



YALE DIVINITY SCHOOL STUDENT HANDBOOK

2016-2017

A publication of the Office of Student Affairs at Yale Divinity School

YALE DIVINITY SCHOOL

STUDENT HANDBOOK

2016 – 2017

Edited by Pamela Bloomfield

Office of Student Affairs

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Notification of Your Rights under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days after the day the University receives a request for access.

A student should submit to the registrar of his or her school or program a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the registrar of his or her school or program, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

Title 34 Section 99.31 of the Code of Federal Regulations describes the circumstances in which the University may disclose personally identifiable information without a student's consent. The following are additional important details on the University's policy regarding three of those circumstances:

- (a) The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. Typically, a school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); fellows of the Yale Corporation and non-trustee members of Yale Corporation committees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

(b) As a public service, the University may disclose without consent directory information of the following kinds:

- the name of a student who is or has been in attendance;
- dates of attendance;
- school or residential college affiliation;
- local and other addresses and local telephone number;
- electronic mail address;
- date and place of birth;
- major field of study;
- enrollment status;
- student job assignments and locations;
- participation in University-sponsored extracurricular activities and sports;
- the height and weight of members of athletic teams;
- degrees, honors, and awards received;
- previous educational institution(s) attended;
- name and address of parent or guardian;
- picture and video;
- University person identifier (UPI).

Additional details regarding directory information are available in the [Directory Information Statement](#).

(c) Upon request, the University also discloses education records without consent to officials of another educational institution in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

The rights listed above go into effect on the first day of classes for the school or program in which the student is enrolled.

Chapter I- Frequently Called Numbers

(All phone numbers are area code 203 unless otherwise indicated)

Emergency Numbers

University Police/Fire/Emergency	911
Yale Health Services Acute Care (24 Hours)	203-432-0123 877-947-2273
Yale-New Haven Hospital Front Desk	203-688-4242
Sexual Assault Hotline (English)	888-999-5545
(Spanish)	888-568-8332
Yale University Police (non-emergency)	203-432-4400
Victim Services	203-432-9547
New Haven Police (non-emergency)	203-946-6316
Poison Control	800-222-1222

Yale Divinity School Numbers

Academic Affairs	203-432-5305
Admissions	203-432-5360
Berkeley Divinity School	203-432-9289
Career Services	203-432-9485
Custodial Services	203-432-6112
Dean	203-432-5306
Dean of Students	203-432-5310
Development Office	203-432-5358
Financial Aid	203-432-5026
Institute of Sacred Music	203-432-5180
Library	203-432-5274
Ministry Resource Center	203-432-5319
Reception Desk	203-432-6537
Refectory	203-432-3407
Registrar	203-432-5311
Student Affairs	203-432-5314
Student Book Supply	203-432-6101
Supervised Ministries	203-432-5466

Yale University Numbers

Athletics Ticket Information	203-432-1400
Bursar's Office (a.k.a. Student Financial Services)	203-432-2700
Bus Service	
Security night mini-bus (6 p.m. – 1 a.m.)	203-423-6330
Yale Shuttle	203-432-9790
Health Services	
Emergency (24 Hours)	203-432-0123
Inpatient Care Facility (ICF)	203-432-0001
Internal Medicine (Physicals)	203-432-0038
Member Services	203-432-0246
Mental Health and Counseling	203-432-0290
Obstetrics/Gynecology	203-432-0222
Pediatrics	203-432-0206
Sexual Harassment & Assault Resources Ed. (SHARE)	203-432-2000
Office of International Students & Scholars	203-432-2305
Parking and Towed Vehicle Information	203-432-9790
Nights and Weekends	203-432-4400
Religious Studies Department	203-432-0828
Resource Office on Disabilities	203-432-2324
Sterling Library	203-432-2798
University Security	203-785-5555
Visitor Center	203-432-2300

Other New Haven Numbers

Greyhound	203-776-5998
Metro Taxi	203-777-7777
Yellow Taxi	203-777-7770
Connecticut Limousine	203-974-4700
Amtrak	203-773-6176
Metro-North	877-690-5114
UPS	800-742-5877
FedEx	800- 63-3339
DHL	800-225-5345

Chapter II- Introduction and Helpful Sources

EDITOR'S NOTE

Welcome, new students! This handbook is designed to help you navigate your life, studies, and service at Yale Divinity School. It is a publication of the Office of Student Affairs, headed by Associate Dean of Student Affairs, Nicholas A. Lewis.

There are several publications that will help guide you as a student. For a complete introduction to the history and nature of Yale Divinity School (YDS), Berkeley Divinity School (BDS), and the Institute of Sacred Music (ISM), please see the annual Yale Divinity School Bulletin, which can be found online, as well as the ISM Publication, Prism. In the Yale Divinity School Bulletin, you will also find information on regulations, procedures, policies, faculty, and administration.

The Yale Divinity School Directory and Facebook is a good resource for connecting names with faces, as well as for finding contact information for faculty and staff.

Dear Theophilus is a periodic student "letter" to Theophilus (i.e. the Community) about any topics or issues one might wish to open up for discussion within YDS. To submit a letter to "Dear Theo," e-mail the letter as a Microsoft Word attachment to the Student Government President, Jason Land at dear.theo@yale.edu. Don't be afraid to submit your own reflections, gripes, thoughts or opinions- this is YOUR letter. Writers are encouraged to take responsibility for their opinions by signing their letters; however, pseudonymous letters are accepted for consideration.

Notes from the Quad is an online monthly magazine with news of interest to Yale Divinity School alumni, friends, faculty, staff and students.

Reflections is a national magazine of theological and ethical inquiry. It is published twice per year, in the late fall and late spring. The content of each issue centers around one theme in theology or religious studies and incorporates essays, sermons, interviews, book reviews, poetry, and artwork relating to the topic. These pieces exhibit a dialogue between the academic study of religion and the religious issues of importance to the world outside of the academy. Ray Waddle serves as the editor.

Glossolalia, founded in the spring of 2009, is a student journal published semiannually that generates, promotes and celebrates student scholarship in all fields of study at Yale Divinity School. Alexander D'Alisera is the Editor-in-Chief.

Yale Divinity School Community on Classes V*2 is another way to communicate with the community. Links to Classes V*2 are posted on the YDS website under the links named "Current Students" and "Faculty & Staff." Students, faculty, and staff can access the YDS Community tab by logging into Classes V*2 using their Yale user ID. The YDS Community tab will be visible at the top of the screen along with any classes and workgroups in which the student or staff member is enrolled. Under the YDS Community tab, members can access news by clicking on "Announcements" or "YDS News." Members can post their own messages and announcements under the "Chat Room" link

as well as view events listed on the calendar under “Schedule.” More information on the Classes V*2 system is available through the Divinity Library. If you do not see the Yale Divinity School Community tab when you log in to Classes V*2, please contact the Divinity School webmaster at divinity.webmaster@yale.edu. Provide your full name and Yale net ID.

Div Mail is a community messaging system that operates through the Classes V*2 server. It is monitored by the Office of Student Affairs and serves as a forum for announcements ranging from academic information to housing opportunities and items for sale. To send a message via Dale Mail, simply send an e-mail, exactly as you would like it to go out, to divmail@yale.edu. Students can manage their Div Mail settings in the Preferences section of Classes V*2.

Finally, this publication, the **Student Handbook**, seeks to augment and fill in the gaps of these publications by giving students a guide to living in the YDS community. Please contact the Office of Student Affairs with comments or suggestions as to how we can continue to best serve this goal.

Chapter III- Staff and Administration

DEAN OF YALE DIVINITY SCHOOL

Gregory Sterling is the Dean of Yale Divinity School. His office is located on the second floor of Seabury, room N220. He can be reached at 203-432-5306 or at gregory.sterling@yale.edu.

Lauren Cable is the Senior Executive Assistant to Dean Sterling. Her office is located on the second floor outside of the Dean's office. She can be reached at 203-432-5306 or lauren.cable@yale.edu. She manages all administrative matters in the Dean's office.

Emma McHugh is the Events Coordinator for Yale Divinity School. Her office is located on the second floor, and she can be reached at 203-432-4473 or emma.mchugh@yale.edu.

OFFICE OF ACADEMIC AFFAIRS

Jennifer Herdt is the Senior Associate Dean of Academic Affairs. She is the chief academic officer and is responsible for transfer credits, changes in degree programs, and withdrawal from the Divinity School. Her office is located on the first floor of Seabury, room N122, and she can be reached at 203-432-6340 or at jennifer.herdt@yale.edu. To make an appointment with Dean Herdt, visit the following link which lists her office hours and sign up for a time that works for you: <https://wejoinin.com/jennifer.herdt@yale.edu>

Carolyn Sharp is the Acting Senior Associate Dean of Academic Affairs. She can be reached at 203-432-2011 or at carolyn.sharp@yale.edu.

Lynne Lavalette is the Senior Administrative Assistant for Faculty Support, Academic Affairs, and Visiting Fellows Program. Her desk is located on the first floor of Seabury, directly outside of Dean Herdt's office, room N122, and she can be reached at 203-432-6340 or lynne.lavalette@yale.edu.

- **LEADERSHIP, MINISTRY & ASSESSMENT**

Bill Goettler is the Associate Dean for Leadership, and directs the YDS initiative in Transformational Leadership. Six weekend long intensive courses are offered during each academic year, providing a classroom setting for interaction with significant leaders in church and society. Bill also works closely with all degree students on their e-portfolios; all M.Div. Students will engage in a process of intellectual, vocational and spiritual formation during their time at YDS, and will be in conversation with Bill throughout their time here. MAR and STM students also maintain e-portfolios, and work with Bill to meet portfolio requirements and to find direction for life after YDS. Bill Goettler's office is located in Cottage 4, on the south side of the Quad near the Prospect Street gate. He can be reached at 432-9896, or william.goettler@yale.edu.

Maria LaSala is the Director of Congregational Ministry, working with students and ministry practitioners to facilitate conversation about what makes for vital congregations. Maria also serves as a resource for women seminarians seeking to lead congregational ministry. Maria's office is located in the back building, Room S158, and she can be reached at 203-432-9946 or maria.lasala@yale.edu.

- **SUPERVISED MINISTRIES**

Lucinda Huffaker is the Director of Supervised Ministries. Her office is located on the first floor of Taylor, room S116, and she can be reached at 203-436-5703 or lucinda.huffaker@yale.edu.

- **REGISTRAR**

Lisa Huck '88 M.Div is the Director of Academic Services and Registrar. The Registrar's office handles all information concerning classes, registration, change of address and telephone numbers, reading courses, board fees, final exams, etc. This office will send your transcripts elsewhere upon request and can validate your Yale ID. Lisa Huck's office is located on the first floor of Seabury, room N115, and she can be reached at 203-432-5312 or lisabeth.huck@yale.edu.

Roslyn Evans is the assistant to the Registrar. Her desk is located on the first floor of Seabury, and she can be reached at 203-432-5311 or roslyn.evans@yale.edu.

OFFICE OF STUDENT AFFAIRS

Nicholas Alton Lewis '13 M.Div is the Associate Dean of Student Affairs. He works with students, faculty and staff, giving shape to all aspects of student and community life. His office is located on the first floor of Seabury, room N117, and he can be reached at 203-432-5310 or nicholas.a.lewis@yale.edu.

Julie Kelsey '84 M.Div is the Assistant Dean of Student Affairs for Pastoral Initiatives. She assists the Dean of Students in providing pastoral care and support for students in the Divinity School. She is available for meetings with individuals and groups. The Assistant Dean provides programs of spiritual formation and professional development for students. She works closely with faculty, staff, and students in planning programs that address concerns of vocation and the practice of faith. Her office is located on the first floor of Seabury, room N116, and she can be reached at 203-432-0644 or julie.kelsey@yale.edu.

Susan Olson '93 M.Div is the Assistant Dean of Student Affairs for Community Life and Career Services. Her office is located on the first floor of Seabury, and she can be reached at 203-432-9485 or susan.olson@yale.edu.

Pamela Bloomfield is the Student Services Coordinator for the Office of Student Affairs. Her desk is located on the first floor of Seabury, and she can be reached at 203-432-5314 or pamela.bloomfield@yale.edu.

OFFICE OF ADMISSIONS AND FINANCIAL AID

Vernice "Hopie" Randall '11 M.Div is the Associate Dean of Admissions and Financial Aid. Her office is located on the first floor of Seabury, room N121, and she can be reached at 432-9802 or vernice.randall@yale.edu.

Herron Gaston '14 MDiv, '15 S.T.M. is Assistant Director of Admissions and Recruiting. His office is located on the first floor of Seabury, room N120, and he can be reached at 203-432-7603 or herron.gaston@yale.edu.

Doreen Generoso is the Senior Administrative Assistant for Financial Aid. Her office is located on the first floor of Seabury, room N119, and she can be reached at 203-432-5026 or doreen.generoso@yale.edu.

CAREER SERVICES

See Susan Olson, under the Office of Student Affairs.

CENTER FOR FAITH AND CULTURE

Miroslav Volf is Director of the Center for Faith and Culture. His office is located in the Southeast Wing, Room **SG64**. He can be reached at 203-432-5332 or miraslav.volf@yale.edu

Matt Croasmun is Associate Research Scholar. His office is located in the Southeast Wing, Room **S159**. He can be reached at 203-432-3201 or matthew.croasmun@yale.edu.

Harold (Skip) Masback, III is Director of the Adolescent Faith and Flourishing Program. His office is located in the Southeast Wing, Room **SG52**. He can be reached at 203-432-1358 or Harold.masback@yale.edu.

Ryan McAnnally-Linz is Associate Research Scholar. His office is located in the Southeast Wing, Room **SG55**. He can be reached at 203-432-4157 or ryan.mcannally@yale.edu.

Sarah Farmer is Associate Research Scholar. Her office is located in the Southeast Wing, Room **SG57**. She can be reached at 203-432-1885 or sarah.farmer@yale.edu.

Angela Gorrell is Associate Research Scholar. Her office is located in the Southeast Wing, Room **SG61**. She can be reached at 203-432-8669 or angela.gorrell@yale.edu.

Leon Powell is the Project Manager. His office is located in the Southeast Wing, Room **SG62**. He can be reached at 203-432-3466 or leon.powell@yale.edu.

Phil Love is Managing Director of the Center for Faith and Culture. His office is located in the Southeast Wing, Room **SG63**. He can be reached at 203-432-0636 or philip.love@yale.edu

Karin Fransen is Senior Administrative Assistant. Her desk is located in the Southeast Wing, YDS. She can be reached at 203-432-8629 or karin.fransen@yale.edu.

Fallon Thomas is Senior Administrative Assistant. Her desk is located in the Southeast Wing, YDS. She can be reached at 203-432-5537 or fallon.thomas@yale.edu.

BUSINESS, ADMINISTRATION, AND FINANCE

Sandra Lynch is the Director of Administration and Finance. She is the school's fiscal officer and is responsible for managing the budget and financial planning operations for YDS. Her office is located on the second floor of Beecher, room N222, and she can be reached at 203-432-8602 or sandra.lynch@yale.edu.

Ann-Marie Piscitelli is the Associate Director of Finance and Administration. Her office is located on the second floor of Beecher, room N223, and she can be reached at 203-432-5313 or ann-marie.piscitelli@yale.edu.

Sherry Ford is the Financial Analyst for Yale Divinity School and Berkeley Divinity School. Her desk is located on the second floor of Beecher and she can be reached at 203-432-5804 or sherry.ford@yale.edu.

Tim Goselin is the Financial Assistant for Finance and Administration. His desk is located on the second floor of Beecher and he can be reached at 203-432-5366 or timothee.goselin@yale.edu.

INFORMATION TECHNOLOGY SERVICES

Robert Piscatelli is the ITS Desktop Support Specialist III and provides technical support for faculty, staff, and student computers and peripherals and in resolving computing issues. His office is located directly outside of the computer cluster, in room L110. If you have technology-related questions, contact Bob at 203-432-5273 or robert.piscatelli@yale.edu.

Tim Garrison is the C & IS Support Specialist for Yale Divinity School and provides technical support for faculty and staff, as well as basic connectivity support for student computers and peripherals. His office is also located directly outside of the computer cluster in room L110. If you have technology-related questions, contact Tim at 203-432-8180 or timothy.garrison@yale.edu.

