

Chapter I- Frequently Called Numbers

Emergency Numbers

University Police/Fire/Emergency	911
Yale Health Services Emergency (24 Hours)	432-0123
Yale-New Haven Hospital Emergency	688-2222
Yale-New Haven Hospital Front Desk	688-4242
Sexual Assault Hotline (English)	(888) 999-5545
(Spanish)	(888) 568-8332
Yale University Police (non-emergency)	432-4400
Victim Services	432-4418
New Haven Police (non-emergency)	946-6316
Poison Control	(800) 222-1222

Yale Divinity School Numbers

Academic Affairs	432-5305
Admissions	432-5360
Berkeley Divinity School	432-9289
Career Services	432-9485
Custodial Services	432-6104
Dean	432-5306
Dean of Students	432-5310
Development Office	432-5358
Facilities Office	432-6112
Financial Aid	432-5026
Institute of Sacred Music	432-5180
Library	432-5274
Ministry Resource Center	432-5318
Receptionist	432-6537
Refectory	432-3407
Registrar	432-5311
Student Affairs	432-5314
Student Book Supply	432-6101
Supervised Ministries	432-5466

Yale University Numbers

Athletics Ticket Information	432-1400
Bursar's Office (a.k.a. Student Financial Services)	432-2700
Bus Service	
Security night mini-bus (6 p.m. – 1 a.m.)	423-6330
Yale Shuttle	432-9790
Health Services	
Emergency (24 Hours)	432-0123
Inpatient Care Facility (ICF)	432-0001
Internal Medicine (Physicals)	432-0038
Member Services	432-0246
Mental Hygiene	432-0290
Obstetrics/Gynecology	432-0222
Pediatrics	432-0206
Sexual Harassment & Assault Resources Ed. (SHARE)	432-6653
Office of International Students & Scholars	432-2305
Parking and Towed Vehicle Information	432-9790
Nights and Weekends	432-4400
Religious Studies Department	432-0828
Resource Office on Disabilities	432-2324
Sterling Library	432-2798
Student Telephone Number Information	432-4471
University Security	737-1937
Lost ID & After Hours	785-5555
Visitor Information	432-2300

Other New Haven Numbers

Greyhound	772-2470
Metro Taxi	777-7777
Yellow Taxi	777-7770
Connecticut Limousine	878-2222
Amtrak	(800) 523-8720
Metro-North	(800) 638-7646
UPS	(800) 742-5877
FedEx	(800) 463-3390
DHL	(800) 225-5345

Chapter II- Introduction and Helpful Sources

EDITOR'S NOTE

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

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 and the ISM Publication, Prism. In the Yale Divinity School Bulletin, you will also find information on regulations, procedures, policies, faculty, and administration.

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

The Q Source is the YDS newsletter, published under the auspices of the Office of Student Affairs. Sarah Smith Warren is this year's editor. Notices, events, and concerns of the community are included. Additionally, part of the "Q Source" is dedicated to meeting the commercial needs of YDS students. Classified advertising helps match those who need work with those who need help, connects buyers with sellers, and puts renters in touch with property owners. The "Q Source" is available in the Common Room, at the Divinity School Library circulation desk, on the Divinity School website (<http://www.yale.edu/divinity/QSource/>), and via the YDS Community tab on Classes V*2 (see below) every Monday morning during the academic year. You may place an announcement in the "Q Source" by e-mailing the editor at sarah.warren@yale.edu. Copy must be received by 5 p.m. Friday for the next week's issue.

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 one of the two Dear Theo editors. The guidelines for submissions are posted on the student council bulletin board (outside of the Jonathan Edwards Dining Room). Letters that do not meet the guidelines will be sent back to the writer for revision. Don't be afraid to submit your own reflections, gripes, or 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.

Spectrum is a publication for alumni/ae and friends of YDS, BDS, and the ISM. It comes out early in the calendar year and has articles about students, faculty, staff, alumni/ae, and YDS activities. Frank Brown serves as the editor.

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.

Yale Divinity School Community on Classes V*2 is another way to communicate with the community. Links to Classes V*2 are posted on the YDS website under the links named “Current Students” and “Faculty & Staff.” Students, faculty, and staff can access the YDS Community tab by logging into Classes V*2 using their Yale user ID. The YDS Community tab will be visible at the top of the screen along with any classes and workgroups in which the student or staff member is enrolled. Under the YDS Community tab, members can access news by clicking on “Announcements” or “YDS News.” Members can post their own messages and announcements under the “Chat Room” link as well as view events listed on the calendar under “Schedule.” Mass e-mails are sent through the YDS Community mailing list by the Office of Student Affairs. “Dale Mail” can be distributed through the Office of Student Affairs by sending an e-mail to dalemail@yale.edu. Users can manage their daily e-mails from the YDS Community by clicking on the “My Workspace” tab and choosing “Preferences.” More information on the Classes V*2 system is available through the Divinity Library. If you do not see the Yale Divinity School Community tab when you log in to Classes V*2, please contact the Divinity School webmaster at divinity.webmaster@yale.edu. Provide your full name and Yale net ID.

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

Chapter III- Staff and Administration

YALE DIVINITY SCHOOL

DEAN OF YALE DIVINITY SCHOOL

Harold Attridge is the Dean of Yale Divinity School. His office is located on the second floor of Seabury, room N220. He can be reached at 432-5306 or at harold.attridge@yale.edu.

Grace Pauls is the Executive Assistant to Dean Attridge. Her office is located on the second floor of Seabury, room N219. She can be reached at 432-5306 or grace.pauls@yale.edu. She manages all administrative matters in the Dean's office.

Evelyn Rodriguez assists Grace Pauls and Dean Attridge. Her desk is located on the second floor of Seabury, and she can be reached at 432-5304 or evelyn.rodriguez@yale.edu.

Rebekah Menning is the YDS Events Coordinator. She develops and maintains systems and procedures for events at Yale Divinity School, and is responsible for providing events-related information, resources, information, and follow-up. Her office is located on the first floor of Bushnell, room S101A, and she can be reached at 432-0115.

OFFICE OF ACADEMIC AFFAIRS

Emilie Townes is the Associate Dean for 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 432-5305 or emilie.townes@yale.edu.

Grace Chao assists Emilie Townes. Her desk is located on the first floor of Seabury, and she can be reached at 432-5305 or grace.chao@yale.edu.

OFFICE OF STUDENT AFFAIRS

Dale Peterson is the Associate Dean for Student Affairs. He works with students, faculty, and staff, giving shape to all aspects of student and community life. Among his duties are oversight of Student Council, the Community Life Committee, and Before the Fall Orientation. His office is located on the first floor of Seabury, room N117, and he can be reached at 432-5310 or dale.peterson@yale.edu.

Mike Giaquinto is the Administrative Assistant for the Office of Student Affairs. His desk is located on the first floor of Seabury, and he can be reached at 432-5314 or michael.giaquinto@yale.edu.

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

OFFICE OF ADMISSIONS AND FINANCIAL AID

Anna Ramirez 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 432-5360 or anna.ramirez@yale.edu.

Melissa Pucci is Associate Director of Admissions and Recruiting. Her office is located on the first floor of Seabury, room N119, and she can be reached at 432-7603 or melissa.pucci@yale.edu.

Doreen Generoso is the Administrative Assistant for Financial Aid. Her office is located on the first floor of Seabury, room N114, and she can be reached at 432-5026 or doreen.generoso@yale.edu.

Jan Fournier is the Administrative Assistant for Admissions. Her desk is located on the first floor of Seabury and she can be reached at 432-5360 or janice.fournier@yale.edu.

ASSESSMENT & MINISTERIAL STUDIES

Bill Goettler is Assistant Dean for Assessment and Ministerial Studies. Bill welcomes conversation with any M.Div. student who is in the process of vocational discernment. He is also available to offer denominational guidance and advocacy. Bill will guide M.Div. students through the three-year Assessment program in which they will maintain a portfolio that creatively represents their course of learning. Bill Goettler's office is located in Guest Cottage #4, on the South side of the Quad. He can be reached at 432-9896 or william.goettler@yale.edu.

REGISTRAR

Lisa Huck is the Divinity School Registrar. The Registrar's office handles all information concerning classes, registration, change of address and telephone numbers, reading courses, 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 432-5312 or lisabeth.huck@yale.edu.

Mary Ann Carrieri is the office assistant for the Registrar. Her desk is located on the first floor of Seabury, and she can be reached at 432-5311 or maryann.carrieri@yale.edu.

SUPERVISED MINISTRIES & CAREER SERVICES

Susan Olson is the Acting Director of Supervised Ministries and the Director of Career Services. Her office is located on the first floor of Taylor, room S116, and she can be reached at 432-9485 or susan.olson@yale.edu.

Tiffany Ong is the Administrative Assistant for the Office of Supervised Ministries and the Office of Career Services. Her office is located on the first floor of Taylor, room S116, and she can be reached at 432-5466 or tiffany.ong@yale.edu.

BUSINESS, ADMINISTRATION, AND FINANCE

Finance and Administration

The Office of Finance and Administration handles all issues related to the day-to-day operations of Yale Divinity School. This includes financial, human resource/payroll-related matters, facilities and housing, and information technology support.

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.

Sandra Lynch's office is located on the second floor of Beecher, room N222, and she can be reached at 432-8602 or sandra.lynch@yale.edu.

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

Sherry Zesner is the Financial Analyst for Yale Divinity School and Berkeley Divinity School. Her office is located on the second floor of Beecher, room N223, and she can be reached at 432-5804 or sherry.zesner@yale.edu.

Kathy Gritzbach is the Accountant for Grants and Contracts. All issues involving external funding of Yale Divinity School activities must first be discussed and approved through the Finance office. Her desk is located on the second floor of Beecher and she can be reached at 432-4663 or kathy.gritzbach@yale.edu.

Danielle Petrafesa is the Financial Assistant for Finance and Administration. Her desk is located on the second floor of Beecher and she can be reached at 432-5366 or danielle.petrafesa@yale.edu.

Patricia Ojeda is the Office Assistant for Finance and Administration. Patricia is in charge of the Divinity School campus mailroom and commuter lockers in addition to her other duties. Her desk is located in the reception area at the main entrance to the Divinity School and she can be reached at 432-6537 or patricia.ojeda@yale.edu.

Brian Vinci is the Facilities Manager. He manages the YDS apartments, assigns classroom space and is responsible for overseeing the maintenance of our buildings and grounds. His office is located on the first floor of Bushnell, room S101A, and he can be reached at 432-6112 or brian.vinci@yale.edu.

Robert Piscatelli is the ITS Desktop Support Provider 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 Robert Piscatelli at 432-5273 or robert.piscatelli@yale.edu.

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

AUDIO-VISUAL SUPPORT

Sachin Ramabhadran is the director of all audio-visual needs for the ISM and YDS. He can be reached at 432-8351 or sachin.ramabhadran@yale.edu. His office is located directly outside of the computer cluster, L110.

