The Registrar's Office Chair's Guide

AY 2019-20

This guide is available online at
https://www.dartmouth.edu/~reg/docs/chairs_guide.pdf

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Introduction

The Office of the Registrar maintains students' permanent academic record and provides services for Dartmouth students, faculty members, and staff in the areas of academic policy, enrollment, and course information. This guide provides an overview of major processes and procedures where we partner with departments and programs. We hope you find it useful in your role as Chair. Feedback and additions to this guide are welcome.

Annual Report

Most people don't know what the Registrar or the Registrar's Office does since in today's environment it is quite diverse. For a more comprehensive look at our activities and the services we provide, visit our website to view our *Annual Report*.

Information Security and FERPA (Family Educational Rights and Privacy Act)

FERPA Tutorial

Please take a few minutes to review a simple FERPA tutorial designed for Dartmouth which covers the basics of this student records law. It provides general guidance on what information you may or may not release, and to whom.

A very helpful *FERPA "Quick" Guide* is available for $50 (Dartmouth is a member of AACRAO) if you want one for your department/program.

We encourage you and anyone in your department/program to contact Registrar Braz anytime you have a question about release of student information. Because technology makes more information accessible online, we face increased challenges to protect this information.

Email is not a secure method to transmit information. Grades, passwords, or confidential information sent by email can be compromised, and we advise everyone with access to this information to not send it over our email system whenever possible. Use Banner to enter student grades.

Banner

General Access to *Banner*

Each July new Chairs gain access to *Banner* with specific Chair privileges for their department/program. (If Chairs are on for one or two terms that year only, based on information we receive from the Dean of Faculty Office, we change access to the new Chair on the first day of the new term).

Faculty Member Access to *Banner*

Faculty members have general access to *Banner* if they have an undergraduate course assignment between spring term of the prior academic year and spring term of the

next academic year.

For a new faculty member to gain access to *Banner* as a Faculty Advisor, they must have completed the Human Resources hiring procedures, been entered in Banner as an instructor, and been given the advisor attribute in the fall term of the current academic year by Pre-Major Advising.

If a new faculty member is unable to gain access to *Banner*, it is likely due to hiring processes that the department/program, the Dean of Faculty Office, or Human Resources have not yet completed.

Proxy Access

Departments/programs may grant proxy access to Registrar systems. It is typically granted to the department/program administrator, another administrator, vice-Chair, or undergraduate study coordinator. This access is mostly identical to the Chair's access and allows this additional user to assist with Banner processes for your department/program. To request proxy access, the Chair simply sends an email to registrar@dartmouth.edu.

Tools and Reports Available on *Banner*

As Chair, you and your administrator have access to several tools and reports within *Banner*, Dartmouth's student information system.
Guides are on the Registrar's website that describe how to use available tools. They include Guides on how to use:

Textbook Tools

Federal law mandates that the price and ISBN of all textbooks assigned for a course be published at the time of registration. It is at the discretion of your department/program to decide whether individual faculty members or your administrator enter the textbook information. Therefore, as Chair, you will want to discuss your department/program's policy with your administrator and faculty.

The *Timetable Application* allows departments/programs to enter textbook information for courses along with the rest of the termly course information. Additionally, there is a tool in *Banner* where a faculty member, or the department/program designee, may edit textbook information once a term's courses are loaded in Banner.

See [instructions on how to enter textbook information](#) in *Banner*.

Online Grading Tool

As a faculty member, you have the ability to enter final grades for your courses, and as Chair, it is the department/program's responsibility to track instructors for any of its individual instruction courses. All students enrolled in, for example, thesis or independent study will be listed under the Chair on course rosters. Often the department/program administrator collects the final grades from the instructors and enters them into Banner.

The Registrar's Office sends departments/programs a notification every term with the dates that final grades are due. It is extremely important that all faculty in your department/program submit their grades on time, especially for seniors in spring term. A Grading and Transcript Production Schedule is available on the Registrar's Office website.

For additional information, see the section within this guide on *Final Grades* (page 14).

See instructions for entering grades online in *Banner*.

Course Election Oversubscription Reports
We send this report to you each term after the course election period ends and prior to when students can view their schedules. See "after course election" section of the course election Guide on our website.

It provides a summary of your department/program's course election results. The report allows you to view the demand for your courses and make adjustments to add or delete sections before students are enrolled. The goal of this report is to maximize student access to courses.

Course Override Reports
This report is on the *Banner* menu and allows you to review all of the registration overrides that instructors in your department/program have granted students. The report includes information on who issued the override, when they issued it, the type of override, and the name of the student who received the override.

Course Assessment Reports
Course assessment reports allow faculty members to develop professionally as teachers, compare their results to others in their department/program, division, and the college, and to compare their results over time.

