

The Arts & Sciences Registrar's Office Faculty Guide

Academic Year 2026-2027

This guide is available online at
https://registrar.dartmouth.edu/sites/registrar/files/2026-08/faculty_guide.pdf

DARTMOUTH

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Introduction

The Arts & Sciences Registrar's Office maintains students' permanent academic record and provides services for students and faculty members at Dartmouth in the areas of academic policy, enrollment, and course information. This is an office of the [Division of Undergraduate Education](#) in the School of Arts and Sciences. The Arts & Sciences Registrar's Office coordinates activities which include but are not limited to course registration; enrollment patterns (D-Plans); assignment of classrooms; records maintenance of courses offered and grades awarded; certification of students for graduation; and maintenance, protection and release of academic records. The office certifies student enrollments, their degrees awarded, and their academic eligibility to various governmental, public, private, and academic agencies. These agencies include, but are not limited to, the Veterans Administration and the National Student Clearinghouse as required by law and/or requested by students within the guidelines of the law. All release of student information is guided by the Family Educational Rights and Privacy Act of 1974 as Amended (FERPA).

Many academic services are available on the web via [DartHub](#) and [Banner](#). Faculty members often contact the office for clarification of policy, to assist with a student issue, or perhaps to help with a curricular change within their department or program. All are welcome, and we are committed to the principles of diversity and inclusion. We look forward to helping make your Dartmouth experience a good one.

All the best,

The Arts & Sciences Registrar's Office staff



Information Security and the Family Educational Rights and Privacy Act (FERPA)

FERPA Tutorial

FERPA is the set of Federal laws that address student record privacy and is the foundation for much of Dartmouth's student record and data policies.

Please take a few minutes to review a simple [FERPA tutorial](#) designed for Dartmouth which covers the basics of this student records law. It provides general guidance on what information you may or may not release, and to whom.

A very helpful [FERPA "Quick" Guide](#) is available for \$82/hardcopy or \$40/kindle edition if you wish to purchase one for your department/program. Dartmouth has also developed an [institutional-wide FERPA policy](#), available in the Policy Portal.

We encourage you and anyone in your department/program to contact Registrar@Dartmouth.edu anytime you have a question about the release of student information. Because technology makes more information accessible online, we face increased challenges to protect this information.

Email is not a secure method to transmit information. Grades, passwords, or confidential information sent by email can be compromised, and we advise everyone with access to this information to not send it over our email system whenever possible. Use *Banner* to enter student grades.

Requests for Student Enrollment/Degree Data

The Arts & Sciences Registrar's Office provides degree and enrollment verification and transcript services to students and third parties through our authorized vendors. If you or anyone in your Department/Program receive a request from a student or third party, such as an employment screening company or potential employer, that asks you to provide the majors, minors, grades, or other academic records for current or former students, direct them to the Arts & Sciences Registrar's Office for assistance.

As major/minor GPA calculation processes vary by department/program, students will need to work directly with your department/program to obtain this information.



Banner

Banner is Dartmouth's system of record for student data (also referred to as a student information system or SIS) where you view official class rosters, enter final grades, provide permission/overrides, and more. Your main interface for these tools is in the menu-driven [“Dartmouth College Student Information System” website](#).

Access to Banner

Faculty members have general access to *Banner* if they have an undergraduate course assignment between spring term of the prior academic year and spring term of the next academic year.

For a new faculty member to gain access to *Banner* as a Faculty Advisor, they must have completed the Human Resources hiring procedures, been entered in *Banner* as an instructor, and been given the advisor attribute in the fall term of the current academic year by Pre-Major Advising.

If you are unable to gain access to *Banner*, it is likely due to hiring processes that the department/program, the Dean of Faculty Office, or Human Resources have not yet completed.

Tools and Reports Available through Banner

Guides are on the Registrar's website that describe how to use available tools. They include Guides on how to use:

Textbook Tools

Federal law mandates that the price and ISBN of all textbooks assigned for a course be published at the time of registration. It is at the discretion of your department/program to decide whether individual faculty members or your administrator enter the textbook information. Therefore, you should check with your Chair and administrator to determine your department/program's policy.

See [instructions on how to enter textbook information](#) in *Banner*.

Online Grading Tool

As a faculty member, you have the ability to enter final grades for your courses. The Arts & Sciences Registrar's Office sends departments/programs a notification every term with the dates that grades are due. It is extremely important that you submit your grades on time, especially for seniors in spring term. A [Grading and Transcript Production Schedule](#) is available on the Arts & Sciences Registrar's Office website.

For additional information, see the section within this guide on *Final Grades* (page 11). See [instructions for entering grades online](#) into *Banner*.