EXTERNAL RELATIONS AND DEVELOPMENT OFFICE

John Lindner is the Director of the Department of External Relations. He oversees development, communications, and alumni affairs. His office is located on the second floor of Seabury, room N217, and he can be reached at 432-5363 or john.lindner@yale.edu.

Connie Royster is the Director for Development. She is responsible for fundraising, particularly major and planned gifts, from YDS alumni and friends. Her office is located on the second floor of Seabury, room N215, and she can be reached at 432-8127 or constance.royster@yale.edu.

Carmen Germino is the Director of Alumni/ae Relations. Her office is located on the second floor of Seabury, room N213, and she can be reached at 432-3871 or carmen.germino@yale.edu.

Kira Gallick is the Administrative Assistant for Alumni Relations. Her desk is located on the second floor of Seabury and she can be reached at 432-5359 or kira.gallick@yale.edu.

Emalie Mayo is the Administrative Assistant for the offices of External Relations and Development. Her desk is located on the second floor of Seabury and she can be reached at 432-5358 or emalie.mayo@yale.edu.

Frank Brown is the Director of Publications. He coordinates all print and photographic material. His office is located outside the computer cluster, in room L111, and he can be reached at 432-5033 or frank.brown@yale.edu.

Gustav Spohn is the Director of Communications. He handles all public relations, publicity, and web content. His office is located on the second floor of Seabury, room N214, and he can be reached at 432-3466 or gus.spohn@yale.edu.

Campbell (Brock) Harmon is the YDS web coordinator. He assists Gus Spohn in developing and implementing changes to the YDS website. Brock can be reached at 436-4912 or campbell.harmon@yale.edu.

CUSTODIAL SERVICES

Beatrice Lytle-Martin is Supervisor of Custodial Services. Her office is located in Bellamy, room 633, and she can be reached at 432-6104 or beatrice.lytle-martin@yale.edu.

FACULTY SUPPORT

Lynne Lavalette is the Administrative Assistant in the Faculty Support office. Her desk is located on the first floor of Seabury, directly outside of Emilie Townes's office, room N122, and she can be reached at 432-6340 or lynne.lavalette@yale.edu.

STUDENT BOOK SUPPLY

Micah Luce 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 432-6101 or micah.luce@yale.edu.

BERKELEY DIVINITY SCHOOL

Joseph Britton 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 joseph.britton@yale.edu.

Alfred Tisdale is the Director of Anglican Studies and Formation. His office is located on the first floor of Bacon, room S113, and he can be reached at 432-9291 or alfred.tisdale@yale.edu.

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

Jeanne Moule is the Administrative Assistant to Joseph Britton. Her office is located on the first floor of Bacon, room S109, and she can be reached at 432-9289 or jeanne.moule@yale.edu.

Pamela Wesley 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.

Gail Chiasson assists Pamela Wesley. Her office is located on the first floor of Bacon, room S106, and she can be reached at 432-9312 or gail.chaiisson@yale.edu.

All of the Berkeley offices are located on the first floor of Bacon. Berkeley Center, located at Canner Street and St. Ronan Street, is just down the hill from the Divinity School and houses St. Luke's Chapel and the Dean's residence.

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

INSTITUTE OF SACRED MUSIC

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

Laura Chilton is the Executive Assistant to Martin Jean. She can be reached at 423-9681 or laura.chilton@yale.edu.

Jacqueline Campoli is the Administrative Assistant for the ISM. She can be reached at 423-5180 or at Jacqueline.campoli@yale.edu

Siobhán Garrigan is the Assistant Dean of Marquand Chapel. She can be reached at 432-5766 or siobhan.garrigan@yale.edu.

Patrick Evans is the Director of Chapel Music for Marquand. He can be reached at 432-9934 or patrick.evans@yale.edu.

Christa Swenson is the Liturgical Coordinator for Marquand. She can be reached at 432-8507 or christa.swenson@yale.edu.

James J. Aveni is the Administrative Assistant for Chapel Support. He can be reached at 432-9307 or james.aveni@yale.edu.

Jenna-Claire Kemper is the Manager of Student Affairs and the Choral/Vocal Administrator. She can be reached at 432-5184 or jennaclaire.kemper@yale.edu.

Rebecca Wexler is the Choral/Vocal assistant. She can be reached at 432-9671 or rebecca.wexler@yale.edu.

Pamela Shields is the Administrative Assistant in Finance, Admissions, and Financial Aid. She can be reached at 432-9753 or pamela.shields@yale.edu.

Sachin Ramabhadran is the Technical, A/V, and Media Coordinator. He can be reached at 996-8716 or sachin.ramabhadran@yale.edu.

Andrea Hart is the Business Manager. She can be reached at 432-5188 or andrea.hart@yale.edu.

Trisha Radil is the Administrative Assistant for Business Support. She can be reached at 432-8194 or trisha.radil@yale.edu.

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

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

Chapter IV- Spiritual Life

CHAPEL SERVICES

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

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

St. Luke's Chapel is located in the Berkeley Center, 363 St. Ronan Street, one block from the Canner Street entrance to the Yale Divinity School. While school is in session, Morning Prayer is said during the week at 7:30 a.m. and Evening Prayer at 5:30 except on Wednesdays when it is a community Eucharist at 6:15 p.m. and Fridays at 3:30 p.m. Holy Eucharist follows Morning Prayer on Mondays, Tuesdays, and Thursdays. Mondays are Lutheran vespers. The Berkeley chapel choir sings Evensong on Tuesday evenings.

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 but open to all students at Yale Divinity School, regardless of denomination or 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 experiences 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. Jane Stickney is the director of the Annand Program.

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 Yale University Chaplain's office has as its mission to foster an understanding of and appreciation for the diverse religious and spiritual life of the University community. It does so by sponsoring programs that encourage learning about the various religious traditions and spiritual practices of members of the University community, by collaborating with Yale Religious Ministry, and by working with students, faculty, and staff who express interest in the personal and social value and role of religion and spirituality.

The Chaplain's Office also provides services for the University community such as counseling, student program support, and pastoral care. It supports the University's interest in the city of New Haven through its liaison work with the community.

The University Chaplain's Office is located in Bingham Hall, in the Lower Level, and can be reached by calling 432-1128. The Chaplain is Sharon Kugler (sharon.kugler@yale.edu).

The Yale Chaplain's Office also has a helpful and frequently updated website: www.yale.edu/chaplain.

Chapter V- Student Council and Community Life Committee

STUDENT COUNCIL

President: Delfin Bautista

Vice President: Geoff Parker

Secretary: Ellie McCormick

The Student Council 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; one student representative from each chartered student group; one student representative from each faculty committee; one representative from the YDS graduate-professional student senators; one student representative from the ISM Council; and one commuter student representative. 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 Council meetings as observers and to participate in discussions.

The Student Body President works with the CLC Coordinators and the Student Council 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 Council meetings and overseeing implementation of Council decisions; attending faculty meetings and reporting on student concerns; and helping organize fall and spring term elections. In addition, the Student Body 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 Council, student leadership opportunities are available on Faculty Standing and *Ad hoc* Committees. The Faculty Standing Committees include: Community Life, Curriculum, Professional Studies, Worship, Spiritual Formation and the Practice of Faith, and Admissions. Four students serve on each Standing Committee. Student representatives to Standing Committees are either appointed by the administration or elected by the student body.

Please see Chapter X for the complete Student Council Constitution.

STUDENT COUNCIL LEADERSHIP FOR 2009-2010

President:	Delfin Bautista
Vice President:	Geoff Parker
Secretary:	Ellie McCormick
1st Yr MDiv Rep:	Lyvonne Briggs
2nd Yr MDiv Rep:	Alex Riffie
3rd Yr MDiv Rep:	Sara Ofner
1st Yr MAR Rep:	Smoot Carter
2nd Yr MAR Rep:	Daniel Bell
3rd Yr MAR Rep:	Heather Vermeulen
1st Yr GPSS Senator	Alex Souto

2nd Yr GPSS Senator	Matthew Laferty
3rd Yr GPSS Senator	Debbie Noonan
ISM Rep:	Sean McAvoy
BDS Rep:	Emily Phillips
STM Rep:	Kim Bauser
Worship Committee:	Awet Andemicael (fall), Charrise Barron (spring), Will Brown, Sara Ofner, Kevin Williams
Professional Studies Committee:	Kim Bauser, Jonathan Coffin, Greg Griffin, Denice Kelley
Curriculum Committee:	John Boyles, Ally Brundige, Heather Vermeulen, Sarah Warren
Spiritual Formation Committee:	Catherine Amon, Katelyn Macrae, Carol Lewis, Debbie Noonan
Ministerial Formation Committee:	Kevin Caruso, Brent Damrow, David Derksen, Andrew Kuzman
Student Representative to the Faculty:	John Boyles

COMMUNITY LIFE COMMITTEE

Co-Chairs: Dale Peterson, Associate Dean for Student Affairs
Denice Kelley, Coordinator
Bryce Wiebe, Coordinator

Student Representatives:

1st Year: Eric Tipler
2nd Year: Katie Salisbury
3rd Year: Rebecca Lenn
At-Large: Kate Spelman

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 coordinators. Other students serving on the Committee include the Student Council President and four elected members of the student body.

Under leadership of the co-chairs, the Committee is responsible for recognizing the student groups that are members of the Student Council and for determining which campus groups will have paid student coordinators.

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.

*See Chapter X for Guidelines for Recognition of Standing, Affiliated, and Denominational Groups

GROUPS CURRENTLY RECOGNIZED BY CLC:

Standing Groups

Constituency Groups:

- Black Seminarians
- Former Profits
- The Coalition
- The Women's Center
- Yale Divinity Korean/Asian Association (YDKAA)
- Yale Divinity Latino/a Association (YDLA)

Service Groups:

Yale Committee for Social Justice (YCSJ)

Affiliate Groups

Bible Belters
Catholic Fellowship
Episcopal Peace Fellowship
Evangelical Fellowship
FADS
Outings Club
Sacramental Winers
Total Praise
Yale Earth Care Committee
Yale Forum on Faith and Politics
Yale Nightwalking Society

Denominational Groups

Baptist Student Group
Lutheran Student Organization
Methodist Society
Presbyterian and Reformed Student Group
United Church of Christ/Disciples of Christ Student Group

In addition to recognizing student groups, the Community Life Committee organizes and manages the Christmas Party, Spring Fling, Fatted Cafés, and All-School Conference. The Christmas Party is an annual festive gathering of the entire Divinity School community held in mid-December. Spring Fling is a dance held before the end of Spring term. Fatted Cafés are occasional Friday night 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

Yale Black Seminarians

Coordinators: Charlotte Collins

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.

