

The Registrar's Office Chair's Guide

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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

Please visit our website and view our annual report at <http://www.dartmouth.edu/~reg/about/annualreport/index.html>.

Privacy

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

We encourage you and your department/program to contact our office anytime you have a question regarding what student information is allowed to be shared. Because technology is making more information accessible online, we are faced with increased challenges in protecting this information.

Email is not a secure method of transmitting information. Emailing grades, passwords, or confidential information can be compromised, and we advise against sending this information over our email system whenever possible. Please use Banner to enter student grades.

FERPA tutorial

Faculty members are encouraged to review a simple FERPA tutorial designed for Dartmouth which covers the basics of this student records law. It provides general guidance on how what information you may or may not release. Go to <http://www.dartmouth.edu/~reg/guides/ferpa/>

A very helpful FERPA "Quick" Guide is available for \$50 (Dartmouth is a member of AACRAO) if you want one for your department/program at http://www4.aacrao.org/publications/catalog.php?item=0137#_Uf_SrF_D-9J.

Proxy access:

Proxy access to systems, mostly identical to the Chair's access, may be granted to the department/program administrator, another administrator, vice-chair, or undergraduate study coordinator who assists with these processes. To request proxy access please send an email to registrar@dartmouth.edu.

Faculty Members & Students

BannerStudent for Faculty

Tools and reports available on BannerStudent

As Chair, you and your administrator have access to several tools and reports within *BannerStudent*, Dartmouth's student information system.

Available tools and reports include:

Access to BannerStudent

Each July new Chairs are granted access to BannerStudent with specific privileges as Chairs of their department/program. (If Chairs are on for one or two terms 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).

Textbook tool

Federal law mandates the publication of the price and ISBN of all textbooks assigned for a course at the time of registration. Chairs ensure that this is completed each term in their department/program. It is at the discretion of the department/program to decide whether individual Faculty or whether the department/program administrator enters the textbook information.

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 BannerStudent for Faculty that may be used to edit/update/add textbook information once a term's courses are loaded in Banner. Textbook information may also be entered directly into Banner Forms by the department/program administrator.

Online instructions for entering textbook information are found at: <http://www.dartmouth.edu/~reg/guides/textbook/> and we are always available to assist.

Online grading tool

This tool allows for the online entry of grades. As Chair, you have the ability to enter grades for any course in your department/program, including independent study courses. The Registrar's Office sends departments/programs a notification every term with the dates that grades are due. There is also a *Grading and Transcript Production Schedule* on the Registrar's web site on the calendars page: <https://www.dartmouth.edu/~reg/calendar/>.

For additional information, please see the section within this guide on *Grading*.

Instructions for entering online grades can be found at: <http://www.dartmouth.edu/~reg/guides/grades/index.html>.

Course election oversubscription reports

This report is sent to you by the Registrar's Office each term and provides a summary of your department/program course election results. It is generated just following the course election period and prior to when students can view their schedules. 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 providing 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 which have been granted within your department/program. The report includes information on who issued the override, when it was issued, the type of override, and the name of the student who received the override.

Course assessment reports

Course assessment reports allow faculty members to 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. In addition, if the department or program added optional department-level questions to the course assessment surveys, the Chair has access to these results.

If the Chair initiates a request to the Registrar, the department/program administrator may be granted access to the department/programs' course assessment reports. This access will allow them to share the course assessments for faculty members or former faculty members via a pdf or print copy.

Amy Hunt, Academic Systems Technology Manager, is available in the Registrar's Office to provide help to any Chair or faculty member who requires assistance accessing, viewing or interpreting the course assessment reports. For more information on course assessment see <http://www.dartmouth.edu/~reg/guides/ceval/>

Major/Minor lists

This tool on your Banner menu allows you to view the current students who are majoring, minoring, or modifying a major in your department/program and enables you to view these students in a variety of formats, including Excel, photo lists, and Blitz lists.

Class rosters and bounce lists

Chairs may review the student rosters for all courses within the department/program 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 those courses that are oversubscribed during course election.

New Faculty Members

Newly hired faculty members may have access to Banner and will be entered as instructors once they have completed the required hiring procedures with the Dean of Faculty Office and Human Resources. If a new faculty member is unable to gain access to Banner, it is likely due to hiring processes that have not yet been completed by the department/program or by one of these Offices.