AUDIO-VISUAL SUPPORT

Sachin Ramabhadran is the Media Coordinator for the ISM and YDS. He can be reached at 432-8351, 996-8716 or sachin.ramabhadran@yale.edu. His office is located directly outside of the computer cluster, L110.

OFFICE OF DEVELOPMENT

Jim Hackney '79 M.A.R. is the Senior Director of Development. He directs fundraising operations and strategic development outreach for the Divinity School. His office is located in N213 and he can be reached at 203-203-432-5363 or james.hackney@yale.edu.

James Ebert '97 M.Div is Director of Major Gifts. He is located in room N215 and can be reached at 203-432-3871 or james.ebert@yale.edu.

Michelle Gall, a Yale College Alumna, is the Senior Administrative Assistant for Development. Her desk is located on the second floor of Seabury and she can be reached at 203-432-4791 or michelle.gall@yale.edu.

Gail Briggs is the Director of Alumni Relations and Alumni Giving. Her office is located on the second floor of Seabury, room N217, and she can be reached at 203-432-3871 or gail.briggs@yale.edu.

Brenda Torres is the Senior Administrative Assistant for Alumni Relations. Her desk is located on the second floor of Seabury and she can be reached at 203-203-432-5359 or brenda.torres@yale.edu.

Tom Krattenmaker is the Director of Communications. He is located in room N214 and can be reached at 203-436-8379 or tom.krattenmaker@yale.edu.

Campbell (Brock) Harmon '04 M.A.R. is the YDS web coordinator. He assists with the development and implementation of changes to the YDS website. Brock can be reached at 203-436-4912 or campbell.harmon@yale.edu.

Ray Waddle is the editor of Reflections. He works remotely and can be reached at ray.waddle@yale.edu.

CUSTODIAL SERVICES

Steven Percival is the Facilities Superintendent. His office is located in Bellamy and he can be reached at 203-432-6112 or steven.percival@yale.edu.

STUDENT BOOK SUPPLY

J. Andrew Sowers '15 M.A.R. is the Manager of the Student Book Supply, located at the main entrance of the Divinity School. His office is located inside the Student Book Supply and he can be reached at 203-432-6101 or andrew.sowers@yale.edu.

YOUTH MINISTRY INSTITUTE

Harold "Skip" Masback, III is the Director of the Youth Ministry Institute. His office is located in the Southeast Wing, YDS. He can be reached at 432-1358 or harold.masback@yale.edu.

BERKELEY DIVINITY SCHOOL

Andrew McGowan is Dean and President of the Berkeley Divinity School. His office is located on the first floor of Bacon, room S110, and he can be reached at 432-9290 or andrew.b.mcgowan@yale.edu.

Sandi Baker is the Executive Assistant to Dean McGowan. Her office is on the first floor of Bacon, Room S109. She can be reached at 432-9289 or sandra.baker@yale.edu

Cathy George is the Associate Dean of the Berkeley Divinity School. Her office is located on the first floor of Bacon, room S113, and she can be reached at 432-9291 or cathy.george@yale.edu.

Jere Wells is the Director of the Educational Leadership and Ministry Program. He can be reached at 432-8538 or tony.jarvis@yale.edu.

Lynda Tyson is the Director of the Annand Program for Spiritual Formation. She can be reached at 432-9285 or lynda.tyson@yale.edu.

Pamela Wesley Gomez is the Director of Development and External Church Affairs. Her office is located on the first floor of Bacon, room S107, and she can be reached at 432-9297 or pamela.wesley@yale.edu.

Kira Wishart is the Senior Administrative Assistant to Pamela Wesley Gomez and the Office of Development. Her office is on the first floor of Bacon, room S106, and she can be reached at 432-9312 or kira.wishart@yale.edu.

All of the Berkeley offices are located on the first floor of Bacon. The Berkeley Center, located at 363 St. Ronan Street (corner of Canner Street and St. Ronan Street), is just down the hill from the Divinity School and houses St. Luke's Chapel, the Dean's residence and meeting/eating space for the Berkeley community.

The reception desk of Berkeley Divinity School can be reached at 432-9285.

INSTITUTE OF SACRED MUSIC

Martin Jean is Director of the ISM. He can be reached at 432-9681 or martin.jean@yale.edu

Andrea Hart is Assistant Director of Finance and Administration. She can be reached at 432-5188 or andrea.hart@yale.edu

Kristen Forman is Executive Assistant to the Director. She can be reached at 432-9681 or kristen.forman@yale.edu

Melissa Maier is Manager of External Relations and Publications. She can be reached at 432-3222 or melissa.maier@yale.edu

Laura Adam is Manager of Music Programs and Concert Production. She can be reached at 432-5184 or laura.adam@yale.edu

Jacqueline Campoli is Senior Administrative Assistant for the ISM. She can be reached at 432-5180 or at jacqueline.campoli@yale.edu

Laurie Ongley is Senior Administrative Assistant for Concert Production. She can be reached at 432-9671 or laurie.ongley@yale.edu

Derek Greten-Harrison is Senior Administrative Assistant for Admissions and Student Affairs. He can be reached at 432-9753 or derek.greten-harrison@yale.edu

Trisha Lendroth is a Financial Assistant. She can be reached at 432-8194 or trisha.lendroth@yale.edu

Elizabeth Santamaria is a Financial Assistant. She can be reached at 432-7244 or elizabeth.santamaria@yale.edu.

Nicole Benevenia is Special Events Coordinator. She can be reached at 432-3220 or nicole.benevenia@yale.edu.

Katharine Arnold Luce is Senior Administrative Assistant for Outreach and Publications. She can be reached at 432-7252 or katharine.arnold@yale.edu.

Antonia (Toni) Abildgaard is Assistant Director, Student Financial Services. She can be reached at 432-9154 or antonia.abildgaard@yale.edu.

Sachin Ramabhadran is Media Coordinator. He can be reached at 996-8716 or sachin.ramabhadran@yale.edu.

Maggi Dawn is Dean of Marquand Chapel. She can be reached at 432-5766 or maggi.dawn@yale.edu.

Sara O'Bryan is Interim Director of Chapel Music for Marquand Chapel. She can be reached at 432-9307 or sara.obryan@yale.edu.

All ISM offices are located on the first and second floor of Brainard and Hopkins.

Chapter IV- Spiritual Life

CHAPEL SERVICES

Two chapels (Marquand at YDS and St. Luke's at Berkeley) provide the Yale Divinity School community with a range of opportunities for daily worship.

Marquand Chapel serves the entire YDS community. Daily worship takes place at 10:30 a.m., Monday through Friday, with a community coffee hour in the Common Room immediately following. Chapel has been scheduled to avoid conflict with classes. Student spouses and families as well as Yale staff, faculty and administrators are always welcome to attend. The services are intended for an ecumenical congregation and draw upon the variety of worship traditions represented by the YDS community. A typical week includes Morning Prayer or a Service of the Word on Mondays, Tuesdays and Wednesdays, often with faculty, visiting or student preachers; sung Morning Prayer on Thursday; and Eucharist, Holy Communion or Lord's Supper on Friday. The organization and supervision of the Chapel Program are the responsibility of the Chapel Staff, which plans the schedule of faculty, students, and special guests who lead Chapel each day. Anyone wishing to participate as a reader, leader of worship, or musician should contact a member of the Chapel Staff. Maggi Dawn is the Dean of Chapel and the Director of the Marquand Chapel program.

St. Luke's Chapel is located in the Berkeley Center, 363 St. Ronan Street, one block from the Canner Street entrance to the Yale Divinity School. While school is in session, a service of Morning Prayer and Holy Eucharist is held at 7:30 a.m. each day. A sung service of Evening Prayer is scheduled for Marquand Chapel at 5:30 each Monday. Each Wednesday at 6 p.m. in Marquand Chapel, all friends on the Quad are invited to join Berkeley for their Community Eucharist, and then go with them to the Berkeley Center for a community dinner and fellowship time.

THE ANNAND PROGRAM FOR SPIRITUAL FORMATION

The Annand Program exists to deepen and broaden the prayer life and formative experience of students at Yale Divinity School and Berkeley Divinity School. It offers a variety of groups, retreats, and conferences that are rooted in Berkeley's rhythm of daily worship and is open to all students at Yale Divinity School, regardless of denomination or faith tradition. These offerings are intended to support students' spiritual formation and to help them prepare to offer spiritual leadership and guidance in the ministries to which they are called. The Annand Program also provides spiritual directors for students who want to find an experienced companion to accompany them as they seek to grow in faith and be formed for ministry. Information about Annand Program offerings for the current academic year is available through Berkeley at 432-9285. The Rev. Dr. Lynda Tyson is the coordinator of the Annand Program, and she can be contacted at lynda.tyson@yale.edu.

There are also several denominational groups on campus. Please refer to Chapter V, Denominational Groups, for contact and worship information for these groups.

YALE CHAPLAIN'S OFFICE

The Chaplain's Office is committed to complementing the University in its task of educating students and expanding the boundaries of human knowledge. The staff is committed to fostering respect and mutual understanding among people of different faiths and cultures as well as actively promoting dialogue within the University. They seek to bridge classroom and co-curricular discussion of religious, ethical and spiritual topics, facilitate the presence of a wide variety of religious resources and groups on campus, and encourage dialogue and partnership between religious groups and individuals for the common good.

Yale Religious Ministries (YRM), convened and supported by the Chaplain's Office, is a University council of professional clergy and laypersons representing the more than 30 religious and spiritual traditions that constitute an important part of Yale's diversity. These advisors and their groups provide valuable spiritual, moral and cultural support to Yale students."

The University Chaplain's Office is located in Bingham Hall, Entrance D, in the Lower Level, and can be reached by calling 432-1128 or e-mailing chaplain@yale.edu. The University Chaplain is Sharon Kugler. The Yale Chaplain's Office also has a helpful and frequently updated website: chaplain.yale.edu.

Chaplains:

Sharon Kugler, University Chaplain

Ian Oliver, Senior Associate Chaplain for Protestant Life

Candace Provey, Associate University Chaplain

Omer Bajwa, Director of Muslim Life

Asha Shipman, Director of Hindu Life

Maytal Saltiel, Assistant Chaplain for Special Programs

Chapter V- Student Government and Community Life Committee

STUDENT GOVERNMENT

President: Jason Land
Vice President: TBD
Secretary: TBD
Treasurer: Andrew McQuery

The Student Government includes six students elected to represent each class of the School's three degree programs; the Student Body President; the Community Life Committee (CLC) Coordinators; one at-large student representative to the faculty; and representatives from student groups. In addition, all students who sit on faculty committees and representatives of non-chartered student groups have official voice without vote. All YDS students are encouraged to attend Student Government meetings as observers and to participate in discussions.

The Student Government President works with the CLC Coordinators and the Student Government members and acts as a liaison between students and the administration. Responsibilities include working with the Dean on issues concerning students and the school as a whole, including appointment of students to various faculty committees; moderating Student Government meetings and overseeing implementation of Government decisions; attending faculty meetings and reporting on student concerns; and helping organize fall and spring term elections. In addition, the Student Government President has the freedom to act on behalf of students in other ways and may publicly address issues of concern or interest as they arise.

COMMITTEES

In addition to CLC and Student Government, student leadership opportunities are available on Faculty Standing and *Ad hoc* Committees. The Faculty Standing Committees include: Community Life, Curriculum, Professional Studies, Ministerial Studies, Spiritual Formation and the Practice of Faith, and Admissions. Four students serve on each Standing Committee. Student representatives to Standing Committees are either appointed by the administration or elected by the student body.

Please see Chapter X for the complete Student Government Constitution.

The Professional Studies Committee

The Professional Studies Committee is concerned with the academic progress and professional conduct of students. The ongoing tasks of the Committee include student petitions (extensions, waivers, special exceptions); leaves of absence (medical, personal, parental); review of student degree progress; recommendation of prize candidates (to the faculty), recommendation of degree candidates (to the faculty); academic policy; transfer of credit; and academic warnings and probations (placement on and removal from). In addition, the committee makes recommendations to the general faculty to address the overall academic strength of the Divinity School.

The PSC also adjudicates cases of academic misconduct, including plagiarism, and along with the disciplinary committee (which deals with non-academic misconduct),

may make recommendations to the general faculty for termination of a student's relationship with YDS.

In a given year the committee may also work on larger issues of importance to the community, sometimes in partnership with the Curriculum committee, such as grades and grading, the shape of the academic day, course evaluation, minimum grade standards, and deadlines.

Matters dealing with student petitions and professional conduct, especially deliberations on disciplinary matters, are kept confidential to the extent possible.

The Committee membership is composed of faculty, students, and administrators, including the Associate Dean of Academic Affairs and the Registrar. Faculty members are appointed by the Dean and confirmed by the general faculty. Student members are elected by the entire student body.

Individuals wishing to bring an item to the agenda of the committee may speak to the Registrar, the Academic Dean, or the Committee Chair. The committee meets 6-7 times per term, on a schedule posted outside of the Registrar's office.

The Curriculum Committee

The Curriculum Committee is concerned with the overall pedagogical strength of the Divinity School and makes recommendations to the faculty on relevant matters as needed. The ongoing tasks of the Committee include the review of faculty course proposals, monitoring the use of grading rubrics and other required elements on course syllabi, and the academic calendar. The committee is also responsible for establishing and reviewing degree requirements and establishing and reviewing the overall shape of the curriculum. In a given year the committee may also work on larger issues of importance to the community, sometimes in partnership with the Professional Studies committee, such as grades and grading, review of MAR concentrations, joint degrees, shape of the academic day, and review of degree requirements.

The Committee membership is composed of faculty, students, and administrators, including the Associate Dean of Academic Affairs and the Registrar. Faculty members are appointed by the Dean and confirmed by the general faculty. Student members are elected by the entire student body.

Individuals wishing to bring an item to the agenda of the committee may speak to the Registrar, the Academic Dean, or the Committee Chair. The committee meets 6-7 times per term, on a schedule posted outside of the Registrar's office.

STUDENT GOVERNMENT LEADERSHIP FOR 2016-2017

President:	Jason Land
Vice President:	TBD
Secretary:	TBD
Treasurer:	Andrew McQuery
1st Yr MDiv Rep:	TBD
2nd Yr MDiv Rep:	Julie Johnson
3rd Yr MDiv Rep:	Justin Mikulencak
1st Yr MAR Rep:	TBD
2nd Yr MAR Rep:	Donald “Trey” Frye, Dustin Gavin
1st Yr GPSS Senator	TBD
2nd Yr GPSS Senator	Michael Kurth
3rd Yr GPSS Senator	Tyler Ung
ISM Rep:	Liesl Spitz
BDS Rep:	Johnson Ramsaur
STM Rep:	Eda Uca
Professional Studies Committee:	Armando Ghingalia, Mark Schultz, Gregory Stark
Curriculum Committee:	Sean Patrick Coady, Emily Garcia, Daniel Gulotta
Spiritual Formation Committee:	Nathan Bourne, Becky Jaye, Christian Savage
Ministerial Studies Committee:	Kevin McKoy
Diversity Committee:	Heaven Berhane, Mia Tabib, Dante Travolaro
Student Representative to the Faculty:	Jon Heinly
Community Life Committee Reps:	Qadry Harris, Deniqua Washington

COMMUNITY LIFE COMMITTEE

Co-Chairs: Nicholas Alton Lewis, Associate Dean of Student Affairs
Margaret Pierson, Coordinator

Student Representatives:

1st Year: TBD
2nd Year: Deniqua Washington
3rd Year: TBD
At-Large: Qadry Harris

The Community Life Committee (CLC) is a Standing Committee of the General Faculty of the Divinity School comprised of faculty members, administrators, and student representatives. Faculty members and administrators are appointed by the Dean, with one serving as co-chair. The other co-chair is held jointly by the student coordinator(s). Other students serving on the Committee include the Student Government President and four elected members of the student body.

Standing Groups fall into two categories: Constituency Groups and Service Groups. Constituency Groups bring together people who are marginalized in society and/or the church because of an aspect of identity. Such aspects include race, ethnicity, gender, sexual orientation, ability, class, or age. Service Groups address community needs and facilitate volunteer involvement in New Haven.

Affiliate Groups are comprised of YDS community members who share some common interest or concern.

Denominational Groups gather around a shared denominational or religious identity within the YDS community.

IMPORTANT: In order to receive funding, group leaders are expected to attend mandatory training regarding fiscal responsibilities and standard YDS student policies and procedures.

*See section on *Room Reservations* for additional information.