The Coalition (Lesbian, Gay, Straight, Bisexual, and Transgendered)

Coordinators: Jason Peno, Kate Spelman, Craig Canfield

The Lesbian, Gay, Straight, Bisexual and Transgendered Coalition is a fellowship of Yale Divinity School students, faculty, and staff of all sexual orientations dedicated to the full and equal participation of homosexual, bisexual, and transgendered people in church 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 LGBT issues and information to members of the community dealing with related topics. In addition to ongoing discussion groups, the Coalition sponsors lectures, panels, worship services, and other educational, social, and cultural events.

Former Profits

Coordinators: Catherine Amon, Mary Schwab-Stone

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.

Women's Center

Coordinator: Sandra Valdes-Lopez

The Women's Center promotes reflection and action by, for, and among women. We welcome all YDS women, from varying cultures, experiences and religious traditions, to gather for conversation, friendship, and spiritual growth. The Women's Center seeks to support and connect with women of Yale and New Haven to inform, serve, and equip for global leadership. Our programs include speakers and discussion groups, knitting group, Bible Studies, chapel services, volunteer opportunities, and Fatted Cafés.

YDKAA (Yale Divinity Korean and Asian Association)

Coordinator: David Yoshida

Yale Divinity Korean and Asian Association provides a place for fellowship and the sharing of an ethnic bond and common faith. Although the group is organized by and for students with East Asian heritage, YDKAA welcomes all of the YDS community. Frequent meetings include East Asian-style dinners, an academic forum for discussion, and guest lectures.

YDLA (Yale Divinity Latino/a Association)

Coordinators: Delfin Bautista, Diana Burnett, Eric Sias, Sandra Valdes-Lopez

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.

SERVICE GROUPS

Yale Committee for Social Justice

Coordinator: Rachel Heath

The Yale Committee for Social Justice (YCSJ) provides opportunities for members of the Yale Divinity School community to integrate social justice concerns into their work and ministries. Throughout the school year, YCSJ hosts a number of discussion, forums, and lectures that address a variety of peace and justice issues, including such topics as violence/conflict in our world, socio-economic disparities, privilege and apathy, and more.

AFFILIATED GROUPS

Bible Belters

Coordinator: Kevin Williams

The Bible Belters is an all-male a cappella group open to Yale Divinity School guys who like to sing all sorts of music. We sing hymns and psalms as well as Barbershop and even Madonna! We are always looking for new voices, so we hope you will check us out.

Catholic Fellowship

Coordinators: Kimberly Abeel, Andrew Kuzma

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

Coordinators: Bethany Davidson, Lael Sorensen

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

Coordinators: David Derksen, Karl Griswold-Kuhn

The Evangelical Fellowship (EF) is an ecumenical group of students committed to creedal orthodoxy, the trustworthiness of Scripture, the central importance of a vital relationship with Christ, and the call to share the gospel with all people. We aim to support divinity students who share these commitments through their seminary experience by sponsoring programs aimed at spiritual and intellectual growth. We desire to critically engage both the academy and our own traditions to glean what is best from each. The Evangelical Fellowship sponsors small groups for Bible study and prayer, opportunities to worship, discussions, speakers, and social events.

Fans and Athletes at Divinity School (FADS)

Coordinator: Jon Trotter

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.

The Left Behind

Coordinator: Marshall Cunningham

The Left Behind is a space for non-Christian students at Yale Divinity School to gather on their roles and places within YDS. In addition to regular meetings, the Left Behind has been responsible for the annual “Divinity School Idol” talent show which showcases some of the often hidden abilities of YDS students.

Outings Club

Coordinator: Frederica Ghesquiere

The Outings Club integrates spirituality with outdoor experiences. We offer day and overnight trips as well as an extended wilderness trip each year. Outings Club excursions emphasize community, spirituality, and appreciation of God’s natural creation. We learn about the local and regional landscape and developing new skills through participation to broaden our educational experiences. Under the blue sky, on the trail, beside the campfire, or down the river, the YDS Outings Club provides opportunities for fellowship, spiritual growth, challenge, leadership, stimulation, and perspective beyond the classroom.

Sacramental Winers

Coordinator: Kathleen LaRochelle

The Sacramental Winers is an all female *a cappella* singing group. All are welcome to audition, regardless of previous experience, and spouses are also welcome to audition. The ‘Winers’ sing for various events such as Fatted Cafés, faculty events, and chapel services. The Winers host a Spring concert at YDS, which serves as a fundraiser for a local organization. The Sacramental Winers’ repertoire includes sacred, spiritual, world, and pop music selections- all *a cappella*, all the time! Auditions for the group typically take place early in the fall semester. Auditions will be announced on Dale Mail.

Total Praise

Coordinator: Charrise Barron

Total Praise ensemble is not just a singing group; it is Christian music ministry with particular employment of Christian music in the African American tradition. This group is comprised of worshippers of Jesus Christ committed to both encouraging one another to worship and to preserving our spiritual well-being. We are always looking for singers, musicians, and fellow worshippers. Come and join us!

Yale Divinity Drama

Coordinators: Rachel Watson, Kat Zukaitis

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.

Yale Earth Care Committee

Coordinators: Scott Claasen, Chris Kieran

The Yale Earth Care Committee 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).

Yale Forum on Faith and Politics

Coordinator: Rachel Duncan

The Yale Forum on Faith & Politics is a bipartisan student group committed to providing a place on campus where YDS conservatives and liberals alike can discuss political issues in a mutually respectful and engaging way.

Yale Nightwalking Society

Coordinators: Marshall Cunningham, Kate Spelman

DENOMINATIONAL GROUPS

Baptist Student Fellowship

Coordinator: Will Brown

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

Coordinators: Ivar Hillesland, Blake Scalet

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

Coordinator: John Helmstadter

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: Kate Carlisle

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

United Church of Christ/Disciples of Christ

Coordinators: Caleb Lines, Katelyn Macrae

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

Chapter VI- Housing and Related Issues

OFF-CAMPUS HOUSING

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

DIVINITY APARTMENTS

The Divinity Apartments comprise over 100 rooms in three apartment buildings: Bellamy, Curtis, and Fisher. The facilities office handles contract administration and oversees building maintenance. Your residency should be pleasant and uncomplicated if you have familiarized yourself with the terms of your housing contract.

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

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

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

Keys to on-campus rooms are provided at check-in. After check-in, keys are to be picked up by appointment only through the Facilities office, 432-6112. The Facilities office is open Monday through Friday, 9 a.m. to 4 p.m., and is located at 354 Canner Street, in Bellamy Hall room 631. If keys are lost, replacements are available in the Facilities office. The exterior door key for the apartments opens all three apartment buildings (Curtis, Fisher, and Bellamy).

SECURITY

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

The University administration attempts to make Yale as safe as possible. Although University Police (both uniformed and plain-clothed) patrol regularly, security is ultimately your responsibility. University Police recommend that anti-theft devices be used on cars; steering wheel locks and/or ignition switches may prove effective. Because the university is not responsible for loss, theft, or damage, the University Housing Office strongly advises that all tenants purchase renter's insurance from a reputable agent.

LAUNDRY

The apartments have laundry rooms in each basement. There is a change machine located in Bellamy Hall. To report a malfunctioning washer or dryer on campus, call the number listed on the machine; a repair person will come within a day or so.

MAINTENANCE & CUSTODIAL PROBLEMS

Routine maintenance problems (heat, electrical, plumbing, etc.) should be reported to the Facilities office at 432-6112. If an emergency occurs after hours or on the weekend, call the Resident Assistant beeper number, 1-888-458-5929. Enter your area code and telephone number and the on-duty assistant will return your call. Emergencies include flooding, lock-outs, power failure, lack of heat, lack of single light source, broken windows, and doors that cannot be secured. Routine repairs include all non-life-threatening repairs. Stolen keys should be reported to campus police, 432-4400.

TELEPHONES AND EMAIL

Telephone service on campus is administered by ITS-Telecommunications Residential Services, located at 25 Science Park, and may be reached at 432-9644. Their web address is <http://www.yale.edu/its/telecom/>. A Telecommunications Student Handbook may be obtained from their office, or downloaded from their website, with specific information regarding the features and current rates of the campus phones. The Divinity School facilities office does not handle any telephone-related issues.

You may automatically have telephone service in your apartment. Telephone features include call waiting, call back, call forwarding, consultation, last number dialed, conference calling, and on-campus 5-digit dialing (exclude the first two digits of a 432 or 436-phone number). Voice Mail, a telephone answering and messaging service, is also available. You may use your own touch-tone telephone or purchase one from the Telecommunications Department.

To order telephone service, go to the ITS-Telecommunications Residential Services, listed above, and fill out a Telephone Service Contract. While at ITS you will be able to obtain updated information about billing and fees.

The University's private network, YaleNet, provides long-distance service for the Yale community. Unless instructed otherwise, telephones are restricted from direct dialing, and a Toll Authorization Number (TAN) is necessary to place long-distance calls. A TAN allows individual billing and reduces the risk of toll fraud. Each month, YaleNet long-distance calls are billed to your student account, and the Telecommunications office mails you an itemized statement of those calls. In addition, calling cards are available to address off-campus needs. A full range of facsimile and telex services is also available.

An active Ethernet connection is included in your monthly rent.

RECYCLING AND GARBAGE REMOVAL

Since 1991-92, the University has implemented a campus-wide recycling effort. Items that should be recycled include glass and metal food and beverage containers, white office paper, newspaper, and corrugated cardboard. Bagged recyclables should be placed in the appropriate large pails by the dumpsters, located outside of Fisher Hall and Curtis Hall. For more information, please consult the "Yale University Recycling Guidelines" pamphlet or call recycling coordinator, C.J. May, at 432-6852.

Garbage should be bagged and put in the large dumpsters located outside of Fisher and Curtis Halls. In consideration of your neighbors, garbage should never be left in any hallways. If we receive repeated complaints you will be fined \$25,000 for each complaint.

CAMPUS MAIL ROOM

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

For stamps and to mail packages, go to the New Haven Post Office downtown, 1754 Chapel St. (1 block east of the Green), to 50 Brewery St., or to Yale Station. Yale Station is located at 206 Elm Street on the corner of High Street in the basement of Wright Hall (Old Campus). 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). For a listing of additional post offices in the New Haven area, see "Government Services" in Chapter IX.

PARKING

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

Non-residents must make arrangements and pay a fee through Yale Parking and Transit, 221 Whitney Ave., 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 lot for which they have no permit are subject to towing. Street parking may be available along Prospect St., Canner St., or St. Ronan St. 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.

COMPUTERS

YDS has two computer clusters. You will find a computer cluster room in the south wing of the building and one in room L107 in the library. You will find additional PCs in the

entrance area of the library and in the Trowbridge Reading Room. Printers are located in the south wing computer cluster and across from the elevator 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

While there is no formal student computing support structure in place, the IT Department will assist students in network connectivity, security patching, and virus removal on machines that are 1-3 years old.