Major and minor related information

DartWorks for Faculty Members

DartWorks is a web based application with two components that assist students and advisors in planning the student's academic program at Dartmouth. You access DartWorks from BannerStudent for Faculty and it is updated nightly. It consists of the following:

- Degree Audit tool to help students and advisors monitor a student's progress toward completion of their general education and degree requirements, and a
- Program Planner for students to declare their majors/minors and plan their major/minor program with the help of a Faculty Advisor.

DartWorks degree audit

Faculty members have access to student records through DartWorks which is a degree audit system, integrated with Banner. This enables faculty members to work closely with students for advising and integrates with online major declaration. DartWorks provides a graphical user interface with checkboxes to make clear when requirements are complete and enables faculty members to assist students with program planning. For more information about DartWorks, see the DartWorks Guide on our website at:

<http://www.dartmouth.edu/~reg/guides/DartWorks/index.html>.

DartWorks program planner (Online Major/Minor)

The Program Planner displays prior courses students have taken, by term, and allows students to indicate future courses they plan to take in their major/minor, by term, prior to receiving major/minor approval. It also has other features, such as the ability to compare courses planned, versus courses taken. The Faculty Advisor must “approve” or “deny/unlock” a major/minor plan after reviewing a student's program plan, and may adjust it as well. For more information about Major/Minor declaration and using the DartWorks program planner, see the Guide on our website at:

<http://www.dartmouth.edu/~reg/guides/dartworks/planner.html>

Please note that the Registrar's Office, with feedback from departments/programs and in collaboration with Information Technology Services, will implement a new, improved major/minor declaration tool in winter 2017.

Major and minor declaration

Policy

Students in residence during the winter term of their second year may declare their major beginning at the start of the winter term, and must declare a major by the second Thursday of spring term; if not in residence winter term, students are required to declare a major by the end of their fifth term. Seniors may change their major until the 1st week of their last term in residence. Seniors who wish to declare or change a major beyond this date are required to petition the Committee on Instruction with support from their Chair. Students who have declared more than one major may drop a major in 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 are required to petition the Committee on Instruction with support from their Chair.

Process

Students use the DartWorks Program Planner to enter their Major, Major prerequisites, culminating experience, and term by term courses. Then they submit the information to the appropriate Department/Program for review and approval. Each plan must be approved by the Department/Program and then the Major/Minor Dashboard is used to submit the major/minor plan to the Registrar's Office. Students in the Class of 2015 and earlier followed a different process; if you have any students majoring or minoring in your department/program from an earlier class please contact the Registrar's Office for assistance. Note that 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

Having an authorized person(s) available to approve plans in DartWorks or major and minor cards is very helpful during these peak times:

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

See the term calendar for dates: <http://www.dartmouth.edu/~reg/calendar/>

Modified Majors

Chairs, or their designee, 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: <http://dartmouth.smartcatalogiq.com/en/current/orc/Regulations/Undergraduate-Study/Requirements-for-the-Degree-of-Bachelor-of-Arts/Modified-Major>

The Registrar will check the courses indicated and be in touch with the department/program and student with any questions. The Registrar will review the rationale to ensure that it constitutes a unified a coherent whole as required.

Graduation and major/minor standing lists

Major and minor standings are critical for graduating seniors. 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 are expected to graduate at the end of the term. This list is referred to as the major/minor standings list. As Chair you certify whether a student has completed the major/minor and whether the student has received honors or has not completed honors by circling the correct standing for each student. The standings sheet is then signed either by you or a faculty designee; it cannot be signed by the department/program administrator. Standings are due back to the Registrar's Office by noon the same day that grades are due. It is critical that they are accurate and received on time.

Non-transcripts

“Non-transcripts” are PDF documents for each student in your major which contain the courses students have completed and their corresponding grades. These unofficial documents are available at any time on the Department/Program Dashboards, described later in this document.

Faculty Balloting

Faculty Balloting – Summer term voting is for Chairs only

Faculty vote for committee membership in winter term for the upcoming academic year. However in August, once the Dean of Faculty Office has appointed Chairs for the coming year, Chairs vote for Vice Chair of the Committee of Chairs and, as needed, the Committee on Priorities. Chairs are the only candidates on the ballots and those eligible to vote in these two elections. This voting period is distinct from the faculty voting for committees that takes place in winter term.

