



# YALE DIVINITY SCHOOL STUDENT HANDBOOK

2017-2018

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

YALE DIVINITY SCHOOL

STUDENT HANDBOOK

2017-2018

Edited by Pamela Bloomfield

Office of Student Affairs

## **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.

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.

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## *Chapter I - PEOPLE, PLACES AND THINGS*

**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.

### 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
<b>Other New Haven Numbers</b>	
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

## Staff and Administration

### DEAN OF YALE DIVINITY SCHOOL

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**Elaine Ranciato** 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 [elaine.ranciato@yale.edu](mailto:elaine.ranciato@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](mailto: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](mailto: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>

**Timothee Goselin** is the Senior Administrative Assistant for Academic Affairs. His desk is located on the first floor of Seabury, directly outside of Dean Herdt's office, room N122, and he can be reached at 203-432-6340 or [timothee.goselin@yale.edu](mailto:timothee.goselin@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](mailto:william.goettler@yale.edu).

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- **SUPERVISED MINISTRIES**

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- **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](mailto: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](mailto: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](mailto:nicholas.a.lewis@yale.edu).

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## **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](mailto: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](mailto:herron.gaston@yale.edu).

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## **CENTER FOR FAITH AND CULTURE**

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**Susan dos Santos** is Senior Administrative Assistant. Her desk is located in the Southeast Wing, YDS. She can be reached at 203-432-5537 or [susan.dossantos@yale.edu](mailto:susan.dossantos@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](mailto: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](mailto: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](mailto:sherry.ford@yale.edu).

### **INFORMATION TECHNOLOGY SERVICES**

**Robert Piscatelli** is the ITS Support Specialist 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](mailto:robert.piscatelli@yale.edu).

**Sijo Kizhakkekara** is the ITS Support Specialist 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 Sijo at 203-432-8180 or [sijo.kizhakkekara@yale.edu](mailto:sijo.kizhakkekara@yale.edu).

## **AUDIO-VISUAL SUPPORT**

**Sachin Ramabhadran** is the Media Coordinator for the ISM and YDS. He can be reached at 432-8251 or [sachin.ramabhadran@yale.edu](mailto:sachin.ramabhadran@yale.edu). His office is located directly outside of the ISM Great Hall, Room N100B.

## **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](mailto: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](mailto: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](mailto: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](mailto:gail.briggs@yale.edu).

Emily Reid 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 [emily.reid@yale.edu](mailto:emily.reid@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](mailto:tom.krattenmaker@yale.edu).

**Campbell (Brock) Harmon '04 M.A.R.** is the YDS Associate Director of Communications. 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](mailto:campbell.harmon@yale.edu).

**Ray Waddle** is the editor of Reflections. He works remotely and can be reached at [ray.waddle@yale.edu](mailto: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](mailto:steven.percival@yale.edu).

**Deborah DeFelice** is the Custodial Team Leader. Her office is located in Bellamy and she can be reached at 203-432-4456 or [deborah.defelice@yale.edu](mailto:deborah.defelice@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](mailto:andrew.sowers@yale.edu).

## **YOUTH MINISTRY INSTITUTE**

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## **OFFICE OF LIFELONG LEARNING**

**Reverend Dr. Debora Jackson** is the Director of the Lifelong Learning. Her office is located in the Southeast Wing (SG) 52. She can be reached at 432-5330 or [debora.jackson@yale.edu](mailto:debora.jackson@yale.edu).

## **ANDOVER NEWTON SEMINARY AT YALE DIVINITY SCHOOL**

**Martin B. Copenhaver** is the President of Andover Newton Theological School at Yale Divinity School. His office is located in the Southeast Wing, Room S116A. He can be reached at 203-436-9947 or at [MCopenhaver@ants.edu](mailto:MCopenhaver@ants.edu).

**Sarah B. Drummond** is the Dean of Faculty & VP for Academic Affairs/Visiting Professor of Andover Newton Theological School at Yale Divinity School. Her office is located in the Southeast Wing, Room S116B. She can be reached at 203-436-9954 or [sarah.drummond@yale.edu](mailto:sarah.drummond@yale.edu).

**Ned Allyn Parker** is an Alumni/ae and Development Officer for Andover Newton Seminary at Yale. His office is located in the Southeast Wing, Room S116A. He can be reached at 413-230-7552 or [ned.parker@yale.edu](mailto:ned.parker@yale.edu).

