Dear DUSes, DUS Assistants, and Departmental Registrars,

The Course of Study Committee calendar of scheduled meetings and submission deadlines is provided below. Now is the time to begin conversations with faculty about new courses they plan to offer for academic year 2023-24 and to encourage them to propose these courses in CourseLeaf CIM.

- New course proposals for the spring 2023 term must be submitted by **October 24, 2022** to be available for offering before the opening of spring term registration.
- New course proposals for the fall 2023 term must submitted by **March 23, 2023** to be available for offering before Yale Course Search opens with fall course offerings.

Course proposals are most successful in committee review if they are complete at time of submission. Remember to:

- Fill in the Coursework table completely. Click on the green + sign to add more lines to the table. Include approximate page count for all written work in the chart.
- Make sure there is graded coursework due before the end of week seven. Allow time for grading before Friday of week seven.
- Request multiple-titles, graduate numbers, and distributional designations.
- Attach a provisional syllabus. The syllabus should include at minimum: course description and objectives, readings, assignments, and grading requirements.
- DUSes should respond to the two required questions about how the course fits into the curriculum of your department and Yale College. They are located at the bottom of the CIM form.
Proposed changes to the major and new certificate proposals should be sent to Alexander Rosas, the secretary for the Committee on Majors before the end of the fall term.

If you have questions about CIM or about submitting proposals to the Course of Study Committee, contact committee secretary, Beth Baumgartel.

Sincerely,

Beth Baumgartel
Assistant University Registrar

CSC Meeting Schedule – Fall 2022

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Submission Deadline</th>
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<tbody>
<tr>
<td>September 28</td>
<td>No course review</td>
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<tr>
<td>October 13</td>
<td>October 10</td>
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<td>October 27*</td>
<td>October 24</td>
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<td>November 10</td>
<td>November 6</td>
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<td>December 8</td>
<td>December 5</td>
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* All new course proposals for spring 2023 must be submitted by this date.

Contact the University Registrar's Office at registrar@yale.edu.
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