked to identify if the course is a special course or a current, state-wide course with an active course code that begins with C, G, or S. If you are applying for a special program of study using active, statewide course codes, you will simply enter those codes when asked. If you have any questions, please email <a href="mailto:CTE.Questions@tn.gov">CTE.Questions@tn.gov</a>.</p>	
<p><b>Which career cluster best describes CCTE course 1?</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Advanced Manufacturing</li><li><input type="checkbox"/> Agriculture, Food, &amp; Natural Resources</li><li><input type="checkbox"/> Architecture &amp; Construction</li><li><input type="checkbox"/> Arts, AV Technology, &amp; Communications</li><li><input type="checkbox"/> Business Management &amp; Administration</li><li><input type="checkbox"/> Education &amp; Training</li><li><input type="checkbox"/> Finance</li><li><input type="checkbox"/> Government &amp; Public Administration</li><li><input type="checkbox"/> Health Science</li><li><input type="checkbox"/> Hospitality &amp; Tourism</li><li><input type="checkbox"/> Human Services</li><li><input type="checkbox"/> Information Technology</li><li><input type="checkbox"/> Law, Public Safety, Corrections, &amp; Security</li><li><input type="checkbox"/> Marketing, Distribution &amp; Logistics</li><li><input type="checkbox"/> STEM</li><li><input type="checkbox"/> Transportation</li></ul>	
<p><b>Is this an isolated course; meaning it is not part of a current SPOS nor will it be part of a future SPOS?</b></p> <p><input type="checkbox"/> Isolated course      <input type="checkbox"/> Future plans to be part of SPOS</p>	

<p><b>Is this course intended to be year 1 of a future SPOS (not yet applied for)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><b>Is this course's purpose intended to gauge student interest in a potential program of study?</b>  <input type="checkbox"/> Yes. Explain the purpose. <input type="checkbox"/> Not intended to gauge interest in a potential program of study.</p>
<p><b>SPOS Name</b></p>
<p><b>Course Name</b>          Be specific and include district name in the course title. (name+district)</p>
<p><b>Provide a clear rationale for proposed SPOS.</b></p>
<p><b>Labor and Data Market</b>          On a document to attach in ePlan identify the occupation(s) and careers aligned to this SPOS and summarize and interpret the local/regional job outlook for the identified occupation(s)/career(s), including labor market data and citation of multiple sources.</p>
<p><b>Certify that the market data summary document has been uploaded to the required documents section of this application on an official district letterhead document.</b></p> <p><input type="checkbox"/> Document uploaded to "Required Documents" section in ePlan</p>
<p><b>Are early postsecondary opportunities (EPSOs) courses intended to be included as part of this SPOS? * <i>Special course request may not include Advance Placement, International Baccalaureate, Cambridge, and Dual Enrollment courses and special courses must align with Special Course Policy 3.201. Existing EPSOs may be included in the SPOS but new EPSO courses go through another application process. Please contact <a href="mailto:early.postsecondary@tn.gov">early.postsecondary@tn.gov</a> if you wish to apply for a EPSO course.</i></b></p> <p><input type="checkbox"/> Advanced Placement (AP)  <input type="checkbox"/> Cambridge International  <input type="checkbox"/> International Baccalaureate (IB)  <input type="checkbox"/> College Level Examination Program (CLEP)  <input type="checkbox"/> Dual Enrollment (DE)  <input type="checkbox"/> Local Dual Credit  <input type="checkbox"/> Statewide Dual Credit (SDC)  <input type="checkbox"/> Industry Credential (including industry certifications)</p> <p><input type="checkbox"/> EPSOs are not included for this SPOS</p>
<p><b>SPOS Aligned Postsecondary Pathways</b>          Explain the local/regional postsecondary programs and industry certifications students expect to pursue upon completion of this SPOS at all types of postsecondary (TCAT, community college, four-year). Specify each institution where aligned programs are available (ex: TCAT-Anytown).</p>
<p><b>List the names and titles of the individuals who developed this SPOS.</b></p>
<p><b>Does this SPOS begin at Year 1 or Year 2?</b>  <i>Note: All SPOS must have 3-4 courses, in course level sequence.</i>  <input type="checkbox"/> Year 1 (Introduction)</p>