Chairs have access to course assessment reports on the *Banner* menu that show all the results from course assessment surveys completed by students enrolled in courses within their department/program. Results include any optional department-level questions to the course assessment surveys the department/program may have added.

If the Chair initiates a request to the Registrar, our office grants the department/program administrator access to the department/programs course assessment reports. This access will allow them to share course assessments with faculty members or former faculty members via a PDF or print copy.
Additional information is available within this guide under *Course Assessment* (page 15), and more information on course assessment can be found on our website. Contact the Registrar's Office if you require assistance to access or interpret course assessment reports.

Major/Minor Lists
These lists on the *Banner* menu allow you to view the current students who have

declared majors, minors, or modified majors in your department/program. You can view these students in a variety of formats, including Excel, photo lists, and Blitz lists. Please note that you now also have major and minor lists available on your department/program dashboard.

Class Rosters and Bounce Lists

Chairs may review student rosters for all courses within their department/program from their Banner menu in various formats including: Blitz lists, plain text/table format, Excel, and with student photos. In addition, as Chair, you are able to review all oversubscription lists (also referred to as "Bounce Lists") for all courses within your department/program. Bounce Lists are only available for oversubscribed courses during course election. Note that you can also view student rosters from your department/program dashboard.

Majors, Minors, and Academic Progress Advising

DartWorks for Faculty Members

DartWorks is a web-based application with three components that assists students and advisors as they plan the student's academic program at Dartmouth. It works in tandem with *Banner* and updates nightly. *DartWorks'* three parts consist of the:

- *Degree Audit* to help students and advisors monitor a student's progress toward completion of their requirements;
- *Planner* for students to declare majors/minors and plan their major/minor program with the help of a faculty advisor; and
- *Dashboard* for faculty advisors and department/program administrators to review and manage major/minor declaration requests.

The **DartWorks Degree Audit**, integrated with Banner, is where faculty members can review a student's progress toward degree completion. This enables faculty members to work closely with students for advising and integrates with online major/minor declaration. *DartWorks* provides a graphical user interface with checkboxes to identify when students have or have not completed requirements and enables faculty members to assist students with their academic plans.

The **DartWorks Planner** is where students, with the assistance of an advisor, create academic major or minor plans. Students can also create multiple plans for a variety of other purposes such as course preparation for a particular graduate program, fulfillment of general education requirements, or a comprehensive plan of their entire Dartmouth career.

The **DartWorks Dashboard** is where faculty advisors and department/program designees review and then approve or deny the academic plans students have submitted as part of their major/minor declaration requests. The Chair decides how the department/program administers this task since it varies among departments/programs. See the *DartWorks Guide* on our website for more information.

Major/Minor Declaration

Policy

Faculty legislation requires students to declare a major by the end of their fifth term in residence. Most students declare their major during the winter term of their second year. They must declare a major by the second Thursday of spring term.

Seniors may change their major until the first week of their last term in residence. Seniors who wish to declare or change a major beyond this date must petition the Committee on Instruction (COI) with support from their Chair.
Students who have declared more than one major may drop a major anytime, which includes the last days of the term preceding graduation.

Students who wish to elect a minor must do so by the end of the first week of the last term in residence prior to graduation. Again, seniors who wish to declare or change a minor beyond this date must petition the COI with support from their Chair.

Process

Students create an academic plan for their proposed major/minor with the DartWorks Planner and then initiate a declaration request in their DartWorks Dashboard that includes this academic plan. Faculty advisors then use the DartWorks Faculty Advisor Dashboard to review and either approve or deny/unlock students' major/minor declaration requests. (Note: Students in the class of 2015 and earlier followed a different process; if you have any students in your department/program from an earlier class contact the Registrar's Office for assistance. In addition, students who have been separated from the College for 10 years or more are not necessarily subject to the catalog requirements under which they entered, and the Registrar and Chair work together to determine degree requirements prior to student readmission and petition to the Committee on Instruction).

Peak Times for Major/Minor Declaration

It is helpful to have an authorized person(s) available to approve plans in DartWorks during these peak times:

- The check-in period at the start of each term.
- The first week of spring term.
- The last week of spring term.

See the appropriate [term calendar](#) for dates.

Modified Majors

Chairs, or their designees, partner with the Registrar to approve modified majors. Students submit a rationale for the modified major along with the approval of one or both of the departments/programs (as needed) to the Registrar for approval. See the section in the *ORC/Catalog* on "[Modified Majors](#)" for information on the required courses and department/program approvals needed for each type of modified major. The Registrar checks the courses indicated and is in touch with the department/program and student with any questions. The Registrar reviews the rationale to ensure that it constitutes a unified and coherent whole major as required

by faculty legislation.

