Course of Study Committee Course Review

Course proposals are most successful in committee review if they are complete at the time of submission. Please keep the following in mind:

- The course description should be concise, written in present tense, and limited to 200 words, and in a single paragraph.
- The coursework table must be complete, with all graded assignments listed and grade percentages to total 100%. Click on the green "+" sign to add more lines to the table and include the approximate page count for all written work in the chart.
- Make sure graded coursework is due before the end of week seven. Allow time for grading before Friday of week seven.
- Request cross-listings, graduate course numbers, and distributional designations on the CIM form.
- For YC and GSAS linked courses, be sure to indicate how the coursework for undergraduate and graduate students will differ.
- Attach a provisional syllabus containing the course description and objectives, readings, assignments, and grading requirements.
- Instructors new to Yale College should attach a curriculum vitae.
- Provide a list of required course materials and principal readings organized by week or topic.
- Limit graded writing assignments to 20–25 pages, excluding informal assignments, such as weekly reading responses or creative writing assignments.

- Class participation should not exceed 20% of the final grade. A lecture may only include a participation grade if there are discussion sections linked to the lecture.

- A final examination should not weigh more than 50% of the student's final grade unless compelling reasons are provided by the instructor and accepted by the Committee.

- Senior essays and final projects may count for up to 50% of the final grade, as long as the assignment is divided into two or more graded components (e.g. outline, draft, bibliography, presentation). The Committee suggests making final projects worth 40% of the overall grade for all upper-level courses.

- All written assignments should specify approximate page counts to guide students effectively. Avoid wide page count ranges for clarity.