<input type="checkbox"/> Year 2 (Intermediate)	
<b>Year 1 Course Type</b>	
<ul style="list-style-type: none"> <li>• Special Course (included in this application)</li> <li>• Statewide Course (begins with C, G, or S)</li> <li>• Previously approved and active special course code (begins with Y)</li> </ul>	
<b>Renewal:</b>	
<b>What is the course code if previously approved special course?</b>	
<input type="checkbox"/> Yes, previously approved special course	<input type="checkbox"/> Not previously approved
<b>Active Course Code:</b>	
<b>Year 1 Course Description</b>	
Course description will be added to online course catalog and is required to be clear, descriptive, and thorough.	
<b>List all teacher endorsements that apply to Level 1 Intro course. At least one selection must be made.</b>	
<b>Course Credit</b>	
<input type="checkbox"/> 0.5 credit <input type="checkbox"/> 1 credit	
<b>Are there pre-requisite course(s)?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list pre-requisite course(s).	
<b>When will this Year 1 course be offered?</b>	
<input type="checkbox"/> Semester <input type="checkbox"/> Year long	
<b>Will any portion of this Year 1 course be delivered online?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, online delivery will be:	
<input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous <input type="checkbox"/> Combination of synchronous and asynchronous	
<b>What is the rationale for offering this Year 1 introduction special course?</b>	
<b>Describe how this course was developed.</b>	
<b>List the names and titles of individuals who developed this course.</b>	
<b>Tennessee Academic Standards</b>	
Certify the Year 1 course standards are uploaded to the required documents section and include all appropriate references to Tennessee Academic Standards. <i>Use the provided template in ePlan.</i>	
<input type="checkbox"/> TN Academic standards uploaded to "Required Documents" section in ePlan	

**CCTE Program of Study 1: Year 2 Course**

To accurately report Perkins V concentrator data, courses must be included in an approved program of study. Courses within a program of study must have an identified level.

As you proceed through this application, for each course level, you will be asked to identify if the course is a special course or a current, state-wide course with an active course code that begins with C, G, or S. If you are applying for a special program of study (SPOS) using active, statewide course codes, you will simply enter those codes when asked. If you have any questions, please email [CTE.Questions@tn.gov](mailto:CTE.Questions@tn.gov).

**SPOS name**

**Course Name**

Be specific and include district name in the course title. (name+district)

**Are early postsecondary opportunities (EPSOs) courses intended to be included as part of this SPOS? \* *Special course request may not include Advance Placement, International Baccalaureate, Cambridge, and Dual Enrollment courses and special courses must align with Special Course Policy 3.201. Existing EPSOs may be included in the SPOS but new EPSO courses go through another application process. Please contact [early.postsecondary@tn.gov](mailto:early.postsecondary@tn.gov) if you wish to apply for a EPSO course.***

- Advanced Placement (AP)
- Cambridge International
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)
- Dual Enrollment (DE)
- Local Dual Credit
- Statewide Dual Credit (SDC)
- Industry Credential (including industry certifications)
  
- EPSOs are not included for this SPOS

**List the names and titles of the individuals who developed this SPOS.**

**Year 2 Course Type**

- Special Course (included in this application)
- Statewide Course (begins with C, G, or S)
- Previously approved and active special course code (begins with Y)

**Renewal:**

**What is the course code if previously approved special course?**

- Yes, previously approved special course       Not previously approved

**Active Course Code:**

**Year 2 Course Description**

Course description will be added to the online course catalog and is required to be clear, descriptive, and thorough.

**List all teacher endorsements that apply to Year 2 course. *At least one selection must be made.***

**Course Credit**

- 0.5 credit     1 credit

**Are there pre-requisite course(s)?**

- Yes       No

If yes, list pre-requisite course(s).
<b>When will this Year 2 course be offered?</b> <input type="checkbox"/> Semester <input type="checkbox"/> Year long
<b>Will any portion of this Year 2 course be delivered online?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, online delivery will be: <input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous <input type="checkbox"/> Combination of synchronous and asynchronous
<b>What is the rationale for offering this Year 2 special course?</b>
<b>Describe how this course was developed.</b>
<b>List the names and titles of individuals who developed this course.</b>
<b>Tennessee Academic Standards</b> Certify the Year 2 course standards are uploaded to the required documents section and include all appropriate references to Tennessee Academic Standards. <i>Use the provided template in ePlan.</i>  <input type="checkbox"/> TN Academic standards uploaded to "Required Documents" section in ePlan