Hours of operation for student support will be posted outside of room L110. Information on registering your computer with the Yale network will be located outside of this room as well.

Self-help support

Academic Media Technology (AM&T), a division of Information Technology Systems, helps students of Yale College and the Graduate School of Arts and Sciences. AM&T does not provide student computing support to professional schools at Yale, including the Divinity School.

Even though AM&T does not provide support to Divinity School students, there is a nice set of web pages that runs through requirements of setting up your computer on the network and offers help on general networking and software, including Anti-Virus Software, that is available free of charge. We suggest visiting this web page for general help.

<http://www.yale.edu/its/stc/>

Printing

Printing services are provided by Printing & Publishing Services (PPS/RIS) at a nominal charge of \$0.07 per page. Visit this website to add money to your account. Further instructions are posted in the computer cluster.

https://ris-systech2.its.yale.edu/ris/uniprint_funds/print.html

Wireless networking areas

DIVINITY SCHOOL

The entire building at 409 Prospect Street has wireless connectivity.

THE YALE COMMUNITY

There are many areas of Yale that have wireless connectivity. To find a map of those areas, please visit:

<http://www.yale.edu/its/network/wireless/wirelessmap/>

Anti-Virus Software, along with other software can be obtained at:

<http://www.yale.edu/its/software/>

* For more information on how to register and connect your computer to the Yale network, please see “YDS Student Computing Information” in Chapter X.

DINING OPTIONS, ON AND OFF-CAMPUS

The perfect place to gather for table fellowship and academic discussion, the Refectory serves breakfast and lunch between 7:45 a.m. and 2 p.m. Customers may pay cash or use their Yale IDs as debit cards with “declining balances” already in place. Full time students are automatically charged \$440 per semester, and part-time students are charged \$230 per semester for the Refectory. That money may be spent at the Divinity School Refectory, the HGS dining hall, the Commons, and the Slifka Center dining hall. 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.

For an afternoon cup of coffee, tea, latte, cappuccino, or hot chocolate, head to the Holy Grounds coffee shop, which is located in the Commuter Lounge. Holy Grounds is open from 2 p.m. until 10 p.m., Monday through Thursday.

Chapter VII- Spouse, Partner, and Family Privileges

IDENTIFICATION

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

HEALTH CARE

Students may enroll their spouses, same-sex domestic partners, and/or dependent children in the University Health Service (<http://www.yale.edu/uhs/>), the Yale Health Plan. To inquire, call or visit Student Health Services on Hillhouse Avenue. Also, please see Chapter IX for more information about health resources in New Haven.

EMPLOYMENT IN THE NEW HAVE AREA FOR PARTNERS AND SPOUSES

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

YALE BABYSITTING SERVICE

Yale University offers this service as 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.

Chapter VIII- Learning and Planning Resources

THE YALE DIVINITY SCHOOL LIBRARY

<http://www.library.yale.edu/div>

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

Monday-Thursday: 8:30 a.m.-11 p.m.

Friday-Saturday: 8:30 a.m.-5 p.m.

Sunday: 2 p.m.- 11 p.m.

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

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

The Yale Divinity School Library Collection contains nearly 500,000 volumes, subscribes to 1,750 periodicals, and has 3,000 linear feet of manuscript material available for research. An additional 200,000 volumes classified as Religion are available to YDS students at Yale's Sterling Memorial Library and Mudd Library. Books housed at other Yale libraries and at the off-campus Library Shelving Facility may be requested online via Eli Express and delivered to the Yale library of your choice.

Orbis, the online catalog, contains records for all materials cataloged at Yale's libraries, including all Divinity Library holdings. The Orbis catalog can be accessed at computer workstations located throughout the Library. Books may be searched by author, title, subject, keyword, and call number. Numerous other online resources are also available from the Library computer workstations. Instructions for using Orbis and other online resources are available in printed form, from on-line "help" screens, and from Library staff members. Help sheets are available in display racks near the Circulations Desk and in the Trowbridge Reading Room, including a broadside describing where books and periodicals are located by call number within the Library. Finding aids describing the holdings of the Library's Special Collections are available online and in the Special Collections Reading Room.

Divinity Library books may be borrowed for six months. Books are subject to recall after two weeks. Fines are \$.50 per day for overdue books and \$2.00 per day for overdue recalled books. Most library books assigned for use in courses are placed on reserve at the Circulation Desk and made available to all students for limited periods of time. There is a Course Reserve reading list available online. A fine of \$2.00 per hour or portion thereof will be charged for the late return of reserve books. Fines are dues when the book is returned, and may be paid at the Circulation Desk or billed to Bursar accounts.

The following library staff are available for consultations:

Paul Stuehnenberg:	Divinity Librarian
Martha Smalley:	Special Collections Librarian
Christine Pesch:	Serials and Preservation Librarian
Eric Friede:	Assistant Divinity Librarian for Technical Services
Mary Ellen Barbarito:	Acquisitions Manager
Susan Burdick:	Circulation & Interlibrary Loan Manager
Suzanne Estelle-Holmer:	Reference/Instructional Services Librarian

The University has adopted the following library disciplinary regulations:

I. Offenses Defined

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

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

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

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

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

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

MINISTRY RESOURCE CENTER

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

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

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

STUDENT BOOK SUPPLY

Micah Luce 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 \$25 per year, all members are entitled to a 15% discount off of all purchases (services, stamps, and sales items excluded)! 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, 9am-3.30pm (until 6.30pm on Wednesdays). In addition to regular services, the bookstore also cashes personal checks for up to \$20 (at no charge if a purchase is made and for \$.25 if no purchase is made) and offers laminating and fax services. Payment for items purchased at the SBS can be made by cash, check, traveler's check, Mastercard, Discover, or Visa.

SUPERVISED MINISTRIES

Within the YDS curriculum, the programs in supervised ministries teach students how to gain professional competence, build frameworks for raising practical theological issues, acquire comprehensive and realistic views of the Church and its ministries, and develop ministerial identities. While supervised ministry is a requirement of the M.Div program, it is open to all YDS students in degree programs. For definitive information about requirements and policies regarding supervised ministries, please consult the Office of Supervised Ministries (OSM) literature, or visit the OSM website at:

www.yale.edu/divinity/sm

Students may participate in one or more of the following programs. Completion of one is required for the M.Div degree, but programs are open to all registered students.

Programs offered by Yale Divinity School:

Part-time Internship with Practicum (3 credits per semester)

The part-time internship program at Yale Divinity School provides supervised ministry experiences for students who wish to integrate work in the field with their regular academic course load. In the curriculum it is designated as Rel. 986. Part-time interns spend two consecutive semesters working under the guidance of trained supervisors in

sites that have been approved by the OSM. They also take Practicum, a weekly peer reflection group taught by practitioners. Interns spend an average of thirteen and a half hours per week in their sites, which includes travel time as well as one hour of theological reflection with their supervisors, and one and a half hours per week in Practicum. Specific internship responsibilities are worked out in a Learning Agreement developed by the intern and the supervisor prior to the internship.

Leadership in Public Ministry Academic Year Internship Program (3 credits per semester)

This program is taken throughout the entire academic year. It begins with six weeks of training and then continues with training combined with work in a site under the supervision of an experienced practitioner. The continued training is designed to let students test the validity of the concepts and skills taught during the initial training from the perspective of their practice in the field. The program includes an immersion trip to study a site related to the program.

Leadership in Public Ministry Summer Internship Program (3 credits)

This program involves students in ministries of engagement with the public sphere. It begins with two weeks of leadership training, field trips to ministry sites, and conversations with local leaders. Students then spend nine weeks in full-time internships in sites around Connecticut. They gather again four times during the summer for theological reflection and debriefing. The program concludes with an immersion trip during the first week of August.

Programs offered by other educational institutions:

Students may transfer supervised ministry/field education credit from other educational institutions as long as the programs include the following:

1. Training by theologically educated instructors
2. A minimum of 400 hours of work
3. Supervision by a mentor with an M.Div and/or ordination
4. A peer reflection group.

Examples of qualified programs include CPE (Clinical Pastoral Education), SCUPE (Seminary Consortium for Urban Pastoral Education) summer program, and Interfaith Worker Justice's Seminary Summer.

For more information, consult the supervised ministries website: www.yale.edu/divinity/sm. Orientations are held during the year for each type of program. Watch the Q-Source and the website for announcements.

Susan Olson is the Acting Director of Supervised Ministries. She can be reached by phone at 432-9485 or by e-mail at susan.olson@yale.edu.

CAREER SERVICES

The Office of Career Services is located in Room S116 on the first floor of Taylor. The Director of Career Services, Susan Olson, is available to assist students at all levels of

their degree programs with discerning career and vocation options, creating career plans, and building the skills needed for a successful job search. The Office of Career Services' mission is specific to finding post-degree work. Part-time jobs, internships, and spousal employment are handled elsewhere within the Divinity School or university.

Specific services to current students include participation in a series of workshops, individual resume and cover letter review, practice interviews, a small lending library of career resources, and special presentations. Students are also encouraged to utilize the placement web site (www.yale.edu/divinity/Careers.htm) which contains links to nearly one hundred job announcement boards as well as a link to the NACELink on-line job placement program. Individual career counseling is also available by appointment.

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 Dale Mail.

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 at the beginning of the year. Students should check the Q Source, Dale Mail and the Academic Dean's office for each semester's hours as well as for notices of special workshop. Contact the Academic Dean's office for more information.

RESOURCE OFFICE ON DISABILITIES

If you have a physical, psychological, or learning disability and might require accommodations in your coursework, please notify the Dean of Students immediately and 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://www.yale.edu/rod> or call the Office at 432-2324.

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, Associate 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 adequately to acknowledge secondary sources in a written assignment is a matter that, per YDS policy, must be forwarded to the Professional Studies Committee for review. Depending on the disposition of the matter by the Committee, consequences for the student can include a mandate to rewrite the flawed paper or to write a new paper unrelated to the flawed paper; the recording of an F on the student's transcript for the class; or expulsion from YDS.

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

Kinds of Plagiarism

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

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

3. Failure to indicate more general dependence on a secondary source. If you use an idea from another source without acknowledgement, or follow another writer's line of argument without acknowledgement, you will have plagiarized, even if you paraphrase the idea or sequence of ideas rather than rendering the material verbatim.