Pre-matriculation Credit

In accordance with the *ORC/Catalog*, Dartmouth grants *credit on entrance* for first year students for AP and IB examinations, as well as offers exemptions and placement in some subject areas. **Credit on entrance appears on the Dartmouth transcript and does not count towards the 35 credits required to graduate.**

For more information on pre-matriculation credit please reference:

http://www.dartmouth.edu/~reg/enrollment/prematriculation_credit.html which includes additional definition of the types of credit as well as Department/Program Guidelines. Student Affairs organizes the placement examinations that occur during orientation. For questions about the tool used to enter credit or questions about pre-matriculation credit please 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 studying away on a non-Dartmouth sponsored program.)

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

The transfer term process

Students

1. Review the section on [Off-Campus Activities](#), Transfer Credit from other Institutions in the ORC/Catalog.
2. Check the dates for submitting the [Transfer Term Application \(Form 1\)](#) and [Transfer Credit Approval \(Form 2\)](#) forms on the Registrar website. Students are encouraged to check individual department and program websites; they sometimes have earlier deadlines for credit review.
3. Students are encouraged to research some of the transfer term possibilities by talking with professors, reviewing online resources, and referring to the [Transfer Term Reference Information](#) (PDF) listing on our website.
4. Students must prepare a statement describing how they plan to incorporate the transfer term into their Dartmouth academic program. Students approval of their transfer term is made on the basis of their academic rationale, and not whether there are just interested in a study away experience.
5. Students must secure individual course approvals by working with academic departments and programs to include on their Transfer Credit Approval Form. **While departments and programs may decide that individual courses could potentially be transferred, 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.**
6. Students submit the completed [Transfer Term Application \(Form 1\)](#) and [Transfer Credit Approval \(Form 2\)](#) to the Registrar's Office by the appropriate [deadline dates](#) as stated on the Registrar website for review by the COI subcommittee. If the application is not received by the deadline, it will not be reviewed unless there are significant extenuating circumstances (which do not include change of plans related to employment, internship, or inattention to deadlines.)
7. Students are reminded to be sure to include all supporting documents as described on the application including course descriptions, program information/dates, proof of course contact hours, and a copy of their unofficial transcript. Students also must confirm that the program is accredited and issues an official transcript. Once reviewed by the Committee the Registrar's Office will notify the student of the decision. If approved, the Registrar's Office will change the student's D-Plan to reflect

- a T for the approved transfer term. If denied, the student has one opportunity to submit a written appeal to the Committee on Instruction.
8. Students are reminded to communicate with whoever is responsible for their bill about the fee payable to Dartmouth and the costs of attending the program. The Registrar's Office will send a letter to this person with information about transfer terms.
 9. Once the transfer term is approved, Student Financial Services will be informed and the [transfer term fee](#) will be assessed and appear on the student's next statement.
 10. Note that while Exchange programs differ in that students apply through The Frank J. Guarini Institute for International Education, course approvals are the same as transfer term course credits and are administered by the Registrar's Office.
 11. A student who has a special appeal, such as requesting additional credit transfer beyond the 4 allowed transfer credits begins by petitioning the Registrar. In some circumstances the appeal may go to the full COI.

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 is authorized to sign forms.
- A sub-committee of the Committee on Instruction, who oversees transfer terms, review the Transfer Term Applications to grant approvals for attendance in a transfer term, and the full COI will hear any student appeals.

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

Additional details on transfer terms and study away can be found at:
<http://www.dartmouth.edu/~reg/enrollment/studyaway/index.html>

Transfer of credit for incoming transfer students

Each year approximately 15-30 transfer students matriculate to Dartmouth. Most of the students matriculate as sophomores while a few are juniors. The Registrar's Office reviews transcripts and awards applicable academic transfer credit.

In early August, the Registrar's Office hosts a day long "Transfer Credit Review Session" for department/program Chairs or faculty advisors to review and confirm the credit awarded by the Registrar's Office. Either the Chair or a designee is asked to attend the session so that transfer students are able to start at Dartmouth knowing which credits have been accepted for transfer. If the department/program designee cannot attend the session, the Registrar's Office will make alternate arrangements to meet prior to the start of the term.