GROUPS CURRENTLY RECOGNIZED BY CLC:

Standing Groups

Constituency Groups:

- Asian Students Association (ASA)
- Yale Black Seminarians (YBS)
- DivOut (formerly known as The Coalition (LGBTQTQIA))
- The Women's Center
- La Comunidad* (formerly known as Yale Divinity Latino/a Association - YDLA)

Affiliate Groups

Roman Catholic Fellowship
Episcopal Peace Fellowship
Fans and Athletes at Divinity School (FADS)
Faith, Ecology, Religion, Nature, Spirituality (FERNS)
International Student Fellowship
Koinonia
None/Others
Seminarians for Reproductive Justice
Yale Divinity Animal Welfare Group (YDAWG)
Yale Divinity Drama

Denominational Groups

Baptist Student Group
Lutheran Student Organization
Methodist Society
Presbyterian and Reformed Student Group
Unitarian Universalists
United Church of Christ/Disciples of Christ Student Group (UCC/DOC)

RECENTLY ACTIVE

Committee on Racial Equality
Former Profits - TBD
Outings Club
Sacramental Winers
Women's Pre-Doc
Yale Committee on Community Engagement (YCCE)
Yale Forum on Faith and Politics
Yale Nightwalking Society

In addition to recognizing student groups, the Community Life Committee organizes and manages the Advent Party, Spring Fling, Fatted Cafés, and All-School Conference. The Advent Party is an annual festive gathering of the entire Divinity School community held in mid-December. Spring Fling is typically held before the end of Spring term. Fatted Cafés are occasional evening coffee house/club/social events held somewhere on the Quadrangle. Attractions traditionally have included dancing, cultural music, folk music, games, food, drinks, and stimulating conversation. All-School Conference is an event dedicated to education and conversation around various cares and concerns of the community. CLC also sponsors a daily Coffee Hour held in the Common Room at 11 am and a monthly Community Dinner.

STANDING GROUPS

Constituency Groups

Asian Students Association (ASA)

Coordinator: Joshua Chang

Asian Students Association (ASA) provides a place for fellowship in the sharing of an ethnic bond and common faith. ASA is an inclusive space and community for students of Asian heritage, whether domestic or international students, along with fellow YDS students that are interested in advocacy of Asian/American issues. Frequent meetings roundtable discussions on current Asian/American theological issues, academic forums for the advancement of Asian-American theology, and fellowship gatherings.

Yale Black Seminarians

Coordinators: Gabby Cudjoe Wilkes

Our mission is to foster the love of God through service and support of YDS. The organization also seeks to develop and maintain a community committed to a sound theological education that includes a relationship to the black experience. Activities have included the Fall Revival, the Martin Luther King Day Worship Service, the Angel Tree Project at Christmas, and the Parks-King Lecture in the spring. As an integral part of the YDS Community, the Black Seminarians remain committed to diversity among both students and faculty. The Yale Black Seminarians group is committed to serving the entire Yale Divinity School community.

DivOut (Formerly known as the LGBTQIA Coalition)

Coordinators: Jordan Graf and Jenny Peek

DivOut is a fellowship of Yale Divinity School students, faculty, and staff of all sexual orientations and gender identities dedicated to the full and equal participation of gay, lesbian, bisexual, asexual, queer, transgender, genderqueer, and gender non-conforming people in faith communities and society. We are committed to care for one another, to seek justice for those who have been oppressed, and to work for the full inclusion of all people in the family of God. We provide materials on LGBTQIA issues and information to members of the community dealing with related topics. In addition to ongoing discussion groups, DivOut sponsors lectures, panels, worship services, and other educational, social, and cultural events.

Former Profits

Coordinator: TBA

The Former Profits include all second-career students who are experiencing student life with all of the joy and fear that any new phase in life would bring. We are here to support and care for one another in this exciting phase as a YDS

student. We eat together, share ‘insider’ information and generally just enjoy making friends whom we hope to know long after we graduate.

YDS Women's Center

Coordinators: Megan McDermott and Jenny Peek

The central mission of the YDS Women's Center is to provide a safe, supportive community for discussion and reflection on experiences in ministry, academia, related fields, and our personal lives. All cis women, trans women, genderqueer, and gender non-conforming individuals are welcome in our safe space. The YDS Women's Center also hosts events open to the entire divinity school community, typically with the focus of raising awareness about the persistence of gender-based discrimination and injustice against women. We aim to empower students to stand together in the work towards gender equity in their relationships, academic and sacred spaces, work places, and the wider world.

La Comunidad

Elections Coordinator: Dax W. Crocker

The Yale Divinity Latina/o Association is dedicated to creating space for Latina/o voices at YDS, as well as providing resources to promote theological and cultural education for an entire YDS student body preparing for services to the church and the world. The YDLA hopes to foster *comunidad Latina*: an open, welcoming place to learn, struggle, and celebrate.

AFFILIATED GROUPS

Roman Catholic Fellowship

Coordinators: Cory Hodson and Lauren Kane

The Catholic Fellowship is an open and welcoming community that fosters adult Catholic faith and examines current church issues. Through weekly celebration of the Mass, community discussions, fellowship, and simple meals, the Catholic Fellowship prepares its members for future ministry in the church, and provides a place for friendship and discernment.

Episcopal Peace Fellowship

Coordinator: TBD

The Episcopal Peace Fellowship provides opportunities for all members of the Yale Divinity School community to connect, share, and witness for peace. Throughout the school year, EPF meets to engage in issues of peace and non-violence: through regular sessions devoted to spiritual and theological reflection, by organizing and participating in collective actions, and by sponsoring a variety of discussions, forums, and lectures.

Evangelical Fellowship**Coordinator:** Evan Parke

Evangelical Fellowship exists to bless the entire community at Yale Divinity School through its commitment, in word and deed, to the Good News of Jesus Christ. It seeks to support the spiritual growth of each and every student by offering times for prayer, study, discussion, and service throughout the academic year. All are welcome!

Fans and Athletes at Divinity School (FADS)**Coordinators:** TBD

Fans and Athletes at Divinity School (FADS) is the organization at YDS that promotes fellowship through athletics. We seek to support students in intramural sports in order to enrich life at YDS. The groups involved in FADS include, but are not limited to, the “God Squad” softball team and the “Paracleats” soccer team.

Faith, Ecology, Religion, Nature, Spirituality (FERNS)**Coordinators:** Julia Johnson, Peter Wyrsh

FERNS seeks to bring issues of creation care and ecological justice to the YDS community. We believe that God calls us to care for the entirety of creation with equal concern. Ecological concern encompasses a broad spectrum of issues but this group seeks, primarily, to work on issues of sustainability in our daily life here at YDS. This includes working with students on practical daily habits and addressing these issues at the administrative level. In addition to advocacy, this group also hosts educational events around environmental issues and seeks to work with YCSJ on ecological issues that connect with issues of social justice (eco-justice).

International Student Fellowship**Coordinator:** Jean-Fritz Guerrier

The International Student Fellowship at Yale seeks to create both a sense of welcome for international students studying at Yale as well as a space for the faith of religiously-minded students to be cultivated and deepened. ISF is committed to providing support for the personal and academic needs of international students while creating an inclusive community and a sense of belonging.

None/Other**Coordinators:** Stephen Goeman

The Open Party is a group of atheist, agnostic, nontraditional, multi-religious and nonreligious students interested in discussion, events, and services throughout the year. In addition to regular lunch-time discussions with fellow students and faculty, the Open Party puts on all-community events such as the Taylor House Parody Lecture Series.

Seminarians for Reproductive Justice

Coordinators: Harley Roberts

The Seminarians for Reproductive Justice seek to provide a forum for timely conversations about human sexuality, reproductive health, and faith-based approaches to both of these. We understand reproductive justice to include access to safe and effective family planning and contraception, comprehensive sex education, affordable health care, quality childcare, adoption, and safe and legal abortion services. This group hosts educational events, speakers, group discussions and opportunities for advocacy around issues of faith, sexuality and reproductive health that affect both YDS students and the broader community.

Yale Divinity Animal Welfare Group (YDAWG)

Coordinators: Julia Johnson

The members of YDAWG take seriously God's command to have dominion over animals – understood as benevolent care – and the Christian ideal of expanding our circle of compassion and moral consideration to all. To that end, YDAWG has three primary goals: to call attention to the bleak lives animals endure as objects used for food, experimentation, clothing, and entertainment; to provide opportunities to serve animals, including the homeless and neglected animals in New Haven; and to offer information, lifestyle alternatives, and support that encourages our community to live with awareness and kindness towards all of God's creatures. YDAWG will host monthly meetings as well as film screenings, discussions, plant-based food tastings, and trips to animal shelters and sanctuaries.

Yale Divinity Drama

Coordinator: Susan Wentzy, Robert Laughton

Yale Divinity Drama is intended to act as a forum for new writers, actors, directors, producers and drama enthusiasts. YDD is committed to bringing performances of new dramatic and poetic works by students to the larger YDS community.

DENOMINATIONAL GROUPS

Baptist Student Fellowship

Coordinator: George Chochos

The Baptist Student Fellowship is the denominational group serving YDS students of all Baptist traditions. The goal of the group is to increase on-campus fellowship among students, faculty, and staff of various Baptist heritages, and to serve as a support for Baptist student connections to local Baptist churches and clergy.

Lutheran Student Organization

Coordinator: Joshua Sullivan

Through worship, retreats, barbecues, and informal gatherings, the Lutheran Student Organization (LSO) provides fellowship for all students involved in the

Lutheran traditions. Functioning within YDS's Lutheran Studies Program, students plan Tuesday evening Vespers in the Henri Nouwen Chapel, joint Eucharist services with Berkley Divinity School, and morning school-wide services in Marquand. The LSO also sponsors guest speakers and discussion forums for issues pertinent to the YDS community.

Methodist Society

Coordinators: Justin Mikulencak

The Methodist Society is a network of YDS students, alumni, and colleagues who share in the Methodist tradition in its many diverse manifestations such as AME, Korean Methodists, and United Methodists. We welcome all who identify with the Wesleyan heritage as well as new seekers searching for a circle of friends in faith. The Methodist Society provides a forum for mutual upbuilding, spiritual formation, doctrinal and polity concerns, and contact with local Methodist clergy. The Methodist Society meets regularly for fellowship, worship, guest speakers, community service, and other activities.

Presbyterian and Reformed Student Group

Coordinator: TBD

This group provides support, fellowship, and worship for all Presbyterian and Reformed students.

Unitarian Universalists

Coordinator: TBD

The Unitarian Universalists are a group that provides support and denominational fellowship for Unitarian Universalist students at YDS.

United Church of Christ/Disciples of Christ

Coordinators: Carolyn Rolleston, Jeremy Hamilton-Arnold

The UCC/DOC group gathers to share in times of fellowship over luncheon discussions, dinner socials, worship, and community service opportunities. All are welcome!

ROOM RESERVATIONS BY STUDENTS

All room reservations should be made at least a month in advance.

Students reserve rooms through divinity.resources@yale.edu. Student groups that are officially recognized by the Community Life Committee may reserve rooms. *All room reservation requests must clearly state the name of the student group as well as the purpose of the event. Upon confirmation of a room reservation, and the arrangement of additional custodial services, as needed, an event is set on the room reservation calendar.* Other individual students and/or other student groups may reserve rooms only by permission of the Office of Student Affairs. If Divinity Resources receives a room reservation request from an individual or group that is not officially recognized, they should consult with the Office of Student Affairs before confirming the reservation. The Associate Dean of Student Affairs, the Assistant Dean of Student Affairs for Community Life, the Assistant Dean of Student Affairs for Pastoral Initiatives, and the Student Services Coordinator of the Office of Student Affairs represent the Office of Student Affairs. Final determinations are made by the Associate Dean of Student Affairs.

2. Students must reserve space for all events taking place on campus.
3. Additional custodial services may be required for certain student events and meetings. Determination of required additional custodial services is made in conjunction with the requested room reservation. Determination of required additional custodial services is made by the Office of Finance & Administration, the Facilities & Custodial Superintendent, and/or the Office of Student Affairs. The costs of additional custodial services, when required, are covered by the student group sponsoring the event. If the financial resources of the student group make the costs of additional custodial services prohibitive, the student group must consult with the Associate Dean of Student Affairs to determine the means by which the costs may be covered.
4. Upon confirmation of a room reservation, and the arrangement of additional custodial services, as needed, an event is set on the school calendar. Those responsible for the event must inform the Business Office of the event, in order to keep the school calendar as free of scheduling conflicts as possible.
5. Publicity for events sponsored by student groups must state the name of the group sponsoring the event. The stated name must match fully the name of the group as listed among the officially recognized student groups of the Community Life Committee and Student Government. Sponsorship is given by the particular student group funding the event, and not by “Yale Divinity School”.

NICHOLAS LEWIS
ASSOCIATE DEAN OF STUDENT AFFAIRS
Summer 2016

Chapter VI - Housing and Related Issues

OFF-CAMPUS HOUSING

Many students live off campus, and the Yale University Office of Graduate Housing provides an off-campus listing service of privately-owned apartments, houses, shares, and sublets for rent in the New Haven area. Listings are also available at <http://www.yale.edu/gradhousing/och/>.

DIVINITY APARTMENTS

There are 84 Divinity Apartments in three apartment buildings: Bellamy, Curtis, and Fisher. The Divinity School has partnered with the university's Graduate Housing office to coordinate contract administration but the Divinity School business office continues to oversee and manage building maintenance. Your residency should be pleasant and uncomplicated if you have familiarized yourself with the terms of your housing contract.

You are billed for the upcoming month on the first of each month, directly to your University Bursar account. A security deposit, equal to one month's rent is also charged to your Bursar account. Payments are made directly to the Bursar. Questions regarding billing should be made at the Divinity School Office of Financial Aid.

There are three types of apartments at the Divinity School: junior one-bedroom, one-bedroom, and two-bedroom. The apartments include the following utilities: heat, hot water, electricity, and internet. Phone and cable TV are residents' responsibilities. All apartments have their own bathrooms, coat closets, bedroom closets, and some apartments have floor-to-ceiling bookshelves. Some apartments are unfurnished but have kitchen facilities (stove, oven, refrigerator, sink, and cabinets). Other apartments come furnished at an additional cost. Residents are responsible for the complete care of their apartments and are obligated, as a condition of occupancy, to maintain them in a clean and orderly fashion. Custodians are responsible for the complete care of the hallways. Please note that personal items left in the hallways will be discarded.

Security is your responsibility. Please keep exterior and unit doors locked to prevent any theft. Lock your windows as well as your doors when you leave. If something is stolen from your room or any other area (for instance, the parking lot), call the Yale University Police at 432-4400 (or 911 in an emergency).

Keys to on-campus apartments are provided at check-in at the Graduate Housing office located on Temple Street. The exterior door key for the apartments opens all three apartment buildings (Curtis, Fisher, and Bellamy).

SECURITY

There are several outside phones located around campus marked by blue lights. At the Divinity School there is one in parking lot 11, one in parking lot 12, one next to the Chapel, one in front of the school on Prospect St., and one on every campus apartment building. The phones will automatically call the Yale Police when you press the red button in the upper right corner. To call the Yale Police for an emergency from an indoor on-campus location, dial 911.

The University administration attempts to make Yale as safe as possible. Although University Police (both uniformed and plain-clothed) patrol regularly, security is ultimately your responsibility. University Police recommend that anti-theft devices be

used on cars; steering wheel locks and/or ignition switches may prove effective. Because the university is not responsible for loss, theft or damage, the University Housing Office requires that all tenants purchase renter's insurance as a condition of occupancy.

LAUNDRY

Each apartment building has laundry facilities located in the basement. There is a change machine located in Bellamy Hall. To report a malfunctioning washer or dryer on campus, call the number listed on the machine; a repair person will come within a day or so.

PARKING

Cars and Motorcycles: All vehicles must be registered with Yale Parking and Transit by filling out a parking application. This application must be filled out by residents when receiving keys for apartments. If you are a resident student, your parking is included in the rent, one car per unit.

Non-residents must make arrangements and pay a fee through Yale Parking and Transit, 221 Whitney Ave., 203-432-9790. Parking spots in Lot #11 are available for off-campus students who have a valid permit (obtained, on a first-come-first-served basis, through Yale Parking and Transit).

Cars parked in a university lot for which they have no permit are subject to towing without notice. Limited off-street parking is available along Prospect St., Canner St., or St. Ronan Street. Be careful to lock and secure your car, leaving nothing of value in it.