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

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

EXAMPLE #1

A student’s wholesale failure to acknowledge a source

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

EXAMPLE #2

A student’s failure to indicate a verbatim quotation

Even if Ezekiel does stress personal rather than corporate and generational responsibility for sin in Ezekiel 18, still, as Janzen suggests, **from time to time we wonder whether we have enough freedom to enable us to get out of the dead-end streets our exercise of freedom has gotten us into.** Even if we are free theoretically, in practical terms we continually reforge our chains of slavery to sin. But thanks be to God that God is not limited in the way that we are. **However much we have known God in terms of our past typical experiences, needs, practices, and patterns of life, God is not limited to this past but remains free to respond to whatever new circumstances may arise in God’s creation.**¹

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

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

EXAMPLE #3

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

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

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

For more information on plagiarism rules, please see:

<http://www.yale.edu/bass/writing/sources/plagiarism/index.html>

Chapter IX- Living in New Haven: Information and Activities

ACTIVITIES AT YALE UNIVERSITY

ARTS

Yale Cabaret

<http://www.yale.edu/cabaret/>

217 Park St., (203) 432-1566

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

Yale Medical School Film Society

<http://www.yale.edu/ymsfs>

Harkness Auditorium, Sterling Hall of Medicine, 333 Cedar Street

See the latest movies for \$3/show or "join" for \$10/semester and get into all shows free (being a member doesn't guarantee a seat). All shows start at 7:30 & 10 p.m. unless otherwise noted.

Yale Orchestra, Choirs, and Operas

<http://www.yale.edu/music>

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

<http://www.yale.edu/yalerep>

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

<http://www.yalebulldogs.com/landing/index>

Yale Corinthian Yacht Club

<http://www.yale.edu/ycyc>

Short Beach, Branford, 488-9330

Offers seasonal memberships for recreational and competitive sailing.

Yale Cullman Tennis Courts

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

Derby Ave., 432-2490 or 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

<http://thecourseatyale.org/>

200 Conrad Dr., 423-0895

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

Yale Outdoor Education Center

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

298 Upper Pattagansett Road, East Lyme, CT, 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

70 Central Ave., 432-1431

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

For a listing of other Yale Athletic Facilities, please visit

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

MUSEUMS

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

Art & Architecture 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

<http://www.library.yale.edu/beinecke>

Hours: Mon.-Thur. 9-7, Fri. 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

<http://ycba.yale.edu>

1080 Chapel St., Hours: Tues.-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

<http://www.peabody.yale.edu>

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

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

Sterling Memorial Library

<http://www.library.yale.edu/rsc/sml>

120 High St.

Hours: Mon.-Thur. 8:30-11:45, Fri. 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.

Yale Art Gallery

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

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

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

TOURS**Yale University Guided Tours**

<http://www.yale.edu/visitor/tours.html>

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

IMPORTANT NEW HAVEN INFO

Moving to CT

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, Visiting CT. <http://www.youbelonginct.com>

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; 946-8054

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

Voter Registration & Absentee Ballot Applications

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

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

LIBRARY

New Haven Free Public Library

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

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

The Library is your free community information center, providing current and historical information on many subjects. New Haven residents can get a permanent library card with a photo ID and piece of mail with a local address. Yale students can get

a temporary card with their Yale ID. During the year, the library is usually closed on Saturdays and Sundays. Check website for exact hours.

POST OFFICES

Amity Station:	30 Amity Rd., New Haven 387-7077
Fair Haven Station:	230 Grand Ave., New Haven 773-3529
Hamden Branch:	1744 Dixwell Ave., Hamden 281-4530
Kilby Station:	369 Washington Ave, New Haven 782-3717
New Haven Main Office:	50 Brewery St., New Haven 782-7104
Westville Station:	95 Fountain St., New Haven 389-8655
Whitneyville Station:	1224 Whitney Ave., Hamden 230-4712
Yale Station:	206 Elm St., New Haven 773-3454

Just an FYI- The Yale School of Management (corner of Prospect and Sachem) has a mail room where you can buy stamps, send Priority Mail, or send FedEx. Also, the Hall & Benedict drugstore on the corner of Orange St. and Linden St. has a post office where you can send regular or Priority mail. These are the two closest mail services to the Div. School.

TRANSPORTATION

Yale Bus Info

(all free with Yale ID)

<http://www.yale.edu/parkingandtransit>

Yale Shuttle

Tel: 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

<http://www.yale.edu/transportationoptions/shuttle/index.html>

BioMed Express

Tel: 785-6456

Operates continuously between the School of Medicine (stopping at 333 Cedar Street) and Science Hill (stopping at Lot 22) between 7:50 a.m. and 6:30 p.m., Mon.-Fri. It also makes stops at the train station in the morning and afternoon for those who commute to New Haven by train.

Minibus Service

Tel: 432-6330

Night Service, 6 p.m.-7:30 a.m., seven days a week (Monday through Sunday).

The minibus runs on a scheduled service and is available for off-route pick-ups. To request a pick-up, call the above number or dial 2-6330 from any campus phone. From 1 a.m. -7:20 a.m., you must call for minibus service.

Special Services Van

Tel: 432-2788

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

Public Buses

Get bus schedules online at www.cttransit.com or call 624-0151. One-way bus fare is \$1.25.

Taxis

Metro Taxi	(203) 777-7777
New Haven Taxi Co.	(203) 877-0000
Yellow Taxi	(203) 777-7770

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. Round trip tickets to NYC on Metro North from New Haven are \$28 off-peak or \$37 peak.

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.

Local Auto Repair and Car Services

East Rock Auto Repair

1400 State Street: 776-9220

Family business serving Yale and New Haven for 20 years. Courtesy rides to campus. Discount with Yale ID

Paoliillo's Service Center

76 Ashmun Street 789-9503

Located by the Law School. York turns into Ashmun at Grove Street.

Scarpo and Sons

409 Treadwell St., Hamden (203) 288-3707

Mike's Auto Clinic

1312 Whitney Ave., Hamden (203) 281-3171

Honest, quick , and close.

HEALTH

Yale University Health Service (YUHS)

www.yale.edu/yuhs

17 Hillhouse Ave. 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.

Yale-New Haven Hospital

<http://www.ynhh.org>

20 York Street (203) 688-4242

Hospital of St. Raphael

<http://www.srhs.org>

1450 Chapel Street (203) 789-3000

Chapter X: Important Documents

Marquand Chapel Guidelines for Worship

Christian worship is about meeting God in scripture, in bread, water, oil and the gifts of this earth, in prayer, in praise, and in one another. It is about love. It is about gathering and dwelling in God's love, and it both informs and reflects the ways in which we are each called to a life of Christian action—caring, healing, prophesying, teaching, and the myriad other justice-making ways of God's realm among us.

Christian worship in an ecumenical setting is especially about love. We need to be open, patient and generous as we strive to: find ways of worshipping amid difference and across the boundaries of division; share the best of our own traditions; learn about and participate as guests in other people's traditions; allow the Spirit to inspire us to yet unknown worship; and discern the patterns of prayer and praise that we hold and create in common.

Worship in Marquand Chapel is a time set apart every morning when the community gathers to pray and give praise to God. No one denomination or worship style dominates worship in Marquand. The chapel is here for all who wish to worship ecumenically, and it is therefore important that a wide range of people offer to plan and lead services. Only then can our ecumenical worship reflect the diversity of our school and city.

These guidelines are offered as an aid to all members of the community in planning, leading and participating in ecumenical worship services in Marquand Chapel.

Background

The daily ecumenical worship program is led by the Dean of Chapel, who works closely with the Director of Chapel Music to empower as wide a representation as possible of the Sterling Divinity Quadrangle community to plan and lead worship. Four Divinity students serve in ministerial internships in the program and are known as "Chapel Ministers." With the supervision of the Dean of Chapel, they work with each person who plans and leads worship to ensure that, while diverse, chapel also balances its twofold mission as a place where liturgy is learned and a spiritually nourishing point on campus.

One of the main ways we achieve this balance is by inviting worship leaders to draw deeply on their own denominations' worship traditions while also, at the same time, orienting these traditions to make them accessible to as many people in this community as possible. This occasionally means that some liturgies cannot be adapted for a participative ecumenical setting, and planners are advised to research and draw upon an alternative aspect of their tradition.

If you are scheduled to lead worship in Marquand, you will be assigned a Chapel Minister, and they will work with you in some detail to help construct a service that is appropriate to the needs of the particular assembly to whom you will be ministering here. Some of these needs include the following:

Timing

YDS has a community hour from 10:30 – 11:30am each weekday. Faculty are required to end classes promptly at 10:20am to allow movement to chapel, which starts at 10:30am and is followed by refreshments in the Common Room. From Monday through Thursday, worship is thirty minutes long and on Fridays it is forty-five minutes; we must stick faithfully to this time-frame so that the whole community can have time for fellowship over coffee before returning to class or office at 11:30am. Consequently, worship services have to be carefully ‘timed’ in the planning stages and closely monitored during worship, with adjustments made if necessary. For example, if a sermon has lasted for

15 minutes instead of the proposed 10, the leaders will have to abbreviate actions after the sermon, such as prayers and/or hymns.

Because worship is only thirty minutes long, it is important not to address more concerns than can be processed in the time available. This means that services should not be over-loaded, and contentious issues should be introduced only with acute sensitivity and follow-up support.

Schedule

In general we follow a two-week schedule alternating each day’s leadership between faculty, student groups, invited guests and the chapel team. However, Wednesdays are always Sung Morning Prayer and Fridays, Eucharist. The rhythm of worship in chapel is based on the ecumenical liturgical year and seeks to minister to the needs of people as they pass through the academic year. From time to time, worship also honors so-called “secular” feasts, such as Holocaust Memorial Day, World AIDS Day, or Martin Luther King Day.

Please contact us if you have an idea for a service, and please do so well in advance if you have a specific date in mind.

Fridays

On Fridays, for Eucharist, we provide bread, gluten-free wafers, wine and grape juice (which must always be offered). Due to some gifts to the community, we are equipped with a ceramic set of common-cups and plates and a silver set of individual cup-holders (with little glass cups) and plates, plus a range of tablecloths, candles, crosses and candlesticks. If you would like to use additional or other items (such as vestments, artwork or a cruet set), you are most welcome to do so, but you will need to provide them yourself.

We expect that chapel should be denominationally as well as ecumenically educational. Therefore, we ask those leading Friday’s Eucharist to include a short paragraph at the end of that day’s bulletin, which describes their particular tradition’s approach to communion. We also

require that the presider be ordained or authorized to celebrate communion according to the polity of their own denomination.

Bulletins

It is customary to produce a bulletin for most services. This has proved to be an important tool in making unfamiliar liturgical structures accessible to our diverse assembly. If your worship style lends itself to the use of a bulletin, the Chapel team will work with you on its production: we need a *final* draft three days prior to the service. We ask you to include a few sentences at the end of the bulletin to describe a little about the roots of the practices you will be leading.

If you are from a tradition that predicts when the assembly will stand, please place an asterisk in the bulletin next to those parts of the service where the people should stand if they are so able (and please remember that not everyone is so able and always make provision for them).

Every week, the Dean of Chapel publishes *The Marquand Reader*. It contains information about the liturgies planned for the coming week from historical, theological and pastoral points of view. If you would like to write something for it, please let Prof. Garrigan know.