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## **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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto: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](mailto:martin.jean@yale.edu)

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**Trisha Lendroth** is a Financial Assistant. She can be reached at 432-8194 or [trisha.lendroth@yale.edu](mailto:trisha.lendroth@yale.edu)

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

## [YALE INDIAN PAPERS PROJECT](#)

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## **Student Government Leadership and Community Life Committee (CLC)**

### **STUDENT GOVERNMENT**

**President:** Jordan Rebholz  
**Vice President:** Thomas Burke  
**Secretary:** Tarleton Watkins  
**Treasurer:** TBD

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 V 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 probation (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 Senior 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 Senior Associate Dean of Academic Affairs, or the Committee Chair. The committee meets 6-7 times per academic year, dates are 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 Senior 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 Senior Associate Dean of Academic Affairs, or the Committee Chair. The committee meets 6-7 times per academic year, dates are posted outside of the Registrar's office.

STUDENT GOVERNMENT LEADERSHIP FOR 2017-2018

<b>President:</b>	Jordan Rebholz
<b>Vice President:</b>	Thomas Burke
<b>Secretary:</b>	Tarleton Watkins
<b>Treasurer:</b>	TBD
<b>1st Yr MDiv Rep:</b>	TBD
<b>2nd Yr MDiv Rep:</b>	Moriah Felder
<b>3rd Yr MDiv Rep:</b>	Deniqua Washington
<b>1st Yr MAR Rep:</b>	TBD
<b>2nd Yr MAR Rep:</b>	Holly Chaisson
<b>1st Yr GPSS Senator</b>	TBD
<b>2nd Yr GPSS Senator</b>	Sean Nassa
<b>3rd Yr GPSS Senator</b>	Calvon Jones
<b>ISM Rep:</b>	TBD
<b>BDS Rep:</b>	Peggy Lo
<b>STM Rep:</b>	TBD
<b>Professional Studies Committee:</b>	Jennifer Campbell, Brittany Kess
<b>Curriculum Committee:</b>	Emily Bruce, Hillary Bylund, Dusty Gavin, Greg Johnson
<b>Spiritual Formation Committee:</b>	A. Kazimir Brown, Emily Bruce, Patrick Keyser, Haywood Perry III
<b>Ministerial Studies Committee:</b>	Heaven Berhane, Dale C. Bonner II, Josh Narcisse
<b>Diversity Committee:</b>	Dale C. Bronner II, Mia Tabib, Blake Thornton
<b>Student Representative to the Faculty:</b>	Joshua Narcisse
<b>Community Life Committee Reps:</b>	James Cogman, Amanda Tatlock, Haywood Perry III

## COMMUNITY LIFE COMMITTEE

**Co-Chairs:** Nicholas Alton Lewis, Associate Dean of Student Affairs  
Jean-Fritz Guerrier, Coordinator

### **Student Representatives:**

**1<sup>st</sup> Year:** TBD  
**2<sup>nd</sup> Year:** James Cogman  
**3<sup>rd</sup> Year:** Amanda Tatlock  
**At-Large:** Haywood Perry III

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:** Arthur Thomas

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.

#### **Divinity Colloquium**

**Coordinator:** Alexander D'Alisera

Our mission is an established forum dedicated to the fostering of collective academic effort and discourse at Yale Divinity School. Divinity Colloquium, a twice-monthly plenary session, wherein a student or scholar would present their work, semi-formally, to an audience of other students and faculty. Modeled upon successful iterations downtown, the Colloquium might take the form of discussion of a pre-circulated draft, a practice version of a conference talk, or even a guest lecture. The ultimate aim of the Colloquium will be to provide a regularly convening venue wherein students may present their work to their peers, while receiving suggestions, constructive criticisms, praise, and that overall collective academic experience that should define graduate school.

Our mission statement is to provide a public forum wherein collective academic effort and discourse may be fostered, to the benefit of all YDS students.”

**DivOut** (Formerly known as the LGBTQIA Coalition)

**Coordinators:** John C. White and Karis Slattery

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

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:** Erendira Jimenez

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:** Karis Slattery and Michael Lally

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

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:** Andrea Alvord

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:** Sean Massa

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.

