

DCARS – Dartmouth Course Approval Routing System: Course Approval Flow

This is a subset of the Curricular Guidelines that addresses changes to courses in DCARS only. See the [Curricular Guidelines](#) for all other curricular changes.

New Course Proposals

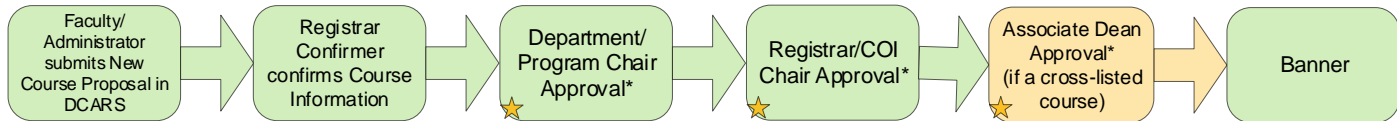
New Course Proposal



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



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



★ * For cross-listed courses: Each department/program Chair and Associate Dean involved approves.

Updates to Existing Courses (For cross-listed courses the department/program that owns the course initiates the course update, except for “Remove from Cross-List.”)

All Courses: Update Course Title, Description, or Course Number

Or Special Topics Course: Update World Culture and/or Distributive requirements



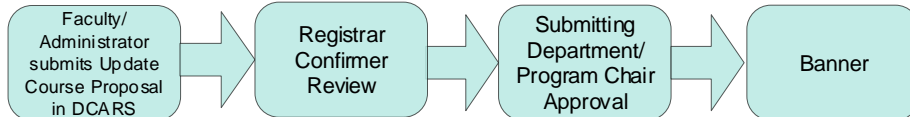
Regular Course: Update World Culture and/or Distributive requirements



All Courses: Update Prerequisites



All Courses: Remove from Cross-List



Other department/program Chair(s) are notified

★ * For cross-listed courses: The Chair and Divisional Council at the department/program that owns the course approves. Other department/program Chair(s) and Divisional Council(s) are notified.

Key

New Course Proposal

Update Course Proposal

Additional approval when a course meets a certain condition