New Special topics course where a course rubric is already approved by Divisional Council

General Education Requirements (Distributive and/or World Culture requirements). Request for new or continuing courses to be classified under one or more of these headings

Change in course title or course description

Change in prerequisites

Change in course number(s)

If the course includes a request for a new, a change, or an additional distributive and/or world culture requirement. (COI has access to approvals)

Registrar reviews course number

Inform Registrar’s Office

Final approval when a course meets a certain condition

Final Approval unless has condition

Use Dartmouth Course Approval Routing System when applicable

Key
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<td>Cross-Listing Course(s)</td>
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<td>College Courses-College Course steering Committee (CCSC)</td>
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<td>Addition of a new FSP/LSA course</td>
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<td>Approval of a course with a travel component (that extends beyond the end of the term)</td>
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**Key**
- Inform Registrar’s Office
- Final approval when a course meets a certain condition
- Final Approval unless has condition
- Use Dartmouth Course Approval Routing System when applicable

**If it includes a request for distributive and/or world culture requirements**

**CCSC approves before it sends to COI in DCARS**

**Institute for Writing and Rhetoric approves before sending to the Registrar**

**If the course includes a request for a new, a change, or an additional distributive and/or world culture requirement.**
These Curricular Guidelines 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 A&S Faculty is the Dean of the Faculty. She or he 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” (OFDC 2020, pg. 15). Any curricular change that has a budgetary impact requires final approval from the Dean of Faculty to identify appropriate sources of funding.” Changes may not go into effect or be included in the ORC/Catalog until final approval is granted.