### **Peace, Affirmation and Justice (PAJ)**

**Coordinator:** Solomon Mengesha

Peace, Affirmation and Justice (PAJ), is a social action committee. The mission of this group is to continue (revive, bring to the forefront) the legacy and ministry of Dr. Letty Russell, by inviting the YDS community to engage more regularly with issues of radical hospitality. One strong focus would be inviting guests to engage with the community who present alternative models of success and flourishing, who have dedicated their lives to questions of belonging, rehabilitation, reconciliation and restorative justice. We seek representatives of/ advocates for all kinds of belonging (racial/class/gender/sexuality/ability) with faith in intersectionality and the firm belief that accolades, awards and degrees do not necessarily a righteous life make.

### **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:** 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:** Paul Strike, Blake Thorkelson

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:**

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:** Emily Bruce, Laurel Gray

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:** Jordan Rebholz and Amanda Tatlock

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

## Publications

**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, Jordan Rebholz at [dear.theo@yale.edu](mailto: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.

**Canvas** is Yale’s new learning management system. This is where instructors will post the course syllabus, reserve readings, and other types of documents like power point presentations, study guides and so forth. Students may be required to participate in an electronic discussion or to submit your papers to Canvas. There is a link to Canvas on the Divinity Library’s web site or you can log in directly at <http://canvas.yale.edu>. If you encounter any problems accessing Canvas or using it, please contact [Suzanne.estelle-holmer@yale.edu](mailto:Suzanne.estelle-holmer@yale.edu)

**Div Mail** is a community messaging system that is monitored by the Office of Student Affairs and **ONLY** serves as a forum for **housing opportunities and items for sale**. Announcements such as apartment listings, buying or selling stuff, etc. can be forwarded to [divmail@yale.edu](mailto:divmail@yale.edu) to be distributed to the community. To send a message, simply send an e-mail, exactly as you would like it to go out, to [divmail@yale.edu](mailto:divmail@yale.edu). Students can manage their Div Mail settings in the Preferences section of the YDS Community group on <https://classesv2.yale.edu/>.

## *Chapter II - COMMUNITY*

### **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](#) A Short Introduction

Welcome to Marquand Chapel for the academic year 2017-18. 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 10.30am-11.15am, 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 Minister, 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 Mr. Nathaniel Gumbs, our Director of Chapel Music.

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 or the Liturgical Minister, Emilie Casey.

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 Minister, Emilie Casey.

### **Marquand Communications**

The Dean of Chapel and the Liturgical Minister are available most days at coffee hour, and their offices are at C202, round the corner from the Chapel. You can also 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*

Historically, Marquand communications have been based around a printed and emailed publication--*The Marquand Reader*. It contains news and information about worship and events 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.

During the 2017-18 academic year we will be transferring all our communications to become web-based. Links and subscription lists will be made available as this project goes live.

In addition, "This Week in Chapel" posters are placed around the Quad, and we post occasional messages on DivMail and via Facebook.

For more information on Chapel Communications, please contact Emilie Casey.

#### *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 2017-2018**

**Dean of Chapel**

Rev'd. Dr. Maggi Dawn

**Liturgical Minister and Chapel Communications Manager**

Emilie Casey

**Director of Chapel Music**

Nathaniel Gumbs

**Marquand Gospel and Inspirational Ensemble**

Dr. Mark Miller

**Chapel Ministers**

Andrea Alvord, Genevieve Beatty, Jasmine Bostock, Dax Crocker, Ann Jacob, Julia Johnston, Megan McDermott, Mary Beth Mills–Curran, Christopher Phillips, Paul Reese, Karis Slattery.

**Marquand Student Choral Directors**

David McNeil, Simon Lee

**Organ Scholars**

TBA

**The Marquand Advisory Committee**

Prof. Peter Hawkins (Chair)

Prof. Janet Ruffing

Prof. Chris Wiman

Prof. Chloe Starr

Student Members TBA

Assoc. Dean Nicholas Lewis

**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](mailto: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](mailto: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](http://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

## **STUDENT SUPPORT SERVICES**

### **OFF-CAMPUS HOUSING**

Many students live off campus. Yale Off Campus Living is a key resource for your housing and apartment search and has been designed to help ease your move into the exciting and diverse City of New Haven and its surrounding areas. Many local landlords and home sellers advertise their properties with Yale Off Campus Living. The database information includes properties for rent or sale, landlord ratings, finding a roommate, maps of New Haven and the Yale Campus, and links to additional resources and information. <http://offcampusliving.yale.edu>

### **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. Monthly rent charges are billed to your student financial (SFAS) account approximately 5 weeks in advance of the payment due date. Rent payments are made directly to SFAS on the first of each month.