Following this session and after the term starts, if the student brings forth additional transfer credits which require review, transfer students are instructed to work directly with the departments/programs to seek transfer credit approval using the transfer

student credit approval form provided by the Registrar's Office. If your department/program approves a transfer credit, an email to our office will suffice as authorization to have the credit awarded.

In some cases, a student may be granted general education credit and not credit towards the major. If the student later declares a major in your department/program, an adjustment in the transfer credit award may be required in consultation with the Registrar.

Chairs should be aware that certain populations of students such as Veterans are permitted to transfer courses from Community Colleges to Dartmouth.

Requests or Appeals

Below are some Registrar-related requests or appeals that may come to Chairs:

Requests from students:

Approvals

- Major and 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 for adding a late major/minor.

Other

- Students may approach us with issues they are having with a Professor. For example, the "Last day in term for holding a quiz or an hour examination" - Often students will ask for clarification or assistance with this policy, occasionally seeking assistance from the Chair to approach a professor about the policy.

Courses & Curriculum

Course Setup

Dartmouth Course Approval Routing System (DCARS)

The Dartmouth Course Approval Routing System (DCARS) was established in 2015 winter to improve accuracy, reduce redundancy, and eliminate paper. DCARS is used to add a new course, special topics course, or update an existing course (changing the title, description, distributives, world culture designations and/or cross-listed courses). Courses that are not in the current year's issue of the *ORC/Catalog* that you wish to "reinstate" for the upcoming *ORC/Catalog* can be added using the Reinstate No Change (RNC) tool in DCARS. While it cannot yet support all curricular changes, we hope to continue to improve the application.

Chairs review new or updated course proposals submitted by faculty members in their department/program. See <http://www.dartmouth.edu/~reg/guides/dcars/chair.html> for additional information about DCARS.

Organization, Regulations, and Courses (*ORC/Catalog*)

The *ORC/Catalog* is the primary academic document of the College and the source of regulations and course information for the academic year. Each department and program lists their active faculty members, their major/minor regulations, and courses. Please note that each student is held to the regulations and requirements in the *ORC/Catalog* when they matriculate. **There are no changes to the *ORC/Catalog* once it is published.**

Beginning in 2015, the Registrar's Office implemented a supplement to the *ORC/Catalog* for new courses which is updated nightly. The *ORC New Course Supplement* lists new courses with any attributes that have been approved since the *ORC/Catalog* was published. This companion to the ORC is available on the same website.

The *ORC/Catalog* is an online document that is “print-on-demand” as a PDF on the Registrar Office website (<http://www.dartmouth.edu/~reg/catalog/>). Your department/program administrator has the ability to print the entire document or specific sections of the *ORC/Catalog*.

Most of the information that goes into the *ORC/Catalog* is entered via DCARS. There are a few fields that Departments/Programs edit with "Sitecore" the *ORC/Catalog* editing software. See http://www.dartmouth.edu/~reg/docs/course_info_tools.pdf. The *ORC/Catalog* may be edited by departments and programs throughout the year once the Registrar's sends the announcement that the new version is ready, until Memorial Day For more information, see the *ORC/Catalog* reference guides on our website at <http://www.dartmouth.edu/~reg/guides/orc/>.

Timetable of Courses

The Timetable of Courses is the source of up-to-date course information used by students to register for courses each term.

The Timetable of Courses is built using the Timetable Editor. Course information from the annual teaching schedule meetings held with departments and programs by the Dean of the Faculty Office is loaded into the application on an annual basis early in the year. Typically your department/program administrator will edit the course information in the Timetable Editor and add data such as time offered, priorities for limited enrollment courses, final examination information, median grade information, room requests, textbook information, and learning objectives. Courses may be added or deleted from the Timetable Editor as necessary and a report is available to update the Dean of Faculty's Office on any changes. New courses may be added after they are approved in DCARS. The following outlines how the Registrar's Office addresses changes to the Timetable:

- **New Distributive or World Culture designation:** The COI permits a department/program to add a *new* distributive or world culture designation to

a course during the term a course is being taught, but it is not possible to change a distributive once a course has been published showing a distributive.