Bicycles: You may register your bicycle at any time at the Police Station at 101 Ashmun Street. It is suggested that you bring your bike with you when you decide to register it.

CAMPUS MAIL ROOM

The Yale Divinity School campus mail room is located on the first floor of the Divinity School building, adjacent to the Commuter Lounge. Hours of operation are posted on the mail room door. The sole purpose of the mail room is to receive and send YDS and University correspondence only. The Divinity School is not responsible for receiving or sending personal mail and packages. All members of the community should use their primary home address for all personal mail and package deliveries.

For stamps and to mail packages, go to the New Haven Post Office downtown, 1754 Chapel St. (1 block east of the Green), to 50 Brewery St., or to Yale Station. Yale Station is located at 206 Elm Street on the corner of High Street in the basement of Wright Hall (Old Campus). The mail room at the School of Management sells stamps and ships priority mail and FedEx packages. There is a sub-station Post Office for domestic mail in the Hall Benedict Drug Store, 767 Orange St. (on the corner of Linden and Orange). Stamps can also be purchased at the YDS Student Book Supply during regular store hours. For a listing of additional post offices in the New Haven area, see "Government Services" in Chapter IX.

COMPUTERS

YDS has one computer cluster located in room L109, in the south wing of the building. You will find additional computers in the entrance area of the library and in the Trowbridge Reading Room. Printers are located in the L109 south wing computer cluster as well as across from the elevator in the library in the Trowbridge Reading Room. Each machine has a host of software for word processing, conducting research on the internet, and accessing student e-mail accounts.

YDS Student Computing Support

The YDS IT Department will assist students with network connectivity, VPN access, NetID activation, NetID passwords, and general computer questions (referrals.) For hardware, software, other Information Technology issues and issues requiring a more in-depth service, students can receive computer help and repair from the following university groups:

The primary avenue of student support is the Yale Student Technology Collaborative - <http://its.yale.edu/centers/student-technology-collaborative> – please check their website or call for locations and hours on campus. 203-432-5242. The Bass library offers the most comprehensive hours and support. Sage Hall, which is closer to Divinity, offers weekday afternoon support hours.

More information is as follows: <http://its.yale.edu/centers/student-technology-collaborative/getting-help-stc>

Another avenue of support is through the Yale Walk-In Computer Support Centers - the nearest center to YDS is at 25 Science Park, 150 Munson Street, 203-436-9838, a short distance from the Divinity School.

<http://its.yale.edu/help/walk-computer-support-centers>. Definitely call ahead to schedule a drop off time/appointment.

For network connectivity, VPN or NetID help, the YDS IT office is generally open Monday – Friday 9am-4pm. Please email us for an appointment: ydsit@yale.edu.

Printing

Printing services are provided by Printing & Publishing Services (PPS/RIS) at a nominal charge per page. Students may use the Blue Print/PaperCut system in either printer location. Charges for Black & White printing are 10 cents per page for the first page and 2 cents for duplex or back side printing. Further instructions are available at the following link: <http://its.yale.edu/services/computer-labs-and-printing/printing-yale>.

To Add Funds to your printing account, use the following link:

<http://ypps.yale.edu/blueprint/papercut/student-printing/cost/student-printing-adding-funds>

Wireless networking areas

Most of Yale, including the entire building at 409 Prospect Street, has wireless connectivity. Users should connect to the "YaleSecure" network using their NetID and password. For more information on wireless networks at Yale, go to www.yale.edu/its/network/wireless or <http://wifi-config.yale.edu> to follow a wizard to connect to the "YaleSecure" network.

Anti-Virus Software:

Yale ITS recommends the use of antivirus software on all personally owned computers. Consider one of the following free antivirus solutions:

- For Windows: [Windows Defender](#)
- For Mac OS X: [Sophos for Mac](#)

For support for these products, please contact their respective publishers ([Microsoft](#) and [Sophos](#)).

DINING OPTIONS, ON AND OFF-CAMPUS

The perfect place to gather for table fellowship and academic discussion, the Refectory serves breakfast and lunch. Hours of operation are Monday to Thursday from 8:00am - 5pm and Friday from 8:00 a.m. – 2:30 p.m. Customers may use Visa, MC, Amex, Discover, or their Yale IDs as debit cards with “declining balances” already in place, such as Eli Bucks (<http://hospitality.yale.edu/eli-bucks>). Cash is NOT accepted. Full time students are automatically charged \$500 per semester, and part-time students are charged \$250 per semester for the Refectory. That money may be spent at the Divinity School Refectory, the Hall of Graduate Studies dining hall, located on York St., Commons at Schwarzman Center, located off Beinecke Plaza, and the Slifka Center dining hall, located on Wall St. Unused money from the first semester is rolled over into the second semester, but all money must be used by the end of the second semester.

In addition, for a little snack or soft drink, there are vending machines to the left of the Divinity Library entrance.

Chapter VII- Spouse, Partner, and Family Privileges

IDENTIFICATION

Spouses or civil union partners of Yale Graduate & Professional students are eligible for a Student Affiliate ID Card which confers particular privileges on the shuttle, in the library system, in the museums, and at the gym, among others. Contact the ID Center (<http://idcenter.yale.edu/>) at 246 Church Street, 203-432-0165. Registered students need to bring their own valid IDs and proof of marriage or domestic partner registration (see the Registrar's office for more information) to get an affiliate ID.

HEALTH CARE

Students may enroll their spouses, same-sex civil union partners, and/or dependent children with the Yale Health Center (<http://yalehealth.yale.edu/>). To inquire, call or visit Student Health Services on Canal St. Also, please see Chapter IX for more information about health resources in New Haven.

EMPLOYMENT IN THE NEW HAVEN AREA FOR PARTNERS AND SPOUSES

For jobs for your partner on the Yale Campus, consult Library Human Resources or the Yale Human Resources Office (<http://www.yale.edu/hronline/stars/>), 221 Whitney Avenue. New Yale Human Resources listings are posted every week online. The New Haven Register and the New York Times run daily help wanted classified ads. Also, for the Fairfield County area, see the Connecticut Post newspaper and the New Haven County Jobs website for county-wide web listings. Contact the Office of International Students and Scholars for information regarding visa restrictions on employment for international students and spouses.

YALE BABYSITTING SERVICE

Yale University offers this additional child care option as a service, and a means of connecting Yale students, faculty, and staff to access and provide babysitting services. This service can only be used by Yale students, faculty, and staff. Babysitters are not screened or employed by this service. For more information, contact babysitting@yale.edu, or see <http://www.yale.edu/babysitting>.

Chapter VIII- Learning and Planning Resources

THE YALE DIVINITY LIBRARY

<http://web.library.yale.edu/divinity>

The Library's hours for the academic year are as follows:

Monday-Thursday: 8:30 a.m. - 10:50 p.m.

Friday-Saturday: 8:30 a.m. - 4:50 p.m.

Sunday: 2 p.m. - 10:50 p.m.

Exceptions are noted for holidays and vacations and will be posted in advance on the library doors.

The Special Collections department is open from 9 a.m. to 5 p.m., Monday through Friday.

The Yale Divinity School Library Collection contains more than 500,000 volumes, subscribes to 1,750 periodicals, and has more than 4,000 linear feet of archives and manuscript material available for research. An additional 200,000 volumes classified as Religion are available to YDS students at Yale's Sterling Memorial Library. Circulating books housed at other Yale libraries and at the off-campus Library Shelving Facility may be requested online via Eli Express and delivered to the Yale library of your choice.

Orbis, the online catalog, contains records for all materials cataloged at Yale's libraries, including all Divinity Library holdings. The Orbis catalog can be accessed at computer workstations located throughout the Library as well as remotely - <http://orbis.library.yale.edu/vwebv/>. Books may be searched by author, title, subject, keyword, and call number. Numerous other online resources are also available from the Library computer workstations. Subject guides relating to disciplines taught at the Divinity School are a good way to get familiar with the library resources in that area and find tutorials on specific tools. Finding aids describing the holdings of the library's Special Collections are available online and in the Special Collections Reading Room.

Divinity Library books may be borrowed for six months. Books are subject to recall after two weeks. Fines are \$.50 per day for overdue books and \$2.00 per day for overdue recalled books. Reserved readings are embedded in Yale's course management system, Classesv2, under Course Reserves. A fine of \$2.00 per hour or portion thereof will be charged for the late return of reserve books. Fines may be paid at the circulation desk or billed to bursar accounts.

The following library staff are available for consultations:

Stephen Crocco:	Director
Suzanne Estelle-Holmer:	Associate Director
Christine Pesch Richardson:	Serials and Preservation Librarian
Susan Burdick:	Circulation & Interlibrary Loan Manager
Graziano Kratli:	Digital Projects & Technology Librarian
Carolyn Hardin Engelhardt:	Director of the Ministry Resource Center
Joan Duffy:	Archives Assistant

The University has adopted the following library disciplinary regulations:

I. Offenses Defined

The following acts constitute offenses against the University and are punishable by suspension of library privileges and/or fines, and/or dismissal/termination by the University, as determined by the appropriate authorities through the procedures outlined below:

- A) “Stashing” or sequestering library materials within a University library for the exclusive use of an individual or group.
- B) Willful or repeated failure to respond to recall notices.
- C) Defacing or mutilating library materials such as by marking, underlining, tearing, or cutting pages or parts thereof out of books or periodicals.
- D) Removal of library materials from a University library without authorization.
CLAIMED INADVERTENCE CANNOT BE ACCEPTED AS AN EXCUSE!
- E) Theft of library materials.

II. Fines, Charges, and Suspension of Library Privileges and Other Disciplinary Procedures

The Provost of the University has empowered the University Librarian to impose fines of \$10-\$100 for each offense. All fines for listed library offenses are in addition to fines for overdue library materials or charges for lost materials. When applicable, a restitution charge will be assessed for the repair or replacement of library materials, the costs to be determined by the library. In addition to fines, the University Librarian may suspend library privileges for a period of time when deemed appropriate.

The offenses listed in Part I.C. through I.E. above are also subject to disciplinary action up to dismissal/termination from the University. In the event that an alleged library offense involves the possible violation of one or more criminal statutes, the University Librarian may, after consultation with the Provost, refer the matter to the appropriate law enforcement authority.

In addition to the security arch to detect library books, all library patrons are required to open book bags, etc., for inspection when leaving the library. Patrons are required to present a valid Yale ID when checking out books.

MINISTRY RESOURCE CENTER

By providing a program bringing together the study of theology and the practice of ministry, the Ministry Resource Center serves YDS faculty and students as well as local congregation leaders. The Center provides consultation and workshops related to ministries of the congregation; is a division of the library with a large collection of videos, DVDs, and print resources focused on the practice of ministry in many settings; and provides an opportunity to study and borrow resources ranging from social issues to congregational care to curricula for adults, youth, and children. The Ministry Resource Center works to expand visions and meet faith needs through the lives of congregations and individuals.

YDS students have found the Center useful for their supervised ministries in local congregations and other institutions. For their own personal “continuing education,” students can borrow resources on leadership, parish management, worship planning,

preaching, counseling, spirituality, and many other topics. The Center is open all year, Monday-Friday, and is located in the YDS library. Although it is staffed from 11 a.m. to 4 p.m. during the academic year and from 10 a.m. to 3 p.m. in May through August, students have access to the resources at all times that the library is open. The phone number is 432-5319.

STUDENT BOOK SUPPLY

J. Andrew Sowers, '15 MAR is the manager of the YDS Student Book Supply (SBS), which is located just inside the main entrance to the Divinity School. One of the few remaining independent theological bookstores in the country, the SBS boasts an inventory of over 17,000 titles. The SBS also serves as the textbook center for all YDS courses. Any book not in stock but still in print can be special-ordered through the bookstore. The bookstore also carries supplies, gifts, and a line of YDS paraphernalia such as t-shirts, jackets, mugs, postcards, etc.

All students are invited to become members of the bookstore. For only \$30 per year, all members are entitled to a 15% discount off of all purchases (services, stamps, and sales items excluded) as well as a membership gift upon signup. This is a definite must if you are going to buy textbooks. Membership can even be continued after graduation.

The bookstore is open all year. Special hours are posted for summer and other vacations. When classes are in session the hours are Monday-Friday, 9.30am -5:00pm. In addition to regular services, the bookstore also offers laminating, shipping, and faxing services. Payment for items purchased at the SBS can be made by cash, check, traveler's check, Visa, Mastercard, or Discover.

SUPERVISED MINISTRIES

Within the YDS curriculum, the programs in Supervised Ministries help students gain professional competencies in the art and practice of ministry, build frameworks for addressing practical theological issues, acquire comprehensive and contextualized views of ministry in the Church and the World, discern and develop professional ministerial identities, and establish a foundation for pursuing lifelong learning individually and among peers. While supervised ministry is a requirement of the M.Div. program, it is also open to students in the M.A.R. degree program.

The Office of Supervised Ministries helps students negotiate a supervised ministry experience that will develop or enhance the skills and practical wisdom required for the ministry to which they are drawn. Sites participating in the internship program represent a broad range of denominations, theologies, and missions. They include parishes, campuses, and both faith-based and secular community organizations. Each site has an experienced supervisor who directs and supports the student's experience and a theologically trained mentor who engages in regular theological reflection with the student about that experience. Most often there is a single supervisor/mentor that performs both roles. The internship is guided by the Learning Covenant that the student creates in collaboration with the ministry supervisor/mentor.

There are four essential components to Supervised Ministry at Yale Divinity School:

1. 400 hours of ministry practice (which includes time spent preparing for onsite activities and time in Practicum);
2. A supervisor qualified to oversee and mentor that ministry practice at an approved site;
3. Weekly theological reflection (at least one hour) with a theologically trained mentor on that ministry practice;
4. Regular meetings with a group of peers, also doing internships, in a collaborative learning community where they can safely explore their ministry and mentoring experience as spiritual and professional formation.

Supervised Ministry is a 6-credit course – 3 credits each semester or 6 credits for summer ministry intensives. The 9-hour seminar, *Negotiating Boundaries in Ministerial Relationships*, is a prerequisite for Supervised Ministry. Students can receive elective credit for up to 15 credits of supervised ministry. Clinical Pastoral Education (CPE) can be transferred to YDS as 6 credits of supervised ministry.

For definitive information about requirements and policies regarding supervised ministries, please contact the Office of Supervised Ministries at supervised.ministries@yale.edu or consult the website at: divinity.yale.edu/supervised-ministries/office-supervised-ministries. Orientations are held during the year for each type of program. Watch DivMail for announcements, or contact Lucinda Huffaker, Director of Supervised Ministries, at lucinda.huffaker@yale.edu.

CAREER SERVICES

The Office of Career Services is located on the first floor of Seabury. The Director of Career Services, Susan Olson, is available to assist students at all levels of their degree programs with discerning career and vocation options, creating career plans, and building the skills needed for a successful job search. The Office of Career Services' mission is specific to finding post-degree work. Internships, and spousal employment are handled elsewhere within the Divinity School or university.

Specific services to current students include participation in a series of workshops, individual resume and cover letter review, practice interviews, a small lending library of career resources, and special presentations. Students are also encouraged to peruse the nearly one hundred job announcement boards that are linked to that website, and to sign up for our LinkedIn Career group. Individual career counseling is also available by appointment, and all students - particularly new students - are encouraged to sign up for appointments.

WRITING CONSULTANT

YDS recognizes that writing quality is an important aspect of professional development and encourages students to cultivate exceptional writing skills. Toward that end, YDS provides assistance with a variety of writing tasks through the Writing Consultant.

Students may meet with the Writing Consultant through individual conferences as well as by attending various small group workshops throughout the year, posted through DivMail.

The Writing Consultant assists students in understanding how to organize and draft various types of writing assignments (e.g. exegesis papers, credos, sermons); how to organize and write in-class essay exams; and how to use computerized spelling, thesaurus, and grammar aids. Additionally, the Writing Consultant analyzes papers with students who have been referred by their professors and helps those students improve their writing by reviewing style, syntax, organization and grammar.

The Writing Consultant's office times will be posted around campus at the beginning of the year. Students should check Div Mail for each semester's hours as well as for notices of special workshops. Contact the Academic Dean's office for more information. The writing consultant for 2016-17 is Brad Holden. He can be reached at robert.holden@yale.edu.

