

## Course Change Request (CCR) Guidelines & Planning Form

### Basic Form Instructions and Course Information

This guide provides the directions and prompts that you need for a Course Change Request (CCR). You'll need to prepare your written responses in a separate document first and then fill out this form (i.e., copy/paste your responses from your document to this form) because the form does not allow you to save your progress along the way.

The Course Change Request (CCR) Form has 11 sections, and each begins with a single question. When you click "yes" to a question, then you will gain access to relevant instructions and prompts. You should only click "yes" for aspects of your course that are changing. Any prompt denoted with an asterisk is required.

You may choose to change any combination of the following: course number, course title, course description, prerequisite, corequisite, prohibited change, topic change, cross-list change, FFC distribution tag, FFC cultural diversity tag, FFC skills tag, or FFC experiential learning tag.

### Opening Instructions & Course Selection

#### What existing course do you intend to change?

- The menu is populated with all existing (non-retired) courses.

#### Q1. Is this a course number change? If yes, see below.

Please follow the suggestions below for assigning course numbers to new courses.

- 100-level courses are intended for introductory students, 200-level for intermediate students, and 300- and 400-level for advanced students. Sequential courses should use consecutive numbers.
- Please refer to the [external website](#) for a list of course numbers already in use.
- Departments/Programs should avoid re-using numbers of retired courses (contact Registrar BJ White, if you need information about your department's used vs. unused course numbers).

Course #	Appropriate Course Specification
100-109, 200-209	Courses for Non-Majors
110, 120, 130	Introductory Courses
180-189, 280-289, 380-389, 480-489	Colloquia and Seminars
190-199, 290-299, 390-399, 490-499 (reserved)	Independent Study and Internships

Be prepared to answer the following questions:

- What is the rationale for this course number change?
- What level is this course? [100, 200, 300, 400, 500]
- Would you like to suggest a specific course number?

#### Q2. Is this a course title change? If yes, see below.

Every course requires a "short title" of no more than 35 characters that will appear on the course schedule, on the College website, and on students' transcripts.

- The only way to display a longer title is to include it at the beginning of a course description. If you believe that a longer title is essential, you must provide both a long title (36 or more characters, for

inclusion at the beginning of the course description) and a short title (35 or fewer characters, for use everywhere else).

- Capitalization of each word in the title is the default. If it is important that certain words are not capitalized, please make that clear in your usage.

Be prepared to answer the following questions:

- What is the rationale for this course title change?
- What is the revised “short title” for this course (35 or fewer characters)?
- Does the revised course also require a “long title”?
  - If yes, what is the revised “long title”?

**Q3. Is this a course description change?** If yes, see below.

Course descriptions should generally be between 100-150 words. Please enter here ONLY the description of the course; there are separate questions regarding any prerequisites, corequisites, and FFC tags.

- The course description should indicate general course theme and content, ideally within the first few lines.
- Extensive required time commitments outside of regular course attendance such as field trips, film screenings, concerts, symposia attendance should be noted.
- Please be aware that course descriptions are on the public webpage and are read by prospective students.
- Generally, descriptions should follow standard grammar, use first-person and **present tense**, and avoid confusing or extensive passive voice.
- Avoid including books, assignments, and dates that will regularly change over time (or else you will need to submit a Course Change Request every time those features change).

Be prepared to answer the following questions:

- What is the rationale for this course description change?
- What is the revised course description for this course?

**Q4. Is this a prerequisite, corequisite, or prohibited change?** If yes, see below.

Prerequisites must be completed before this course can be taken, whereas corequisites can be taken concurrently with this course. Often, instructors are allowed to waive the prerequisite or corequisite (i.e., “or by permission of instructor”).

- If any prerequisites or corequisites come from a department/program other than the one proposing the new course, the other department/program chair(s) must endorse this request.

Prohibited courses refer to any courses for which students cannot also receive credit. For example, if a student takes ECON 130 (Applied Statistics), the student will not receive credit for MATH 150 (Intro to Probability & Statistics). Similarly, MATH 150 is not open to students who have taken ECON/BUSN 180 or ECON 130.

Be prepared to answer the following questions:

- What is the rationale for this prerequisite or corequisite change?
- What are the revised prerequisites or corequisites?
- Can the prerequisite or corequisite be waived by permission of the instructor?
- If the prerequisite or corequisite comes from another department/program, has the other department/program chair approved?
- What is the rationale for the prohibited course(s) change?
- What are the revised prohibited course(s) for this course?

#### **Q5. Are you proposing a new topic for an existing topics course?**

Some courses at the College are considered “topics courses” in that they maintain the same course number, but the topic of that course might change from year to year. For instance, COMM 350: Topics in Communication is described as “Intensive study of selected subjects within the field of communications. Topics vary by semester.”

If you are proposing a change to an existing “topics course”, then:

Be prepared to answer the following questions:

- What is the rationale for this topic change?
- What is the revised description for this topic change?

#### **Q6. Is this a cross-listing change?**

In the section below, please explain whether this course will contribute formally to any other major or minor program (e.g., as an elective or as a cross-listed course).

- If you propose cross-listing, the other department/program chair(s) must endorse this request.
- When possible, cross-listed courses should use the same number (e.g., RELG 160 & ASIA 160) because it reduces potential confusion. However, it is permissible to have separate course numbers across departments/programs.

Be prepared to answer the following questions:

- What is the rationale for the cross-list change?
- What are the cross-listed course prefixes for the proposed course?
- Would you like to suggest a specific course number or range of course numbers for the cross-list? If no, the Registrar will provide one.
  - If yes, please explain your course number preferences below.
- Has the other department/program chair approved?