Multiple Majors
Many students major in two or more separate fields, often quite dissimilar, for instance, Theater and Government. To do so, the student must submit separate major plans to each department or program, approved by all Chairs. Multiple majors may not be within the same department or program except when a department/program offers separate and dissimilar majors. (E.g. Astronomy and Physics, French and Italian, and Spanish and Portuguese). The culminating experience must be satisfied for all majors. In designing the multiple major program, it is not possible to use any individual course as part of more than a single major (although a course may be part of one major and prerequisite to the other, or prerequisite to each major). See the Registrar's website for detailed instructions on procedures. The regulation concerning the deadline for making a change of major (or type of major) is not intended to keep a student who has been carrying a multiple major from dropping one or more majors in the last days of the term preceding graduation.

NOTE: Students and departments/programs are responsible for ensuring that invalid major combinations are not approved within the same department/program and not rely on *DartWorks* to identify all conflicting majors.

Graduation and Major/Minor Standing Lists
It is critical that the Registrar's Office receive major/minor standings in a timely fashion for all students who are about to be graduated, especially spring term. Approximately two weeks prior to the end of each term the Registrar's Office sends every department/program a list of students who have declared a major/minor in their department/program and who expect to be graduated at the end of the term. We refer to this list as the major/minor standings list. As Chair, you certify whether a student has completed the major or minor, and whether or not the student has received honors by circling the correct standing for each student and signing the standings sheet. Note that a department/program administrator may *not* sign the standings sheet. Standings are due back to the Registrar's Office by noon the same day that grades are due each term, and for seniors during spring term, by noon on the Thursday prior to Commencement.

Non-Transcripts
"Non-transcripts" are PDF documents produced for each student in your major. They include the courses students have completed and their corresponding grades. These unofficial documents are available at any time on your Department/Program Dashboard along with other reports.

Department/Program Reporting Dashboard
The Department/Program Reporting Dashboard contains a set of reports that departments/programs use to confirm their current or past enrollments, current majors, minors, and modifiers, major grades, class year graduation term information and more. Departments/programs can access these reports at their convenience. The reports focus on questions that the Registrar's Office is most commonly asked by departments/programs. The Registrar's Office is continually adding new reports to the

Dashboard and is available to review the reports with the Chair and Administrator at their request. See the *Department/Program Dashboard Guide* for more information about these reports.

Faculty Vote for Committee Membership

The Registrar's Office administers the Faculty balloting process. All eligible faculty members vote for various committee memberships every winter and summer term for the upcoming academic year. Per the *Organization of the Faculty of Dartmouth College (OFDC)*, faculty members eligible to vote include: all members of the departments/programs and other instructional programs of the Faculty holding appointments as Professor, Associate Professor, Assistant Professor, Instructor (contingency appointments), Research Professor, Research Associate Professor, or Research Assistant Professor. The privilege of voting in the meetings of the Faculty and in the preferential ballots becomes effective upon appointment to the Faculty.

All eligible faculty members vote for various committee memberships every winter term and for Title IX Council representation every summer term for the upcoming academic year. In addition, once the Dean of Faculty Office has appointed department/program Chairs for the coming year, the Chairs vote for Vice Chair of the Committee of Chairs and typically also for members for the Committee on Priorities.

Pre-Matriculation Credit

In accordance with faculty legislation as outlined in the *ORC/Catalog*, Dartmouth grants entering students *credit on entrance* for some AP, British A-Level, and IB examinations, as well as exemptions and placement in some subject areas. Credit on entrance appears on the Dartmouth transcript however, <u>it does not count towards the 35 credits students need to graduate</u>.

See our website for more information on pre-matriculation credit, which includes additional credit type definitions as well as department/program guidelines. The Undergraduate Dean's Office organizes placement examinations that occur during orientation, while the Registrar's Office administers the credits. For questions about the tool used to enter credit, or general questions about pre-matriculation credit, contact the Registrar's Office.

Transfer of Credit

The Registrar's Office supports transfer students and students who participate in a transfer term (Dartmouth students who study away on a non-Dartmouth sponsored program).

The Registrar's Office works closely with the Committee on Instruction (COI) to administer transfer terms.

Transfer Term Application Process

Students

1. Students prepare a statement that describes how they plan to

incorporate the transfer term into their Dartmouth academic program. The approval of a transfer term is made on the basis of their academic rationale, and not whether they are just interested in a study away experience.

2. Students who seek to apply for a transfer term at an institution where Dartmouth offers an Exchange program, FSP, or LSA/+ during the same term, must obtain the signature of the program faculty director(s) on their [Transfer Term Application form](#).