Course Assessment Reports

The Arts & Sciences Registrar's Office administers the termly course assessment process. Course assessment reports allow faculty members to develop professionally as teachers. Dartmouth's course assessments have a high focus on student engagement to help promote successful learning and teaching. Faculty members use course assessment reports to review student engagement and adjust how they perform as an instructor.

More [information on course assessment](#) is on our website. Contact the Arts & Sciences Registrar's Office if you require assistance accessing or interpreting course assessment reports.



Class Rosters and Bounce Lists

All your class rosters and “bounce lists” (oversubscription lists) for courses you teach each term are available for review in *Banner*. Bounce lists are only available for courses that were oversubscribed during course election.

If you or your department/program decides to keep a waitlist, these are managed on an individual basis by departments/programs, not centrally by the Registrar. Check with your Chair to determine whether your department/program administers wait lists. For additional information, see the section in this guide on *Course Election/Registration* (page 9).

Majors, Minors, and Academic Progress Advising

DartWorks for Faculty Members

DartWorks is a web-based application that assists students and advisors as they plan the student's academic program at Dartmouth. It works in tandem with *Banner* and updates nightly in most cases. *DartWorks* consists of three components:

- *Degree Audit* to help students and advisors monitor student progress toward completion of their requirements and is currently programmed to include most majors and some minors. Please visit the [DartWorks Unsupported Majors](#) page to view a list of majors not currently included in the *DartWorks Degree Audit*.
 - Departments/programs may occasionally wish to grant exceptions to major requirements for students. To request that these exceptions be recorded in the DartWorks Degree Audit, send an email to Registrar@Dartmouth.edu. Exceptions to the culminating experience must be approved by the Committee on Instruction.
- *Planner* for students to plan their major/minor program with the help of a faculty advisor. Students can also create multiple plans for a variety of other purposes such as course preparation for a particular graduate program, fulfillment of general education requirements, or a comprehensive plan of their entire Dartmouth career.
- *Dashboard* for students to submit their major/minor declaration request for review and approval by faculty advisors and department/program administrators. The chair decides how the department/program administers this task since it varies among departments and programs. See the [DartWorks Guides](#) on our website for more information.

Major/Minor Declaration

Policy

Faculty legislation requires students to declare a major by the end of their fifth term in residence. Most students declare their major during the winter term of their second year. They must declare a major by the second Thursday of spring term.

Seniors may change their major until the end of the first week of their last term in residence. Seniors who wish to declare or change a major beyond this date must petition the Registrar with support from their Chair.

Students who have declared more than one major may drop a major anytime, which includes the last



days of the term preceding graduation.

Students who wish to elect a minor must do so by the end of the first week of the last term in residence prior to graduation. Again, seniors who wish to declare or change a minor beyond this date must petition the Registrar with support from their Chair. Students must have a major declared before submitting a minor declaration.

Process

Students create an academic plan for their proposed major/minor with the *DartWorks Planner* and then initiate a declaration request in their *DartWorks Dashboard* that includes this academic plan. Faculty advisors then use the *DartWorks Faculty Advisor Dashboard* to review and either approve or deny/unlock students' major/minor declaration requests. The major/minor declaration process was designed to be flexible since each department/program has their own internal procedure for approvals, therefore check with your Chair to confirm how your department/program approves majors and minors.

Modified Majors

Chairs, or their designees, partner with the Registrar to approve modified majors. Students submit through *DartWorks* a rationale for the modified major for approval of one or both departments/programs (as needed). See the section in the *ORC/Catalog* on "[Modified Majors](#)" for information on the required courses and department/program approvals needed for each type of modified major.

The Registrar reviews the rationale to ensure that it constitutes a unified and coherent whole major as required by faculty legislation.

Multiple Majors

Many students major in two or more separate fields, often quite dissimilar, for instance, Theater and Government. To do so, the student must submit separate major plans to each department or program, approved by all Chairs. Multiple majors may not be within the same department or program except when a department/program offers separate and dissimilar majors. (E.g., Astronomy and Physics, French and Italian, and Spanish and Portuguese). The culminating experience must be satisfied for all majors. In designing a multiple major program, it is not possible to use any individual course as part of more than a single major (although a course may be part of one major and prerequisite to the other, or prerequisite to each major). See the Registrar's [website](#) for detailed instructions on procedures. The regulation concerning the deadline for making a change of major (or type of major) is not intended to keep a student who has been carrying a multiple major from dropping one or more majors in the last days of the term preceding graduation.

NOTE: Faculty policy sets limitations on which combinations of majors, minors, and modifiers a student may declare. Students and departments/programs are responsible for ensuring that invalid major combinations are not approved within the same department/program and not rely on *DartWorks* to identify all conflicting majors. More information on these limitations may be found on the [Registrar's website](#).

