CALENDAR FOR THE DUS

The dates in this calendar are approximate and may change. For academic events and deadlines refer to the Yale College Calendar with Pertinent Deadlines in the YCPS. For registration and add/drop open and close dates refer to the University Registrar's Office website.

ONGOING RESPONSIBILITIES

- Oversee the creation and approval of new courses to be presented to your department, the Course of Study Committee, and the Yale College faculty.
- Oversee the department's advisory system.
- Check the degree audits of your majors regularly to be sure they are on track to fulfill their degree requirements.
- Hold DUS office hours.
- Review and approve student petitions and requests as needed and as you see appropriate. Such petitions include endorsement of a student's request for credit for coursework done outside of Yale; a senior's petition to accelerate, or leave Yale at the end of the fall term (or seven terms of enrollment); a student's petition to complete the requirements of two majors; and a student's request for double credit for a single credit course.
- Inform faculty colleagues, especially new hires, on the academic regulations of Yale College, as well as any departmental policies. Provide them links to the Yale College Programs of Study and the Instructors' Handbook.
- Confer with the department chair, faculty colleagues, and student majors to solicit ideas for strengthening the major.
- Attend DUS meetings at the invitation of the Yale College Dean. Attend Yale College faculty meetings.

July		
	Prior to First Week	Confirm first-year placement examination information with Sarah Mahurin
	All weeks	Welcome new faculty members to the department. Share with them the policies and customs of Yale College.
August		
		Send instructions to departmental advisers regarding fall-term add/drop period.
	Second Week	Remind faculty teaching courses approved after registration in the spring to post their syllabus on Canvas. Confirm that all courses approved over the summer appear on Yale Course Search.

	Fourth Week	Report to the University 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.
		Remind faculty that add/drop period opens shortly before classes start.
	Fifth Week	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.
September		
	First Week	Supervise the organization of senior tutorials and senior essay program.
	Second Week	Deadline for seniors to apply for completion of degree requirements at the end of the fall term (September 15).
		Remind seniors who are completing degree requirements at the end of the fall term of necessary deadlines, etc.
	Fourth Week	Organize departmental Student Advisory Committee.
		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.
		If your department is considering making changes to the major, contact the Committee on Majors.
October		
	First Week	Submit new spring-term course proposals so they are available for offering before spring term registration opens in mid-November.
	Third Week	Correct and update course information for the spring term through CourseLeaf (https://next.catalog.yale.edu/courseadmin/).
	Fourth or Fifth 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.)
November		
	First Week	Consult with students about their spring schedules.
		Refer to the registration website for the opening date for spring term registration.

		Review spring-term courses on Yale Course Search prior to the opening of registration.
	Second Week	Review your major page in YCPS. Edit as needed and approve as requested by the University Registrar's Office. The editing cycle stays open until late February.
		Assign faculty readers for senior essays or projects for students completing degree requirements at the end of the fall term.
December		
	First Week	Classes end; reading period begins.
		Last day for a student to withdraw from a fall-term course.
		Departmental examination, if applicable, for seniors completing degree requirements at the end of the fall term.
	Second Week	Reading period ends: final examinations begin.
	Third Week	Final examinations end.
		Proposals for changes to the major due to Committee on Majors.
		Winter recess begins.
January		
	Second or Third Week	Check the registration website for the opening of add/drop period. Spring-term classes begin.
		Submit Major Completion Forms to the University Registrar's Office for students who completed degree requirements in the fall term.
		Continue planning new courses for the next academic year.
		Supervise the administration of senior tutorials and senior essays or projects.
		Work with your department registrar to plan the offering schedule for fall courses.
		Review Online Course Evaluations for courses in your department or program to identify potential concerns to discuss with the chair.
		Review Degree Audit for your majors to ensure they are well placed for completing requirements for the major.
February		
		Finalize all changes to the information about your major that appear in YCPS. Submit copy revisions in CourseLeaf, as requested by the University Registrar's Office.
	First Week	Recruit departmental advisers for following academic year.

	Fourth Week	New course proposals for the fall term due to the Course of Study Committee.
		Review the department's placement policies on acceleration credit.
March		
	First Week	Submit final YCPS updates.
		Send guidance to departmental advisers concerning fall registration and students' course programs.
		Recruit readers for senior essays and senior projects.
		Submit new fall-term course proposals so they are available for offering before fall term registration opens in mid-April.
		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	Review Degree Audit for seniors.
		Prepare for fall term registration, including plans for limited enrollment procedures.
		Spring recess ends.
April		
	First Week	Submit copy for the Calendar for the Opening Days of College for the coming academic year as requested by the Yale College Dean's Office.
		Appoint departmental prize committee.
		Receive senior essays and distribute them to readers for grading.
	Second Week	Remind faculty that fall-term registration opens. Refer to the registration website for dates.
	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.
May		
	First Week	Begin preparing nominations for Distinction in the Major, especially if the department may have a candidate for Exceptional Distinction in the Major.
		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.