

Graduate School - Curricular Guidelines at a Glance

These "Curricular Guidelines at a Glance" were developed by the Graduate Registrar, in consultation with the Dean of Graduate Studies, to provide assistance to Departments and Programs initiating curricular changes. Please note that per the *Organization of the Faculty of Dartmouth College*, the chief officer of the Faculty is the Dean of the Faculty. He or she oversees the educational policies and programs of instruction of the Faculty and all matters relating to the effectiveness, development, and well-being of the Faculty. Any curricular change that has a budgetary impact requires final approval from the Dean of Faculty to identify appropriate sources of funding. Please note that the curricular change initiates with #1 and final approval is granted with the highest number in that row. If the box is null, no approval is required from that entity. - *Organization of the Faculty of Dartmouth College - 7/1/08 p. 11*

Changes may not go into effect or be included in the ORC until final approval is granted.

Items	Individual Faculty Approval	Department or Program Approval	Associate Dean Approval	Council on Graduate Studies	Graduate Registrar (For updating Banner)	COCA Approval	COI Approval	COP Review	COC Approval	Faculty of Arts & Sciences
Addition or Subtraction of an elective course	1	2			3					
Addition or Subtraction of a required course that changes degree requirements	1	2		3	4					
Change in course number for an elective	1	2			3					
Change in course number for a required course that changes degree requirements	1	2		3	4					
Change in course title for an elective course	1	2			3					
Change in course title for a required course that changes degree requirements	1	2		3	4					
Change in course description for an elective	1	2								
Change in course description for a required course that changes degree requirements	1	2		3						

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Change in prerequisites for an elective	1	2								
Change in prerequisites for a required course	1	2		3						
Change in requirements for major and for minor	1	2		3						
Cross-listing courses	1	2	3		4 - Graduate and UG Registrar if cross-listing with UG course					
New Concentrations		1		2						
New Interdisciplinary Programs		1	Copies of Request to Associate Dean	2				3		4
New entities that exist outside normal department or program structure.	1	2		3				4		5
Department or Program name change		1		2				3		4
Masters or PhD Programs (New Majors or Program)		1		2 - Council on Graduate Studies must approve before sending to COP				3		4