Questions regarding your rent billing should be directed to the Housing Office, 420 Temple Street, 203-432-2167 or email [housing@yale.edu](mailto:housing@yale.edu).

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.

The majority of apartments are unfurnished but have kitchen facilities (stove, oven, refrigerator, sink, and cabinets). A small number of 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).

## LAUNDRY

Each apartment building has laundry facilities located in the basement that use a credit card/debit card for payment. 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:** Residents living in the Sterling Quadrangle Apartments must register their vehicles with the Housing Office upon arrival in order to secure a parking space. Only one space is allowed per lease holder. The office is located at 420 Temple Street, Room G4. Office hours are Monday-Friday, 9AM-4PM. Your vehicle registration is required.

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. Bicycles should be secured and locked to one of the bike racks provided at the Divinity School. Bikes Secured to railings, sign posts, etc. are not allowed and may be removed w/o notice by University or New Haven Police.

## CAMPUS MAIL

The Divinity School receives and sends YDS and University correspondence only, **not personal student mail**. YDS 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 Chapter II under \*Community\*.

## 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](mailto:ydsit@yale.edu).

### **Printing:**

Printing services are provided by Printing & Publishing Services (PPS/RIS) at a nominal charge per page. Printers are located at Divinity in L109 and in the Library Trowbridge room. Students can release their print jobs at either location here at YDS or any other student campus Blue print location.

Campus Blue Print Locations - <http://ypps.yale.edu/blueprint-cluster-locations> .

Charges for printing can be found at - <http://ypps.yale.edu/blueprint/papercut/student-printing/cost/student-printing-standard-costs>

To add funds to your printing account, use the following link: <http://ypps.yale.edu/blueprint/papercut/student-printing/cost/student-printing-adding->

[funds](#)

Further information on Blueprint printing - <http://ypps.yale.edu/blueprint-programs>

### **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 <https://its.yale.edu/services/internet-phones-and-television/network/wifi> Wizard to connect to the "YaleSecure" network - <http://wifi-config.yale.edu>

### **Yale Television Information:**

A basic set of broadcast, cable, and Yale-originated channels is provided to all undergraduate and graduate students living on-campus and is included as part of the room charge.

<https://its.yale.edu/services/internet-phones-and-television/yale-television>

### **Anti-Virus Software:**

Yale ITS recommends the use of antivirus software on all personally owned computers. If you do not currently have antivirus software, a free copy can be obtained at -

<http://software.yale.edu/software/trend-micro-antivirus>

### **CAREER SERVICES**

The Office of Career Services is located on the first floor of Seabury. The Assistant Dean of Students for Community Life and 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, networking events and special presentations. Career resources, job posting and appointment setting is all available on our career services management system "Divlink" located at <https://divinity-yale-csm.symplicity.com/sso/students>

Individual career counseling is also available by appointment, and all students - particularly new students - are encouraged to sign up for appointments as early as possible.

## 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 2017-18 is Samuel Loncar. He can be reached at [samuel.loncar@yale.edu](mailto:samuel.loncar@yale.edu).

## THE YALE DIVINITY LIBRARY

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

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

<b>Monday-Thursday:</b>	8:30 a.m. - 10:50 p.m.
<b>Friday-Saturday:</b>	8:30 a.m. - 4:50 p.m.
<b>Sunday:</b>	2:00 p.m. - 10:50 p.m.

The Special Collections department

<b>Monday-Friday</b>	9:00 a.m. – 5:00 p.m.
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Exceptions are noted for holidays and vacations and will be posted in advance on the library doors.

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.

Circulating books housed at other Yale libraries and at the off-campus Library Shelving Facility may be requested in Orbis, the online catalog by using the 'Place request' function and delivered to the Yale library of your choice.

Divinity Library books may be borrowed for one year. Books are subject to recall after two weeks. Fines for overdue recalled books are \$2.00 per day. Course Reserves are listed in Yale's course management system, CANVAS. A link for this is provided on the Library front page. A fine of \$2.00 per hour or portion thereof will be charged for the late return of course reserve books. Overdue Borrow direct books and interlibrary loan books are \$.50 per day. Recall fines are \$2.00 per day. Fines may be paid at the circulation desk or billed to bursar accounts.