RESOURCE OFFICE ON DISABILITIES

If you have a physical, psychological, or learning disability and might require accommodations in your coursework, please contact the Resource Office on Disabilities (432-2324). The staff there will work with you and the professor to document your needs and arrange for accommodations to support your learning. Such support may include adaptive computer technology, classroom accommodations, examination and testing modifications, and special transportation. For more information on the Resource Office on Disabilities, see the Office website at <http://rod.yale.edu/> or call the Office at 432-2324.

YALE UNIVERSITY'S EQUAL OPPORTUNITY STATEMENT

The University is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, race, color, religion, age, disability, status as a special disabled veteran, veteran of the Vietnam era or other covered veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation or gender identity or expression.

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other covered veterans.

Inquiries concerning these policies may be referred to Valarie Stanley, Director of the Office for Equal Opportunity Programs, 221 Whitney Avenue; 3rd Floor, 203-432-0849.

For more information on the Office for Equal Opportunity Programs, please visit <http://www.yale.edu/equalopportunity/>.

TIPS ON RESEARCH PAPER WRITING

Courtesy of Lana Schwebel, former Assistant Professor of Religion and Literature

Use Your Resources:

The Library! The secret weapon of every university, but too often overlooked.

Start with the YDS library homepage: <http://www.library.yale.edu/div>

It's full of useful resources; see especially "Orientation and Tutorials" for help in using databases and finding articles.

The librarians themselves are our heroes and the great guardian angels of all sorts of knowledge; never, ever be afraid to ask them for help with your research- they love challenging questions.

Deborah Core, *The Seminary Student Writes*

Van A. Harvey, *A Handbook of Theological Terms*

John Bowden, *A Concise Dictionary of Theology*

John Hayes and Carl Holladay, *Biblical Exegesis: A Beginner's Handbook*

Coggins & Houlden, eds., *Dictionary of Biblical Interpretation*

John Hayes, *Dictionary of Biblical Interpretation*

Citation Guides:

The Chicago Manual of Style

The MLA Handbook for Writers of Research Papers

Sylvan Barnett, *A Short Guide to Writing About Art* (for art history courses)

Diana Hacker, *Research and Documentation in the Electronic Age*

The Seven Deadly Sins of Paper-Writing

Pride. Don't be so proud of your thesis or observations that you avoid complicating it with analysis. That is, be prepared to expand it, show its limitations, and make it more complex as your paper goes along.

Envy. Don't compare your work or grade to that of a colleague; accept that your work will grow at its own rate and will be graded accordingly. (Do, on the other hand, trade drafts with your colleagues; it's very helpful to have someone else look at your work.)

Anger. When you get back a paper filled with your professor's comments and sporting a grade somewhat lower than you'd hoped, you can get mad- or you can read the comments and see if she or he might actually have a point. Most TA's and professors will be glad to discuss your work with you, before or after the fact.

Greed. Never steal anyone else's work; plagiarism is deeply dishonest, and it will be punished. And avoid the temptations of the internet, unless your professor explicitly allows it.

Sloth. Start early. Start early. Start early. You will hate yourself if you wait until the last minute to write your paper. Also, don't be lazy about revision when you know that you could do better.

Gluttony. Gobbling up so many scholarly sources that your paper winds up doing nothing but rehashing them. It's not enough to show that you've read the scholarship; a good paper situates original thought (your own!) in its scholarly context.

Lust. Keep yourself from the temptation of the sexy title, the hip topic, the too-clever-for-its-own-sake opening sentence. More valuable by far is the solid, well written paper that makes a clear argument and relies on a plain style to communicate its observations. Write about what interests you, not about what you think should interest you.

Simple Ways to Improve Your Paper, In Ten Easy Commandments

- 1. Thou shalt do the assignment.** Don't write a reflection paper when your professor wants a research paper. Don't turn in five or fifteen pages when you're asked for ten.
- 2. Honor thy sources.** Don't dismiss the work of other scholars wholesale; they were published for a reason, and you merely mar your own credibility by scoffing at their work.
- 3. Thou shalt start early.** Give yourself enough time to put away your essay draft for a day or two and come back to it with new eyes. And print it out, rather than revising on the screen. Good writing is, in fact, rewriting; make sure you have time to do it.
- 4. Art thou confused? Thou shalt not guess.** Befuddled? Baffled as to what your professors want? Don't guess; ask them. Office hours are there to be used: don't ever hesitate to meet with your instructor if you can.
- 5. Let thy first impression be a good one.** Your opening paragraph is the first thing your professor will read, and it will shape her or his opinion of the rest of your essay. Work hard on revising it; make sure that your opening does what it needs to do.
- 6. Thou shalt exercise moderation in all things.** Recognize that you won't (and have no need to) change the face of theological studies in a ten-page essay. Learn to value smaller insights. But do value your own insights as much as you do other scholars'!
- 7. Thou shalt sweat the small stuff. Emphatically.** Want to drive your professor batty? Ignore one of the following: Spelling. Grammar. Proper punctuation: know the difference between a comma and a semi-colon. Proper citation style. Simple errors make your paper look amateurish, unscholarly, and just plain carelessly written.
- 8. Honor thyself and thy work!** Avoid diluting your scholarship with slang, chattiness, and kinda-sorta-maybe language. Writing the way you speak is usually inappropriate; so is the constant use of fifty-cent words. Rely on evidence and insight, not rhetoric.
- 9. Thou shalt grant credit where credit is due.** Plagiarism is lying, pure and simple. Before you turn in your essay, make absolutely, positively certain that you've cited any work that isn't your own, and err on the side of caution. Remember that the best scholarship situates original insight in the context of extant scholarship; your paper should do the same. Always cite any works you

quote, paraphrase, or refer to. And be sure to check with your professor before going near the internet for research.

10. Keep thy perspective. Do the best you can, learn from the results, but don't beat yourself up over it. Remember what you're here for: you're probably not going to get top marks on every paper you write, but you will learn a great deal in the process. Remember what matters.

Papers Without Tears: Five Tips

1. Your opening paragraph should clarify what your paper is going to argue, how you're going to argue it, and why such an argument is important. If you use the word "explore," you should explain why such an explanation is fruitful.

2. How to make your points in the body of your essay: (a) State your point clearly and concisely. (b) Illustrate your point by backing it up with evidence (textual, experiential, personal - depending on the kind of essay you're writing). (c) Complicate your point. Try to recognize what questions or criticism your observation might provoke, and address them. When does your observation falter? How do other scholars expand or qualify your observation? Don't be afraid to add this complexity to your essay: far from undermining your argument, such complication will actually make it more sophisticated.

3. Take your reader through your essay actively: be sure that your paragraphs all begin with elegant transition statements. Point to what you've just said, and connect it to what you're about to say.

4. Maintain an objective tone. The best scholarship includes original insights, but take care to back up these insights in a scholarly fashion. When the assignment asks for your opinion or personal reflection, don't use this requirement as an excuse for sloppy language, chattiness, or a chance to display the force of your personality.

5. Write first, revise later. Don't expect your essay to spring full-blown from your head onto your computer screen. And don't put off writing until you've discovered the "perfect" topic: a topic is as good as your treatment of it. Just start writing: fix it later.

Quick and Dirty Revision: Five Tricks

1. Put your essay away, at least overnight. The next day, don't revise it on the screen. Instead, print it out in a silly font- one you'd never use for your final draft- take your name off the draft and review it in a place where you don't normally work on papers.

2. The simplest way to clean up your prose: Try to get rid of passive voice and the word “is.” And remember that sentences that start with “it is interesting (or important) to note...” tend to be less interesting than the ones that actually show your point.

3. Sick of staring at a blank screen? Don't. If you're not working on a laptop, turn off your computer screen and type for 20 minutes. There's something about removing the tyranny of the blank screen that helps get your brain going.

4. Outline your essay...after you've written your draft. Take every sentence, summarize it, and put it into outline form: this will help give you a sense of where your logic doesn't follow, or where there are gaps in your analysis. This can take a while, but it forces you to look at your essay in a new light.

5. Neither last nor least: ask for help. Show your paper to friends; ask the librarians for research help (they're the unsung heroes of Yale); consult the writing advisor.

INADEQUATE ACKNOWLEDGEMENT OF SECONDARY SOURCES (PLAGIARISM)

Courtesy of Carolyn Sharp, Professor of Hebrew Scriptures

Written assignments at Yale Divinity School often require consultations of and critical reflection on secondary sources. Secondary sources include books, articles, reviews, web sites, published or orally delivered sermons, poems, and any other written, oral, or electronically mediated communication. Failure to adequately acknowledge secondary sources in a written assignment is a matter that, per YDS policy, must be forwarded to the Professional Studies Committee for review. Depending on the disposition of the matter by the Committee, consequences for the student can include a mandate to rewrite the flawed paper or to write a new paper unrelated to the flawed paper; the recording of an F on the student's transcript for the class; or expulsion from YDS.

Per YDS policy, a student's stated lack of intent to plagiarize cannot be considered material to a case under investigation. It is therefore in students' best interest to inform themselves fully about the kinds of plagiarism that exist so that they may avoid those errors in their written work. Below are clarifications of plagiarism. These are intended for your instruction only and are not to be taken as an exhaustive or definitive list.

Kinds of Plagiarism

1. Wholesale failure to acknowledge a source. If you use information, an idea, a line of argument, or a distinctive turn of phrase without noting explicitly the source in which you found the material, you will have plagiarized. Very well known information, such as the fact that Amos may have prophesied in the 8th century B.C.E. or that the Babylonians sacked Jerusalem in 587, need not be footnoted or otherwise acknowledged. If you are unsure whether you need to acknowledge a source, do acknowledge it. It is always better to err on the side of caution.

2. Failure to indicate a verbatim quotation. The verbatim (word-for-word) quotation of secondary material in your written work must be indicated in every instance by the use of quotation marks. If you do not use quotation marks, the reader will take the material as your own words, and you will have plagiarized. This is the case even if you supply a footnote at the end of the verbatim material or attribute the material in a general way to the source in question. If material is used verbatim, it must always be marked by quotation marks. Note that for lengthy quotations block-indented in single-space format, the block indentation stylistically takes the place of quotation marks as such, so quotation marks are not needed in that kind of situation.

3. Failure to indicate more general dependence on a secondary source. If you use an idea from another source without acknowledgement, or follow another writer's line of argument without acknowledgement, you will have plagiarized,

even if you paraphrase the idea or sequence of ideas rather than rendering the material verbatim.

Illustrations of the above kinds of plagiarism will draw on the following excerpt from J. Gerald Janzen, *Exodus* (Westminster Bible Companion; Louisville: Westminster John Knox, 1997), p. 78:

If, as Whitehead says, “we are never very free,” we do usually have a margin of freedom within which we can reflect on our situation, with all its constraints, and respond to it in ways that promise to make our continued life possible and perhaps even better. But from time to time we wonder whether we have enough freedom to enable us to get out of the dead-end streets our exercise of freedom has gotten us into. If human freedom arises in what we call our will and finds its direction in what we call our imagination, the question is, Do we have the imagination to modify a social arrangement or course of action that our imagination once devised for what seemed good reasons but that now threatens to become a straitjacket on ourselves or others? In the biblical view, such freedom, such imagination, is the gift of God who, according to the word at the burning bush, is most deeply named in the words, “I will be who I will be.” As I suggested earlier, such a name implies at least this much: However, much we have known God in terms of our past typical experiences, needs, practices, and patterns of life, God is not limited to this past but remains free to respond to whatever new circumstances may arise in God’s creation.

EXAMPLE #1

A student’s wholesale failure to acknowledge a source

In considering the terrifying judgment oracles of the book of Amos, and especially in the absence of promise material except for that brief bit at the end of Amos 9, it seems that Amos would argue against free will. Repentance no longer seems possible for the people of Israel. They no longer **have enough freedom to enable them to get out of the dead-end street that their sinning has gotten them into. In the biblical view, freedom is the gift of the God who appeared to Moses at the burning bush**, but according to Amos, the Israelites have consistently used this freedom only in order to sin, so they are now faced with utter destruction.

EXAMPLE #2

A student’s failure to indicate a verbatim quotation

Even if Ezekiel does stress personal rather than corporate and generational responsibility for sin in Ezekiel 18, still, as Janzen suggests, **from time to time we wonder whether we have enough freedom to enable us to get out of the dead-end streets our exercise of freedom has gotten us into.** Even if we are free theoretically, in practical terms we continually reforge our chains of slavery

to sin. But thanks be to God that God is not limited in the way that we are. **However much we have known God in terms of our past typical experiences, needs, practices, and patterns of life, God is not limited to this past but remains free to respond to whatever new circumstances may arise in God's creation.**¹

¹ J. Gerald Janzen, *Exodus* (Louisville: Westminster John Knox, 1997), 78.

Note that in the above example, even though Janzen is mentioned in the body of the student's essay and the student has supplied a footnote, the student's paragraph is still plagiaristic. The absence of quotation marks leaves the impression that the passages taken verbatim from Janzen are in fact the student's own words, which is not the case.

EXAMPLE #3

A student's failure to indicate more general dependence on a source

The Garden of Eden story raises some difficult and compelling questions regarding the whole theological problem of **free will** versus determinism. **Alfred North Whitehead has suggested that humans are never very free**, in real terms. But do the prophets not proclaim that we have a certain kind of freedom in that **we can reflect** on our life, repent, and **try to improve it**? We may have enough freedom to do that, to try to lift ourselves up by our bootstraps and get out of the traps of sin that we set for ourselves. But **imagination** is also needed, the imagination to see new ways of living as Christians. We may be bound as if in a **straitjacket to choices we once made, thinking they were good ideas at the time**, and lack the spiritual imagination to see how we might be transformed, how we might walk a new path in a new situation.

Note that although the above essay is written in the student's own words, the general line of argument, from Whitehead to free will to the roles of reflection and imagination to the image of a straitjacket, is followed by the student without acknowledgement of the source. This too is plagiaristic.

For more information on plagiarism rules, please see:
writing.yalecollege.yale.edu/understanding-and-avoiding-plagiarism

Chapter IX- Living in New Haven: Information and Activities

ACTIVITIES AT YALE UNIVERSITY

ARTS

Yale Cabaret

yalecabaret.org

217 Park St., (203) 432-1566

Theater performed by Yale Drama School students- it's always fun!

Yale Orchestra, Choirs, and Operas

music.yale.edu

The Yale School of Music offers concerts nearly every day. From solo recitals to group ensembles and guest performers, everything is very good and almost all concerts are free. Check the schedule for times and venues.

Yale Repertory Theater

www.yalerep.org

1120 Chapel St., (203) 432-1234

Performers are Yale students and faculty. Get season tickets- very inexpensive with your student ID. The theater is always edgy.

ATHLETICS

Yale Athletics

www.yalebulldogs.com/

Tower Parkway, New Haven, 203-432-4747

Yale Corinthian Yacht Club

www.yale.edu/ycyc

Short Beach, Branford, 203-488-9330

Offers seasonal memberships for recreational and competitive sailing.

Yale Cullman Tennis Courts

www.yalebulldogs.com/information/facilities/cullman-heyman_tennis_center/index

Derby Ave., West Haven, CT 203-432-2490 or 203-764-9227 (indoor).

The center includes 5 clay courts and 4 indoor courts. Offers tennis clinics for adults and group lessons for children.

Yale Golf Course

thecourseat Yale.org/

200 Conrad Dr., 203-392-2377

An 18-hole championship course, putting greens, and driving range. Considered one of the nation's finest.

Yale Outdoor Education Center

www.yalebulldogs.com/information/facilities/outdoor_education_center/index

298 Upper Pattagansett Road, East Lyme, CT, 203-432-2492

The center, about 45 miles from New Haven, very uncrowded and a real treat, consists of 200 acres of woodlands and a lake for swimming, canoeing, and fishing. Cabins and campsite rentals are available.

Yale Polo and Equestrian Center

sportsandrecreation.yale.edu/facility/polo-equestrian-center

70 Central Ave., 203-432-1431

The center contains 62 stalls, an indoor arena, and outdoor riding facilities. Lessons for adults and children at all ability levels are offered.