3. Students secure individual course approvals from academic departments/programs to include on their [Transfer Credit Approval Form](#). While departments/programs may decide that individual courses could potentially transfer, the Committee on Instruction approves and denies program participation based on the academic rationale and other factors. **Departments and programs approval of individual courses alone does approve the transfer term**.

4. Students submit the completed Transfer Term Application and Transfer Credit Approval Form to the Registrar's Office by the appropriate deadline dates for review by the COI subcommittee. If a student does not submit it by the deadline, the COI will not review the application unless there are significant extenuating circumstances (which do not include change of plans related to employment, internship, or inattention to deadlines). The student first submits a request to apply for a transfer term after the transfer term deadline and receives approval to submit a late application. The student must indicate:

   "(a) why you missed the deadline (b) why you cannot attend a future term and apply within the upcoming deadline date (c) what institution/program you would like to attend and (d) for which term."

Note that while Exchange programs differ in that students apply through The Frank J. Guarini Institute for International Education, the Registrar's Office administers individual course approvals in the same manner as a transfer term course.

Chairs
- The Chair identifies who will sign/approve transfer term credit for the department/program.
- This signature may be from a designee who is another faculty member; however, it may not be a department/program administrator. It is helpful to let the Registrar's Office know who you have authorized to sign forms.
- The Registrar will review the courses to ensure that they meet Dartmouth College transfer credit standards (e.g. contact time, credit hours, etc.)
- A sub-committee of the Committee on Instruction, who oversees transfer terms, reviews the Transfer Term Applications to grant approvals for attendance in a transfer term, and the full COI will hear

any student appeals and any late requests.

It is important to relay to students that the signature of the Chair/designee does not signify permission to study on a transfer term; rather it is one-step in the process.

See our website for additional [details on transfer terms](#), deadlines, application materials, and study away.

Transfer of Credit for New Transfer Students

The number of incoming transfer students can vary each year from as few as four to as many as 30. The Registrar's Office reviews transcripts and awards applicable academic transfer credit. Students' class years may vary based on the number of incoming transfer credits awarded.

The Registrar's Office works with department/program Chairs each summer and hosts one or more "Transfer Credit Review Sessions" based on the number of incoming transfer students. These sessions provide an opportunity for Chairs and/or faculty advisors to review and confirm or deny the credit awarded by the Registrar's Office. They are held in August so that transfer students are able to start at Dartmouth with knowledge of which credits have or have not transferred upon matriculation at the start of fall term. If the department/program designee cannot attend the session(s), the Registrar's Office will make alternate arrangements to meet prior to the start of the term.

Following the session(s) and after the term starts, if the student brings forth additional transfer credits that require review, they work directly with the departments/programs to seek transfer credit approval. They use the [transfer student credit approval form](#) provided by the Registrar's Office on our website.

In some cases, a student may receive general department/program credit and not equivalent course credit, or credit towards the major. If the student later declares a major in your department/program, they may require an adjustment in the transfer credit award in consultation with the Registrar.

Note that current policy allows veterans (only) to transfer courses from community colleges to Dartmouth if you decide their courses meet other criteria for transfer.

Requests or Appeals

Below are some Registrar-related requests or appeals that may come to Chairs. If the Chair is not available to assist a student, in particular for approvals prior to a deadline, the Chair may always appoint another faculty member to assist.

Requests from Students:

Approvals
- Major/minor approval if the student's department/program major or minor advisor is not available prior to a deadline.
- Permission to withdraw from a course if the course instructor is

> not available prior to a deadline.

Letters/Emails
- Students may occasionally need letters of support for petitions, for example petitions to the COI to add a late major/minor.

Other
- Students may approach us with issues they have with a professor. For example, students will often ask for clarification on the policy for the "Last day in term for holding a major test or examination," and occasionally they seek assistance from the Chair to approach a professor about the policy.
- They may also speak with you about a professor's refusal to change a final grade. See student-initiated appeal in the [Final Grades](#) section of the *ORC/Catalog.*

Courses & Curriculum

Course Setup

The Dartmouth Course Approval Routing System (DCARS)
The [Dartmouth Course Approval Routing System (DCARS)](#) is the online tool faculty members use, (or their proxy, such as their department/program administrator), to submit new or to update course proposals. Departments/programs use DCARS to propose a new course, to propose a new special topics course, or to update an existing course (updates include a change in title, description, distributives, world culture designations, and/or cross-listings).

Chairs review new or updated course proposals submitted by faculty members in their department/program. Additional information about [DCARS](#) is on our website.