Faculty Vote for Committee Membership

The Arts & Sciences Registrar's Office administers the Faculty Balloting process. All eligible faculty members vote for various committee memberships every winter and summer term for the upcoming academic year. Per the [Organization of the Faculty of Arts and Sciences of Dartmouth College \(OFASDC\)](#) and the [Organization of the General Faculty of Dartmouth College \(OGFDC\)](#), faculty



members eligible to vote include: all members of the departments/programs and other instructional programs of the Faculty holding appointments as Professor, Associate Professor, Assistant Professor, Instructor (contingency appointments), Research Professor, Research Associate Professor, or Research Assistant Professor. The privilege of voting in the meetings of the Faculty and in the preferential ballots becomes effective upon appointment to the Faculty.

All eligible faculty members vote for various committee memberships every winter term and for Title IX Council representation every summer term for the upcoming academic year.

Pre-Matriculation Credit

In accordance with faculty legislation as outlined in the *ORC/Catalog*, Dartmouth grants entering students *credit on entrance* for some AP, British A-Level, and IB examinations, as well as exemptions and placement in some subject areas. Credit on entrance appears on the Dartmouth transcript; however, it does not count towards the 35 credits students need to graduate.

See the Arts & Sciences Registrar's Office website for more information on [pre-matriculation credit](#), which includes additional credit type definitions as well as department/program guidelines. The Undergraduate Dean's Office organizes placement examinations that occur during orientation, while the Arts & Sciences Registrar's Office administers the credits. For questions about the tool used to enter credit, or general questions about pre-matriculation credit, contact the [Registrar's Office](#).

Relinquishment of Pre-Matriculation Credit

If a student feels that they are not prepared to take a course they placed into based on the articulation of their pre-matriculation credits and/or placement tests they may wish to discuss their placement with a faculty advisor. If it is determined that it is in the best interest of the student to relinquish their pre-matriculation credit, the student must send written approval from the faculty advisor or department/program administrator in the department/program that awarded the credit. The written approval must request that the student's pre-matriculation credit be relinquished.

[See our website](#) for more information, which includes a list of courses a student may relinquish their pre-matriculation credit without prior approval from a faculty advisor or the department/program administrator.

Transfer of Credit

The Arts & Sciences Registrar's Office supports transfer students and students who participate in a transfer term (Dartmouth students studying away on a non-Dartmouth supported program). The Guarini Institute administers all Dartmouth sponsored programs, such as LSA's and FSP's. Both offices support Exchange Programs; students apply for an Exchange Program through the Guarini Institute, and they have their courses approved for transfer through the Arts & Sciences Registrar's Office.

The Arts & Sciences Registrar's Office works closely with the Committee on Instruction (COI) to administer transfer term applications. Typically, it is either the Chair, a Vice Chair, or a departmentally-appointed faculty advisor that signs transfer credit approval forms for students seeking to submit an application for a transfer term.



See our website for additional [details on transfer terms](#), deadlines, application materials, and study away.

Note that credit earned on an [Exchange Program](#) is also viewed as transfer credit, and each course is approved individually in many cases. The course grades are not computed in the student's GPA, unlike course credit earned in an LSA or FSP.

Courses & Curriculum

Course Setup

Organization, Regulations, and Courses (ORC/Catalog)

The [ORC/Catalog](#) is the primary academic document of the College. It is the source of undergraduate Arts and Sciences regulations and course information for the academic year and is published online each year in late August or early September. Each department/program lists their active faculty members, their major/minor and honors requirements, and their courses to be offered for the upcoming two years. Students follow the regulations and requirements in the [ORC/Catalog](#) for the year they matriculate. **Once published, there are no changes made to the ORC/Catalog.**

In addition to the *ORC/Catalog*, the Arts & Sciences Registrar's Office publishes the [ORC/Catalog New Course Supplement](#). New Courses approved throughout the year after *ORC/Catalog* publication are listed in the Supplement.

Dartmouth Course Approval Routing System (DCARS)

The [Dartmouth Course Approval Routing System \(DCARS\)](#) is the online tool departments/programs use to propose a new course or to update an existing course (updates include a change in title, description, distributives, world culture or LRP designations, and/or cross-listings). Additional information about [DCARS](#) is on the Registrar website.

Courses@Dartmouth

[Courses@Dartmouth](#) is the source of up-to-date course information that students utilize to register for courses each term. This is a searchable, public view available to all.

Faculty may also utilize the [Course Timetable Dashboard](#) report in the Data Warehouse (IRA) to view all courses for current and historical terms. Faculty and staff may filter the courses displayed on this report to fit their needs.

