

**From:** [University Registrar \(registrar@yale.edu\)](mailto:registrar@yale.edu)  
**To:**  
**Subject:** Fall 2024 Course of Study Committee Calendar and Deadlines  
**Date:** Monday, September 9, 2024 12:48:49 PM

# University Registrar's Office

Monday, September 9, 2024

## Fall 2024 Course of Study Committee Calendar and Deadlines

Dear DUSs, DUS Assistants, and Departmental Registrars,

The Course of Study Committee's [meeting schedule and list of submission deadlines](#) are available on the University Registrar's Office website. Now is the time to begin conversations with faculty about new courses they plan to offer for academic year 2025-26 and to encourage them to propose these courses in [CourseLeaf CIM](#).

- New course proposals for the spring 2025 term must be submitted by **October 24, 2024** to be available for offering before the opening of spring term registration.
- New course proposals for the fall 2025 term must be submitted by **March 20, 2025** 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. Provide justification for distributional designation requests.
- Attach a provisional syllabus. The syllabus should include at minimum: course description and objectives, readings, assignments, and grading requirements.
- DUSs 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, [Dawn Shirak](#).

Sincerely,

Dawn Shirak  
Secretary of the Course of Study Committee



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

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