

# CALENDAR FOR THE DUS

The dates in this calendar are approximate. The entries with asterisks refer to responsibilities of the DUS. The entries without asterisks refer to events and deadlines in the Yale College calendar in the YCPS.

## July

Fourth Week	*Correct and update course information for the fall term through CourseLeaf ( <a href="http://yalecollege.yale.edu/course-proposals-courseleaf-cim">http://yalecollege.yale.edu/course-proposals-courseleaf-cim</a> ). The deadline for changes to be included in OCI falls around August 26.
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## August

First Week	*If the department intends to give a first-year student placement examination at registration, complete remaining necessary arrangements.
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Second Week	*Send instructions to departmental advisers regarding fall-term registration and students' course programs.
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Fourth Week	Arrival of first-year students and opening of upperclass dormitories.
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\*Report to the Registrar's Office departmental clearance for seniors who submitted late essays during the summer or who otherwise over the summer completed the requirements of the major. Nominate to the Committee on Honors and Academic Standing students who completed major requirements over the summer who are eligible for Distinction in the Major. Do this as students qualify during the course of the year.

Fifth Week	*Placement examinations in certain departments.
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\*Departmental registration in certain first year courses.

\*Consult with students about their fall-term course schedules.

Fall-term classes begin.

\*Brief departmental faculty colleagues on academic regulations (grading system, reading period, final examination period, etc.) as they are explained in the Instructors' Handbook (<http://yalecollege.yale.edu/faculty-staff/faculty/handbook-instructors-undergraduates-yale-college>).

## September

First Week	*Supervise the organization of senior tutorials and senior essay program.
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Third Week	Students' fall-term schedules due.
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Deadline for seniors to apply for completion of degree requirements at the end of the fall term.

Fourth Week	*Organize departmental Student Advisory Committee.
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\*Begin planning new courses for the following academic year to be presented to the department and to the Course of Study Committee throughout the year.

## October

Third Week	*Correct and update course information for the spring term through CourseLeaf ( <a href="http://yalecollege.yale.edu/course-proposals-courseleaf-cim">http://yalecollege.yale.edu/course-proposals-courseleaf-cim</a> ). The deadline for changes to be included in OCI is the last day of the final examination period.
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October recess

Fourth Week	Midterm. (Last day for a student to withdraw from a fall-term course without the course appearing on the transcript. Deadline for applications for double credit in a single-credit course.)
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\*Begin recommending new courses to the Course of Study Committee for the following academic year, to be continued throughout the year, until April.

## November

First Week	*Remind seniors who are completing degree requirements at the end of the fall term of necessary deadlines, etc.
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Second Week	Last day for a student to convert from the Credit/D/Fail option in a fall-term course to a letter grade.
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Fourth Week	November recess
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\*Assign faculty readers for senior essays or projects for students completing degree requirements at the end of the fall term.

## December

First Week	Last day of classes in the fall term. (Last day for a student to withdraw from a fall-term course. Deadline for a member of the sophomore class in the third term of enrollment, with the permission of the DUS, to declare an intention to accelerate by using acceleration credits.) Reading period begins.
Second Week	*Departmental examination, if applicable, for seniors completing degree requirements at the end of the fall term. Final examinations begin.
Third Week	Final examinations end. Winter recess begins; undergraduate dormitories closed.
<b>January</b>	
Third Week	*Send instructions to departmental advisers concerning spring-term registration and students' course programs. *Consult with students about their spring-term schedules. Spring-term classes begin.
	*Submit Major Completion Forms to the Registrar's Office for students who completed degree requirements in the fall term. *Supervise the administration of senior tutorials and senior essays or projects.
Fourth Week	Students' spring-term course schedules due.
<b>February</b>	
First Week	*Recruit departmental advisers for following academic year.
Second Week	*Submit initial copy for the YCPS through CourseLeaf. Copy for the Calendar for the Opening Days of College for the coming academic year due in the Yale College Dean's Office, 102 SSS.
Third Week through Early May	*Submit updates to YCPS copy through CourseLeaf.
<b>March</b>	
First Week	*Recruit readers for senior essays and senior projects.
Second Week	Midterm. (Last day for a student to withdraw from a spring-term course without the course appearing on the transcript. Deadline for applications for double credit in a single-credit course.) Spring recess begins.
Fourth Week	*Submit completed Major Completion Forms to the Registrar's Office. Spring recess ends. *Submit initial updates for "Programs of Study" on the First-Year Students Website.
<b>April</b>	
First Week	*Preregister majors for departmental seminars for following academic year, as applicable. *Appoint departmental prize committee. *Receive senior essays and distribute them to readers for grading. Last day for a student to convert from the Credit/D/Fail option in a spring-term course to a letter grade.
Third Week	*Submit final updates for "Programs of Study" on the First-Year Students Website.
Fourth Week	Last day of classes in the spring term. (Last day for a student to withdraw from a spring-term course.) Reading period. Continues through first week in May. *Departmental examination, if applicable. *Last Wednesday: By this date, all new courses for the coming year should have been submitted to the Course of Study Committee.
<b>May</b>	
First Week	*Begin preparing nominations for Distinction in the Major, especially if the department may have a candidate for Exceptional Distinction in the Major. *Arrange for placement examinations in September, if applicable. Final examinations begin.

	*Recommend to the department candidates for Distinction in the Major and prizes.
Second Week	*Forward nominations for Distinction in the Major to the Committee on Honors and Academic Standing.
	*Consult with students about their fall-term course schedules.
	Final examinations end.
Thursday before Commencement	Yale College Committee on Honors and Academic Standing meets to clear seniors for graduation.
Friday before Commencement	Yale College Faculty meets to vote nominations to the Corporation for the award of the bachelor's degree and to approve nominations for Distinction in the Major.