- Borrowers are responsible for library materials charged out to them until they are returned to the library.
- Borrowers are prohibited by Library policy from lending their library card to others.
- Borrowers are prohibited by Library policy from borrowing library materials for another person.
- Yale University students are responsible for maintaining current contact information with their School's Registrar or Departmental Business Office.
- Borrowers who abuse Library borrowing privileges may have their privileges suspended throughout the Yale University Library. Examples of abuse of library borrowing privileges include but are not limited to delinquency in returning materials by stated due dates, NOT paying replacement bills, NOT responding to recall notices, returning library materials even after replacement bills have been issued, and mutilation or damage of library materials.

The following library staff are available for consultations:

Stephen Crocco	Director, Divinity Library
Suzanne Estelle-Holmer	Associate Director for Collections, Research, and Access
Christopher J. Anderson	Special Collection Librarian
Christine Richardson	Serials and Preservation Librarian
Susan Burdick	Circulation and Interlibrary Loan Manager
Graziano Kratli	Digital Projects & Technology Librarian
Carolyn Hardin Engelhardt	Director, Ministry Resources Center
Susan P. Brady	Administrative Assistant
Joan Duffy	Archives Assistant
Nancy DeCato	Cataloging Assistant
Soli Johnson	Circulation Assistant

## **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.

## **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.

## **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.

## Spouse, Partner, and Family Privileges

### IDENTIFICATION

Spouses and same sex civil union partners of students are eligible for a Yale University affiliate ID card. While affiliate ID cards do not allow for building access, they can be used at the libraries, museums, gym (membership fee may apply), Yale transit and other venues throughout campus.

In order to obtain an affiliate ID, proof of marriage/civil union must be provided using one of the following forms of documentation:

- Marriage certificate (in English)
- Civil union document (only applies to same sex civil unions)
- J2 VISA with passports containing both spouses' name

In addition, **the spouse/partner will need to provide the ID Center (57 Lock Street, New Haven) with one of the following forms of government-issued photo identification:**

- Passport (USA or International)
- Driver's License (USA only)
- State Issued (Non-driver) ID
- US Military ID
- INS ID (Green Card)

**Student Affiliates** – In order to obtain a student affiliate ID, the student and spouse must go to the Divinity Registrar's office and present proof of marriage/civil union as indicated above.

- Once the marriage/civil union is confirmed by the Registrar, the Registrar will have to fill out a [Sponsored Identity \(SI\)](#) online ID Card process.
- Registrar (requestor and approver) will receive email notification of approval.
- The spouse will then receive an email during this process from Registrar.
- Spouse would then stop by ID center (57 Lock Street, New Haven) to pick up their SI (and bring photo ID)

### 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](mailto:babysitting@yale.edu), or see <http://www.yale.edu/babysitting>. Yale's work-life office has a website with information about local long-term and emergency child care opportunities:

<https://your.yale.edu/work-yale/benefits/work-life-and-childcare/child-care-and-parenting-resources/child-care-resources-1>

## **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 (<https://your.yale.edu/work-yale/employment>), 221 Whitney Avenue. Yale-New Haven Hospital (link to <https://www.ynhh.org/careers.aspx> (link is external)) has career opportunities that may suit student spouses and partners. Idealist (<http://www.idealists.org/> (link is external)) and Indeed (<https://indeed.com>) both regularly include New Haven area employment opportunities. New Haven works (link to: <http://newhavenworkspipeline.org/> (link is external)) offers job pipeline programs for New Haven city residents. Contact the Office of International Students and Scholars for information regarding visa restrictions on employment for international students and spouses.

## **Living in New Haven: Local resources and activities**

- **ARTS**

### **Yale Cabaret**

[yalecabaret.org](http://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](http://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](http://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/](http://www.yalebulldogs.com/)

Tower Parkway, New Haven, 203-432-4747

### **Yale Corinthian Yacht Club**

[www.yale.edu/ycyc](http://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](http://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**

[thecourseatyale.org/](http://thecourseatyale.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](http://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](http://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>

- **MUSEUM AND GALLERY**

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

#### **Art & Architecture Gallery**

[www.architecture.yale.edu/sites/gallery](http://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](http://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](http://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](http://www.peabody.yale.edu)

170 Whitney Ave. (corner of Sagem 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.

### **Yale Art Gallery**

[artgallery.yale.edu/](http://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.