- **Time Change:** Once a course has been published in the Timetable, the time cannot be changed. In exceptional circumstances, please write directly to Meredith Braz, Registrar.
- **Cancellation:** If a course is cancelled, send the Registrar's Office your approval email from the Associate Dean, as well as confirmation that the department/program has informed the affected students, and then we will cancel the course in Banner. (Note: once we cancel the course the email list disappears, so we want to be sure to wait until you have made use of it.)
- **Prerequisites:** Some prerequisites are checked by Banner during Course Registration. If you are using Banner prerequisite checking, please be sure to communicate any changes to our office.
- **Managing enrollment (closing a course):** If your department/program wishes to close a course please contact the Registrar's Office. Courses may be closed at any time in the registration process. A closed course requires instructor permission for a student to add the course; therefore the department/program can monitor which students gain entry. This is also a good method to use for balancing sections, especially after course election. Please note that if a department/program chooses to change the enrollment limits, or add instructor permission to a course that has not yet reached the set enrollment limit, the appropriate Associate Dean must approve that change. Once the Registrar's Office receives the approval, we will make the change.
- **Priorities for courses with limited enrollment:** Courses with limited enrollment require defined priorities for accepting students into the class when it is oversubscribed. Each department/program indicates their priority options for their limited enrollment courses. Priority options include:
 - Senior majors, minors and modifieds (all together, or each population singularly).
 - Other seniors (includes miscellaneous others such as MALS and other graduate students)
 - Junior majors, minors and modifieds (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. First-come first-served is not offered as a priority option. The priority system just applies to courses with limits on enrollment and it is in effect during the course election period only. As always, after course election, instructors may allow additional students to enroll in a course by assigning an enrollment override using BannerStudent for Faculty. The override does not place the student into the course, rather it permits the student to now register without an error message.

Proofing the Timetable: Given the amount of data entered to build the Timetable for all the Departments and Programs it is VERY important for your department/program administrator to check your Timetable Editor information for accuracy. The Timetable

Editor Proofing and Correction Reports is a series of reports that Departments and Programs use to validate information they enter into the Timetable Editor. They are always available on the Department/Program Dashboard for the terms stored in the Editor, and reflect changes immediately. The reports focus on each detail of the course data to ensure that the information that Departments and Programs provide that will be published in the Timetable of Courses is accurate. Departments and Programs may make changes to the Timetable Editor and refer to these reports up until the day before the Timetable of Courses is published for the term. Any Chair interested in reviewing their course information may do so as well.

Course Election/Registration

Course Registration Guides

The Registrar's Office has Course Registration Guides for faculty members on our website at: http://www.dartmouth.edu/~reg/guides/csel/csel_faculty.html

These Guides detail the course election process, entering/continuing student procedures, and dates. They are in web, video, and quick-guide PDF versions.

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 the 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) Similar graphics with specific dates are published on our [website](http://www.dartmouth.edu/~reg/registration/coursinf.html) (<http://www.dartmouth.edu/~reg/registration/coursinf.html>) each year.

Adding Sections Based on Oversubscription Reports

Between the end of the Course Election period and the start of the Course Changes period, the Registrar's Office provides the Chair with oversubscription reports which show any course section where demand was higher than the course limit. These reports may be used to accommodate demand before students are enrolled and can view their schedules if the department/program wishes to raise the course limit. Chairs 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. Similar data is provided to the Associate Deans and any section changes (both additions and removals) may be made within the time frame the Registrar's office identifies in the email.

Issuing electronic permissions/overrides

Students register for all courses using BannerStudent and course permissions/overrides are granted electronically by either the instructor, Chair, or proxy. As Chair, you have access to grant permission/overrides to all courses within your department/program. If you wish, you may grant proxy access to an administrator in your department/program to facilitate the granting of permissions/overrides. An important concept is instructors grant permission, students register. Also please note that students should not be added directly to Canvas, but

should register through Banner where they will be added automatically to the appropriate Canvas site.

For more details on how to issue an electronic permission please visit http://www.dartmouth.edu/~reg/guides/csel/csel_override_faculty.html.