Organization, Regulations, and Courses (ORC/Catalog)
The [ORC/Catalog](#) is the primary academic document of the College. It is the source of undergraduate Arts and Sciences regulations and course information for the academic year and is published on-line each year in late August. Each department/program lists their active faculty members, their major/minor and honors requirements, and their courses to be offered for the upcoming two years. Students follow the regulations and requirements in the [ORC/Catalog](#) for the year they matriculate. **Once published, there are no changes made to the *ORC/Catalog.***

In addition to the *ORC/Catalog,* the Registrar's Office publishes the [*ORC/Catalog New Course Supplement*](#). New Courses that are approved throughout the year after *ORC/Catalog* publication are listed in the supplement.

Timetable of Class Meetings
The [*Timetable of Class Meetings*](#) is the source of up-to-date course information that students reference to register for courses each term. There is a searchable, public

view available to all.

Departments/programs use a tool called the *Timetable Editor* to build the *Timetable of Class Meetings* for each term. Typically, your department/program administrator will collect and edit the department/program's course information in the *Timetable Editor*. Your administrator will also add data such as the time the course is offered, priorities for limited enrollment courses (if any), final examination information, median grade information, room requests, textbook information, and learning objectives. Departments/programs may make changes to the *Timetable Editor* up until noon on the day before the *Timetable of Class Meetings* publishes for the term.

The following are included for each course on the *Timetable of Class Meetings*:

- **Distributive or World Culture Designation (if any):** There are two categories of General Education Requirements that students must fulfill to be graduated. Courses that fulfill them will be tagged in the *ORC/Catalog* and on the Timetable of Class Meetings (which is the definitive listing). For more information, see the [Requirements for the Degree of Bachelor of Arts](#) section in the *ORC/Catalog*.

- **Class time Period:** For an explanation of the available class time periods, see the [Dartmouth Class Schedule](#) .

- **Prerequisites (if any) for departments that participate in prerequisite checking:** Many courses at Dartmouth simply indicate which course(s) a student must have passed or have earned a pre-matriculation credit/exemption before they may enroll. Others are checked by the Banner system and students receive an error message if they attempt to gain entry without the prerequisite. See the list of departments/programs who use [Banner prerequisite checking](#) on our website.

- **Instructor Permission (IP) and other Banner overrides**: You may seek to restrict access to your courses, in consultation with your Chair, by requiring students to seek instructor permission to enroll. To do this, your department/program administrator may indicate instructor permission required in the *Timetable Editor* during the timetable-building period for each term, or they may use the *IP Manager Tool* in *Banner* during the course election period.
  As department/program Chair, you, your proxy, and other faculty members may grant course permissions (overrides) in *Banner* based on the type of restriction placed on the course and the student request. There are three different types of restrictions that your department/program may place on courses: Instructor Permission (IP), Prerequisites, or an Enrollment Limit.

  It is important to note that <u>departments/programs grant permission only, while</u> <u>students register for courses</u>. Therefore, even if you grant permission it does not mean that the student is registered; they still must take action. <u>A faculty</u> <u>member does not register a student for a course</u>.

To view a list of any overrides that you have issued to students, go to *Course Override Report* on your *Banner* menu. See our website for more information on [Permissions/Overrides](#).

- **Enrollment limit:** Your department/program may wish to limit the number of students enrolled in certain courses. You will want to discuss this with your Associate Dean before you change any course enrollment limits.

- **Priorities:** Priorities determine the order in which students enroll in limited enrollment courses *if the course is oversubscribed during course election*. Note that priorities are not in effect if the course is not oversubscribed or after course election has ended. Priority options include:
  - Senior majors, minors, and modified majors (all together, or each population singularly)
  - Other seniors (includes miscellaneous others such as MALS and other graduate students)
  - Junior majors, minors, and modified majors (all together, or each population singularly)
  - Other juniors
  - Sophomores
  - First-Year students
  - Random

  For example, an advanced course might give priority to majors/minors, and then to non–majors/minors according to class. (Instructors may not select first– come first–served as a priority since it does not exist as an option.) After course election, instructors may allow additional students to enroll in an oversubscribed course by assigning an enrollment override using *Banner*. As a reminder, the override does not place the student into the course; rather it permits the student to register.

Course Election/Registration

Course Registration Guides
The Registrar's Office has [Course Registration Guides](#) for faculty members on our website. These Guides detail the course election process, entering/continuing student procedures, and dates. They are in web and quick-guide PDF formats.

Course Registration Schedules
See Appendix A for a graphic that outlines term-to-term course registration periods for winter, spring, and summer terms. For fall term, first-year course election and registration periods for incoming students follow a slightly different timeline than those for continuing students (see appendixes B and C). [Registration Schedules](#) are available on our website.

