

**From:** [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)  
**To:** [Pullen, Chris](#)  
**Subject:** Fall 2023 Course of Study Committee Calendar and Deadlines  
**Date:** Monday, September 11, 2023 2:04:17 PM

# University Registrar's Office

Monday, September 11, 2023

## Fall 2023 Course of Study Committee Calendar and Deadlines

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 2024-25 and to encourage them to propose these courses in [CourseLeaf CIM](#).

- New course proposals for the spring 2024 term must be submitted by **October 20, 2023** to be available for offering before the opening of spring term registration.
- New course proposals for the fall 2024 term must be submitted by **March 2, 2024** to be available for offering before the opening of fall term registration.

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 [David Francis](#), 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  
Communications and Publications Manage

**CSC Meeting Schedule – Fall 2023**

Meeting Date	Submission Deadline
September 12	No course review
September 28	September 22
October 12	October 6
October 26	*October 20
November 16	November 10
November 30	November 24

\* All new course proposals for spring 2024 must be submitted by this date to be offered before the opening of spring-term registration.



Contact the [University Registrar's Office](#) at [registrar@yale.edu](mailto:registrar@yale.edu).  
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