For a listing of other Yale Athletic Facilities, please visit

<http://www.yalebulldogs.com/information/facilities/index>

MUSEUMS

All of the museums at Yale are free with your Yale Student/affiliate ID. For exhibit information go to: www.yale.edu/museums/

Art & Architecture Gallery

www.architecture.yale.edu/sites/gallery

180 York St., Hours: M-F 9-5, Sat. 10-5, closed Sunday

Beinecke Rare Book & Manuscript Library

www.library.yale.edu/beinecke

121 Wall St., Hours: M-Th 9-7, F 9-5, Sat. 12-5

Has a Gutenberg Bible as well as original manuscripts of music and books. See Charles Dickens' notes in the margins of his own novels and letters written by Mozart.

Center for British Art

britishart.yale.edu

1080 Chapel St., Hours: Tu-Sat 10-5, Sun. 12-5

Boasts paintings by Gainsborough, van Dyck, Whistler, and many more as well as prints, rare books and manuscripts, great architecture, and a library. Offers lectures, films, concerts, and even programs for children.

Peabody Museum of Natural History

www.peabody.yale.edu

170 Whitney Ave. (corner of Sachem St.) Hours: Mon-Sat 10-5, Sun. 12-5

Free admission on Thursday afternoons from 2-5. A great place for kids with new exhibits every few months.

Sterling Memorial Library

www.library.yale.edu/rsc/sml

120 High St., Hours: M-Th 8:30-11:45, F 8:30-4:45, Sat. 10-4:45, Sun. noon-11:45

Worth it just to walk in and see the old cathedral-gone-library look. Check out the study room. Entry to several collections and exhibits is open to the public, however, access is restricted to those with Yale ID or Library Privilege cards after 6 p.m., Sun.-Fri.

Yale Art Gallery

artgallery.yale.edu/

Chapel and High St. Hours: Tu-Sat. 10-5, Th 10-8 (Sept.-June), Sun. 1-6

Home to works by Van Gogh, Picasso, Pollock, Hopper, Kandinsky, just to name a few, as well as a great sculpture and furniture collection. Free audio guided tour with commentary by Yale professors.

TOURS

Yale University Guided Tours

www.yale.edu/visitor/tours.html

Tours start at the Visitor Center at 149 Elm St., M-F 10:30 & 2, Sat.-Sun. 1:30. No appointment is necessary. Tours last 1 hour and 15 minutes with an optional video 15 minutes before the tour begins.

IMPORTANT NEW HAVEN INFO

State of CT Official Website

State Department of Economic and Community Development details topics such as Doing Business in CT, Working in CT, Learning in CT, Living in CT, Playing in CT, and Visiting CT. www.ct.gov

The Official New Haven Website

If you can't seem to find something you want to know more about, chances are you will find it, or a link to it, at: <http://www.cityofnewhaven.com>

GOVERNMENT SERVICES

Connecticut Department of Motor Vehicles

1-800-842-8222 <http://www.ct.gov/dmv>

Once you have established residency in Connecticut, you have 30 days to transfer your out-of-state license to Connecticut. The closest office for the CT Department of Motor Vehicles is the Hamden Office at 1985 State Street. For more information on obtaining a CT driver's license and registering your vehicle, including what you will need to bring with you, check out the CT DMV website.

Connecticut Department of Revenue Services

1-800-382-9463 <http://www.ct.gov/drs>

Everything you need to know about filing income taxes in Connecticut. Download forms or file online.

Tax Collector, City of New Haven

City Hall, 165 Church Street; 203-946-8054

<http://cityofnewhaven.com/TaxCollector/index.asp>

You may be liable for local property tax on your car regardless of whether or not it is registered in Connecticut. In addition, anyone who lives in zoned parking areas in New Haven will need to report to this office for an official New Haven parking pass.

Voter Registration & Absentee Ballot Applications

<http://www.ct.gov/sots>

The Connecticut Secretary of State website provides voter registration forms as well as absentee ballot applications.

LIBRARY

New Haven Free Public Library

<http://www.cityofnewhaven.com/library>

133 Elm St., New Haven, CT 06510. Reference 203-946-8130

The Library is your free community information center, providing current and historical information on many subjects. New Haven residents can get a

permanent library card with a photo ID and piece of mail with a local address. Yale students can get a temporary card with their Yale ID. During the year, the library is usually closed on Saturdays and Sundays. Check website for exact hours.

POST OFFICES

Fair Haven Station:	230 Grand Ave., New Haven 203-773-3529
Hamden Branch:	1744 Dixwell Ave., Hamden 203-281-4530
Kilby Station:	369 Washington Ave, New Haven 203-782-3718
New Haven Main Office:	50 Brewery St., New Haven 782-7007
Westville Station:	95 Fountain St., New Haven 389-8655
Yale Station:	06 Elm St., New Haven 773-3454

TRANSPORTATION

Yale Bus Info
(all free with Yale ID)
to.yale.edu

Yale Shuttle
Tel: 203-432-9790

Operates scheduled daytime routes from 7:20 a.m. to 6 p.m., Mon.-Fri. For route maps and real-time shuttle tracking, see to.yale.edu/shuttle

Minibus Service
Tel: 203-432-6330

Night Service, 6 p.m.-7:30 a.m., seven days a week (Monday through Sunday).
The minibus runs on a scheduled service and is available for off-route pick-ups. To request a pick-up, call the above number or dial 2-6330 from any campus phone. From 1 a.m. - 7:20 a.m., you must call for minibus service.

Special Services Van
Tel: 432-2788

For members of the Yale community who are temporarily or permanently disabled, the special services van operates within boundaries, Mon.-Fri., 24 hours a day, and on Saturday and Sunday from 6 p.m. - 7:30 a.m. There is no daytime service on weekends.

Public Buses

Get bus schedules online at www.cttransit.com or call 203-624-0151. One-way bus fare is \$1.50.

Taxis

Metro Taxi	203-777-7777
Yellow Taxi	203-777-7770
Uber	www.uber.com

Connecticut Limousine

To Bradley, Kennedy, LaGuardia, and Newark airports. CT Limousine has a terminal at 600 Long Wharf Drive (I-95 exit 46) and also has pick-up points at Phelps Gate. Yale discounts are available to students and affiliates with a Yale ID. (800) 472-LIMO or <http://www.ctlimo.com>

Train

Union Station- Union Ave., South of Rt. 34

Union Station serves daily Amtrak, Metro-North, and Shoreline East trains. Take a day trip into New York City, or take a longer trip to Boston or D.C.

Amtrak:	http://www.amtrak.com
Metro-North:	http://www.mta.info
Shoreline East:	http://www.shorelineeast.com

Airports

Tweed-New Haven Airport

<http://www.flytweed.com>

The closest airport to the Div. School, Tweed offers daily flights on USAirways. Tweed is located at 155 Burr St. in New Haven. From I-95 take Exit 50 (northbound), Exit 51 (southbound).

Bradley International Airport

<http://www.bradleyairport.com>

Located about an hour north of YDS in Windsor Locks, CT (I-91, Exit 40) Bradley offers daily flights on most major airlines.

HEALTH

Yale Health

www.yalehealth.yale.edu

55 Lock St. 203-432-0246

Offers medical services to the Yale community. YUHS houses primary care and specialty medical services, radiology and lab services, a pharmacy, and a 23-bed Inpatient Care Facility. Refer to the YUHS Student Handbook or contact Member Services for more info.

Dental and Vision Plans for Graduate and Professional Students

Yale offers graduate and professional students the option of enrolling in dental coverage with Delta Dental. Online enrollment information is available at www.yale.edu/gradprofdenteye.

Yale-New Haven Hospital

www.ynhh.org

20 York Street 203-688-4242

Yale-New Haven Hospital St. Raphael Campus

www.ynhh.org/src

1450 Chapel Street 203-789-3000

Mental Health and Wellness

<http://yalehealth.yale.edu/>

<http://yalehealth.yale.edu/faq/about-mental-health-counseling>

55 Lock St. 203-432-0290

Every eligible Yale student enrolled at least half time in a Yale degree program is eligible for counseling at Mental Health & Counseling completely free of charge regardless of whether they have waived Yale Health Hospitalization/Specialty Care coverage.

Consultations, counseling, psychotherapy, and crisis intervention are available to all students and to eligible spouses and civil union partners. A referral is not needed and appointments can be made by phone and or in person for an initial consultation.

Chapter X: Important Documents

Marquand Chapel: A Short Introduction

Welcome to Marquand Chapel for the academic year 2016-17. These brief notes offer some background information and guiding principles for planning and participating in worship in Marquand.

Participating in worship

Worship takes place in Marquand Chapel at 10.30 a.m. every weekday when classes are in session. There are also a few additional services on special occasions. Our aim is to create ecumenical Christian worship in which the voices of many traditions are heard but no single denomination or worship style dominates, and where all are made welcome, regardless of faith or creed.

Marquand worship follows a weekly pattern. Monday through Thursday worship lasts 30 minutes. Monday, Tuesday and Wednesday include services of Word and prayer, preaching, and various creative forms of worship. Every Thursday is “Sung Morning Prayer”, in which almost the entire service is set to music. A number of Christian traditions have completely sung worship; Marquand’s version is unique in that it is not tied to any one tradition. On Fridays our service lasts from 10.30-11.15, and is a Eucharist, Holy Communion or Lord’s Supper, sometimes celebrated in the tradition of a specific denomination, and other weeks with an ecumenical order of service. From time to time we build a week’s worship around a theme, often to coincide with a national, international or local community event.

There are two complementary aspects to the vision for Marquand Chapel. Our primary purpose is to gather members of the community together to worship God. Our secondary purpose is to learn about worship, through participating, planning and leading. Worship is always a learning experience, but more deliberately so in a Divinity School, where not only do we learn about ourselves, the community and God within worship, but also have the chance to make connections between worship and what we are learning in the classroom. Our hope is that many students will deepen their understanding of their own worship or liturgical tradition by taking part in planning and leadership of a service.

Contributing to the planning of a service is an opportunity both to share the riches of your own experience, and concurrently to come face to face with your assumptions about what happens in worship. We encourage everyone to participate both within and outside their own traditions, in order to develop the liturgical literacy and pastoral sensitivity necessary to lead community worship. We invite worship leaders to dig deeply into their own worship traditions, and then to make their own style of worship accessible to others. Our purpose is always to create a real act of worship, not a seminar presentation, so this is sometimes a challenging task. Where possible worship traditions or liturgies should – like works of art – be allowed to speak for themselves, and not be over-interpreted. Sometimes, however, it is necessary to offer just enough explanation to invite others into what are, for them, unfamiliar habits of worship. So in working together we try to find a

balance between explaining, and simply diving in and experiencing different forms of worship. Where there are aspects of worship that cannot be drawn into an ecumenical setting due to the liturgical constraints imposed by some denominations, we seek to find aspects of each tradition that can legitimately become part of our community worship.

As you come to Marquand, come with an open heart and mind, come willing to listen and to learn, and come often. Chapel is different every day and the only way to be a part of such a diverse community's worship program is to worship together, often and over time. It is worth bearing in mind that the richness and depth of life-changing worship and community building only comes to those who are willing to step outside their comfort zone; it is only possible to encounter God, and to build community, if we are willing to be made uncomfortable by encountering new things, and willing to make mistakes in the effort to do something worthwhile. So while we hope and intend that Marquand services will often be both inspiring and comforting, we also know they can be challenging, surprising and even startling on occasion.

Organization of Marquand Chapel

The Marquand program is directed by the Dean of Chapel, who is advised by the Marquand Advisory Committee, and assisted by a team of staff and students. Central to the team are the Director of Chapel Music and the Liturgical Coordinator, as well as our regular visiting worship leader, Mark Miller. A number of other staff and faculty also contribute to the work of the Marquand program. A number of YDS and ISM students serve each year as Chapel Ministers, and three organ scholars and two student choir directors are also appointed each year.

The Chapel team aims to include and collaborate with a large number of contributors from among the faculty, staff and students to plan and lead worship during the year, as well as inviting alumni/ae and other visitors to expand our experience and learning. Our worshipping community includes people from many denominations, as well as those from outside conventional church structures. We aim to create a worship environment that rejoices in common ground while also respecting particularity and difference, not expecting anyone to agree with every taste and opinion, but allowing difference to challenge, inform and develop our own convictions.

One of the features of Marquand worship is that, unlike almost every other form of Christian worship, our services are only 30 minutes long, and they occur as a break in the working day, rather than with the leisure of an evening or a Sunday morning. Consequently, whatever tradition we draw on, all our services are adapted to fit to a tight time slot within the working day. Although this is a constraint, it proves true that "necessity is the mother of invention", and it is educational to discover that 30 minutes can seem timeless and rich, rather than rushed, if the service is conceived and executed well. It is surprising to find just how much you can communicate in a sermon of a mere 5 minutes, or how time seems to stand still when the community learns to keep silence together. Prayer comes to life when it is expressed in many different ways - extemporaneous one day, scripted the next, sung or walked or embodied the day after that.

Marquand is also shaped by the fact that we are an academic community – the makeup of the community is transient, our timetable and focus is governed to a large extent by the academic year, and we are almost always an adult congregation. Each year in Marquand is a little different as the particular makeup of the school, and its pool of talents and interests, shifts from one year to the next. One year, dance might be a particular feature, another it might be drama, visual arts, or various forms of music. At all times connections are made between what we learn in the classroom or the library, and how we express our worship in Chapel. Throughout the course of each year Marquand’s worship is planned around the life of the community – so we design our worship program to coincide with issues raised by conferences, themes of the year and other events such as visiting lecturers or artists. We also aim to give due attention to our situation in the wider community of Yale and of New Haven, reminding ourselves not to become too insulated in the concerns of our working day, but to allow our worship to reflect our whole lives.

In all of this, then, we aim to discover a core of worship that draws the richness and variety of the many Christian traditions represented on the Quad, not merely rotating through different traditions, but drawing on the characteristics of each to create a unique expression of ecumenical worship within the ongoing life of this learning community.

Practical considerations

The hour for Chapel and coffee hour is set aside by the school as a non-work hour - no classes or meetings are scheduled during that time, and the intent is for us to switch off from classes for an hour and focus on community and worship. We encourage everyone to avoid talking about work-related issues in Chapel, or on your way to or from a service, and instead give attention to worship and to one another.

Where possible, leave coats and book bags outside Chapel (and not on the seats in chapel), but do bring valuables in with you and place them under your own seat. As an act of hospitality, please move right into the space and into the center of the rows of seats, leaving the seats closest to the door for late-comers, parents with baby-buggies or those who need extra space. And please – don’t chat in the narthex if the service is underway in the chapel—you can be heard inside!

Volunteering to serve in Marquand

Singers and musicians are invited to volunteer for the various musical activities in Marquand. The main person to contact for this is Mrs. Sara O’Bryan, our Director of Chapel Music (Interim).

Regular musical activities to look out for include:

Marquand Gospel and Inspirational Ensemble, directed by Mark Miller.

Marquand Chapel Choir, directed by our student conductors.

Regular contributors (singers and musicians) to daily services.

We also draw on the gifts of writers, artists, readers, and composers wherever possible. If you have something to offer, either within a Chapel service or an article on some aspect of worship for the Marquand Reader, please contact the Dean of Chapel.

There is an enormous amount of practical work that goes on behind the scenes to make worship happen in Marquand. In addition to speaking and public roles, we need people

regularly to wash the linens, tidy the sacristy, bake the bread, and set-up and clean-up the chapel. And for special services, there are all kinds of decorating and preparation tasks to be done. If you would like to volunteer to help in any of these ways, please sign up on the noticeboard, or contact our Liturgical Coordinator, Christa Swenson.

Marquand Communications

The Dean of Chapel is available most days at coffee hour, keeps an open door to her study in S214, or you can email for an appointment if you want to discuss any issue concerning Marquand. Comments and suggestions are always welcome, and we deliberately keep some space in the Chapel diary for creating services around new ideas. Please don't be shy! Come and ask questions, make suggestions, give feedback, and get involved in the ongoing development of Marquand Worship.

Marquand Reader

Every week, the chapel team publishes *The Marquand Reader*. It contains information about the liturgies and services planned for the coming week, news of forthcoming dates, and short essays to provoke further thought on our community worship. It is published in paper copy, and sent via DivMail and through a subscription email list. If you would like to write something for it, please contact the Dean of Chapel.

In addition, "This Week in Chapel" posters are placed around the Quad each week, sent by DivMail and subscription list, and posted on the ISM website to inform the community about forthcoming services and events. We also post occasional messages on DivMail.