Additional Sections Based on Oversubscription Reports
As mentioned earlier under "reports," after course election and before students may view their schedules, the Registrar's Office provides the Chair access to

oversubscription reports on *Banner* that show any course section where demand was higher than the course limit. Departments/program may use these reports to accommodate demand before students are enrolled. They may raise the course limit to allow more students access or perhaps add a new section of a course before the course adjustment period opens. Departments/programs may not request that specific students gain entry, however students in certain categories may be placed in a course before others when appropriate, such as majors. We provide similar data to the Associate Deans.

Issuing Electronic Permissions/Overrides

Students register for all courses via *Banner*. Instructors, Chairs, or their proxies grant course permissions (overrides) via *Banner.* As Chair, you have access to grant overrides to all courses within your department/program. If you wish, you may grant proxy access to an administrator in your department/program. It is important to note that department/programs grant permission only, while students register for courses. What that means is that even if you grant permission it does not mean that the student is registered; they must still take action. In addition, when students register through *Banner* the system will add them automatically to the appropriate *Canvas* site. If you or they register directly in *Canvas* they are not registered for the course and may run into difficulties later. For more details on how to issue a permission with *Banner,* see the *[Faculty Reference Guide: Creating an Override](#)*.

Low Enrollment Courses

On the third day of each term, the Registrar's Office provides the associate deans with a list of courses with enrollments of five or fewer students to determine which courses may be cancelled per College policy. After the Associate Dean and the department/program have discussed the situation, the department/program communicates with the enrolled students about any cancellation and notifies the Registrar's Office (include communication from the Associate Dean as well).

Final Examinations

Final Examination Scheduling

Faculty members provide final examination needs to their department/program administrator as part of the *Timetable* process each term. The Registrar will deliver a final exam spreadsheet to your department/program administrator at the beginning of the third week of the term. Your administrator will work with you to confirm exam needs and return the completed spreadsheet to the Registrar's Office by the end of the fifth week of the term.

The Registrar's Office tries to assign examinations to the regular classroom in which the course meets during the term unless the department/program requests a larger room or a specific location.

All regularly scheduled final examinations occur at the time specified in the announced examination schedule. If an individual student requires extra time, a separate room due to a disability, or has a schedule conflict with other exams, work with your department/program administrator to address classroom scheduling needs.

The Registrar's Office posts a complete list of courses scheduled to hold final examinations, along with classroom assignments. It appears in the [Calendars Section](#) of our website approximately three weeks before the start of the examination period and we send a notice to department/program Chairs and administrators when it is ready. Please note – final examination times may ***not*** be moved.

Final Grades

The timely submission of final grades is **imperative** for students to ensure that they can access and release their academic transcripts. Students need their transcripts for jobs, internships, and graduate school applications. In addition, the Undergraduate Deans Office needs final grades to proceed with academic actions. Final grades determine honors and allow us to confer degrees.

Since Dartmouth includes median grades on the transcript, it is particularly important to receive ***all*** students' grades by the due dates as <u>one missing grade can impact our ability to produce transcripts for all students</u>. Spring term, when there is a very short time between the end of term and the graduating senior grade due date/time, it is imperative that the final grade be submitted on time. If not, it can impact a student's ability to graduate and/or their honors standing.

Courses with multiple instructors and independent studies often pose additional final grade challenges. Some departments/programs find it useful to keep an updated list of each student's independent and/or directed study advisor. We have found that it is extremely helpful if each department/program identifies a member of their department/program who is available during critical periods at the end of the term to support last minute questions and changes to grades. It is also helpful if the department/program administrator is available and has a list of telephone numbers for faculty members when final grade questions arise.

Temporary Transcript Designations

Occasionally student circumstances may arise that require use of a temporary transcript designation (Incomplete, Ongoing, or Administrative Delay). The College uses these designations in specific circumstances until the instructor enters the grade for a student. The *ORC/Catalog* section on [Temporary Transcript Designations](#) outlines the specifics of each.

<u>Please note that only the undergraduate deans may issue an Incomplete grade, and it must be issued no later than the final day of the examination period.</u> It is important that a faculty member not mistakenly allow a student to continue to work past the grade due deadline and submit work late, or issue additional time without obtaining an Incomplete grade/extension in collaboration with the student and an undergraduate dean.

Grade Changes

Chairs are involved in all grade changes that take place within a department/program. Faculty legislation states that if an instructor decides to change a grade, they submit a written request to the Registrar with a brief justification and the approval signature of the department/program chair. The legislation states that, "*The request must indicate*

*one or more specific ways in which the student was done an injustice. A simple change of mind will not suffice. **No change can be made for work that is done after the term, except in the case of an Incomplete."***

On occasion a faculty member or proxy makes a clerical or computational error before the final grade role. If this occurs prior to the final grade role, and the grade change is not due to another reason such as reassessment, an email with the grade change from the faculty member's Dartmouth account will suffice.