Low enrollment courses

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

Examinations

Details of final examination scheduling

Initial final examination information is gathered at the same time as the Timetable information. The Registrar will deliver the department/program a final exam spreadsheet at the beginning of the third week of the term. Departments/programs confirm the information reflected on the spreadsheet (adding or deleting exams) and provide additional information such as room preference, A/V needs, and whether a qualified section is scheduled under a joint examination time or not. (Please note that faculty legislation states that the final examination schedule may not be changed after it is published.) Exams are generally assigned to the regular classroom in which the course is taught during the term unless a larger room is required or a specific room is requested. Departments/programs submit completed spreadsheets to the Registrar's Office no later than the end of the fifth week of the term.

All regularly scheduled final examinations are held at the time specified in the announced examination schedule. If an individual student requires extra time or a separate room due to a disability, or has a scheduling conflict with other exams, alternate arrangements may be made by contacting Classroom.Scheduling@Dartmouth.edu.

A complete list of courses scheduled to hold final examinations, along with classroom assignments, will be posted on the calendars section of our website approximately three weeks before the start of the examination period. See <http://www.dartmouth.edu/~reg/calendar/exams/index.html> for current information.

Grading

The timely submission of grades is imperative to student transcripts which are needed for job, internship, and graduate school applications. In addition the Undergraduate Deans need grades to proceed with academic actions. Finally, final grades are required to determine honors and 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 one missing grade can impact our ability to produce transcripts for all students.

Courses with multiple instructors and independent studies often pose additional challenges for grading. Keeping a list of who in the department/program is the advisor for each student is useful. We have found that identifying a member of your department/program who is available during critical periods at the end of the term to support last minute questions and changes to grades is extremely helpful. It is also helpful if the department/program administrator is available, and has a list of telephone numbers where faculty members can be reached during senior grading periods when questions arise.

Temporary Transcript Designations

Occasionally student circumstances may arise that require use of a temporary transcript designation (Incomplete, Ongoing or Administrative Delay). These designations are used in specific circumstances until a grade can be entered for a student. The ORC/Catalog section on Temporary Transcript Designations outlines the specifics of each:

<http://dartmouth.smartcatalogiq.com/en/current/orc/Regulations/Undergraduate-Study/Requirements-for-the-Degree-of-Bachelor-of-Arts/Temporary-Transcript-Designations>

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, the request must be submitted to the Registrar in writing with a brief justification and the approval signature of the chair of the department/program. “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.” (Faculty legislation) **No change can be made for work that is done after the term, except in the case of an Incomplete.**

Typically, all requests for grade changes must be submitted to the Registrar by the last day of the term following the term in which the course was taken. If the grade change is in response to a student appeal, the student must have started the appeal in writing to the instructor by the last day of the term following the term in which the course was taken. If the instructor decides to grant the appeal, the grade change must be submitted to the Registrar by the last day of the second term following the term in which the course was taken. The Registrar will not approve a change of grade beyond the second term following the course.

Report on grades

This report is delivered by the Registrar to the Committee of Chairs each year. Included in this report are data on trends in grading, grade distribution, and comparisons over time, withdrawals, and NRO's. While this is a confidential report, the Chair is encouraged to share it with members of the department/program.

Honors to Independent Study Changes

If a student is registered 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. Email the Registrar at Meredith.Braz@dartmouth.edu with the information.

Course Assessment

Course assessment occurs at the end of each term where students complete an online assessment. Students are required to assess all courses before they can see grades online. Grades for the term need to be entered before faculty members have access to completed assessments for classes they taught. Students may view a subset of responses to questions each term. See the Course Assessment guide at <http://www.dartmouth.edu/~reg/guides/ceval/> for more information about course assessment.

Accessing/reporting

As Chair of the department/program, you have access to the course assessment report for your department/program. Only courses with five or more students enrolled are visible for instructors and department/programs.

Additional Department/Program Questions (optional)

Departments/Programs may request that up to five department/program questions be entered on their course assessments. These questions will appear on all surveys for courses taught in the department/program until the Chair requests that they be changed or deleted.

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 goes live. Note that these questions will appear on all surveys in the department/program.

Student View

As of summer 2015 students can view the responses to three (3) student-initiated questions and a subset of course design and effectiveness questions as well as a subset of faculty questions. Faculty members opt-in on a yearly basis if they wish to allow students to view up to the last five (5) years of responses to their course(s). Nearly every student has utilized course assessment student view in particular when they elect their courses. See the Faculty Guide to student view FAQ at: http://www.dartmouth.edu/~reg/guides/ceval/course_assessment_student_view_faq.html for more information.