Webpage on the ISM website

The full Marquand Guidelines, This Week In Chapel, and Marquand Reader articles appear on the ISM website:

<http://www.yale.edu/ism/marquand/>

Other activities in Marquand

Marquand Chapel is also used regularly for services and prayer by Berkeley Divinity School, the Institute of Sacred Music, and several denominational groups within YDS. There is also limited availability of the Chapel for other events and services – please see the full Marquand Guidelines for further information on bookings and permissions. Whenever the Chapel is vacant, it may be used by anyone for personal prayer.

Marquand Chapel Team 2016-2017

Dean of Chapel

Rev'd. Dr. Maggi Dawn

Director of Chapel Music (Interim)

Mrs. Sara O'Bryan

Marquand Gospel and Inspirational Ensemble

Dr. Mark Miller

Chapel Ministers

Dax Crocker, Lisa Eleck, Ann Jacob, Jessica Jones, Jason Land, Robert Laughton, Kevin McKoy, Megan McDermott, Jillian Morrison, Evan Parke, Johnson Ramsaur, Liesl Spitz, Susan Wentzy.

Sacristan

Margaret McGhee

Archivist

Andrew Doss

Marquand Student Choral Director

Matthew Cramer

Organ Scholars

Christopher Keady, Nicholas Quardokus, Gabriel Benton

The Marquand Advisory Committee

Prof. Peter Hawkins (Chair)	Assoc. Dean Nicholas Lewis
Prof. Janet Ruffing	Student Members TBA
Prof. Chloe Starr	

Yale Divinity School Inclusivity Statement

Ministerial Studies Committee

By history, intention and design, the Yale Divinity School community embraces a wide range of Christian traditions. Committed to serving church and world, it also welcomes people of various religious and non-religious traditions, drawing wide the circle to include a myriad of perspectives.

Seeking to foster the knowledge and love of God through critical engagement with the traditions of the Christian churches, the Divinity School upholds the value of broad inclusivity and diversity in our academic, worship, and communal life.

We celebrate the fullness of race and color, denominational, political, theological, and cultural difference, the range of expressions of sexual and gender identity, the varied voices that come with age, life experience, national and community service, and socioeconomic status.

In ecumenical conversation and in the space created that crosses traditionally entrenched positions, profound educational value is gained and diverse perspectives are presented.

To this end, we foster inclusivity and diversity through our academic, social and spiritual practices. At the core of our intention is the deliberate encouragement of conversation across the lines of difference; attention to offering access to all aspects of our common life; consistent sensitivity to the uniqueness of each person's background; and particular attentiveness to our words in speech, writing, prayer and praise.

We value the worth and dignity of every member of the Divinity School community, as we build an environment where inclusivity and diversity are central and consistently affirmed.

revised 5/6/10

STATEMENT ON INCLUSIVE LANGUAGE

Inclusive Language

The following statement about inclusive language was adopted by the faculty in the spring of 1984 and sent as a pastoral letter to the YDS community.

“As members of the General Faculty of Yale Divinity School, we have viewed with increasing concern the tensions in our community over the issues of ‘inclusive language.’ These issues have been thrust before us with renewed urgency by the publication of the NCC inclusive language lectionary. The question of whether and how our translations of the scriptures should be revised to reflect contemporary sensibilities concerning inclusive language is a complicated one that does not admit of easy solutions.

In particular, the Bible’s language and imagery about God is a sensitive area of debate. Some feel strongly that the predominantly male images used in the scriptures to describe God serve to perpetuate a patriarchal mentality that is neither faithful to the gospel nor healthy for the church. Many who hold this view believe that translations of the Bible ought to counterbalance or eliminate masculine imagery for God. On the other hand, there are others who believe that the Bible’s images and metaphors should be preserved. These differing views are passionately held by their advocates, and the questions involve substantive theological differences about the nature and mode of revelation, about the method in theology, about the relation between scripture and the church, and about the nature of God’s justice.

Many members of the YDS community and of the church at large seek to hold mediating views somewhere between the poles described above. In hopes that all of us might reflect upon this matter with humility and wisdom we offer to the YDS community the following affirmations and exhortations.

1. Men and women together are called to full and mutual participation in ministry in the church and in the world at large.
2. It is therefore desirable that our speaking and writing appropriately reflect the full membership and participation of women and men in the church as well as in the wider human community.
3. But what are we to do with the inherited language of our scriptures, confessional documents, and liturgical and musical forms? The inclusive language debate compels the Christian community to serious scholarly reflection. The matters at issue involve complex questions which are historical, linguistic, hermeneutical, and aesthetic in character. Questions of such scope require patient discussion, conducted with theological rigor and with self-critical openness to competing views.
4. The Christian confession hinges upon the claim that the man Jesus of Nazareth was, and is, the one in whom God’s purpose was definitively made manifest. While a concern for inclusive language may lead us to a fundamental reflection on Christological questions, we should take care not to compromise the particularity and historical concreteness of Jesus’ identity.
5. With regard to appropriate language about God, Christians of good will and serious purpose can and do differ on grounds both theological and aesthetic. Within a theologically pluralistic community such as YDS, the good faith of the differing parties in this sensitive matter ought to be respected. The use of gender-

- specific language about God is not necessarily to be an insensitive oppressor of women. In any case, we should be aware that we may be offending others in basic matters of faith and we ought therefore to make our choices seriously and with compassion for others in the community.
6. Precisely because of the diversity of YDS, we have a unique opportunity here to experience God's grace through language and forms that may be strange to our accustomed sensibilities. In the matter of inclusive language, no less than in other matters, we should with due humility recognize that the Holy Spirit is not bound to an orthodoxy circumscribed by our linguistic scruples. If we insist that those who lecture, preach, pray, and sing among us conform to our own language preferences, we quench the Spirit. Likewise, if we refrain from offering our distinctive contributions to the public life of this community in the classroom, chapel, and Common Room discussions, we quench the Spirit. We ought rather to share the Spirit's 'varieties of working' among us."

YALE DIVINITY SCHOOL STUDENT GOVERNMENT CONSTITUTION

Article I.

The official name of the organization shall be “Yale Divinity Student Government” (“Student Government” or “YDSG”).

Article II.

The purpose of Student Government shall be the following:

1. To act as the legislative assembly of the student body of Yale Divinity School (the “Divinity School” or “YDS”).
2. To serve as the primary representative of the student body before the faculty and administration of the Divinity School.
3. To act on behalf of the students and their interests on issues of YDS policy and community concern.
4. To advocate for the interests of the Divinity School students within the broader Yale University community.

Article III.

1. The membership of Student Government shall consist of the Executive Council, GPSS senators, two representatives from each year of each of the school’s academic programs, and two representatives from each of the school’s affiliated programs (“Members”).
2. All Members shall be elected by the YDS student body.
3. Members of YDSG must be enrolled in a degree program and in good academic standing at the Divinity School during their time of service on Student Government.
4. All Members shall be required to serve on at least one committee.
5. Student Government shall enjoy broad authority to address issues pertaining to its membership by any means it deems appropriate and advisable, so long as its actions do not contravene the provisions set forth in this Constitution.

Article IV.

1. The Officers of Student Government shall be as follows:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer

2. The Officers of Student Government shall be elected by the entire student body in the spring semester of each academic year.
3. The Officers, along with the Community Life Coordinator(s), shall form the Executive Committee of Student Government.

Article V.

1. Student Government has the power to establish Standing Committees and such other committees or working groups as it deems necessary to carry out its responsibilities.

Article VI. Meetings

1. All legislative powers of YDSG are vested in meetings of the YDSG where a quorum is present.
2. A quorum shall consist of fifty percent of the Members of Student Government.
3. Each Member shall have one vote. Voting is restricted to Members.
4. Student Government shall meet at least once in each calendar month of the fall and spring semesters.
5. The President may call meetings in addition to the regularly scheduled meetings of Student Government if the President considers such meetings necessary to conduct YDSG business.
6. All YDS students are welcome to attend any meeting of Student Government.

Article VII.

1. The Constitution of the Student Government shall be declared ratified and in force upon approval by a two-thirds (2/3) majority of the student body in attendance at an advertised meeting, provided that the constitution has been circulated to the student body at least two weeks prior to the vote.
2. A Constitution and Bylaws Review Committee shall be formed every four years and shall consist of Members of Student Government and Faculty approved by a quorum of YDSG. This committee shall suggest amendments to the Constitution and Bylaws as necessary.

This Constitution can be amended by a two-thirds vote of the student body of the Divinity School at an advertised meeting, provided that the proposed amendment has been circulated to the student body at least two weeks prior to the vote.

Last Amended: May 2016

YALE DIVINITY SCHOOL STUDENT GOVERNMENT BYLAWS

Article I. Membership

A. Composition

The membership of Student Government (also called YDSG) will consist of the following students:

1. Student Body President, Vice-President, Treasurer, and Secretary
2. Community Life Coordinator(s)
3. Two Representatives from each class of each YDS program (2 STM, 4 MAR, 6 MDiv)
4. One Representative from the ISM
5. One Representative from Berkeley
6. One Representative from the YDS Graduate Professional Student Senators, chosen as the official YDSG Representative by the Senators
7. One at-large student representative to the Faculty

B. Attendance

1. All members of YDSG are expected to attend all regularly scheduled meetings.
2. Any member of YDSG who is selected to represent Student Government to a committee who is absent from two regular meetings of their committee will automatically be removed from said committee at the discretion of the committee chair. A member in jeopardy of losing membership will be so notified in writing after one absence (e-mail is acceptable).
3. Any member of YDSG who is absent from two regular meetings of Student Government shall automatically be removed from YDSG. A member in jeopardy of losing membership will be so notified in writing after one absence (e-mail is acceptable). The Executive Committee shall hold a special election to fill the vacant seat before the next regular meeting of YDSG.

C. Changes in Membership

1. In the event that any member of Student Government who is selected to represent a Standing Group of the Community Life Committee cannot perform the duties of office, the Standing Group represented by said member shall select a new representative to replace the resigning member with all due haste.
2. In the event that any directly elected member of YDSG cannot perform the duties of office, the Executive Committee shall select a new member to Student Government to replace the resigning with all due haste.

D. Responsibilities

1. All members of YDSG shall:

- a. Be familiar with the Bylaws and Constitution of Student Government.
- b. Communicate the business of YDSG in a timely manner to their respective constituencies.
- c. Be reasonably available to their respective constituencies.
- d. Represent their respective constituencies diligently.
- e. Consider and promote the wellbeing of all YDS students.
- f. Serve on at least one committee (standing, ad hoc, or faculty), to be joined at the first meeting of YDSG for the academic year.

E. Quorum

One half of the total membership of Student Government shall constitute a quorum.

Article II. Officers

A. Duties

The President shall:

- Establish the agenda and preside at all meetings of the Executive Committee.
- Serve as the official representative of YDSG to the faculty, administration, and student body of YDS.
- Serve as an advocate for the student body, and act as its representative at particular functions within Yale University.
- Attend a meeting with the Dean of Students every other week.
- Recommend student representatives to various committees of YDS as requested by the Dean, including, but not limited to, standing faculty search, and faculty review committees.
- Serve as the student representative to the YDS Disciplinary Committee and to the Yale University Tribunal.
- Preside over meetings when the Vice President and Secretary are absent.
- Enforce the Bylaws and Constitution of Student Government.
- Appoint committee members as necessary (standing, ad hoc, and faculty).

The Vice-President shall:

- Preside over meetings of the Executive Committee when the President is absent.

- Establish the agenda and preside at all meetings of YDSG.
- Compile and maintain the list of current members.
- Assist the President to serve as liaison with other YDS and Yale University committees and organizations.
 - Serve as Chair of the Communications Committee.
 - In the event of the President's incapacity, removal from office, or withdrawal from school, assume all duties of the President.

The Treasurer shall:

- Create and maintain a budget for all YDSG finances to be approved by the Executive Committee.
- Direct fundraising efforts on behalf of Student Government.
- Monitor the spending of Student Government Committees.
- Preside over meetings of YDSG when the Vice President and Secretary are absent.

The Secretary shall:

- Keep the official record of the proceedings of the Student Government, and enter such minutes in a permanent book.
- Prepare and distribute the minutes from each meeting of the Student Government prior to its next scheduled meeting.
- Keep all attendance records, notify members of YDSG of any changes in the membership, and notify in writing or by e-mail those who have not attended two regular meetings of YDSG that their continued membership on YDSG is in jeopardy.
- Collect and maintain a record of all Standing and Ad Hoc Council committee meeting minutes, and enter such minutes in a permanent book.
- Cooperate with the President in preparing and sending all correspondence pertaining to YDSG.
 - Preside over meetings of YDSG when the Vice President is absent.
 - Preside over meetings of the Executive Committee when the President and Vice President are absent.
- Maintain current copies of the Bylaws and Constitution.

B. Removal from Office

1. If, in the opinion of Student Government, an officer fails to perform the duties of the office, then YDSG may act to remove that person from office based upon the procedures set forth in these Bylaws.

2. A member of Student Government must bring an accusation stating the offense to the President, or to another officer if the President is being accused. The officer shall notify the accused and shall call a special meeting of YDSG to consider the accusation.

3. The accused shall have the right to respond to the charge(s) before Student Government either in writing or in person.

4. YDSG, after hearing the accusation and the response, shall debate a motion to remove the accused from office. The vote to remove an officer will be by secret, written ballot. A 2/3 majority of all members of Student Government will be required to approve a motion for removal from office.

Article III. Elections

A. Student Government Policy

1. Nominations and elections for all YDSG members shall follow the YDS Student Government Elections Policy.

2. The Elections Committee is responsible for facilitating all Student Government elections.

3. Except for positions held by first-year students, elections of executive officers and other members of YDSG shall be held during the Spring semester prior to the academic year of office that the elected persons will serve. The election process shall begin approximately five weeks prior to the end of the Spring semester, as determined by the academic calendar maintained by the YDS Registrar.

B. Nominations

1. Any returning student in good standing in a degree program at YDS is eligible for nomination.

2. Any student, including graduating students, may nominate eligible students for election.

3. The Elections Committee shall post nominations forms for all available elected positions for YDSG.

4. Nominees for President who accept nomination shall submit written platform statements to the Elections Committee. The Elections Committee shall make these statements widely available to the YDS community.

5. Nominees for President, Vice President, Treasurer, and Secretary shall present their platforms and answer questions from the YDS community at a candidate forum, which shall be held by the Elections Committee at a time

deemed by the Elections Committee to be convenient for the YDS community (typically during the lunch hour on a day which YDS classes are held).

C. Spring Semester Election Procedure

1. Positions for which no candidates have been nominated shall remain open until the Fall election.

2. Ballots shall be circulated to the entire student body and voting will take place over a three-day period.

3. Each YDS student may vote no more than once for any positions for which there are nominees. All votes shall be cast by secret written ballot.

4. When relevant, students may only vote for representatives of their respective class.

5. All nominees shall be notified of the election results by the Elections Committee. If any nominee declines election, the runner-up shall be elected. If there are no other candidates for the office, the position shall remain open until the Fall semester elections.

6. If two or more candidates for a given office receive the same number of votes, the Elections Committee shall facilitate a runoff election via an online ballot.

7. If a candidate is elected to both a class/program-specific position and an ad-hoc position, they shall automatically be slotted to the class/program-specific position and the runner-up in said ad-hoc position will be elected.

8. Election results shall be widely published by the Elections Committee.

9. YDSG members elected in regular Spring elections shall assume the privileges and duties of membership upon the adjournment of the last regular meeting of the outgoing Government.

D. Fall Elections/Election of First Year YDSG Members

1. Elections for First Year student positions shall be held during the first month of the Fall semester.

2. The nominations and election procedures shall be the same as for Spring elections.

3. Positions that remain open following the Fall Elections shall be filled by appointment by the Executive Committee.

4. YDSG members elected during Fall elections shall assume the privileges and duties of membership immediately upon accepting election to office.

Article IV. Committees

A. Executive Committee

1. The Executive Committee of YDSG shall consist of the President, Vice President, Treasurer, Secretary, and the Community Life Coordinator(s).
2. The Executive Committee shall coordinate the work of Student Government, and shall be empowered to act on behalf of YDSG in matters so urgent as to preclude engagement by the full membership, as well as in matters which arise when YDS is not in session.