Departments/programs enter course data into a tool called the *Timetable Editor*, which feeds into Courses@Dartmouth each term. Typically, your department/program administrator will collect and edit the department/program's course information in the *Timetable Editor*. Your administrator will also add data such as the time the course is offered, priorities for limited enrollment courses (if any), final examination information, median grade information, room preferences, textbook information, and learning objectives.

Departments/programs may make changes to the *Timetable Editor* up until noon on the day before the *courses for the term are published to Courses@Dartmouth*. Check with your Chair and Administrator to verify how your department/program administers courses to be offered each term.

The following are included for each course on Courses@Dartmouth:

- **Distributive, World Culture, or Language Requirement Designation (if any):** Courses that fulfill one or more of these requirements will be tagged in the *ORC/Catalog* and in



Courses@Dartmouth (which is the definitive listing). For more information, see the [Requirements for the Degree of Bachelor of Arts](#) section in the *ORC/Catalog*.

The Committee on Instruction (COI) permits a department/program to add a **new** distributive, world culture, or language requirement designation to a course during the term a course is taught, but it is **not** possible to change a distributive, world culture, or language requirement designation once a course has been published to Courses@Dartmouth.

- **Class Time Period:** See the [Dartmouth Class Schedule](#) effective fall 2022 for details.

Once a course has been published in the Timetable of Class Meetings, the time period cannot be changed. In exceptional circumstances, ask your chair to write directly to José Sinclair at Jose.Sinclair@Dartmouth.edu.)

- **Instructor Permission (IP) and other *Banner* overrides:** You may wish to restrict access to your courses, in consultation with your Chair, by requiring students to seek instructor permission to enroll. To do this, your department/program administrator may indicate instructor permission required in the *Timetable Editor* during the timetable-building period for each term, or they may use the *IP Manager Tool* in *Banner* after the course election period. You, your department/program Chair, or their proxies may grant course permissions (overrides) in *Banner* based on the type of restriction placed on the course and the student request. There are three different types of restrictions that your department/program may place on courses: Instructor Permission (IP), Prerequisites, or an Enrollment Limit.

It is important to note that departments/programs grant permission only. Students register for courses. Therefore, even if you grant permission, it does not mean that the student is registered; they still must take action in Courses@Dartmouth. A faculty member does not register a student for a course.

Note: Adding a student directly to Canvas does not constitute registering the student in the course nor does it grant an override for the student to add the course.

- **Enrollment Report:** To view a list of any overrides that you have issued to students, go to *Course Override Report* on your *Banner* menu. The Arts & Sciences Registrar's Office has provided department/program chairs and administrators access to a new report that provides the enrollment limit for classes, the five-year average enrollment, classroom size limit, and the number of available seats within the assigned classroom, if any. See the Registrar Office website for more [information on Permissions/Overrides](#).
- **Enrollment limit:** Faculty members who wish to issue enrollment limit overrides for a course may do so by using the Faculty and Advisor menu in *Banner*. You will want to discuss this with your Chair, who will seek permission from an Associate Dean. Be sure to check with your Chair before you attempt to manage any course enrollment limits. Please note that from the initial publishing of the Timetable through the end of Course Election, a course may have *either* an enrollment limit *or* instructor permission assigned to a course. A single course may not have both.
- **Priorities:** Check with your Chair to verify how your department/program manages course enrollment priorities during the course election period. Priorities determine the order in which students enroll in limited enrollment courses *if the course is oversubscribed during course election*. Note that priorities *have no effect* if the course is not oversubscribed or after course election has ended. Priority options include:
 - Senior majors, minors, and modified majors (all together, or each population singularly)



- Other seniors (includes MALS and other graduate students)
- Junior majors, minors, and modified majors (all together, or each population singularly)
- Other juniors
- Sophomores
- First-Year students
- Random

For example, an advanced course might give priority to majors/minors, and then to non-majors/minors according to class. (Instructors may not select first-come first-served as a priority since it does not exist as an option.) After course election, instructors may allow additional students to enroll in an oversubscribed course by assigning an enrollment override using *Banner*. As a reminder, the override does not place the student into the course; rather it permits the student to register.

- **Prerequisites:** Prerequisites are listed in the [ORC/Catalog](#) and in Courses@Dartmouth. For departments that participate in automated prerequisite checking, many courses at Dartmouth simply indicate which course(s) a student must have passed or have earned a pre-matriculation credit/exemption before they may enroll. Others are checked by the *Banner* system and students receive an error message if they attempt to gain entry without the prerequisite. See the list of [departments/programs who use the *Banner* prerequisite checking](#).

Course Election/Registration

Course Registration Guides

Please see the [Course Registration Guides](#) on our website for details on the course registration process, entering/continuing student procedures, and dates.

