

Suggestions for CSC Course Proposal 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 the present tense, and limited to 200 words in a single paragraph.
- The coursework table must be complete, ensuring all graded assignments are listed to total 100%. Click on the green + sign to add more lines to the table and include approximate page counts for all written work in the chart.
- Make sure graded coursework is due before the end of week seven to 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' work will differ.
- Attach a provisional syllabus containing course description and objectives, readings, assignments, and grading requirements.
- Instructors new to Yale College should include a curriculum vitae.
- Provide a list of required course materials and principle 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.
 - Yale College does not grade on attendance; please be sure any language refers to participation only.
- Final examinations should not account for more than 50% of the student's final grade unless compelling reasons are provided by the instructor and accepted by the Committee.
- Final essays/projects may typically count for up to 40% (sometimes 50%) of the final grade but should be divided into two or more graded components (e.g. outline, draft, bibliography, presentation).
- Written assignments should specify approximate page counts to guide students effectively. Avoid wide page count ranges.