DCARS – Dartmouth Course Approval Routing System: Course Approval Flow

This is a subset of the Curricular Guidelines that addresses changes to courses in DCARS only. See the Curricular Guidelines for all other curricular changes.

New Course Proposals

New Course Proposal

Faculty/Administrator submits New Course Proposal in DCARS → Registrar Confirmer confirms Course Information → Department/Program Chair Approval* → Divisional Council Approval* → Associate Dean Approval* (if a cross-listed course) → COI Approval (if World Culture and/or Distributive requirements are requested) → Banner

New Special Topics (with already approved rubric and no World Culture and/or Distributive requirements requested)

Faculty/Administrator submits New Course Proposal in DCARS → Registrar Confirmer confirms Special Topics Course Number → Department/Program Chair Approval* → Associate Dean Approval* (if a cross-listed course) → Banner

New Special Topics (with already approved rubric and World Culture and/or Distributive requirements requested)

Faculty/Administrator submits New Course Proposal in DCARS → Registrar Confirmer confirms Course Information → Department/Program Chair Approval* → Registrar/COI Chair Approval* → Associate Dean Approval* (if a cross-listed course) → Banner

* For cross-listed courses: Each department/program Chair and Associate Dean involved approves.

Updates to Existing Courses (For cross-listed courses the department/program that owns the course initiates the course update, except for “Remove from Cross-List.”)

All Courses: Update Course Title, Description, or Course Number
Or
Special Topics Course: Update World Culture and/or Distributive requirements

Faculty/Administrator submits Update Course Proposal in DCARS → Registrar Confirmer Review → Department/Program Chair Approval* → Registrar/COI Chair Approval → Banner

Regular Course: Update World Culture and/or Distributive requirements

Faculty/Administrator submits Update Course Proposal in DCARS → Registrar Confirmer Review → Department/Program Chair Approval* → COI Approval → Banner

All Courses: Update Prerequisites

Faculty/Administrator submits Update Course Proposal in DCARS → Registrar Confirmer Review → Department/Program Chair Approval* → Divisional Council Approval* → Registrar/COI Chair Approval → Banner

All Courses: Remove from Cross-List

Faculty/Administrator submits Update Course Proposal in DCARS → Registrar Confirmer Review → Submitting Department/Program Chair Approval → Banner

Key

New Course Proposal
Update Course Proposal

Additional approval when a course meets a certain condition

* For cross-listed courses: The Chair and Divisional Council at the department/program that owns the course approves. Other department/program Chair(s) and Divisional Council(s) are notified.