<b>CCTE Program of Study 1: Year 3 Course</b>
To accurately report Perkins V concentrator data, courses must be included in an approved program of study. Courses within a program of study must have an identified level.  As you proceed through this application, for each course level, you will be asked to identify if the course is a special course or a current, state-wide course with an active course code that begins with C, G, or S. If you are applying for a special program of study using active, statewide course codes, you will simply enter those codes when asked. If you have any questions, please email <a href="mailto:CTE.Questions@tn.gov">CTE.Questions@tn.gov</a> .
<b>SPOS Name</b>
<b>Course Name</b> Be specific and include district name in the course title. (name+district)
<b>Are early postsecondary opportunities (EPSOs) courses intended to be included as part of this SPOS? * <i>Special course request may not include Advance Placement, International Baccalaureate, Cambridge, and Dual Enrollment courses and special courses must align with Special Course Policy 3.201. Existing EPSOs may be included in the SPOS but new EPSO courses go through another application process. Please contact <a href="mailto:early.postsecondary@tn.gov">early.postsecondary@tn.gov</a> if you wish to apply for a EPSO course.</i></b>
<input type="checkbox"/> Advanced Placement (AP) <input type="checkbox"/> Cambridge International <input type="checkbox"/> International Baccalaureate (IB) <input type="checkbox"/> College Level Examination Program (CLEP) <input type="checkbox"/> Dual Enrollment (DE) <input type="checkbox"/> Local Dual Credit

<input type="checkbox"/> Statewide Dual Credit (SDC) <input type="checkbox"/> Industry Credential (including industry certifications)  <input type="checkbox"/> EPSOs are not included for this SPOS	
<b>List the names and titles of the individuals who developed this Year 3 course.</b>	
<b>Year 3 Course Type</b> <ul style="list-style-type: none"> <li>• Special Course (included in this application)</li> <li>• Statewide Course (begins with C, G, or S)</li> <li>• Previously approved and active special course code (begins with Y)</li> </ul>	
<b>Renewal:</b>	
<b>What is the course code if previously approved special course?</b>	
<input type="checkbox"/> Yes, previously approved special course	<input type="checkbox"/> Not previously approved
<b>Active Course Code:</b>	
<b>Year 3 Course Description</b>	
Course description will be added to online course catalog and is required to be clear, descriptive, and thorough.	
<b>List all teacher endorsements that apply to Year 3 course. <i>At least one selection must be made.</i></b>	
<b>Course Credit</b>	
<input type="checkbox"/> 0.5 credit <input type="checkbox"/> 1 credit	
<b>Are there pre-requisite course(s)?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, list pre-requisite course(s).	
<b>When will this Year 3 course be offered?</b>	
<input type="checkbox"/> Semester <input type="checkbox"/> Year long	
<b>Will any portion of this Year 3 course be delivered online?</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, online delivery will be:	
<input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous <input type="checkbox"/> Combination of synchronous and asynchronous	
<b>What is the rationale for offering this Year 3 special course?</b>	
<b>Describe how this course was developed.</b>	
<b>List the names and titles of individuals who developed this course.</b>	
<b>Tennessee Academic Standards</b>	
Certify the Year 3 course standards are uploaded to the required documents section and include all appropriate references to Tennessee Academic Standards. <i>Use the provided template in ePlan.</i>	
<input type="checkbox"/> TN Academic standards uploaded to "Required Documents" section in ePlan	

**CCTE Program of Study 1: Year 4 Course**



To accurately report Perkins V concentrator data, courses must be included in an approved program of study. Courses within a program of study must have an identified level.

As you proceed through this application, for each course level, you will be asked to identify if the course is a special course or a current, state-wide course with an active course code that begins with C, G, or S. If you are applying for a special program of study using active, statewide course codes, you will simply enter those codes when asked. If you have any questions, please email [CTE.Questions@tn.gov](mailto:CTE.Questions@tn.gov).

**SPOS name**

**Course Name**

Be specific and include district name in the course title. (name+district)

**Are early postsecondary opportunities (EPSOs) courses intended to be included as part of this SPOS? \* *Special course request may not include Advance Placement, International Baccalaureate, Cambridge, and Dual Enrollment courses and special courses must align with Special Course Policy 3.201. Existing EPSOs may be included in the SPOS but new EPSO courses go through another application process. Please contact [early.postsecondary@tn.gov](mailto:early.postsecondary@tn.gov) if you wish to apply for a EPSO course.***

- Advanced Placement (AP)
- Cambridge International
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)
- Dual Enrollment (DE)
- Local Dual Credit
- Statewide Dual Credit (SDC)
- Industry Credential (including industry certifications)
  
- EPSOs are not included for this SPOS

**List the names and titles of the individuals who developed this Year 4 course.**

**Year 4 Course Type**

- Special Course (included in this application)
- Statewide Course (begins with C, G, or S)
- Previously approved and active special course code (begins with Y)

**Renewal:**

**What is the course code if previously approved special course?**

Yes, previously approved special course

Not previously approved

**Active Course Code:**

**Year 4 Course Description**

Course description will be added to online course catalog and is required to be clear, descriptive, and thorough.