Course Registration Schedules

See Appendix A for a graphic that outlines term-to-term course registration periods for winter, spring, and summer terms. For fall term, first-year course election and registration periods for incoming students follow a slightly different timeline than those for continuing students (see appendixes B and C). [Registration Schedules](#) are available on the Registrar website.

Additional Sections Based on Oversubscription Reports

After course election and before students may view their schedules, the Arts & Sciences Registrar's Office provides Department/Program Chairs and Administrators reports that show, among other details, any courses or sections where the demand was higher than the enrollment limit. Departments/programs may use these reports to accommodate demand before students are enrolled. They may raise the course limit to allow more students access or perhaps add a new section of a course before the course adjustment period opens. Departments/programs may not request that specific students gain entry, however students in certain categories may be placed in a course before others when appropriate, such as majors. We provide similar data to the Associate Deans.

Issuing Electronic Permissions/Overrides

Students register for all courses via *Banner*. Instructors, Chairs, or their proxies grant course permissions (overrides) via *Banner*. As Chair, you have access to grant overrides to all courses within your department/program. If you wish, you may grant proxy access to an administrator in your



department/program. It is important to note that department/programs grant permission only, while students register for courses. What that means is that even if you grant permission, it does not mean that the student is registered; they must still take action in Courses@Dartmouth.

For more details on how to issue a permission with *Banner*, see the [Faculty Reference Guide: Creating an Override](#).

In addition, when students register through *Banner* the system will add them automatically to the appropriate *Canvas* site.

Canvas Access

Canvas is Dartmouth's learning management system. It is administered by Information Technology Services, and questions about support should be directed to Learning.Design.Tech@dartmouth.edu or online via [CANVAS Support](#). When students register through *Banner*, the system will add them automatically to the appropriate *Canvas* site.

Please do not add a student manually to your Canvas site unless they are [auditing](#) the course. Adding a student in Canvas does not constitute official enrollment in the course.

Students who do not register for a course in the appropriate manner or time period go through a petition process to add the course in *Banner*. Both students and faculty members may also experience issues with delays in grade submissions.

It is important that faculty members be clear with students that they register for courses in *Banner*. After they register, the system will automatically give them appropriate *Canvas* access.

Low and High Enrollment Courses

On the third day of each term, the Arts & Sciences Registrar's Office provides the associate deans with a list of courses with enrollments of five or fewer students to determine which courses may be cancelled per College policy. If your course has low enrollment, discuss this with your Chair. They also receive a report that indicates any high enrollment courses. You and your Dean may also wish to discuss these courses.

Classroom Scheduling

Faculty members are encouraged to indicate their classroom preference to their administrator when they submit their Timetable information each term, ensuring that room requests are updated to reflect current enrollment limits and building availability. To request specific technology needs, send a request to Classroom.technology.services@dartmouth.edu which is a department in Information Technology and Consulting (ITC).

Faculty and/or Department/Program Administrators may submit requests for ad-hoc reservations by emailing Registrar@dartmouth.edu.

Final Examinations

Final Examination Scheduling

Faculty members provide final examination needs to their department/program administrator as part of the Timetable process each term. Departments/programs will have permanent access to the Final Exam Spreadsheet (Public) folder, which will contain an editable spreadsheet for several weeks in the prior term.

All regularly scheduled final examinations occur at the time specified in the announced examination



schedule, which appears in the [Calendars Section](#) of our website. Please note per faculty legislation, the final examination schedule may not be changed after it is published.

The Arts & Sciences Registrar's Office typically assigns examinations to the regular classroom in which the course meets during the term unless the department/program requests a larger room or a specific location. A complete list of courses scheduled to hold final exams and their assigned exam dates and times are published on the Registrar's website around week 10 of the prior term. This schedule will be updated to include exam room assignments around week 3 of the term. If an individual student requires extra time or a separate room due to a disability, or has a schedule conflict with other exams, work with your department/program administrator to address classroom scheduling needs. Contact Student Accessibility Services for information on any testing accommodations you may require.

Final Grades

The timely submission of final grades is **imperative** for students to ensure that they can access and release their academic transcripts. Students need their transcripts for jobs, internships, and graduate school applications. In addition, the Undergraduate Deans Office needs final grades to proceed with academic actions. Final grades determine honors and allow us to confer degrees.

Since Dartmouth includes median grades on the transcript, it is particularly important to receive **all** students' grades by the due dates as one missing grade can impact our ability to produce transcripts for all students. In spring term, when there is a very short time between the end of term and the graduating senior grade due date/time, it is imperative that final grades be submitted on time. If not, it can impact a student's ability to graduate and/or their honors standing.

Error! Bookmark not defined. See [instructions for entering grades online](#) into *Banner*.

IMPORTANT: Changes to Banner Grading Expected for 2027 Winter Term

ITC has alerted our office that there will be changes to the online grading tool coming this year, targeted for the 2027 winter grading period. Training sessions will be offered to administrators and faculty as more details become available.