- **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.

#### **Sterling Memorial Library**

[www.library.yale.edu/rsc/sml](http://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.

- **GUIDED TOUR**

**Yale University Guided Tours**

[www.yale.edu/visitor/tours.html](http://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.

- **OTHER DOCUMENTS**

**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](http://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.

- **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  
203-782-7007

**Westville Station:** 95 Fountain St., New Haven  
203-389-8655

**Yale Station:** 206 Elm St., New Haven  
203-773-3454

## **CHAPTER III - WELLNESS**

### **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.

### **Yale Health**

[www.yalehealth.yale.edu](http://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.

### **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.

### **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](http://www.yale.edu/gradprofdenteye).

### **Yale-New Haven Hospital**

[www.ynhh.org](http://www.ynhh.org)

20 York Street 203-688-4242

### **Yale-New Haven Hospital St. Raphael Campus**

[www.ynhh.org/src](http://www.ynhh.org/src)

1450 Chapel Street 203-789-3000

### **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.

## ***CHAPTER IV – TRANSPORTATION AND SAFETY***

### **TRANSPORTATION**

**Yale Bus Info**  
(all free with Yale ID)  
[to.yale.edu](http://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](http://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](http://www.cttransit.com) or call 203-624-0151. One-way bus fare is \$1.50.

#### **Taxis**

<b>Metro Taxi</b>	203-777-7777
<b>Yellow Taxi</b>	203-777-7770
<b>Uber</b>	<a href="http://www.uber.com">www.uber.com</a>

#### **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.

## **SECURITY FOR YOUR SAFETY**

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.

For more information on the Yale security mobile app:  
<https://your.yale.edu/community/public-safety/campus-safety-services/bulldog-mobile-livesafe-app>

## **CHAPTER V– POLICIES AND PROCEDURES**

### **Room Reservations by STUDENTS**

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

Students reserve rooms through [divinity.resources@yale.edu](mailto: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 2017

## 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](mailto:supervised.ministries@yale.edu) or consult the website at:

<http://divinity.yale.edu/academics/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](mailto:lucinda.huffaker@yale.edu).

## 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 8<sup>th</sup> 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.<sup>1</sup>**

<sup>1</sup> 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](http://writing.yalecollege.yale.edu/understanding-and-avoiding-plagiarism)**

## 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/>.

## **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/](http://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.

## RIGHTS AND REPRESENTATION

### *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 2017–2018**

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. On-campus misconduct may result in disciplinary action if such conduct imperils the integrity and values of the University community. On-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.

## **YDS Disciplinary Committees Procedures**

### **1. Notice**

The student shall be notified in writing by the Chair of the Disciplinary Committee that the University or the School has been informed of alleged conduct by the student which it feels should be investigated to determine whether disciplinary action should be taken. It will be expected that either the Chair or the Associate Dean of Student Affairs (by mutual agreement) will thoroughly review both the allegation and these procedures with the student. In addition, the student will receive from the Chair of the Committee the following written documents:

- a. A brief statement setting out the complaint(s).
- b. A printed copy of the procedures of the inquiry.

Note: Under these procedures, it is the School that is bringing alleged misconduct to public scrutiny, not an accusing student or other member of the Divinity School community. For the sake of this policy, aggrieved persons are considered witnesses. The Divinity School must initiate action within six months of an alleged incident, though the progress of a case may exceed that time.

## **2. The Student's Response**

The student will be asked to submit to the Chair of the Committee within five (5) days, a written statement of reasonable length commenting on the facts of the case, her/his involvement in it, and any other matter she/he deems relevant. The Chair shall circulate this document among the members of the Committee. Regularly scheduled holiday breaks will be taken into consideration in this deadline. Reading weeks are not considered holidays for this purpose. Normally, if the incident occurs at the end of the school year, the Committee will not act upon it until the fall.

## **3. Disposition without Formal Hearing**

On the basis of the documents and the student's statement, the Committee may decide that the matter can be resolved without a formal hearing with the student. The Committee will make this decision within two (2) weeks (adjusted for breaks) or less of the written accusation. An indication of this consensus will be made, in writing, to the Dean. If the accused student is dissatisfied with the outcome of this procedure, she/he may request a hearing before the Committee.

