June 2019

Dear DGS,

Thank you for serving as the Director of Graduate Studies for your department or program this academic year. The DGS is critical to the success of Yale's graduate programs, and to the success of each student in the Graduate School. Your work as DGS can have an enormous, positive impact on graduate education at Yale, and I am deeply appreciative of the commitment you have made.

I hope this guide will help you plan and execute your role as DGS. All of us in the Graduate School stand ready to assist you with any problem that may arise. Please call on us when you need help. The handbook does not substitute for regular contact between the departments and the offices of the Graduate School. We look forward to working with you this year on providing our students with the very best educational experience we can offer at Yale.

This is the nineteenth edition of the handbook, and it remains a work-in-progress. We welcome your comments and suggestions for improving future editions.

With gratitude,

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THE DIRECTOR OF GRADUATE STUDIES

As DGS, you are the chief tie between your department or program and its graduate students, and an essential link between the Graduate School and faculty colleagues in your program. Accordingly, you should attend the meetings of the Yale Graduate Faculty, DGS breakfasts and lunches, and keep informed of developments in the Graduate School, in your department, and in related programs. You should familiarize yourself with the regulations and principles governing education in the Yale Graduate School as they are set forth in the Graduate School of Arts and Sciences Programs and Policies bulletin (P&Ps). Current and archived editions of the bulletin are available at http://gsas.yale.edu/academics/programs-policies. You should, of course, keep regular and well-advertised office hours.

As DGS, you are appointed by the Graduate School to concern yourself with the quality, range and structure of graduate instruction in your department. You do this within guidelines laid down by the faculty of your department and by the Graduate School, and in accordance with the regulations and usages of the Graduate School. This general charge may give rise to obligations that cannot easily be defined in a manual of this sort, and in any event, the duties of a DGS differ from department to department, depending on the size of the program and its own administrative traditions. Nevertheless, there are some obligations that DGSs must fulfill, and these are described here.

II ADMISSIONS

The DGS is responsible for both the recruitment and admission of a diverse cohort of new students. In some large departments, these tasks are assigned to a “Director of Graduate Admissions” (DGA), who is appointed by the program or department. Unless your program or department has designated another faculty member to serve as a DGA, the DGS is responsible for overseeing all aspects of the admission process. These responsibilities include:

- Reviewing the program or department website to ensure that it contains accurate and up-to-date information for prospective applicants, including links to the GSAS admissions website.
- Working with the GSAS Admissions Office to ensure that applicants to your program can apply to any appropriate tracks or subfields within your program.
- Answering questions from prospective students.
- Working with your chair and the GSAS dean to determine the total program/budget size for the coming year, and the number of offers to be extended.
- Identifying and communicating to the Admissions Office the names of the faculty members who will serve on your Faculty Admissions Committee.
- Working with your committee and staff to manage pre-application recruitment, application review, post-application visits and/or interviews, and post-offer follow-up with prospective students.
- Completing the final review of applications and entering an admission decision (accept, reject, or waitlist), or overseeing the work of a designated representative to do the same. Departmental registrars may enter decisions at the direction of the DGS.
- Reviewing and electronically approving offers of admission and admission letters. Please note, official offers of admission may only be sent by the Graduate School and should not be communicated to students by the department or program directly.
• Working with your assistant/associate deans to manage the waitlist and any requests for deferrals.
• In addition to managing the recruitment of degree-seeking students, the DGS is also responsible for managing requests from students who wish to enter Yale for non-degree study through the Division of Special Registration (DSR), which includes Visiting Assistants in Research, Exchange Scholars, and Visiting Students. More information about the DSR program is available here: https://gsas.yale.edu/admissions/non-degree-programs-division-special-registration.

For further information about the admissions process, please see the P&P or contact Leah Phinney, Director of Admissions, at (203) 432-2749, or leah.phinney@yale.edu or graduateschool.admissions@yale.edu, or your associate or assistant dean. Associate Dean Michelle Naron can also be contacted at (203) 436-1301 or michelle.naron@yale.edu if you have admissions or recruitment questions related to issues of diversity.

The Graduate Admissions website will also serve as a resource for questions about application materials, timeline, required examinations, etc.: http://gsas.yale.edu/admission-graduate-school.

Additional information about admissions will be sent to each DGS later in the fall.

III ADVISING

1. Individual Students
Every aspect of graduate education relies on the mentoring relationship between faculty and graduate students. The DGS plays a central role in ensuring departmental mentoring functions smoothly and in advising students directly as they plan their academic course work and program. Your advisory role as DGS extends throughout a student’s academic career at Yale, although it will change and develop with respect to individual students as they advance through the program. At the course work stage, you should meet with new and continuing students in the department before the fall registration period to determine their courses of study. In larger departments, a network of faculty advisers may perform this function, but the DGS remains responsible for signing off on students’ schedules via the Online Course Selection system. As students prepare to take qualifying exams and complete prospectuses, you will help them to plan their exam topics and form their committees. You will certify when they have advanced to candidacy. Once candidacy is attained, academic advising usually shifts substantially to the dissertation director, but you will be responsible for evaluating an annual Dissertation Progress Report (DPR) online for each student at the end of the spring term.