**List all teacher endorsements that apply to Year 4 course. *At least one selection must be made.***

**Course Credit**

- 0.5 credit     1 credit

**Are there pre-requisite course(s)?**

- Yes     No

If yes, list pre-requisite course(s).
<b>When will this Year 4 course be offered?</b> <input type="checkbox"/> Semester <input type="checkbox"/> Year long
<b>Will any portion of this Year 4 course be delivered online?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, online delivery will be: <input type="checkbox"/> Synchronous <input type="checkbox"/> Asynchronous <input type="checkbox"/> Combination of synchronous and asynchronous
<b>What is the rationale for offering this Year 4 special course?</b>
<b>Describe how this course was developed.</b>
<b>List the names and titles of individuals who developed this course.</b>
<b>Tennessee Academic Standards</b> Certify the Year 4 course standards are uploaded to the required documents section and include all appropriate references to Tennessee Academic Standards. <i>Use the provided template in ePlan.</i>  <input type="checkbox"/> TN Academic standards uploaded to "Required Documents" section in ePlan

<b>Assurance Statements</b>	
<input type="checkbox"/>	A public charter school shall certify that it has provided written notice to its authorizer of its intent to seek approval of the special course. Documentation may be requested verifying the notification to the authorizer.
<input type="checkbox"/>	We verify that the information on this application is complete and accurate. Assigning the proposed instructor to this special course will not preclude having all State Board of Education approved courses taught by appropriately endorsed teachers.
<input type="checkbox"/>	We understand that district special courses will not satisfy the "third lab science" graduation requirement. Consider using State Board approved standards for Scientific Research (G03H35) as it will satisfy the third lab science requirement, does not require a special course application, and a student may earn this credit multiple times for a series of special courses.
<input type="checkbox"/>	We understand that special courses and special programs of study courses are only for 9-12 grade students and are considered elective courses.
<input type="checkbox"/>	We agree to comply with and verify that this application for a special course or special program of study is not in conflict with, T.C.A. § 49-6-2206(b)(2), which prohibits the use of textbooks and instructional materials that were "created to align exclusively with the Common Core State Standards or that are marketed as Common Core textbooks or materials."
<input type="checkbox"/>	We agree to comply with Tenn. Code Ann. § 49-6-1019 and State Board of Education Rule <a href="#">0520-12-04</a> relating to Prohibited Concepts in Instruction. We verify that the prohibited topics set forth in state law shall not be taught within this special course or special program of study.

<input type="checkbox"/>	We understand the Tennessee Department of Education or the State Board of Education may require instructional materials to be submitted for further review to include, but not limited to articles, texts, academic standards, course syllabus, links to videos or websites, and student activities or assignments. Failure to provide these materials upon request may result in a denial of the special course.
<input type="checkbox"/>	We verify that our local board of education has approved for this course to be offered. Include the date this/these course(s) was/were presented to your local board of education and appear on an official agenda and include a link to the meeting minutes.
<input type="checkbox"/>	We understand that special course requests may not include Advance Placement, International Baccalaureate, Cambridge, and Dual Enrollment courses and that special courses must align with <a href="#">Special Course Policy 3.201</a> .
<input type="checkbox"/>	We understand special courses are approved individually and not as a special program of study and must align with <a href="#">Special Course Policy 3.201</a> . The application allows a special program of study to be submitted as such; however, the special courses shall be recommended to the State Board of Education as individual courses.
<input type="checkbox"/>	We understand CTE special courses are not eligible for TISA funding.

Required Documents	
<p><b>CTE Market Data Summary</b></p> <p>Must be submitted on a district letterhead document with a title that includes “Market data + SPOS title”</p>	<p>Applicant Uploads Word or PDF</p>
<p><b>Course Standards Download Template</b></p>	<p>Applicants downloads this template and completes</p>
<p><b>Course Standards Upload Document</b></p>	<p>Applicant uploads the completed document</p>