## **4. The Hearing by the Disciplinary Committee**

- a. Documents: Members of the Committee and the student will be given all documents relevant to the case at least one day prior to meeting.
- b. Quorum: All appointed members of the Committee, or their authorized replacement(s), shall constitute a quorum and the decision of a majority of all members present shall prevail.
- c. Opening Statements: The Chair will open the proceedings by reviewing the charges in the presence of the student. The student will be asked to respond to the charges and make such other comments as she/he deems appropriate.
- d. Disputing as to Facts: If it appears from the student's response to the charges that there is a substantial dispute about the facts themselves, which cannot otherwise be resolved, the individual(s) who reported the facts may be asked to testify. Should this individual or these individuals not be a member or members of the Yale community and refuse to testify at the hearing, the Chair shall appoint a member of the Committee to make every effort to verify the facts and interview people involved and then give his/her evaluation of the facts to the Committee and to the student.
- e. Witnesses: The student, having given the Chair of the Committee prior notice, may bring witnesses to the events at issue if their testimony is designed to show that the facts have been incorrectly reported to the University. The Committee may also call witnesses if it deems them necessary or desirable.

- f. Presence: It will be the usual procedure that the witnesses will testify in the presence of the student. If in the judgment of the Committee this proves impractical or undesirable, an adequate summary of the nature of the testimony shall be furnished to the student to enable her/him to respond to it. This practice includes the testimony of any “expert” witnesses called by the Committee. A student may challenge her/his exclusion in the context of an appeal to the Dean following a Committee’s judgment.
- g. Legal Assistance: The student may have an attorney present at the hearing. However, the attorney may neither take part in the proceedings nor give advice to her/his client when the Committee is in session.

## **5. Records**

The Chair of the Committee may ask that a recording secretary be provided to the Committee by the Dean, who will keep notes of the substance of Committee proceedings to be reviewed, approved, and initialed by each member of the Committee before becoming an official record. These notes will not be considered verbatim records, and neither audio nor videotapes will be made of the proceedings. In cases where a recording secretary is not provided, the Chair will designate a member of the Committee to take notes and record actions of the Committee.

All individuals connected with a case should remember that the records of students, of investigations, and of Disciplinary Committee meetings can be subpoenaed by a court in connection with any pending criminal or civil case. During the investigation the accused student is not compelled by University regulation to say something that might be used against her/him at a later time. However, a student should be aware of the fact that if she/he remains silent, the Committee will decide the case on the basis of the information presented to it.

These procedures are not meant to prejudice civil or criminal actions in any way, nor are they meant to substitute for them.

University Counsel will be consulted throughout the process.

The following penalties are among those that may be imposed by the Disciplinary Committee:

- a. Issue a reprimand
- b. Place on probation
- c. Remove from campus housing
- d. Suspend effective immediately; action to be reviewed by the Divinity

School faculty as soon as practical.

- e. Recommend suspension to the general faculty: separation from all functions of the University for a stated period. Suspension may require petition for readmission.
- f. Recommend dismissal to the faculty.

By majority vote of the Committee, the action to be taken may be noted on the student’s transcript. One copy of any documents considered by the Committee will be placed in the student’s official folder in the school. One copy of all such documents and a record of proceedings will be kept by the Committee. All other texts will be destroyed.

## YALE DIVINITY SCHOOL ALCOHOL POLICY

Members of the Yale Divinity School bring to the community varying backgrounds, attitudes and experiences with regards to the use of alcohol. Some of these attitudes are formed or informed by religious belief, as well as by philosophy, addiction and trauma histories, preference, and health issues. Both the consumption and the non-consumption of alcohol play a role in our community, and all activities and events where alcohol is served must be attentive to both groups. As a community of adults, it is understood that the responsible use of alcohol has its place in our common life. As a community of future religious, educational and civic leaders, it is also understood that such use must be in full compliance with state law and must take into account the liability issues inherent in alcohol service and consumption as well the impact on the YDS community. The following policies and procedures have been adopted by the Divinity School and are effective immediately.