Advising by Yale faculty is a critical component of all graduate students’ education. The nature of advising may vary across disciplines and degrees as well as at different stages in a degree program. However, certain shared values, goals, and responsibilities apply to all advising relationships. The Graduate School’s “Guide to Advising Process for Faculty and Students” is a valuable resource. We encourage faculty members to review this guide on a regular basis and to share their successful personal advising approaches with colleagues to adopt the best practices within their own program. Graduate students should review this guide and use it to discuss expectations with faculty members prior to choosing a principal faculty adviser and subsequently, as needed, throughout their time in graduate school.
Students should feel free to come to you with any questions or concerns about their academic program and progress. If, for example, a student’s adviser leaves Yale, it is the job of the DGS to help the student identify another suitable adviser. If the student is not receiving sufficient mentoring from his or her adviser, or if the fit between the student and the adviser is poor, it is within the DGS’s purview to identify these problems and help the student develop a better relationship or find a new adviser.

Here is a list of other points on which you will likely consult with students throughout their careers at Yale. Many of these topics are discussed in more detail later in the booklet.

- Determining the suitability of study in absentia
- Strategizing applications for fellowships and grants
- Leaves of absence, both personal and medical
- Joint degree and interdisciplinary study
- Planning teaching experiences and participating in teacher training at the Poorvu Center for Teaching and Learning
- Extending registration eligibility beyond the sixth year
- Parental support and relief and related issues
- Professional development experiences, internships, and preparation for a diversity of career options, with the Office of Career Strategy, as needed

You should strongly encourage your faculty to notify you and the associate dean for student advising and academic support whenever a student is in academic trouble, or when there seems to be a basis for concern about the student’s health or personal welfare. If you meet with a student for whom mental health is a concern, or if a member of your faculty refers such a student to you, you may wish to confer with the associate dean for student advising and academic support and Dr. Lorraine Siggins, Chief Psychiatrist at Yale Health, at (203) 432-0306. If you or another faculty member has concerns that a student may have a problem with substance abuse, contact Maury Steigman, Yale Health Substance Abuse Counselor, at (203) 432-7366. If a student is involved in a disciplinary action or indicates to you the intention to file a grievance of any sort, please refer the student to the associate dean for student advising and academic support.

When a student is in serious academic trouble, the DGS should speak with both the adviser and student (and committee, if appropriate), and devise a plan of action that should be put in writing and shared with the student, adviser, and the associate dean for student advising and academic support. The associate dean is available to assist with the preparation of such letters.

Pursuant to the April 2010 Guidance from the Office of Civil Rights, “responsible persons,” a group in which the DGS as a university official is included, must report any known or alleged instances of sexual misconduct to a Title IX coordinator. The Graduate School’s Title IX coordinators are Associate Dean Michelle Nearn and Assistant Director of Diversity, Denzil Streete. For more information, go to http://smr.yale.edu/.
2. Departmental Duties
You should meet at least once a term with your graduate students as a group. This gathering provides an opportunity for you to learn about general student concerns and to disseminate important information regarding the program. Described below are Graduate School programs that may be of interest to your students and faculty.

Job Search and Career Options
The DGS plays an important role in coordinating departmental guidance for graduate students throughout their graduate studies, and especially as they evaluate varied career options and begin their job searches. Some departments appoint dedicated placement officers to help with this important task, and in others, the dissertation director takes primary responsibility for his or her students. In addition, if you would like information about career-related programs or assistance customizing a program for your department that addresses either the academic or non-academic job search process, please contact Hyun Ja Shin, Director of Graduate and Postdoctoral Career Services, (203) 432-7274 or hyunja.shin@yale.edu. The Director and her staff are also available to meet with you to review and interpret employment information for your department from recent exit surveys and five-year-out surveys.

End-of-Year Evaluations
Each year, DGSs must provide written end-of-year evaluations to all students in the program until they submit the first dissertation progress report. In practice, this requirement pertains to students in years one through two or three. You may develop a form for this purpose, or you may simply write a narrative for each student. The reports should be distributed to the students and to the University Registrar (registrar.gsas@yale.edu) for inclusion in the students’ files.

Fellowship Information
Information about internal and external fellowship opportunities in all disciplines are located at http://gsas.yale.edu/funding-aid/fellowships. This section of the website also contains information regarding funding administered by the Graduate School and fellowship programs at Yale that target graduate students. We hope that you will familiarize yourself with this information so that you can promote specific opportunities to your students in advance of the application deadlines. When a student receives an external award, you should notify the GSAS Financial Aid Office so that they can ensure that the fellowship is correctly disbursed in conjunction with the student’s university funding.