Citations

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. When entering grades, citation grades are indicated with an asterisk. A student with a citation for an A- grade would be recorded as "A-*" and a citation for that course would be available at the end of their transcript. Every term, instructors and Departments/Programs are expected to proof citations to ensure that the citations:

- are grammatically correct with no spelling errors
- are brief (100 words or less)
- do not reveal inappropriate information about a student
- do not reveal legally prohibited information (such as disability or health status)
- do not reveal information that reflects poorly on a student, even if background for a commendation



- do not include the student's name, as students sometimes adjust their name through Dartmouth's Chosen Name program.

More information on citations can be found in the [Scholarship Ratings](#) section of the *ORC/Catalog*.

Temporary Transcript Designations

Occasionally student circumstances may arise that require use of a temporary transcript designation (Incomplete, Ongoing, or Administrative Delay). The College uses these designations in specific circumstances until the instructor enters the grade for a student. The *ORC/Catalog* section on [Temporary Transcript Designations](#) outlines the specifics of each.

Please note that incompletes may only be granted with approval from the Dean of the College (all Deans in the Undergraduate Deans Office are qualified to act in the context of Incompletes), and it must be issued no later than the final day of the examination period. It is important that a faculty member not mistakenly allow a student to continue to work past the end of the final exam period and submit work late, or issue additional time without obtaining an Incomplete grade/extension in collaboration with the student and an undergraduate dean.

Grade Changes

Process

If you need to change a grade *prior* to grades being released on transcripts, due to a computational or clerical error, contact Registrar@Dartmouth.edu with the name and ID of the student, the course number, the former grade, the new grade, and a brief description of the reason for the change for our review.

After grades are released on transcripts, a request for change in grade requires a formal letter to the Registrar on department/program letterhead with the co-signature of both the instructor and Chair of the department/program. The letter must include an explanation for the request, the student's name, the course number and term offered, original grade, and new grade.

See the *ORC/Catalog* under [Final Grades](#) and note the following below:

1. The instructor must indicate one or more specific ways in which the student was done an injustice. A simple change of mind will not suffice.
2. It may not be made on the grounds of course work completed after the term in which the course was offered other than in the case of an official incomplete.

The instructor or chair may send the signed document as described above as an attachment to registrar@dartmouth.edu. Once received, the request will be forwarded for review.

Time Limits

- The student must initiate the appeal to the instructor, in writing, by the last day of the term following that in which the course was taken.
- Instructors submit requests for grade changes to the Registrar by the last day of the *second* term following the term in which the student took the course.
- Once a student has graduated, only the chair may initiate a grade change. It must be



submitted within one year of the student's graduation and only in the case of clerical, computational or other similar administrative error.

Course Assessment

Student View

Students complete course assessments at the end of each term. Students may not see their grades online until they assess all their eligible courses. As of summer 2015, students can view the responses to three student-initiated questions and a subset of course design and effectiveness questions, and faculty questions. Nearly every student has utilized the course assessment student view, especially during the course election period. For more information, see the [Faculty Guide to Student View FAQ](#).

Additional Department and program Questions (Optional)

Faculty members may request that up to five course-specific optional questions appear on their course assessment questionnaires for students to complete. The questions you provide will appear on the survey for the specified course and term only.

A reminder that only courses with enrollment of five or more students are available for instructors to view. Additionally, off-campus, independent study, honors, research, and thesis courses are not assessed.

Each term the Arts & Sciences Registrar's Office will send out a call for faculty optional questions with a link to a webform that the faculty member may complete. You have a chance to preview the questions before course assessment questionnaires are made available to students. Note that these questions will appear on all surveys for the course.

Faculty Opt-In

Students may view up to the last five years of course assessment responses to faculty members' courses, however it requires that Faculty members "opt in" for them to do so. Ordinarily, faculty members opt-in each May if they wish to allow students to view their course(s). However new faculty members may contact the Arts & Sciences Registrar's Office at any time if they wish to opt-in to course assessment since the default status for new faculty members is set to opt-out. Faculty members' opt-in status continues year-to-year until they change their status.

Faculty members enter grades for the term before they have access to completed assessments. See the [Course Assessment website](#) for the schedule of course assessments, a sample audit, and more information.

Additional information on course assessment is located on the [Dartmouth Center for the Advancement of Learning \(DCAL\)](#) website.

Data Requests

The Arts & Sciences Registrar's Office supports multiple reporting and research initiatives of the Dean of Faculty Division each year, providing data as needed to include historical academic records, enrollment data, and other student data. The office also provides many regularly scheduled reports, ensuring compliance with both federal laws and Dartmouth policies and guidelines as they pertain to confidentiality of student data.