#### **Q7. Is this a change in the FFC Distribution Tag?**

If you’re planning on using one of these tags, ensure that you’ve reviewed the “Guidelines for Distribution (CP, HU, NS, SS, QR) Tags” document, which also can be found at the bottom of the “New Course Proposal Form and Instructions” page in my.lakeforest. This guide provides important information about learning goals, requirements, and assessments of these tags.

- Keep in mind that each course may have no more than one distribution tag.
- Also, please remember that a given course can only carry two FFC tags in total.

Be prepared to answer the following questions:

- What is the revised FFC Distribution Tag for this course?
- What is the rationale for this tag change?
- In the section below, please briefly summarize how the learning goals of the relevant tag will be satisfied by this course. Be sure to refer specifically to the learning goals for the appropriate tag when making this argument.
  - How will the learning goals of the relevant tag will be satisfied by this course?

#### **Q8. Is this a change in the FFC Cultural Diversity Tag?**

If you’re planning on using one of these tags, ensure that you’ve reviewed the “Guidelines for Domestic Pluralism (DP) Tag” or the “Guidelines for Global Perspectives (GP) Tag” document, which also can be found at

the bottom of the “New Course Proposal Form and Instructions” page in my.lakeforest. These guides provide important information about learning goals, requirements, and assessments of these tags.

- Keep in mind that a given course cannot carry both the DP and GP tags.
- Also, please remember that a given course can only carry two FFC tags in total.

Be prepared to answer the following questions:

- What is the rationale for this tag change?
- As indicated in the linked guides above, to qualify as a DP or GP course, at least 50% of the course must address DP or GP material.
  - Will at least 50% of the course address the DP/GP material?
- In the section below, please provide a brief description of the scope of the course and explain how it will focus on issues of DP or GP. How will the proposed course focus on issues of DP or GP?
- For assessment purposes, all DP or GP courses must require students to submit a written assignment that directly addresses the tag’s learning goal(s). In the section below, please briefly describe such a written assignment.
  - Can you briefly describe a written assignment that directly addresses the tag’s learning goal(s)?

#### **Q9. Is this a change in the FFC Skills Tag(s)?**

If you’re planning on using one of these tags, ensure that you’ve reviewed the “Guidelines for Writing-Intensive (W) Tag” or “Guidelines for Speaking-Intensive (S) Tag” or “Guidelines for Technology-Intensive (T) Tag” documents, which also can be found at the bottom of the “New Course Proposal Form and Instructions” page in my.lakeforest. These guides provide important information about learning goals, requirements, and assessments of these tags.

- Keep in mind that a given course can only carry two FFC tags in total.

Be prepared to answer the following questions:

- What, if any, FFC Skills Tags are needed for the proposed course? [W, S, T, or No Skills Tag]
- Follow-up questions will vary by tag.

**For the Writing-Intensive (W) Tag**, you will be asked:

- What is the rationale for this tag change?
- Will at least 50% of the course grade be based upon formal written work?
  - Reminder: Senior Studies courses cannot be designated as satisfying the Writing-Intensive designation.
- Will the course assign a minimum of 18-20 pages/5000-6000 words of formal writing?
- Can you briefly describe how the instructor will provide writing-focused feedback on formal writing assignments?
- Can you briefly describe how the instructor will provide formal classroom instruction in writing?

**For the Speaking-Intensive (S) Tag**, you will be asked:

- What is the rationale for this tag change?
- Will the course give students multiple opportunities to offer oral presentations during the semester, and at least one formal, individual presentation of at least 8-10 minutes in duration?
- Will at least 25% of the course grade be based on oral presentation assignments?
- Can you briefly describe how the instructor will provide presentation-focused feedback on oral presentation assignments?
- Can you briefly describe how the instructor intends to provide substantial, explicit classroom instruction concerning oral presentations?

**For the Technology-Intensive (T) Tag, you will be asked:**

- What is the rationale for this tag change?
- Will at least 25% of the course grade be based on assignments that use the specified technology?
- Will the course require students to use software-based technology that is relevant to the specific field or discipline?
- Can you briefly describe how the instructor will provide formal classroom instruction in the effective use of the specified technology?

#### **Q10. Is this a change in the FFC Experiential Learning Tag?**

If you're planning on using the EL tag, ensure that you've reviewed the "Guidelines for Experiential Learning (EL) Tag" document, which also can be found at the bottom of the "New Course Proposal Form and Instructions" page in my.lakeforest. This guide provides important information about learning goals, requirements, and assessments of these tags.

- Keep in mind that a given course can only carry two FFC tags in total.

Be prepared to answer the following questions:

- What is the rationale for this tag change?
- Will the course include experientially-focused activities outside of a traditional classroom requiring an amount of time equivalent to at least 1/3 of the total class time for a semester-length course for each student (a minimum of 14 hours)?
  - Time commitment excludes travel time.
- How will the experience build upon the student's completed classroom work?
- What new skills/competencies can students expect to gain through this course?
  - Please summarize skills students will gain and how these may relate to their other academic experiences and to post-graduate outcomes.
- How will the instructor integrate the required written reflection into the course experience?
  - Please explain how students will develop their capability to describe the value of this course to a target audience (employer, graduate school, etc.).

#### **Q11. Is this a change in the FFC Senior Studies designation?**

A senior studies course, also known as a senior "capstone," is a culminating experience in the student's major. The course emphasizes writing and speaking and encourages integration of the methods and content explored in the major.

- Senior studies courses carry the SS tag, so they can only have one additional tag because a given course can only carry two FFC tags in total.

Be prepared to answer the following questions:

- What is the rationale for this change?

#### **Where & How to Submit**

When you are ready to submit your Course Change Request (CCR), please use the online version of this form to be found here: [CCR form flow on my.lakeforest](#).