Summer Internships
The summer internship program allows doctoral students to remain registered while employed over the summer to learn dissertation research technique, collect data, or gain exposure to a potential field of employment. Internships must occur between June 1st and the start of the fall term. Students are limited to two summer internship opportunities. Students performing approved paid internships forgo their Yale summer funding. The summer internship program requires enrollment in a graded, applied research experience course. A Request for Summer Internship and Summer Course Registration form can be found online. It should be completed and approved at least two weeks before the start of an internship.
**Colloquia and Symposia**
The Graduate School sponsors student/faculty colloquia and student-run symposia. You are responsible for helping students with their proposals for these events and for recommending these proposals to the Graduate School for funding.

Student colloquia require faculty participation and may receive up to $1,000 annually to facilitate regular meetings that focus on a particular area of academic interest. These colloquia may be organized within a single department or by students and faculty from various departments who share interdisciplinary interests. Be sure that your students and faculty are aware of this important opportunity. Please visit [http://gsas.yale.edu/academic-professional-development/colloquia-symposia-other-initiatives/colloquia](http://gsas.yale.edu/academic-professional-development/colloquia-symposia-other-initiatives/colloquia) for additional information and application procedures.

Student symposia are conference-like events that frequently draw scholars and students from other universities and may receive up to $1,000 of support from the Graduate School. Faculty participation is not required, but because students typically have little experience in conference planning, your help with the proposal and logistics will be invaluable. Please consult the following link for additional information and application procedures [http://gsas.yale.edu/academic-professional-development/colloquia-symposia-other-initiatives/symposia](http://gsas.yale.edu/academic-professional-development/colloquia-symposia-other-initiatives/symposia).

**Conference Travel Funds**
Attending and presenting at academic conferences is an important part of the professional and research development of our students. In addition to any conference funds that may be administered through department and degree programs, the Graduate Student Assembly (GSA) administers the GSA Conference Travel Fellowship. GSAS students may apply for limited, supplementary funds to support travel to professional conferences. Encourage your students to apply as needed: [http://gsa.yale.edu/ctf](http://gsa.yale.edu/ctf).

Ph.D. students and some master’s degree students in the Humanities and the Social Sciences are eligible to apply for MacMillan Center International Conference Travel Grants to support their travel to recognized scholarly conferences, workshops, and meetings as a program participant. The meeting may be in the United States or abroad and the student must be on the program as a presenter, session chair, or discussant speaking on an international topic. More information about the MacMillan Center International Conference Travel Grants and the application requirements can be found on the [Yale Students Grants and Fellowships Database](http://gsa.yale.edu/ctf) by searching for “conference grant”.

**IV Academic Requirements & Regulations**

Academic requirements are set by the department or program, but they must comply with the minimum requirements of the Graduate School. These are outlined in the *P&P*. Every program should maintain a website with a current account of requirements and written advice about what is expected of students during each year of the program. This advice should include the program’s expectation for the time that students typically will take to finish the dissertation.

1. **Before Students Arrive**
Incoming students should be encouraged to prepare to meet the departmental language requirements before they arrive. In some cases, departments may specify that an incoming student complete preparatory coursework before arrival. The Graduate School, in cooperation with Yale Summer Programs, offers summer online reading courses in French, German, Italian, and Spanish. These are opening to newly matriculating and continuing doctoral students. In late April or early May, DGSs receive information about
how matriculating doctoral student can enroll in these courses. Continuing doctoral students receive application instructions directly.

It is the responsibility of the DGS to ensure that students with English language deficiencies receive proper counseling and training. New Ph.D. students whose first language is not English will be asked to demonstrate sufficient oral English proficiency. They may do so in three ways: 1) by having received a baccalaureate degree, or its international equivalent, prior to matriculation at Yale, from a college or university where English is the primary language of instruction (three-year residency requirement); 2) by satisfactorily completing the TOEFL iBT or IELTS (with a score of 26 or higher on the oral component of the TOEFL iBT or a score of 7.5 or higher on the IELTS); or 3) if neither conditions 1 nor 2 are met, by having their language skills assessed by the Center for Language Studies’ English Language Program (ELP). Doctoral students who have not met the oral English proficiency requirement are required to enroll in at least one ELP course per term. For information concerning Yale’s English language assessments and courses, please contact James Tierney, Director of ELP, at (203) 432-6806 or see https://cls.yale.edu/programs/english-language-program.