- 1 Connecticut state law provides that that alcoholic beverages may be dispensed only to those that are 21 years of age or older. Further, state law prohibits the dispensing of alcohol to any intoxicated person. Though most members of our community are 21 or over, any underage students, spouses or guests attending such events may not be served.
- 2 Alcohol may only be served or consumed on the YDS campus in the context of school or student government/organization sponsored events. Alcohol may not be consumed during academic classes, in individual study sessions or at informal gatherings on campus. For purposes of this policy, YDS Campus shall include the Sterling Divinity Quadrangle property and academic building, as well as outdoor public spaces such as the Divinity farm and fire pit. The Divinity School apartments are subject to the policies of Yale Graduate Housing, and are not subject to the YDS alcohol policy.
- 3 All alcohol served at YDS-sponsored events shall be procured by YDS. Community members may not bring their own alcohol to any officially sponsored YDS event.
- 4 All events involving alcohol must be sponsored by a YDS office, faculty member or student organization. No events planned by individual students may involve alcohol. If a student organization plans an event collaboratively with a YDS office or a faculty member, student event rules must be followed.
- 5 Student-Sponsored Event Policies are as follows:
  - a. When a student organization wishes to serve alcohol at an event (on or off campus), permission must be requested of the Office of Student Affairs. An application form will be made available. Approval to serve alcohol is contingent on clear designation of the organization sponsoring the event as well as the individuals in charge of the event, along with a clear and reasonable plan for serving the alcohol. Further, the Office of Student Affairs reserves the right to limit the amount of alcohol purchased and/or served at any event.
  - b. Student Government/Organization may not publicize the presence of alcohol at an event until formal approval has been received. Once

approval is received, all advertisements must make it clear that both alcoholic and non-alcoholic beverages will be served.

- c. Beer, wine and champagne are the only alcoholic beverages that may be served at YDS-sponsored events.
- d. At any event where alcohol is served, those wishing to consume alcohol must present valid ID proving date of birth. Individuals of legal drinking age shall be given a wristband identifying their legal status. Student Affairs shall provide the wristbands.
- e. Whenever alcohol is served, equally available and equally appealing non-alcoholic beverages must be served. Should the event run out of non-alcoholic beverages, the service of alcohol must cease.
- f. Whenever alcohol is served, substantial snacks or a meal must also be served. Should the event run out of food, the serving of alcohol must cease.
- g. Only one drink at a time may be served to an individual.
- h. The last service of alcohol shall be at a time no later than 30 minutes prior to the advertised end of an event. Depending on the size and scope of the event, the Office of Student Affairs may set an earlier last service time.
- i. When alcohol service has ceased, any remaining alcohol must be secured in a locked space. The location of that space will be pre-determined at the time that the event is approved.
- j. Alcohol served at an event must be consumed at that event. Participants may not remove open containers from the site. Event planners must develop an effective method for preventing alcohol and food from leaving the designated party area.
- k. Event organizers, security, and faculty/staff sponsors may shut down the event or the service of alcohol at any time, if it is determined that the event has become unsafe or unmanageable.
- l. Event organizers, security, servers, and faculty/staff advisers may deny service or entrance to any individual who is determined to be intoxicated.
- m. The Office of Students Affairs shall determine, for each event, the appropriate requirements for serving alcohol. Factors to be considered will include size of event, time of day, location, and what other activities will accompany the alcohol service. *Typical* serving requirements include, but are not limited to:
  - i. Only TIPS or RSERVE trained individuals or certified bartenders may serve alcohol. If RSERVE or TIPS trained individuals are utilized the following requirements must be met.
    1. The servers certificates must be on file with the office of risk management.
    2. The servers must be currently enrolled in a school other than YDS. The Office of Student Affairs shall provide a list of suggested sources of servers, but acquiring and

paying the servers shall be the responsibility of the group.

3. The servers must not consume alcohol while on duty.
  4. The servers must stay for the duration of the event.
- ii. Security Officers shall be hired from Yale Police. The cost for such officers shall be borne by the group.
  - iii. A member of the faculty or staff must be present on campus for the duration of the event.

## GUIDANCE REGARDING FREE EXPRESSION AND PEACEABLE ASSEMBLY FOR STUDENTS AT YALE

“Yale has a deep history of fostering expressive activity. As an academic institution dedicated to free inquiry and the search for truth, the university is committed to free expression. Recently around the country, we have seen demonstrations become disruptive and even violent. These guidelines summarize university policies, provide relevant information to students, and are intended to promote the exercise of free expression and the safety and security of all members of the university community.”

Additional information can be found at [updated guidance](#).

## **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.