

## MEMORANDUM

To: Superintendents, Principals and CTE Directors

From: Stefany Deckard, State Director of Career and Technical Education

Date: July 27, 2018

Re: Nonstandard Course Waiver

### Background

Per 511 IAC 6.1-5-4.5, a high school curriculum includes all courses and learning areas required by 511 IAC 6-7 and 511 IAC 6-7.1., and includes a sufficient number and variety of courses so that students are able to fulfill requirements for any of the diplomas in 511 IAC 6-7 and 511 IAC 6-7.1 within four (4) years.

Furthermore, the courses listed in the Indiana State Approved Course Titles and Descriptions may be offered for high school graduation credit and are generally considered one (1) or two (2) semester courses unless more than one (1) level is specified in the approved course description.

### Guidance

Schools may submit a nonstandard course waiver to request approval to offer a pilot high school course that is not found in the State Approved Course Titles and Descriptions document. Schools may also submit a nonstandard course waiver for a licensed teacher to teach a course that is outside of the teacher's license area, per the IDOE assignment code document found [here](#).

A separate approval request form shall be used for each nonstandard course. **Nonstandard course waiver forms may be found [here](#).**

Initial nonstandard course waiver requests should be submitted five (5) months prior to the planned implementation date. Requests which involve a major modification in operation of a school, or school corporation, should be submitted eight (8) months prior to the planned implementation. Request for amendments to, or extensions of, a previous approval should be submitted three (3) months prior to the planned implementation.

Requests for an extension of a previous approval shall be accompanied by the evaluation report of the expiring approval period.

*Schools **must** have an IDOE approved nonstandard course waiver prior to offering a pilot course or offering a course led by teacher who is not currently licensed per [IDOE assignment code language](#). The nonstandard course waiver approval process must also be completed prior to requesting CTE 30A funds or awarding credit for a pilot course*



**Dr. Jennifer McCormick**  
Superintendent of Public Instruction

DEPARTMENT OF EDUCATION

*Working Together for Student Success*

For questions regarding nonstandard course waivers for non-CTE related courses, contact Robin Leclaire, Director of School Improvement, at [rleclaire@doe.in.gov](mailto:rleclaire@doe.in.gov). For questions regarding nonstandard course waivers for CTE related courses, contact Stefany Deckard, State CTE Director, at [stdeckard1@doe.in.gov](mailto:stdeckard1@doe.in.gov).