Data requests:

Department/Program Dashboard Reports

The Registrar's office has developed a set of reports that you and your designee(s) may run at your convenience. The initial set of reports is based on those questions we have been most commonly asked over the last several years. Running these reports is simple and they are clearly labelled on a department/program dashboard. For more information visit our guide at

www.dartmouth.edu/~reg/guides/department_program_reporting_dashboard.html

If other frequently requested reports emerge we will add them to everyone's dashboard or if there is a particular report that you would find helpful that your department/program needs often, we can add it to just your dashboard. We will continue to provide more complex reports on an ad hoc basis.

New Reports on Department/Program Dashboards will allow you to answer these questions:

- Who are my department/program's majors, minors, and modifiers currently?
- What courses were taught in my department/program over the last X years?
 - by whom,
 - and what were their enrollments?
- What are my department/program's enrollments by: year, term, subject, course number, or instructor?

Departmental/Program reviews

The Registrar's Office provides standard reports when a department/program is undergoing an external review. These reports include:

- 10-year report on enrollments, by term and course
- 5-year report on department/program median grades, by term and course
- 5-year report on courses where the enrollment limit was met or exceeded
- 5-year report on cancelled courses
- 5-year report on individualized study courses
- 5-year report on students in specific individualized study courses (varies by department/program)
- 5-year review of department/program GPA in comparison to the division and the College

Other data requests

If you or a member of your department/program has a request for data on students or courses, we are happy to work with you. We appreciate as much detail and advance notice as possible. Please send data requests to registrar@dartmouth.edu.

For more information regarding data and reporting services see our [website](https://www.dartmouth.edu/~reg/about/data.html) (<https://www.dartmouth.edu/~reg/about/data.html>).

A Few Highlights of some of our Current Initiatives

New General Education Requirements, Voted by Faculty of Arts and Sciences May, 2016

In May 2016 the Faculty voted to approve a new set of General Education requirements. In addition, there are related faculty initiatives such as the NRO and perhaps a new language requirement that the faculty will consider in the coming year. This major project, which impacts multiple systems, will require a significant and probably most of our resources for the next several years.

Petition Workflow System

This project aims to put all enrollment-based (and other Registrar-reviewed) petitions submitted by students and faculty into an online workflow system to improve efficiency, timing, and reduce paper consumption.

Department/Program Major Requirements and New General Education Requirements in DartWorks

Assistant Registrar for Curriculum and Policy - TBD

Continue addition of department/program major (and minor) requirements in DartWorks to add to the current general education requirements so that students may view their full academic progress towards completion of their degree. Also begin to add new general education requirements.

For more information about our operations, achievements and a full list of our projects, please see our Annual Report

<http://www.dartmouth.edu/~reg/about/annualreport/>.

Support and online help

Online Faculty Guides to support various online procedures can be found at:

<http://www.dartmouth.edu/~reg/guides/>

Contact Information

Email: Registrar@dartmouth.edu

Phone: 603-646-2246

Administrative Assistant to the Registrar: Delia Mauceli

Email: delia.mauceli@dartmouth.edu

Phone: 603-646-3572

Registrar: Meredith Braz

Email: Meredith.Braz@dartmouth.edu

Phone: 603-646-3136

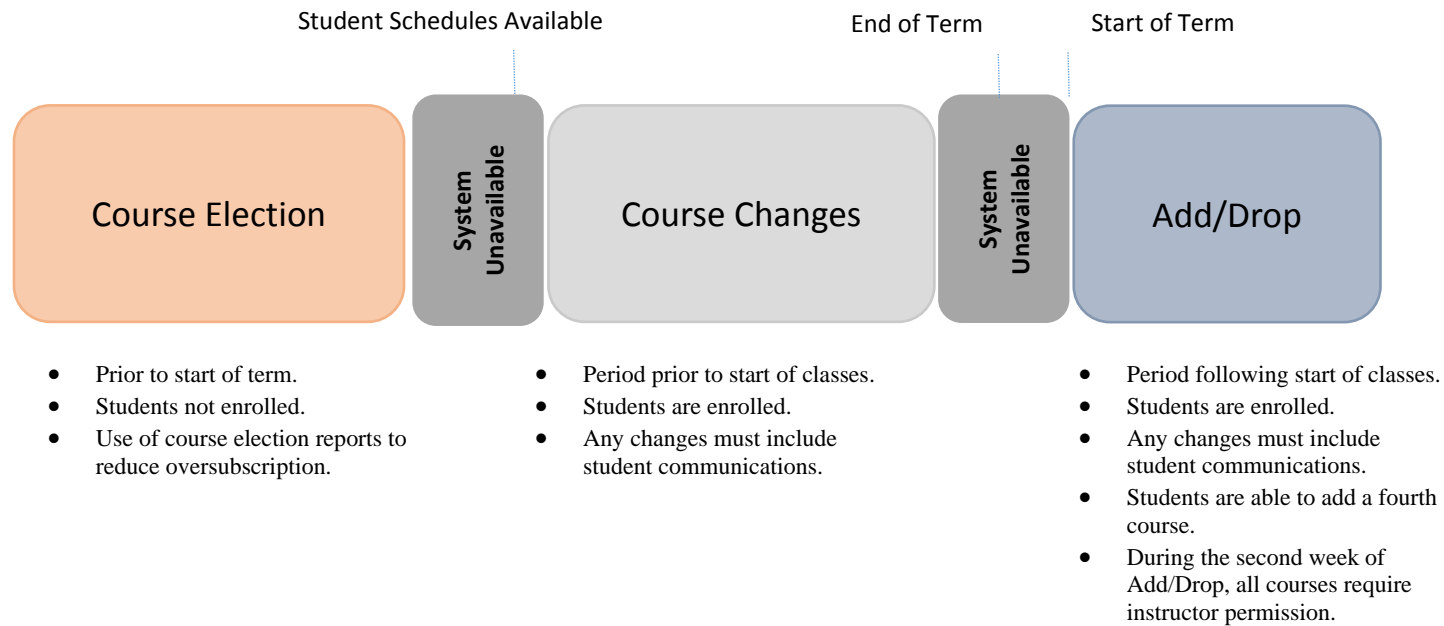
The Registrar's Office Chair's Guide can be accessed on-line at:

<http://www.dartmouth.edu/~reg/guides/>.

Appendixes

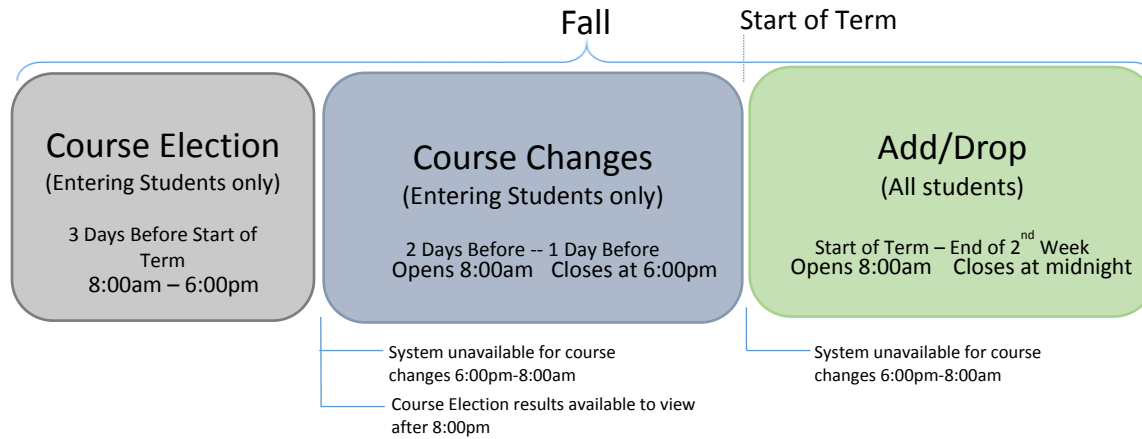
Appendix A: General Course Registration Schedule Graphic

For summer, winter, and spring terms



Appendix B: General First-Year Course Registration Schedule Graphic

For fall term



Appendix C: General Returning Student Course Registration Schedule Graphic

For fall term

