This is a version of the “Curricular Guidelines at a Glance” developed by the Office of the Registrar to accompany DCARS - Dartmouth Course Approval Routing System. It therefore represents only those actions which may be taken within DCARS. Please refer to the full “Curricular Guidelines at a Glance” for all other curricular guidelines.

**New Course Proposals**

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

Faculty/Administrator submits New Special Topics Proposal in DCARS

Registrar Confirmer confirms Course Number

Department/Program Chair Approval

Divisional Council Approval

COI Approval (if World Culture and/or Distributive requirements are requested)

Banner

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

Faculty/Administrator submits New Special Topics Proposal in DCARS

Registrar Confirmer confirms Course Number

Department/Program Chair Approval

Registrar/COI Chair Approval

Banner

**Updates to Existing Courses**

**Update Course Title or Description**

Faculty/Administrator submits updated course title or description in DCARS

Department/Program Chair Approval

Registrar/COI Chair Approval

Banner

**Update World Culture and/or Distributive requirements for a Regular Course**

Faculty/Administrator submits updated World Culture and/or Distributive requirements in DCARS

Department/Program Chair Approval

COI Approval

Banner

**Update World Culture and/or Distributive requirements for a Special Topics Course**

Faculty/Administrator submits updated course title or description in DCARS

Department/Program Chair Approval

Registrar/COI Chair Approval

Banner

**Update Prerequisites**

Faculty/Administrator submits updated prerequisites in DCARS

Department/Program Chair Approval

Divisional Council Approval

Registrar/COI Chair Approval

Banner

**Update Course Number**

Faculty/Administrator submits updated course number in DCARS

Registrar Confirmer Approval

Department/Program Chair Approval

Registrar/COI Chair Approval

Banner

**Cross-listing**

**Addition of a New Cross-listing: Both courses in single division**

All courses to be cross-listed must be approved before beginning the cross-listing process.

Faculty/Administrator submits cross-listing request in DCARS

Department/Program Chair 1 Approval

Associate Dean Approval

Banner

(Each Department/Program Chair involved approves the cross-listing)

**Addition of a New Cross-listing: Multiple divisions**

All courses to be cross-listed must be approved before beginning the cross-listing process.

Faculty/Administrator submits cross-listing request in DCARS

Department/Program Chair 1 Approval

Associate Dean 1 Approval

Banner

Department/Program Chair 2 Approval

Associate Dean 2 Approval

Banner

(Each Department/Program Chair involved approves the cross-listing)