

# COURSE OF STUDY COMMITTEE COURSE REVIEW

The Course of Study Committee meets regularly 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 DUSs and departmental registrars. It is also posted on the University Registrar's website.

Course proposals are most successful in committee review if they are complete at the 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 the 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.
- Refer to the Course Proposal Review Considerations guide.

If you have questions about CIM or about submitting proposals to the Course of Study Committee, contact committee secretary, Dawn Shirak ([dawn.shirak@yale.edu](mailto:dawn.shirak@yale.edu)).