

FACULTY QUICK GUIDE

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❖ How do I propose a new course?

- Departments/Programs submit all new UG courses for approval in [DCARS](#).
 - Your department/administrator may assist with submitting your course proposal(s).
 - All new undergraduate courses must be fully approved in DCARS before they may be listed in the department/program's Timetable Editor for publication.

❖ How do I make edits to the title, description, attribute(s), and/or prerequisite(s) of a course?

- Edits to existing courses, such as a course number or title change, are submitted via an *Update Course* proposal in DCARS.

❖ Can I make edits to a course once it's been published on the Timetable?

- Once courses are published on the Timetable of Class Meetings, the department/program may not make changes to the section's course information, including time changes, title, course description, prerequisites, and/or course attributes. These changes may negatively impact students' schedules.

❖ May I simply add a student to my course on Canvas?

- Students register for courses in Banner, *not* Canvas. Canvas is updated from Banner frequently, and students will automatically be added to the Canvas site after they register in Banner.
 - Among other important reasons, students need to be officially registered in Banner for instructors to grade them at the end of the term.

❖ What is the process for an Undergraduate to enroll in my Graduate level course?

- If the course is an Arts & Sciences course:
 - Instructors, or their proxy, assign an Instructor Permission override to the student to allow the student to register for the Arts & Sciences graduate course through Banner.
- If the course is a non-Arts & Sciences course:
 - Undergraduate students who wish to enroll in a graduate level course not in the Arts & Sciences (e.g. QBS program) *cannot* register for the course at the graduate level. They may only register for an approved Undergraduate course that is cross-listed with a Graduate non-Arts & Sciences course.

❖ What is the grading scale for undergraduates, including those enrolled in a graduate level course?

- Undergraduate students must be graded with a letter grade. See [Scholarship Ratings](#) in the ORC/Catalog.

❖ **How do course priorities work during registration?**

- [Course priorities](#) only operate during course election. If more students elected a course than there are seats available, the priority listing is used to determine the order in which students are enrolled in the course. Departments/programs determine the priorities for their courses.

❖ **My course has met its enrollment limit. How may I control who registers for any spots that become available?**

- Ask your department/program administrator to add Instructor Permission (IP) to the course. You, or your department/program administrator, may then grant individual students [IP overrides](#) to allow them to register for the course.

❖ **How do I create a waitlist for my course?**

- The Registrar's Office does not generate or manage course waitlists; it is up to the instructor and/or department/program to determine if they want to establish waitlists.
- The Registrar's Office does, however, generate "bounce lists" after the [course election](#) period which includes the students that elected the course during the course election period and were not enrolled. Bounce lists are not waitlists. However, instructors may decide to use the bounce list in combination with Instructor Permission (IP) on a course to help establish a waitlist.

❖ **When is the last day I may schedule a major quiz or exam?**

- The deadline for the last day for a major quiz or hour exam, is found in the [Term Calendars](#) on our website.

❖ **Can I change the meeting time of my final exam?**

- Final exam dates and times may *not* be changed.

❖ **When are grades due? Are grading deadlines firm?**

- Grades *must* be submitted on time, by the given deadline, including grades for undergraduates in graduate level courses.
- Our office emails specific grading deadlines to departments/programs each term. For general grading deadlines please see the [Final Grade and Transcripts Schedule](#).
- Senior grades have an especially short turn-around time and *must* be submitted by the given deadline (so consider this when designing final exam.)

❖ **How do I assign a student an "Incomplete"?**

- An "[Incomplete](#)" may only be issued with permission of the Undergraduate Dean's Office, and it must be issued before the end of final exams.
- A student may not complete any coursework after the term has ended, except in the case of an [incomplete](#).

❖ **When would a citation grade be appropriate?**

- Faculty members should note the guideline for citations as stated in the [ORC/Catalog](#), "*Citations are designed to procure an official record of information about undergraduates who have made particularly favorable impressions on members of the faculty because of their unusual talents, dependability, initiative, resourcefulness, or other meritorious characteristics that are not indicated adequately by academic grades.*"
- Per Dartmouth Center for the Advancement of Learning's [teaching guidelines](#), "*Faculty should take care not to reveal inappropriate information about a student. In addition to information that is legally prohibited (e.g., information concerning disabilities and/or health status), faculty should not reveal information that reflects poorly on the student, even if the information is provided as background to a commendation.*"