However, in most cases, Instructors submit written requests for grade changes to the Registrar, which include their Chair's co-signature, by the last day of the term following the term in which the student took the course. If the grade change is in response to a student appeal, the student must have stated the appeal in writing to the instructor by the last day of the term following the term in which the student took the course. If the instructor decides to grant the appeal, they submit the grade change to the Registrar by the last day of the second term following the term in which the student took the course. The Registrar will not approve a change of grade beyond the second term following the course. More information about grade changes is in the *ORC/Catalog.*

Report on Grades
The Registrar delivers this report to the Committee of Chairs each year. Included in this report are data on trends in department/program grades, grade distributions, withdrawals, and NRO's. While this is a confidential report, we encourage the Chair to share it with members of their department/program.

Honors to Independent Study Changes
If a student registers for honors in your department/program, and you and the student wish to change the student's enrollment to an independent study, this may occur easily during the term without a transcript notation or a form. Simply email the Registrar at Registrar@dartmouth.edu with the information and copy the student.

Course Assessment

Student View
Students complete course assessments at the end of each term. Students may not see their grades online until they assess all their eligible courses. As of summer 2015, students can view the responses to three student-initiated questions and a subset of course design and effectiveness questions, and faculty questions. Nearly every student has utilized the course assessment student view, especially during the course election period. For more information, see the *Faculty Guide to Student View FAQ* .

Accessing/Reporting
As Chair, in addition to your own course assessment reports you have access to the course assessment reports for your department/program. A reminder that only courses with enrollment of five or more students are available for instructors and department/programs to view.

Additional Department/Program Questions (Optional)

Departments/programs may request that up to five optional questions appear on their course assessment questionnaires for students to complete. These questions will appear every term until the chair requests their alteration or deletion.

Each term the Registrar's Office will send out a call for department/program questions with a form that the Chair may complete and send back to the Registrar's Office. You have a chance to preview the questions before course assessment questionnaires are made available to students. Note that these questions will appear on all surveys in the department/program.

Faculty Opt-In

Students may view up to the last five years of course assessment responses to faculty members' courses, however it requires that Faculty members "opt in" for them to do so. Ordinarily, faculty members opt-in each May if they wish to allow students to view their course(s). However new faculty members may contact the Registrar's Office at any time if they wish to opt-in to course assessment since the default status for new faculty members is set to opt-out. Faculty members' opt-in status continues year to year until they change their status.

Faculty members enter grades for the term before they have access to completed assessments. See the *Course Assessment* website for the schedule of course assessments, a sample audit, and more information.

Additional information on course assessment is located on the Dartmouth Center for the Advancement of Learning (DCAL) website.

Data Requests

The Registrar's Office supports multiple reporting and research initiatives of the Dean of Faculty Division each year, providing data as needed to include historical academic records, enrollment data, and other student data. The office also provides many regularly scheduled reports, ensuring compliance with both federal laws and Dartmouth policies and guidelines as they pertain to confidentiality of student data. Each department/program Chair and Administrator have access to a set of reports that provide commonly requested data that can be used for research and/or operations.

The Office does not provide data for student research projects or to other constituencies. Other sources of data include the Office of Institutional Research (OIR) website for public information about Dartmouth College and Dartmouth Alumni Relations. Our services are limited to data provision only; the Office does not provide research or analytical services. Those services may be available from the Office of Institutional Research or the Center for Program Design and Evaluation (CPDE).

If you have a data/report request, send it to registrar@dartmouth.edu.

See Registrar data and reporting services for more information.

Highlights of Current Registrar Initiatives

Department/Program Major Requirements into *DartWorks*

The Registrar's Office continues to add department/program major requirements into *DartWorks* so that students may view their full academic progress towards completion of their degree. We plan to have all majors completed in the coming year and also add minors. See the Registrar's Office website for a [list of currently supported majors](#).

Chosen Name/Identity/Pronouns in *Banner*

With the start of fall 2019, students may indicate their chosen name, identity, and pronouns for use within the Dartmouth Community. See the [Chose Name/Identity/Pronouns website](#) for more information.

For more information about our operations, accomplishments, and a full list of our many projects, see our *[Annual Report](#)*.

Updated Registration System

The Registrar's Office is implementing a more modern, useful interface for students and faculty to select and display courses.

Darthub for Faculty

Students no longer view *Banner* as a long menu list since we implemented *Darthub* for students. We plan, in partnership with Information Technology Consulting (ITC), to develop *Darthub* for Faculty in the near future. It is an interface that can be customized, has a "reminder" calendar feature, and is not as "outdated".