Music

We need to sing! The Chapel Ministers will liaise between you and the Director of Chapel Music in order to choose music which ministers to this community. As resident musicians, we have an organist available every day, the Marquand Chapel Choir, which sings on Wednesdays and Fridays, and the Marquand Gospel Choir, which sings every other Tuesday. There are also several *a cappella* groups in addition to many student and faculty instrumentalists and cantors/soloists who offer their gifts in worship. We aim to have a great range of liturgical music represented in chapel and so we invite offers of special music, congregational accompaniment or praise-giving in song—please talk to Prof. Evans if you have ideas or would like to contribute.

Scripture

If worship leaders are from a tradition sympathetic to the Revised Common Daily Lectionary, they are encouraged to use the texts for each day found there (or a selection thereof). Many other worship leaders also choose to use the lectionary so that our community has the chance to engage with a range of biblical texts, so that preachers minister to *this* congregation at *this* time (and don't just pull a sermon from the file), and so that there is a connection between our weekday worship and the texts used in many churches on Sunday.

Chapel staff can advise you of the ecumenically appointed texts for each day, and the whole lectionary can be found at <http://comtext.org/publications>.

If you do not use lectionary texts, please let us know your text selection two weeks in advance (so that the music can be planned and prepared).

We usually use the NRSV translation of the Bible. We possess one large Bible for proclamation purposes and a hundred small ones, which reside in the sacristy but are available for worship purposes upon request.

Language

When leading worship, in Marquand as in all Christian communities, it is necessary to be particularly attentive to language. Ours is, moreover, an assembly containing great diversity in people's liturgical language habits and traditions. It is, therefore, vital to make sure that as many other worshippers as possible are invited to join in prayer and praise in this place. To this end, please be critical in your use of militaristic imagery, and avoid metaphors that elide blackness with evil or convey the impression that disability is sinful.

In particular, please be attentive to your use of gendered language for both God and humankind. Naming God as Lord, Father, Master, King and He is scriptural and a significant part of much Christian worship; but Christian scriptures and traditions also name God in feminine and non-gendered ways. Naming God only with masculine nouns and pronouns can create the sense that divinity is characterized by maleness, and not by femaleness, and this can limit our knowledge of God and negatively affect our view of men, women and transgendered persons—all of whom are made in God's image. Additionally, for similar reasons, please do not refer to all humankind as 'man' or 'mankind' in chapel.

So, if you are from a tradition that uses authorized texts, we ask you to use the most inclusive forms available and be as expansive as possible in the ways you name God and humankind in sermons, hymns, and prayers. If you are from an extemporaneous tradition, we ask you to remain authentic in your praise and prayer but to use wherever possible a *range* of names and metaphors for God. Assistance in developing language for worship will be offered by the chapel team.

Imagination

People here, as in all assemblies, engage in worship through their senses: touch, taste, sight, hearing and smell. Please think of ways in which you might appeal to the bodily senses of the people you are ministering to here. As a community of scholars and administrators, we tend to live in our heads and too many words in worship can dampen the wonder of God's presence.

Think of how you use the whole space: from when people arrive at the narthex through to when they leave. Think of the smells in the space, the art or color or imagery on view, and the seating arrangements. Think of the sounds you will make, in voice, in music, in silence. Be imaginative: it is through our imaginations that we are able to worship. Most of all:

Try to create worship that fosters as much congregational participation as possible.

Inter-denominational Liturgies

Although for most services we encourage all worship planners and leaders to work from within their own liturgical heritage (while also being creative in their ministry), not all services are strictly denominationally characterized. Sometimes we draw on our unique resources as a multi-denominational community to create liturgies that explore what is shared in Christian traditions. Such services are often organized by groups who gather around a common identity or cause, rather than around a denomination (for example the Women’s Center, the Black Seminarians, the LGBTQ Coalition or the Yale Committee for Social Justice). They may also be organized by a group of people from different backgrounds who simply come together to lead worship (for example, the chapel team itself). These liturgies might engage a particular symbol, such as water, or they might address a particular theme, such as non-violence or racism. It is important that the focus of these services remains scripture, prayer, prophecy and praise, so that chapel remains worshipful and does not become a “soap box”.

Yet other services will reflect our attempts to pray with and grow in friendship with people of other faiths and we welcome initiatives in this growing area of our work.

Etiquette

As an act of hospitality, please move right into the space and refrain from sitting in the seats closest to the door—if these are filled, there is no place for late-comers, parents with baby-buggies or less able-bodied people to sit. Please move into the center of the rows of seats (for the same reasons).

Worship commits us to a time and space that is set aside for all, and so please do not talk to other community-members (including faculty and staff) about work-related issues on your way to or from, or in, chapel.

Please leave your coats and book bags in the narthex (and not on the seats in chapel), but bring valuables in with you and place them under your own seat. And please don’t chat in the narthex if the service is underway in the chapel—you can be heard inside!

Come with an open disposition 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.

Evaluation

Chapel is a work-in-progress and, therefore, evaluation is just as important as planning, leading and participating. Several times per semester there is a discussion table in the Common Room where the Dean of Chapel hosts a conversation about worship in Marquand. This conversation

seeks to learn about worship by going beyond subjective tastes to ask searching questions about how and why an ecumenical community does worship.

Such learning is vital for the development of both the worship program and the curriculum at YDS, so please consider coming along when you can. If you can't make this round-table discussion but have comments or ideas, please email siobhan.garrigan@yale.edu

Please support and encourage the student chapel ministers. They are supervised ministry interns, and any enquiries, suggestions or comments about the program should be directed to Prof. Garrigan, and not to them.

Marquand Chapel 2009-2010

Professional Staff:

Dean of the Chapel

Siobhán Garrigan

Director of Chapel Music

Patrick Evans

Gospel Choir Director

Mark Miller

Liturgical Coordinator

Christa Swenson

Senior Administrative

Assistant for Chapel

James Aveni

Student Staff:

Chapel Ministers

Clark Downs

Ivar Hillesland

Ellie McCormick

Lydia Sohn

Organists

Josiah Armes

Nate Gumbs

Marquand Choir Director

Colin Britt

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 COUNCIL CONSTITUTION

Article I. Name

The name of the organization shall be called the Student Council of Yale Divinity School, hereafter referred to as the Council.

Article II. Purpose

The purpose of the Council shall be the following:

1. To provide a forum for student representatives to meet and discuss issues of concern to the student body.
2. To act on behalf of the students and in their interest on issues of community concern and school policy.
3. To serve as the primary liaison between the student body and the faculty and administration of the Divinity School.
4. To advocate for the interests of Divinity School students within the broader university community.

Article III. Membership

1. To ensure that the Council is broadly representative of the student body of the Divinity School, its membership shall consist of representatives from each class of the school's academic programs and from all student groups and bodies, as enumerated in the By-laws.
2. Members of the Council must be currently enrolled in a degree program at the Divinity School during their time of service on the Council.
3. Members other than those elected directly to the Council must be recognized as leaders by their standing, affiliated, or denominationally affiliated group or by their constituency.
4. All members elected in the prior spring should be available to serve on the Council for one year, and are expected to attend all scheduled meetings of the Council. Exceptions are made when a Council member is unavailable to meet at the regularly scheduled meeting time, in which case another leader can be recommended by the official leader during the first two weeks of a semester to represent the group/constituency. The Executive Council, by majority vote, can accept this leader, in which case the representative becomes a voting member if her/his group has that privilege.

Article IV. Officers

1. The Officers of the Council shall be as follows:
 - a. President
 - b. Vice President
 - c. Secretary
2. The President of the Council shall be the Student Body President, who is elected by the student body in the spring semester of each academic year.
3. The Vice President and Secretary shall be elected by the student body in the spring semester of each academic year.

4. The Officers, along with the Community Life Coordinator, form the Executive Committee of the Council.

Article V. Committees

The Council 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 YDS students may attend any meeting of the Council. They will have voice, but not vote.
2. The Council shall ordinarily meet once in each calendar month that school is in session, September-May.
3. The President may call additional Council meetings as the President considers necessary to conduct Council business.

Article VII. Ratification and Amendments

1. The Constitution and By-laws of the Student Council shall be declared ratified and in force upon approval by a two-thirds (2/3) majority of the student body.
2. This Constitution can be amended by a two-thirds vote of those present at a publicized meeting of the student body of the Divinity School, provided that the proposed amendment and the time and place of the meeting has been publicly circulated to the entire student body at least two weeks prior to the meeting at which it is voted.

Last Amended: March 2001

YALE DIVINITY SCHOOL STUDENT COUNCIL BY-LAWS

Article I. Membership

A. Composition

The membership of the Student Council will consist of the following students:

1. Student Body President, Vice-President, and Secretary;
2. Community Life Coordinator(s);
3. One Representative from each class of each YDS program (1 STM, 2 MAR, 3 MDiv);
4. One Representative, chosen as the official Representative to Council by the student group, from each charter student organization from the official CLC list;
5. One Student Representative from each Faculty Committee to which students are elected, chosen as the official Council Representative by the Faculty Committees;
6. One Representative from the ISM;
7. One Representative from Berkeley
8. One Representative from the YDS Graduate Professional Student Senators, chosen as the official Council Representative by the Senators; and
9. One at-large student representative to the Faculty
10. The groups defined in paragraphs 4-7 of this section may choose only one Representative to the Student Council

B. Attendance

1. All members of the Council are expected to attend all regularly scheduled meetings of the Council.
2. Any group as defined in paragraphs 4-7 of subsection A that is not represented at three consecutive regularly scheduled monthly meetings of the Council will be suspended from the Council for the remainder of the school year. A group in jeopardy of losing membership will be so notified in writing after two consecutive absences (e-mail is acceptable). The group may petition the Executive Committee for reinstatement if they will be represented on the Council by another student leader approved by the groups defined in paragraphs 4-7 of subsection A.
3. Any member of the Council who is directly elected to the Council who will be absent for three consecutive monthly meetings of the Council will be suspended for the remainder of the school year. A member in jeopardy of losing membership will be so notified in writing after two consecutive absences (e-mail is acceptable). The disenfranchised class may petition the Executive Committee to hold a special election to elect a new member to the Council. If the petition is granted, the Executive Committee will follow the procedure for elections in Article III.

C. Changes in Membership

1. At the beginning of each academic year, the CLC shall provide the President with a list of chartered student organizations. In a similar manner, the Associate Dean of Academic Affairs shall provide a list of the current standing faculty committees of the school.

2. During the first two weeks of a semester, a Council member from an official student group, or other group as defined in paragraphs 5-7 of subsection A, who is unable to attend Council meetings because of a scheduling conflict may recommend another member of the group as the group's representative to the Council. The Executive Committee, by majority vote, may accept this leader. The newly designated member shall have all of the rights and responsibilities of a Council member and the previous member shall not be eligible to represent the group at subsequent Council meetings.
3. During the academic year, any new student group approved by CLC will be recommended for membership on the Council. The Council will consider all recommendations from CLC on membership.
4. All motions concerning membership matters must be decided by a 2/3 majority of the members present and voting.

