

Curricular Guidelines at a Glance

Updated 2017

These "Curricular Guidelines at a Glance" were developed by the Office of the Registrar, in consultation with the COI and Associate Deans, 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. Changes may not go into effect or be included in the ORC until final approval is granted. - *Organization of the Faculty of Dartmouth College* - 7/1/08 p. 11

Yellow = Inform Registrar's Office											
Items	Individual Faculty Approval	Department or Program Approval	Associate Dean Approval	Divisional Council Approval	Registrar/COI Chair	COCA Approval	COI Approval	COP Review	COC Approval	Faculty of Arts & Sciences	Notes
Addition of a course	1	2		3			4 - Only if new or changes to distributive and/or world culture categories or if changes to the culminating experience activity for the major				Registrar's Office requires notification from Divisional Councils if proposal does not go to COI for step 4.
Subtraction of a course		1									Courses not offered after six years may be removed from the <i>ORC/Catalog</i>
Addition of Special topics course "section" where course already approved by Divisional Council	1	2			3 - if this includes a request for distributive and/or world culture categories, Registrar and COI Chair may approve		(Decisions are recorded in DCARS and may be accessed by COI members)				Approved through DCARS.
Addition of First Year Seminar	1	2 - Institute for Writing and Rhetoric approves before sending to Registrar					3 - Only if new, or changes to distributive and/or world culture categories.				COI final approval if step 3 needed. Registrar's Office needs notification if proposal does not go to COI for step 3.
Change in course title	1	2			3						Approved through DCARS.
Change in course description	1	2			3						Approved through DCARS.
Change in prerequisites	1	2		3	4						Approved through DCARS.
Approval of a course with a travel component (that extends beyond the end of the term)	1	2	3 - Budget discussed with Financial Aid and approved by Associate Dean	4		5	6	7	8		Registrar's Office requires final notification. Subject to budget approval.
Significant, large-scale curricular changes such as multiple: courses renumbered; changes in major/minor requirements; or new distributive/world culture requirements		1		2	3		4				Registrar's Office works with department/programs to establish numbers and/or other clarifications. Registrar's Office requires notification once approved by Divisional Council for COI agenda. Matter of judgement to decide "significant curricular changes".
Change in course number	1	2			3		4 - only if large-scale change				Approved through DCARS for single courses. If large-scale change, goes to COI.
Removal of an existing cross-listing		1 - initial request from Chair of department/program which "owns" the course copied to other Chair(s) and Dean(s)	2								All Chairs and Deans confirm approval. Registrar's Office requires final notification.
Cross-listing courses	1	2	3				4 - if this includes a request for distributive and/or world culture categories				Approved through DCARS.

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A.B. Credit for Graduate Courses - for those depts and programs that offer regular undergrad majors		1									
A.B. Credit for Graduate Courses - for those depts and programs that DO NOT offer regular undergrad majors		1		2			3				Registrar's Office requires notification.
General Education Requirements (Distributive and/or World Culture requirements). Requests for new or continuing courses to be classified under one or more of these headings	1	2			3 - Registrar reviews course number		4				
College Courses - College Course Steering Committee (CCSC)	1	2 - CCSC approves before it sends to COI in DCARS					3				Process paper-based until sent to CCSC, then proceeds through DCARS after the CCSC approval. COI final approval.
Student-Initiated Seminar	1						2				COI final approval.
Divisional Courses		1		2			3				COI final approval.
New Majors/Minors		1	Copies of Request to Associate Dean	2			3	4	5		Registrar's Office requires notification.
Change in requirements for major and for minor		1		2			3 - If changes to the culminating experience activity for the major				Registrar's Office requires notification from Divisional Councils if proposal does not go to COI.
Special Majors/Minors	1			2							Registrar's Office requires notification from Divisional Councils.
Removal of an existing major or minor		1	Copies of Request to Associate Dean	2			3	4	5		Opposite of addition
Major or minor name change		1	Copies of Request to Associate Dean	2			3	4	5		Opposite of addition
Removal of an existing department or program		1	2	3			4	5	6	7	Registrar's Office requires notification.
Department or program name change		1	2	3			4	5	6		Registrar's Office requires notification.
New Exchange programs		1		2		3		4	5		Registrar's Office requires notification.
New Interdisciplinary Programs		1	Copies of Request to Associate Dean	2			3	4		5	Registrar's Office requires notification.
New entities that exist outside normal department or program structure.	1			2			3	4	5		Registrar's Office requires notification.
Three- Year New Program Reviews				1			2	3	4		Registrar's Office requires notification.
Five-Year New Program Reviews				1			2	3		4	Registrar's Office requires notification.
New FSP/LSA		1		2		3	4 - Only if world culture or distributive require approval	5	6		Registrar's Office requires notification.
Addition of a new course for FSP/LSA	1	2		3		4	5				Registrar's Office requires notification.
Change in requirements for FSP/LSA		1		2		3	4				Registrar's Office requires notification.
Masters or PhD Programs		1		2 - Council on Graduate Studies approves before sending to COP				3		4	Registrar's Office requires notification.