Online Major/Minor Certification

The Registrar's Office is partnering with ITC to have the major/minor certification process online in the near future.

Support and Online Help

We have many online [Faculty guides](#) available on our website. Let us know if a Guide on a particular topic would be helpful.

We are also happy to provide individual training to all new department/program administrators. We schedule the session at their convenience, and provide an overview of common systems, their use, and ways to get assistance, and introduce them to the Registrar staff. Email Registrar@dartmouth.edu to schedule a visit.

Each December, we offer an annual "refresher" training for departments and programs, which is well attended by your administrators. We focus on common systems we support, recent improvements, and any upcoming projects.

Contact Information

Email: Registrar@dartmouth.edu
Phone: 603-646-2246
Note: We ask that for general questions that you email our office mailbox and we will triage the question to the right staff member.

Registrar: Meredith Braz
Email: Meredith.Braz@dartmouth.edu
Phone: 603-646-3136
Note: Always feel free to email Meredith directly with a question, especially if it is a policy question.

Appendixes
Appendix A: Course Registration Schedule Graphic
For summer, winter, and spring terms

Student Schedules Available		End of Term	Start of Term

Course Election — **System Unavailable** — **Course Changes** — **System Unavailable** — **Add/Drop**

- Prior to start of term.
- Students not enrolled.
- Use of course election reports to reduce oversubscription.

- Period prior to start of classes.
- Students are enrolled.
- Any changes must include student communications.

- Period following start of classes.
- Students are enrolled.
- Any changes must include student communications.
- Students can add a fourth course.
- During the second week of Add/Drop, all courses require instructor permission.

Appendix B: First-Year Course Registration Schedule Graphic
For fall term

Fall   Start of Term

Course Election
(Entering Students only)

3 Days Before Start of Term
8:00am – 6:00pm

Course Changes
(Entering Students only)

2 Days Before -- 1 Day Before
Opens 8:00am Closes at 6:00pm

Add/Drop
(All students)

Start of Term – End of 2nd Week
Opens 8:00am Closes at midnight

System unavailable for course changes 6:00pm-8:00am

Course Election results available to view after 8:00pm

System unavailable for course changes 6:00pm-8:00am

Appendix C: Returning Student Course Registration Schedule Graphic
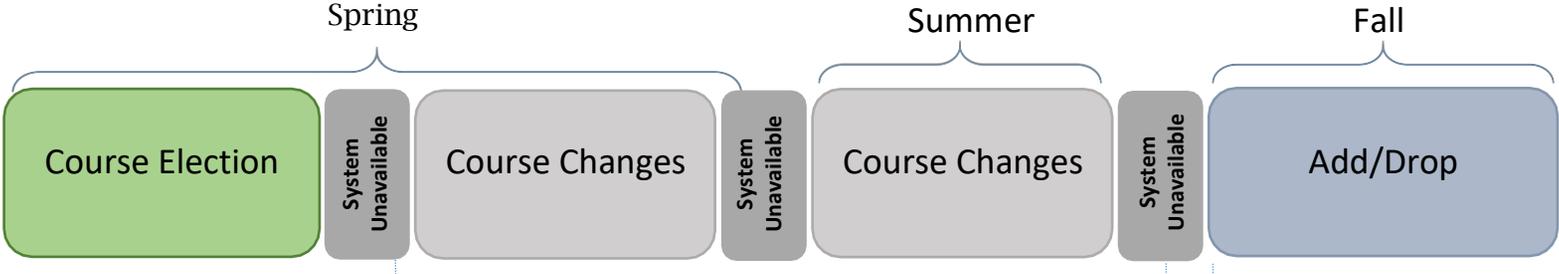
For fall term

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        Spring                              Summer              Fall

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│   Course     │ │U │ │   Course     │ │U │ │   Course     │ │U │ │   Add/Drop   │
│   Election   │ │  │ │   Changes    │ │  │ │   Changes    │ │  │ │              │
│              │ │  │ │              │ │  │ │              │ │  │ │              │
└──────────────┘ └──┘ └──────────────┘ └──┘ └──────────────┘ └──┘ └──────────────┘
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(Labels on grey boxes: **System Unavailable**)

- Prior to start of term.
- Students not enrolled.
- Use of course election reports to reduce oversubscription.

4:00 PM Student Schedules Available

- Period prior to start of classes.
- Students are enrolled.
- Any changes must include student communications.

End of Term   Start of Term

- Period following start of classes.
- Students are enrolled.
- Any changes must include student communications.
- Students can add a fourth course.
- During the second week of Add/Drop, all courses require instructor permission.