D. Quorum

One third of the total membership of the Council will constitute a quorum.

Article II. Officers

A. Duties

1. The President shall:
 - a. Establish the agenda and preside at all meetings of the Council and Executive Committee.
 - b. Serve as the official representative of the Council to the faculty, administration, and student body of YDS.
 - c. Serve as an advocate for the student body, and act as its representative at particular functions within Yale University.
 - d. Recommend student representative to various committees of YDS as requested by the Dean, including, but not limited to, standing faculty search, and faculty review committees.
 - e. Serve as the student representative to the YDS Disciplinary Committee and to the Yale University Tribunal
2. The Vice President shall:
 - a. Preside over meetings of the Council and the Executive Committee when the President is absent.
 - b. Compile and maintain the list of current members of the Council.
 - c. Keep all attendance records of the Council, notify members of the Council of any changes in the membership, and notify in writing or by e-mail those who have not attended two consecutive regularly scheduled monthly meetings that their continued membership on the Council is in jeopardy.
 - d. Assist the President to serve as liaison with other YDS and Yale University committees and organizations.
 - e. Chair the Community Conversation Committee
 - f. In the event of the President's incapacity or withdrawal from school, assume all duties of the President.

3. The Secretary shall:
 - a. Keep the official record of the proceedings of the Council and its Executive Committee, and enter such minutes in a permanent book.
 - b. Prepare and distribute the minutes from each meeting of the Council prior to its next scheduled meeting.
 - c. Collect and maintain a record of all Standing and Ad Hoc Council committee meeting minutes, and enter such minutes in a permanent book.
 - d. Cooperate with the President in preparing and sending all correspondence pertaining to the Council.
 - e. Preside over meetings of the Council in the absence of the President and Vice President.

B. Removal from Office

1. If, in the opinion of the Council, an officer either fails to perform the duties of the office, or has been found guilty of an offense under the rules of YDS or the laws of the State of Connecticut, then the Council may act to remove that person from office based on the following procedure.
2. A member of the Council must bring an accusation stating the offense to the President, or to another officer if the President is being accused. The President shall notify the accused and shall call a special meeting of the Council to consider the accusation.
3. The accused will have the right to respond to the charge before the Council either in writing or in person.
4. The Council, 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 the Council will be required to approve a motion for removal from office.

Article III. Elections

A. Council Policy

1. Nominations and elections for all student council members shall follow the YDS Student Council Elections Policy.
2. The Elections Committee is responsible for carrying out all Council elections.
3. Except for positions held by first-year students, elections of executive officers and other members of the Student Council will be held during the Spring semester prior to the calendar year of office that the elected persons will serve. The election process will begin approximately five weeks prior to the end of classes.

B. Nominations

1. Any non-graduating 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 will post nominations sheets of all available positions for the Council.
4. The Elections Committee will determine which nominated students have accepted nomination and will submit written statements from nominees to the President. The Elections Committee will publish and post these statements through the school.
5. Nominees for President will present their platform and answer questions from the YDS community at a lunch hour meeting. The last fifteen minutes will be reserved for questions to the Vice President and Secretary nominees.

C. Spring Semester Election Procedure

1. Positions with no nominees will remain open until the next election.
2. Elections will be held over a three-day period in community space.
3. Each YDS student will vote once for all positions for which there are nominees by secret written ballot.
4. Write-in votes will count only if the position has at least one nominee selected under subsection B of this section.
5. The persons receiving the most votes from among those students casting ballots will be elected.
6. All nominees will be notified of the results. If any nominee declines election, the runner-up will be elected. If there are no other nominees, the position will remain open until the Fall semester elections.
7. If nominees for a position receive the same number of votes, a run-off election will occur over a three-week period.
8. Results of elections will be posted and published by the Elections Committee. Newly elected Council members will be eligible to attend and vote at the next scheduled Council meeting.

D. Election of First Year Council Members

1. Elections of the First Year student positions will be held during the first month of the Fall semester.
2. The nominations and election procedures will be the same as for Spring elections, except that they will occur over a three-week period.
3. Positions with no nominees will remain open to the next election.

Article IV. Committees

A. Executive Committee

1. The Executive Committee of the Council shall consist of the President, Vice President, Secretary, and the Community Life Coordinator(s).
2. The Executive Committee shall coordinate the work of the Council, and at the discretion of the President, shall be able to act on behalf of the Council on matters of immediate importance, or when YDS is not in session.

Standing Committees of the Council

1. The Standing Committees of the Council are the Executive, Elections, and Community Conversations Committees.
2. The Council may create additional Standing Committees to address particular aspects of the Council's substantive or procedural responsibilities. A motion to form such committees must be circulated in writing to the members of the Council one week prior to its regular meeting. The motion will be considered at the meeting and must be approved by a 2/3 majority of all members present and voting.
3. Standing Committees shall exist from year to year. They shall have a minimum of three members. The members of each Standing Committee shall be appointed by the President at the second meeting of the Council each academic year. 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. The Council may terminate any Standing Committee on a motion of a member of the Council. The motion must be approved by a 2/3 majority at the meeting following the one at which the motion was made.

C. Other Committees

1. The Council may create ad hoc committees as the need arises. These committees will be given specific mandates and they shall be terminated when that mandate is fulfilled.
2. A motion to form such committees may be made and acted upon at any regular meeting of the Council. Such motions shall be approved by a simple majority of the members present and voting.

Article V. Voting

- A.** Each member of the Council shall have one vote. If a position is shared by more than one person, then the position shall have only one vote.
- B.** The Council shall not accept a proxy vote on behalf of any of its members.

Last Amended: November, 2004

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 Council
2. Vote on Student Council
3. Program funding, as determined by CLC
4. Eligibility for funding for coordinator

D. Responsibilities

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

E. Student Council 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 Council meetings
 - d. If group fails to fulfill stated responsibilities
3. Termination of membership will be by two-thirds vote of CLC

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. Attendance at Student Council meetings
2. Record keeping of funding
3. Written year-end report
4. Eligibility for funding for coordinator

E. Student Council 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. Attendance at Student Council meetings
2. Record keeping of funding
3. 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 Council meetings
 - c. If group fails to fulfill stated responsibilities
4. Termination of CLC recognized group will be by two-thirds vote of CLC members

YALE DIVINITY SCHOOL

SEXUAL HARASSMENT COMMITTEE PROCEDURES

I. WHAT IS SEXUAL HARASSMENT?

Sexual harassment is antithetical to academic values and to a work environment free from the fact or appearance of coercion, and it is a violation of University policy. 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.

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, visiting faculty, adjunct faculty, teaching fellows and assistants, administrators, staff, or other Yale employees administratively housed at the Yale Divinity School ("YDS") introduce sex into a professional relationship with a student or a subordinate, they abuse their position of authority.

In some instances sexual harassment is obvious and may involve an overt action, a threat, or a reprisal. In other instances sexual harassment is subtle and indirect, possibly even unintentional, with a coercive aspect that is unstated. Individuals may find themselves feeling pressure or unwanted attention in a variety of perplexing situations. Harassment by peers is as unacceptable as harassment by faculty or staff of the University.

Harassment can include unwanted touching or fondling; display of obscene objects, photographs, posters, or cartoons in the workplace; implied or overt threats, or punitive employment actions as the result of rejection of sexual advances; repeated taunts or taunting jokes directed at a person or persons by reason of their sex or sexual orientation; sexual assault or attempted sexual assault; or a sexual encounter when one of the persons was not able to give consent. In addition, harassment can include unwanted conversations, obscene telephone calls or messages. Individuals may be unsure whether an experience is appropriately considered sexual harassment. In such a case, individuals are encouraged to discuss their concerns with a member of the Sexual Harassment Committee, the YDS Title IX Coordinator, or the University's Office for Equal Opportunity Programs.

In addition to these YDS Sexual Harassment Committee Procedures, other University procedures may be available to a person who believes that he or she has been a victim of sexual harassment. These can be found at www.yale.edu/hronline/forms. Click the “Sexual Harassment—Guide for Faculty, Students and Staff” link under Publications.

II. COMMITTEE COMPOSITION AND APPOINTMENT

The Dean of YDS (“the Dean”) will appoint the members of the Sexual Harassment Committee at the beginning of each school year. The Committee will be composed of

- five faculty members, one of whom will be appointed as chair;
- two students nominated from a list submitted jointly by the Student Council President and the Associate Dean for Student Affairs; and
- the Associate Dean for Student Affairs, *ex officio* (voice without vote).

The YDS Dean will seek to appoint men and women to the Committee in equal numbers.

All members of the Committee will receive sexual harassment training at the beginning of their term, and at least one member will have counseling experience.

The Dean is encouraged to seek the advice of the community and of the present members of the Committee in making new appointments.

Only tenured faculty members can sit on a committee hearing a case against a tenured faculty member.

As with all the work of the YDS community, the Committee will undertake its tasks fully respecting the *University Policy on Freedom of Expression* as stated in the *Faculty Handbook*.

III. COMMITTEE RESPONSIBILITIES

The Sexual Harassment Committee exists to ensure that every individual at YDS is able to pursue her or his education, research, teaching, and work at Yale free of sexual harassment.

The Committee will attend to complaints of sexual harassment brought by (i) a YDS student, (ii) a YDS faculty member, or (iii) a staff member or administrator supervised by the Dean of YDS, the Dean of Berkeley Divinity School, or the Director of the Institute of Sacred Music (“YDS Staff Member”) made against any current YDS student, current YDS faculty member, or current YDS Staff Member, and it will adjudicate them according to the procedures outlined below. Complaints against other current University students or employees will be referred to the appropriate existing grievance mechanisms

in other areas of the University. The Committee will not attend to complaints regarding behavior that occurs after the complainant has ceased to be a YDS student, YDS faculty member, or YDS Staff Member. If a complaint involves allegations of both sexual harassment and other claims, including sex discrimination, the complainant may bring the complaint to either the Sexual Harassment Committee or the Disciplinary Committee, but not to both.

IV. GENERAL GUIDELINES

All proceedings will be kept in confidence by the Committee, except as stated below or required by law. Members may not present to the Committee information that they have received outside the Committee's review process.

The complaint and the respondent will be kept informed of the status of the complaint by the Committee chair. Any retaliation against a complainant for initiating an inquiry or a complaint is prohibited and will be treated as a separate incident that calls for review by the Committee or other appropriate body.

The Committee will not make any investigation or seek any informal resolution on behalf of the complainant without the complainant's permission. The complainant will be informed that University policy prohibits retaliation against anyone for making a complaint of harassment and that YDS will investigate any allegation of retaliation.

Complainants and respondents may have advisors present at all stages of the Committee's proceedings, but these proceedings are not legal proceedings and the advisor may not have legal training and may not address the Committee, a party, or witnesses.

