COURSE OF STUDY COMMITTEE MEETING SCHEDULE

The Course of Study Committee typically meets every other Thursday throughout the fall and spring terms; more frequently in October and March to ensure that new courses are available before registration opens. Once the CSC meeting schedule is determined, it is sent via the University Messaging system to all DUSes and departmental registrars.

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

- 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 cross-listings, graduate numbers, and distributional designations on the CIM form.
- Attach a provisional syllabus. The syllabus should include at minimum: course description and objectives, readings, assignments, and grading requirements.

If you have questions about CIM or about submitting proposals to the Course of Study Committee, contact committee secretary, Beth Baumgartel (beth.baumgartel@yale.edu?subject=RE%3A%20Fall%202022%20Course%20of%20Study%20Committee%20Calendar%20and%20Deadlines).