Each department/program Chair and Administrator can access reports that provide commonly requested data for research and/or operations.



The Office does not provide data for student research projects or to other constituencies. Other sources of data include the [Office of Institutional Research \(OIR\)](#) website for public information about Dartmouth College and [Dartmouth Alumni Relations](#). Our services are limited to data provision only; the Office does not provide research or analytical services. Those services may be available from the [Office of Institutional Research](#) or the [Center for Program Design and Evaluation \(CPDE\)](#). See [Registrar data and reporting services](#) for more information.

Dartmouth's Data Governance Steering Committee has developed a campus wide form to handle all requests for structured Dartmouth data. For more information regarding Data Governance at Dartmouth visit the [Data Governance website](#). If you have a data/report request, you may submit it through Dartmouth's [Data Information Request form](#).

Support and Online Help

We have many online [Faculty guides](#) available on our website. Let us know if a guide on a particular topic would be helpful.

The Arts & Sciences Registrar's Office provides individual and group training to department/program administrators on many of the systems covered in this guide. If faculty are interested in attending any of the review sessions, email Registrar@dartmouth.edu. Training opportunities may be somewhat limited over the next academic year due to Registrar staff turnover.

Contact Information

Email: Registrar@dartmouth.edu

Phone: 603-646-2246

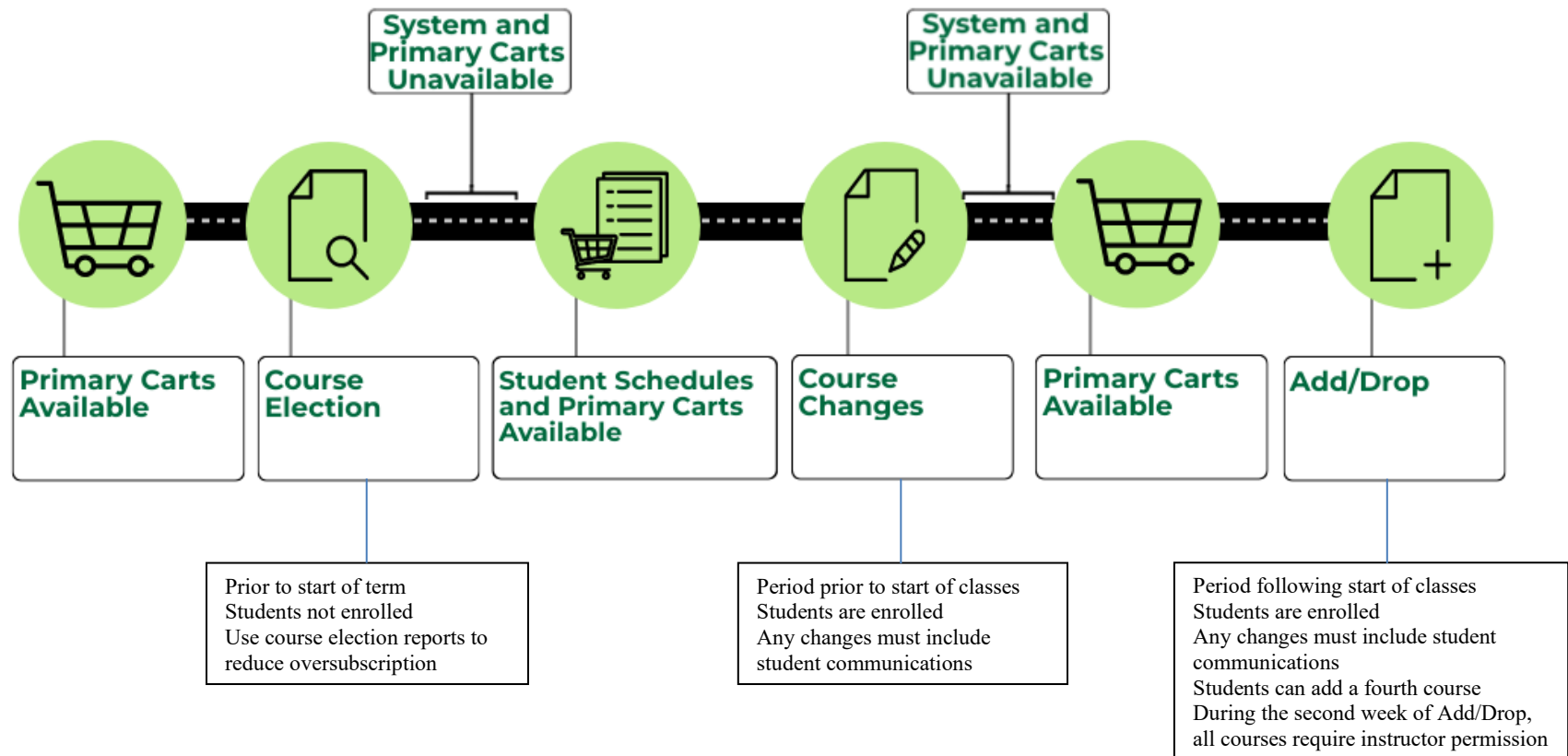
Note: We ask that for general questions that you email our office using the address above, and we will triage the question to the appropriate staff member.