B. Standing Committees of YDSG

1. The Standing Committees of YDSG are the Executive, Elections, and Communications Committees.
2. YDSG may create additional Standing Committees to address particular aspects of its substantive or procedural responsibilities. A motion to form such committees must be approved by a 2/3 majority.
3. Standing Committees shall have a minimum of three members, appointed by the President. Each committee shall select a chairperson at its first meeting. The chairpersons of each Committee shall appoint a Committee member to keep and submit Committee minutes to the Secretary following each Committee meeting.
4. YDSG may terminate any Standing Committee. A motion to terminate the committee must be approved by a 2/3 majority.

C. Ad Hoc Committees

1. YDSG may create ad hoc committees as the need arises. These committees shall be given specific mandates and they shall be terminated when that mandate is fulfilled.
2. A motion to form such committees may be made at any meeting of Student Government. Such motions shall be approved by a simple majority.

D. Faculty Committees

1. One member of YDSG shall serve on each faculty committee as its official representative.

2. This member shall be self-selected at the beginning of the academic year. If any faculty committees remain unstaffed, the representatives shall be appointed by the President.

E. Constitutional Review Committee

1. Per the constitution, this committee shall be convened by the President every four years (2020, 2024, 2028, etc.) to review the Student Government Constitution and make any necessary recommendations.

2. The Committee shall consist of three members of Student Government and three faculty members.

3. These representatives shall be recommended by the Executive committee and approved by the full membership.

4. Any recommendations submitted by the committee shall be discussed by YDSG and, if agreed upon, submitted to the Student Body for approval per the procedures for constitutional revisions.

Article V. Voting

1. Each member of YDSG shall have one vote.

Article VI. Amending the Bylaws

1. Any amendment of these bylaws must be circulated in advance of YDSG meeting.

2. An amendment can be approved by a 2/3 majority vote of a quorum of YDSG membership.

Last Amended: May 2016

GUIDELINES FOR RECOGNITION OF STANDING, AFFILIATED, AND DENOMINATIONAL GROUPS

I. Standing Groups

A. Definition (two types)

1. **Constituency:** Groups of people who are marginalized in society and in the church because of an aspect of their identity such as race, ethnicity, gender, sexual orientation, ability, class, or age.
2. **Service:** Groups that address community needs (such as those of commuter students, off-campus students, parents, and international students) and groups that facilitate voluntary involvement in New Haven.

B. Criteria for Recognition

1. Meets definition for type of group membership
2. Submission of a written statement of purpose, activities, and relationship to the YDS community
3. Two-thirds vote of the CLC
4. Adherence to Yale and YDS non-discrimination policies

C. Privileges of Recognition

1. Voice on Student Government
2. Vote on Student Government
3. Program funding, as determined by CLC

D. Responsibilities

1. Attendance at Student Government meetings
2. Record keeping of funding
3. Oral report to Student Government each semester
4. Announcements to community-at-large twice a year
5. Written year-end report

E. Student Government Responsibilities

1. Keeping in direct contact with group
2. Notification and minutes of meetings

F. CLC Responsibilities

1. Determine funding/consider funding requests
2. Consider termination of membership
 - a. If group requests
 - b. If group disbands
 - c. If no representation at 3 consecutive Student Government meetings
 - d. If group fails to fulfill stated responsibilities
3. Termination of membership will be by two-thirds vote of CLC members

II. Affiliated Groups

A. Definition: Groups made up of YDS community members who come together around some common interest or concern.

B. Criteria for Recognition

[same as for Standing Groups]

C. Privileges of Recognition

[same as for Standing Groups]

D. Responsibilities

1. Record keeping of funding
2. Written year-end report

E. Student Government Responsibilities

[same as for Standing Groups]

F. CLC Responsibilities

[same as for Standing Groups]

III. Denominational Groups

A. Definition: Groups of people who gather around a common denomination or religion amid the community at Yale Divinity School.

B. Criteria for Recognition

[same as for Standing Groups]

C. Privileges of Recognition

[same as for Standing Groups]

D. Responsibilities

1. Record keeping of funding
2. Written year-end report

E. CLC Responsibilities

1. Take responsibility for or participate in selection of a coordinator
2. Determine funding/consider funding requests
3. Consider termination of membership
 - a. If group requests or disbands
 - b. If group fails to provide representation at 3 (three) consecutive Student Government meetings
 - c. If group fails to fulfill stated responsibilities
4. Termination of CLC recognized group will be by two-thirds vote of CLC members

STATEMENT AND PROCEDURES ON SEXUAL MISCONDUCT

Promoting a Campus Free of Sexual Misconduct

Yale strives to be a community free of sexual misconduct by promoting the essential values of respect and responsibility, providing education, and working with students, faculty, and staff to create a community that is safe and supportive for all. Yale takes all complaints and accusations of sexual misconduct seriously.

Title IX at Yale

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance.

The University is committed to providing an environment free from discrimination on the basis of sex. Yale provides many resources to students, faculty and staff to address concerns relating to discrimination on the basis of sex, which includes sexual misconduct.

Each School and Yale College has a senior administrator assigned as a Title IX coordinator to resolve complaints and address issues of gender-based discrimination and sexual misconduct within that school. The Divinity School's Title IX Coordinator is Lisabeth Huck. Coordinator responsibilities include:

- Tracking and monitoring incidents, including sex discrimination and sexual misconduct;
- Ensuring that the University responds effectively to each complaint; and
- Where appropriate, conducting investigations of particular situations.

Coordinators are knowledgeable about, and will provide information on, all options for complaint resolution. They also work closely with the Sexual Harassment and Assault Response and Education Center (SHARE), the University-Wide Committee on Sexual Misconduct (UWC) and the Yale Police Department (YPD).

Any student, faculty or staff member, or applicant for admission or education who has concerns about sex discrimination or sexual misconduct is encouraged to seek the assistance of a Title IX coordinator.

Contact a coordinator if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct;
- Learn of a situation that you feel may warrant a University investigation;
- Need help on how to handle a situation by which you are indirectly affected;

- Seek guidance on possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation;
- Have questions about Yale’s policies and procedures.

Coordinators can also facilitate a formal or informal complaint through the University-wide Committee on Sexual Misconduct (UWC) or a police report with the YPD.

Confidentiality

Conversations with coordinators are kept as confidential as possible, but information about incidents of sexual misconduct must be shared with relevant administrators if the University needs to take action for reasons of community safety. In all cases, the wishes of the person initiating the conversation are given full consideration.

University-Wide Committee on Sexual Misconduct

The University-Wide Committee on Sexual Misconduct (UWC) is designed to address allegations of sexual misconduct of every kind and is available to students, faculty and staff across the University according to the guidelines described in the Committee's procedures. The Committee provides an accessible, representative and trained body to answer informal inquiries and fairly and expeditiously address formal and informal complaints of sexual misconduct. The Committee consists of students, faculty and administrative members drawn from throughout the University. The Committee is chaired by David Post, Professor of Ecology and Evolutionary Biology.

Any person who believes he or she may have been subjected to sexual misconduct is encouraged to contact the SHARE Center (203-432-2000), the Yale Police Department (203-432-4400), or the New Haven Police Department (203-946-6316). The University-Wide Committee on Sexual Misconduct is neither designed nor trained to handle emergencies. For detailed information on all of Yale's services, resources, and mechanisms for victims of sexual misconduct, please consult the Sexual Misconduct Response website (smr.yale.edu/).

Definitions of Sexual Misconduct, Consent and Harassment

Sexual Misconduct Policies at Yale

Yale University is committed to maintaining and strengthening an educational, working, and living environment founded on civility and mutual respect. Sexual misconduct is antithetical to the standards and ideals of our community and will not be tolerated.

Yale aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences for violations of these policies. The University’s Title IX Coordinator has responsibility for ensuring compliance with Yale’s policies regarding

sexual misconduct. The [University-Wide Committee on Sexual Misconduct \(UWC\)](#) and the [Title IX coordinators](#) in each school will address allegations of sexual misconduct.

Many forms of sexual misconduct are also prohibited by Connecticut and federal law, including Title IX of the education amendments of 1972, and Connecticut statutes relating to sexual offenses, and could result in civil liability or criminal prosecution.

Definition of Sexual Misconduct Including Sexual Harassment

Sexual misconduct incorporates a range of behaviors including sexual assault (which includes rape and any kind of nonconsensual sexual contact), sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating, or coercing a person.

Much sexual misconduct includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently serious to constitute sexual harassment will constitute sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

Violations of [Yale's Policy on Teacher-Student Consensual Relations](#) and of [YDS' Statement on Consensual Relations](#) are a form of sexual misconduct.

Sexual Harassment

Sexual harassment is a form of sexual misconduct and is antithetical to academic values and to a work environment free from the fact or appearance of coercion. It is a violation of University policy and may result in serious disciplinary action. Sexual harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus, when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing; or (2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a single episode, as well as in persistent behavior. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by this policy, as well as conduct directed toward University students, faculty, or staff members. In addition, conduct by third parties (i.e., individuals who are neither students nor employees, including but not limited to guests and consultants) is covered by this policy. Both men and women are protected from sexual harassment, and sexual harassment is prohibited regardless of the sex of the harasser. Sexual harassment is a matter of particular concern to an academic community

in which students, faculty, and staff are related by strong bonds of intellectual dependence and trust. If members of the faculty, whether professors or teaching fellows, or other Yale employees, introduce sex into a professional relationship with a student, they abuse their position of authority. See the [University's Policy on Teacher-Student Consensual Relations](#) and [YDS' Statement on Consensual Relations](#)

Definition of Sexual Consent

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.

Guidance Regarding Sexual Consent

Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

STATEMENT ON FACULTY-STUDENT CONSENSUAL RELATIONS

Adopted by the Faculty May 4, 2010

The Yale Divinity School is a community in which members of the faculty mentor students to help them achieve their full academic, professional, and personal potential. Students rely on the other-centered character of faculty concern for them and approach the relationship in a spirit of trust. For these reasons, members of the YDS faculty shall not have amorous or sexual relations with a YDS student, defined as anyone taking a course at YDS, even when they are ostensibly consensual. This principle is supported by the School's pedagogy with regard to relationships between a minister, priest, or lay professional and a member of the congregation in which he or she has a role of pastoral leadership. Just as we teach that such sexual relations are harmful to the congregant and to the ethos of the congregation as a whole, we take the same position with regard to faculty and masters-level students regardless of whether the faculty member in question has or might reasonably expect to have pedagogical or direct supervisory responsibilities over the student in question. This policy applies to all YDS faculty. YDS faculty are also subject to the University Policy on Teacher-Student Consensual Relations. The YDS policy does not pertain, that is, the faculty members in question may not have direct pedagogical or supervisory responsibilities. Violations of the YDS or the University Policy by an instructor will normally lead to appropriate disciplinary action.

DISCIPLINARY COMMITTEE CONSTITUTION AND PROCEDURES

General Conduct and Discipline

Seeking to foster the knowledge and love of God through critical engagement with the traditions of the Christian churches, Yale Divinity School upholds the value of broad inclusivity and diversity in our academic, worship, and communal life. Its members freely associate themselves with the University and in doing so affirm their commitment to a philosophy of tolerance and respect for all members of the community. They pledge to help sustain the intellectual integrity of Yale University and to uphold its standards of honesty, free expression, and inquiry. Students of Yale Divinity School are expected to abide by the regulations of the University.

They are also expected to obey local, state, and federal laws, and violations of these may be cause for discipline by Yale Divinity School as well as subject them to legal action. Students are required to report within fourteen days misdemeanor and felony charges to the associate dean of student affairs.

Standards and Requirements Divinity School 2016–2017

Yale Divinity School specifically prohibits the following forms of behavior by its students:

1. Cheating on examinations, quizzes, and any other form of test.
2. Plagiarism, that is, the failure in a thesis, essay, or other written exercise to acknowledge ideas, research, or language taken from others.
3. Multiple submission of substantially the same work without obtaining explicit written permission from the instructors involved before the material is submitted.
4. Misuse of the materials or facilities of University libraries.
5. Unauthorized use of University services, equipment, or facilities, such as telephones and photocopying equipment.
6. Violation of University rules for using information technology services and facilities, including computers, the University network, and electronic mail. (See Information Technology Appropriate Use Policy, <http://its.yale.edu/forms-policies/appropriate-use>).
7. Assault on, or coercion, harassment, or intimidation of, any member of the University community, including harassment on the basis of sex, race, color, religion, age, disability, status as a protected veteran, national or ethnic origin, sexual orientation, or gender identity or expression; or the use of a leadership position to harass or intimidate another student.
8. Actions in violation of the University's "Policy on Teacher-Student Consensual Relations" or the YDS "Statement on Consensual Relations."
9. Disruption of a legitimate function or activity of the University community, which might include disrupting classes and meetings, blocking entrances and exits to University buildings, and unauthorized occupation of any space on the Yale campus, in such a way as to interfere substantially with the educational mission of the School, or prevent the free expression or dissemination of ideas. (See Freedom of Expression, below.)
10. Refusal to comply with the direction of a University police officer or other University

official acting in the performance of his or her duties.

11. Misuse, alteration, or fabrication of University credentials or documents, such as an identification card or a transcript or grade list, including grade lists submitted by teaching fellows.

12. Misrepresentation or lying during a formal inquiry by University officials.

13. Misrepresentation in applying for admission or financial aid.

14. Theft, misuse of funds, or willful damage of University property. Off-campus misconduct may result in disciplinary action if such conduct imperils the integrity and values of the University community. Off-campus violations committed in the course of a Yale-sponsored program anywhere in the world could also be subject to disciplinary charges.

15. Trespassing on University property to which access is prohibited.

16. Possession or use of explosives, incendiary devices, or weapons on or about the campus.

17. Interference with the proper operation of safety or security devices, including fire alarms, electronic gates, and sprinkler systems.

18. Unlawful manufacture, possession, use, or distribution of illicit drugs or alcohol on University property or as part of any University activity.

Violations of any of the above regulations (with the exceptions noted below) will be referred to the YDS Disciplinary Committee, which shall be appointed by the dean and shall be comprised of three faculty members (one junior faculty member, if possible), three students, and the associate dean of student affairs ex officio. Violations involving academic dishonesty will be referred to the Professional Studies Committee. Violations of regulations pertaining to sexual misconduct or the University's Consensual Relations policy will be referred to a Title IX coordinator and, in some cases, to the University-Wide Committee on Sexual Misconduct. Students found guilty of such violations will be subject to one or more of the following disciplinary penalties:

- Reprimand
- Probation
- Fines
- Restitution
- Removal from campus housing
- Restriction
- Suspension
- Dismissal

Penalties of suspension or dismissal will be noted on the student's transcript. The decision to dismiss a student is made by the General Faculty on recommendation of the Disciplinary Committee, Professional Studies Committee, or University-Wide Committee on Sexual Misconduct. Pending disciplinary charges will be noted on a student's transcript if he or she withdraws from Yale Divinity School after being formally charged but before such charges have been resolved. A student will not receive a degree while charges are pending or while serving a suspension. A student dismissed for misconduct will not receive a degree from Yale Divinity School regardless of requirements fulfilled before the infraction occurred. Yale Divinity School reserves the right to impose fines as

appropriate, in addition to requiring payment for costs resulting from or associated with the offenses.

In addition to imposing these penalties for offenses subject to disciplinary action, Yale Divinity School may refer students for prosecution, and students found guilty of unlawful possession, use, or distribution of illicit drugs or alcohol on University property or as part of any University activity may be required to complete an appropriate rehabilitation program.

Copies of the procedures of the Disciplinary Committee may be obtained from the Office of the Dean. A copy of the procedures is sent automatically to any student who is charged with a violation of Yale Divinity School's regulations.

Dismissal

A student may be dismissed from YDS for the following reasons:

1. Failure to maintain a satisfactory academic record.
2. Lack of aptitude or personal fitness for the ministry.
3. Behavior that violates generally acknowledged canons and standards of scholarship or professional practice.
4. Behavior that is disruptive to the educational process.
5. Violation of the regulations detailed in the YDS policy concerning General Conduct and Discipline (above).

Standards and Requirements Divinity School 2016–2017

Disciplinary actions are initiated by the Professional Studies Committee or the Disciplinary Committee. The student concerned has the right to appear before the initiating committee. The decision to terminate the relationship of a student with YDS is made by the General Faculty on recommendation of one of these committees. The committees may also impose lesser penalties such as reprimand or probation.

The faculty reserves the right to withhold a degree from a candidate where there is compelling evidence of serious moral misconduct, or while disciplinary actions or criminal proceedings are pending.

Amended May 2016