A faculty-to-faculty complaint may be heard informally by the Committee or a Committee member. However, a formal complaint will be referred to the Dean or when appropriate the Office of the Provost and may be pursued in accordance with the review procedures set out in the Faculty Handbook.

No person who is directly involved in a complaint may serve as a member of the Committee hearing that complaint. When a member is excused for this reason or is otherwise unable to participate, the Dean will appoint a replacement.

Complaints must be brought within one year of the incident complained of, but no later than 45 days after the complainant has ceased to be a YDS student, YDS faculty member, or YDS Staff Member. Normally, the Committee will complete its work within two months of receiving a request to initiate a formal review of a complaint.

If the complainant wishes to pursue mediation and conciliation the Committee will assist him or her in doing so. The Committee will also rely on confidentiality, discreet inquiry, persuasion and trust in dealing with complaints that are brought for its consideration.

V. PROCEDURES FOR COMPLAINANTS SEEKING RESOLUTION THROUGH INFORMAL CONSULTATION

An informal complaint may be brought to the attention of any member of the Committee, either orally or in writing. During the informal resolution process, the complainant may choose to remain anonymous. The Committee member will provide a copy of these Sexual Harassment Committee Procedures to the complainant and answer any questions she or he may have.

When such a complaint is received, the Chair will appoint an Informal Response Team in consultation with the complainant. Ordinarily the Associate Dean for Student Affairs and a faculty member of the Committee will comprise the Informal Response Team.

Without identifying the complainant or respondent, the Committee shall inform the Office of the General Counsel that a complaint has been made and the general nature of the alleged behavior.

The Informal Response Team will consult with the complainant about the situation, and if the complainant agrees, may also talk with the respondent. Through consultation and discussion, the Informal Response Team will seek to raise awareness of the issues involved, to diffuse problems before they escalate, and to resolve the situation to the benefit of all the parties involved. Such resolution may involve such things as allowing a complainant to change a section, to extend a deadline, or to change a reader or supervisor.

The Informal Response Team may call upon the resources of the whole Committee as needed and will inform the Committee of the resolution of the Complaint.

If the complainant does not wish to pursue an informal resolution, or if an informal resolution cannot be reached, the complainant may request a formal review of her or his complaint.

VI. PROCEDURES FOR THE FORMAL REVIEW OF A COMPLAINT

Initiating a Complaint

In order to initiate a formal review of a complaint, the complainant must submit a written request to the Chair of the Committee. The request must describe the behavior complained of and the redress requested. When the Chair receives a written complaint he or she will deliver a copy of these Sexual Harassment Procedures to the complainant. The Chair will determine whether the complaint falls within the mandate of the Committee. If the Chair determines that the complaint does not fall within the Committee's mandate she or he will inform the complainant in writing and, if appropriate, recommend other possible courses of action.

If the Chair determines that the complaint falls within the Committee's mandate, he or she will provide a copy of the complaint to the respondent along with a copy of these Sexual Harassment Committee Procedures. At this time, the Chair will also inform the complainant and respondent of the membership of the Committee. The complainant and respondent may challenge the participation of individual members of the Committee for cause. The other members of the Committee will decide whether such a challenge should be allowed, and their decision will not be subject to appeal. If a person is removed from the Committee by challenge, the Dean will appoint a replacement. The respondent may provide a written response to the complaint within two weeks of receiving it. The respondent's response, if any, will be provided to the complainant.

Preliminary Investigation

The Chair will appoint two faculty or administrative members of the Committee to conduct a preliminary investigation. Normally, they will take the following steps:

- The investigators will talk with the complainant in order to gain a fuller understanding of the situation.
- The investigators will talk with the respondent and present to him or her the issues raised by the complainant.
- After consultation with the full Committee, the investigators may talk to other persons.
- The investigators will report their findings orally to the full Committee.

Based on the investigators' report, the Committee may determine that the complaint falls outside its mandate or is clearly without merit and may close its review. In such a case, the Chair will inform the complainant and respondent in writing and may suggest other possible courses of action for the complainant.

Review Hearing

If the Committee determines that the complaint is within its mandate and warrants further review, the Chair will inform the complainant and respondent and schedule a formal hearing. The complainant and respondent will have the opportunity to present information and propose that the Committee interview relevant witnesses. The complainant and the respondent may be permitted to inspect documents or parts of documents that the Committee deems directly relevant to the specific complaint and that were not written under a presumption of confidentiality. As its inquiry proceeds, the Committee may interview the witnesses proposed by the complainant or the respondent and any other person it deems relevant.

When either the complainant or the respondent is meeting with the Committee, the other party may be present, unless the Committee decides that the session should be closed. If

a session is closed during the testimony of one party, the other party will be allowed listen to the testimony from another room by audio transmission. When the Committee interviews non-party witnesses, the Committee must permit either both or neither of the parties to attend. No official transcript will be made of testimony presented to the Committee. At the end of the formal review process, all documents presented to the Committee, including electronic communications, will be gathered and provided to the Dean, who will destroy them after seven years, unless the Office of the General Counsel has instructed that the documents be preserved.

Report to the Dean

The Committee, having conducted its inquiry, will deliberate in closed session and will present to the Dean a written report stating its findings of fact and its conclusions as to whether University policy has been violated. In a separate section of the report, the Committee will state its recommendations, if any, regarding redress or discipline and outline whatever other actions or changes in policies or procedures, if any, it recommends to the Dean in light of the information it has gathered in the course of its review. The report of the Committee will be adopted only upon the majority vote of the members of the Committee who participated in the inquiry.

Either party may challenge the fitness of the Dean to receive and act on the report of the Committee, but must do so before the report is submitted. If the Committee determines that the challenge has merit, the Dean and both parties will be so informed, and the report of the Committee will be submitted to the Provost.

The Dean will furnish copies of the Committee's findings of fact and conclusions (but not its recommendations) to the complainant and the respondent. If the complainant or the respondent wish to provide a written response, this response must be submitted to the Dean within one week of receiving the findings of fact and conclusions.

The Dean will accept the Committee's findings of fact. The Dean may accept, modify, or reject the conclusions of the Committee and any of its recommendations. However, in any case where the Dean has reservations about the Committee's conclusions or recommendations, the Dean will discuss the matter with the Committee in advance of a final decision and explain his or her reasons for disagreement.

The Dean will then decide the matter and convey his or her decision in writing to the complaint, the respondent, and the Committee. The Dean may take any action that falls within his or her authority. If the Dean believes that action beyond his or her authority is required, the Dean will recommend initiation of such action in accordance with applicable YDS and University practices and procedures. The Dean's decision shall be final.

Revised October 2008

Approved January 12, 2009

DISCIPLINARY COMMITTEE CONSTITUTION AND PROCEDURES

These procedures are to be used in situations in which there has been a breach of rules, regulations, or ethics, or an action harmful to the safety or well-being of a member or members of the University community by someone who is currently a student in the Divinity School or was so at the time of the alleged breach. The Divinity School will have six months from an alleged incident to initiate the process outlined here.

The Disciplinary Committee shall be appointed by the Dean and shall be comprised of two faculty members (one junior faculty member, if possible), a student, an Associate Dean of Yale Divinity School, the Dean of Berkeley Divinity School, and the Associate Dean for Student Affairs ex officio. One of the faculty members shall be appointed by the Dean to Chair the Committee and its hearings. The Chair may expand the Committee for a “voice no vote” participant if he or she deems a particular expertise is needed. The Associate Dean for Student Affairs shall only serve the Committee ex officio, and shall not be a voting member of the Committee at its meetings or hearings, nor sit with the Committee during its executive session deliberations after a hearing (see below). The task of the ex officio Dean is to provide administrative assistance and policy and procedural interpretation to the Committee.

The Disciplinary Committee shall be the final authority on all non-academic cases of discipline involving students in the School. The Chair shall solicit the assistance at the hearing of any persons he/she shall deem necessary or desirable. At the conclusion of the hearing, the Committee shall meet in executive session to render a decision, and all persons who are not members of the Committee shall withdraw. This rule shall be scrupulously adhered to in order that there be no appearance that persons with possible special interest in the outcome have participated in the decision.

There may be a preliminary inquiry called by the Associate Dean for Student Affairs or at least two members of the Disciplinary Committee to determine whether an incident is of such gravity as to justify the following official procedures.

It is understood that before the procedures outlined here are pursued, reasonable and appropriate attempts at mediation of disputes may be taken by the Dean or Associate Dean(s). Such practice, however, will not be construed as mandatory, as either the Dean(s) or the Committee may decide an individual case is such that official procedures should be followed with haste. Such immediate responses, foregoing informal attempts at mediation, are left to the discretion of the Dean(s). Immediate action may be requested by an aggrieved member of the Divinity School, but a decision will be left to these responsible parties. Conditions under which immediate procedural response is warranted will be discussed and determined in broad outline by the Committee and the Deans each year. It is expected that attempts at informal mediation will not be used for purposes of artificial or unwarranted delay.

A challenge on the part of the person under disciplinary action may request the removal of a member of the Committee based on reasonable grounds, e.g., conflict of interest or relevant bias. This challenge shall be approved by the whole committee, minus the person being asked to be removed. If deemed appropriate the Committee will make a recommendation to the Dean regarding the challenge. The Dean will take the challenge into consideration, and may appoint a new member of the Committee if he/she deems necessary. The Dean’s decision is final.

If the Disciplinary Committee receives a decanal recommendation stemming from deliberation of the Sexual Harassment Committee, the Dean will consider the possibility of replacing member/s of the Disciplinary Committee if these members have also served on the Sexual Harassment Committee that initially heard the case. The Dean's decision is final.

If any civil or criminal charges are pending, the Dean and the Head of the Committee shall consult with Yale University's General Counsel regarding whether the Committee should proceed or wait till all civil or criminal proceedings are concluded. The Committee and Dean shall follow the advice of the General Counsel in order to protect the rights of all persons involved.

In order to expedite proceedings when the Dean is unavailable it is understood that in all cases where the Dean's responsibility is invoked, the Dean may designate an associate to serve in his/her place for a particular case. All appeals, however, will be taken by the Dean him/herself.

While it is the intern of the Divinity School to provide all avenues of fairness, equity, just dealings, and compassion available to it, it cannot assure due process to any complete legal standard. These procedures make no direct or implied promise to do so.

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 for 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.

6. Penalties

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.

At an appropriate time, the Associate Dean for Student Affairs will explain these procedures to each incoming class.

JOB RECRUITMENT POLICY

The faculty has decided that, in order to avoid situations of potential discrimination against some members of the student body, job recruiting is not allowed on campus. YDS is a community that welcomes to campus colleagues from a wide variety of professional involvements, but visitors and guests to campus should not be engaged in formal recruiting sessions. Student organizations who invite guests to campus should be aware of the policy. For the full text of the policy statement, consult the Office of Career Services, the Office of Academic Affairs, or the Office of Student Affairs.