Appendixes

Appendix A: Course Registration Schedule Graphic

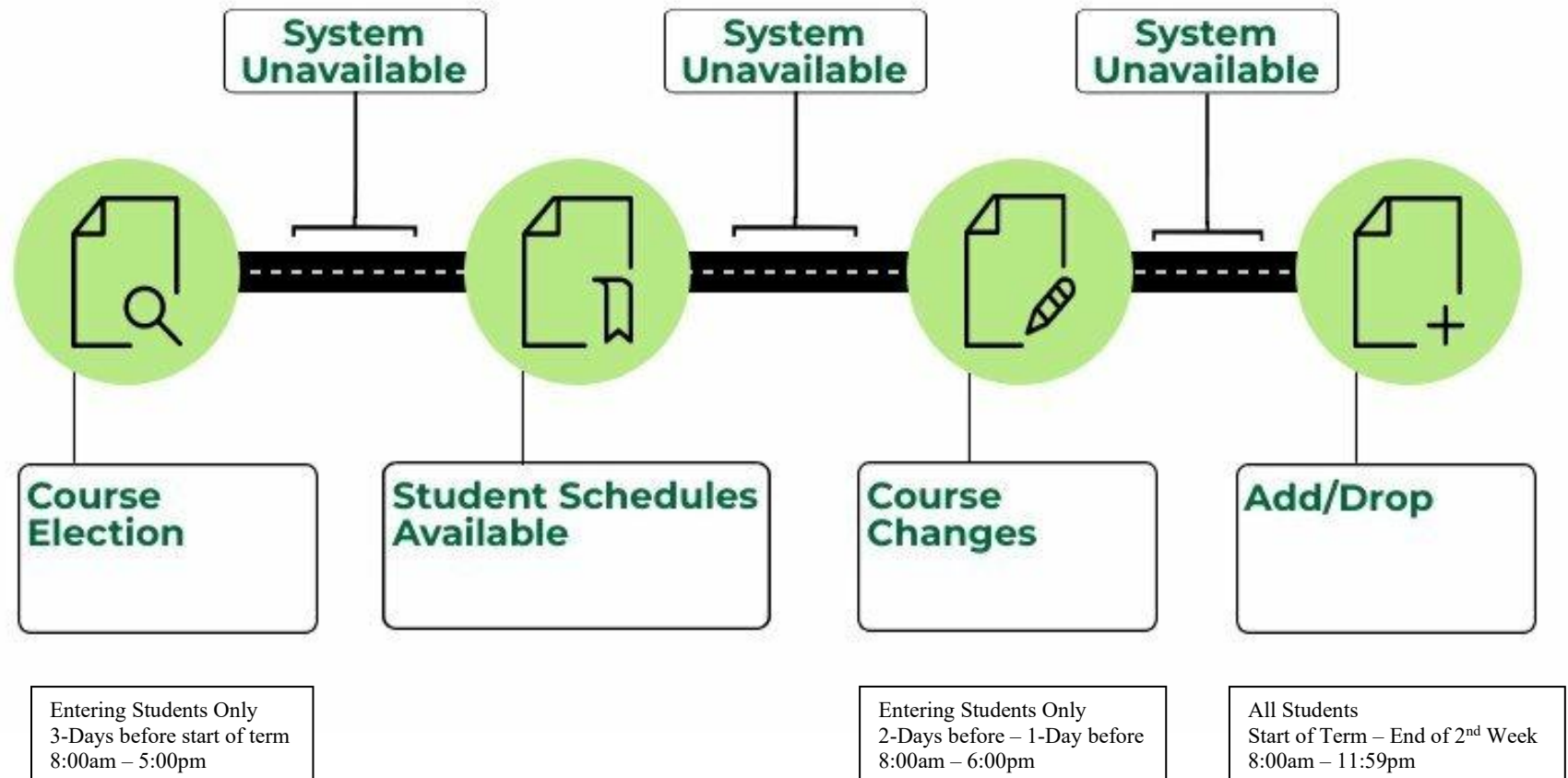
For summer, winter, and spring terms





Appendix B: First-Year Course Registration Schedule Graphic

For fall term





Appendix C: Returning Student Course Registration Schedule Graphic

For fall term