The Graduate School does not award transfer credit for graduate work completed prior to matriculation at Yale. A department may, with Graduate School approval, waive a portion of the Ph.D. course requirement (normally a maximum of three courses). Courses taken previously do not appear on the Graduate School transcript. If you wish to waive coursework for a particular student, you should submit a Course Waiver Petition indicating the courses the student has taken and the courses at Yale for which they will substitute. Normally, requests for waivers occur at the end of the first year of study. The student must also supply an official transcript to the Graduate School in support of your recommendation. In addition, departments may waive foreign language requirements when appropriate. You must notify the Office of the Graduate Registrar in writing of any language requirement waivers.

2. Coursework and Grades
The Graduate School requires that Ph.D. students achieve an Honors grade in at least one full-year or two full-term graduate courses by the end of the fourth term of full-time study. Waived courses do not count towards the Honors requirement. Each term you will receive the grades earned by your students, and you should review them for any problems. Students should maintain a High Pass average. You should meet with students who have failed to achieve one grade of Honors during the first year of study; they must improve their performance to remain in the Graduate School.

The schedule of academic dates and deadlines (Appendix A) indicates the dates on which grades are due for the current year. If the Registrar has not received a given grade from an instructor within two weeks of the stated deadline for the submission of grades, the student will be assigned a grade of “Incomplete” for that course. If a student and instructor have agreed that an extension is appropriate, they must complete the necessary Temporary Incomplete (TI) form¹ (http://registrar.yale.edu/sites/default/files/temporary_incomplete_grade_submission_request_1.pdf) and submit it for your signature. The form must then be filed with the Office of the Graduate Registrar (registrar.gsas@yale.edu) for this grade to be recorded. Only one TI per term is permitted. If a student encounters extenuating circumstances, such as an extended illness, he or she may request one or more

¹ During the year, we will be moving from paper forms to fully electronic forms. Thus, some of the links to forms presented in this handbook are likely to change.
additional TIs with the approval of his or her instructors and DGS. The granting of multiple TIs in one academic term requires formal approval by the associate dean for student advising and academic support. Temporary Incompletes received in an academic year, regardless of the term, must be converted to final grades by October 1 of the following academic year. If a grade is not received by the University Registrar by this date, a TI will become a permanent Incomplete or an “F” at the discretion of the course instructor. A professor’s evaluation of a student’s work is final and can only be changed by the professor in cases of clerical or mathematical error. However, if it is alleged that the determination of a grade resulted from discrimination based on race, sex, color, religion, national or ethnic origin, or disability, the student may file a complaint using the Graduate School grievance procedures.

3. Language Requirements
If your department has a foreign language requirement, please be sure that your students are making progress towards fulfilling it on time. Once a student has fulfilled a language requirement, you must submit to the Registrar a language requirement certification form, available at http://gsas.yale.edu/forms.

4. Evaluating Student Work
We recommend that the entire faculty of each graduate program review the progress of each student every year and provide written assessments to the student when appropriate. Ideally, the DGS should lead a discussion by the entire faculty of a department or program on the progress of each student. Most students who are progressing well can be reviewed briefly. Students of concern deserve more detailed consideration, so that the faculty can make informed decisions as a group in a timely fashion, including recommendations for remedial actions, changes of adviser, probation, or withdrawal from the program. Some programs provide each student with a written summary of his or her appraisal and recommendations for the coming year. We believe that the mandatory written evaluations are particularly productive.

5. Qualifying Exams, Prospectus, and Admission to Candidacy
Some departments require that students first take exams and then submit the prospectus, and others require the prospectus before the exams. It is up to the department to determine which arrangement best suits its program. As DGS, you should review your program’s arrangement.

We recommend that qualifying exams be completed as early as possible, but no later than the middle of the third year. If program requirements preclude completion of the qualifying exam until the end of the third year or later, the department should implement other means to assess each student’s capacity for thesis research by the end of year two. One approach would be to require completion of one component of the qualifying exam before the beginning of year three to provide objective feedback to the student and make a well-informed decision about whether it is in the student’s best interest to continue to the qualifying exam in the third year.

When students have passed their exams or obtained approval for their prospectuses, you submit to the Registrar a qualifying exams/prospectus certification form, which is available at http://gsas.yale.edu/forms. If you have a student who will be withdrawn from your program for failing to pass exams, please notify the associate dean for student advising and academic support in writing. It is highly recommended that you discuss any administrative withdrawals from your program with the associate dean prior to notifying the affected student. Administrative withdrawals do not become effective until they are officially approved by the associate dean for student advising and academic support.

Admission to candidacy normally occurs by the end of the third year of study, at which time you submit to the University Registrar a Certification of Admission to Candidacy form, which is available at http://gsas.yale.edu/forms. The Graduate School Executive Committee must approve any departmental
variations on this requirement. A student who has not been admitted to candidacy by the expected time will not be permitted to register. If you wish to make a special case for a student who has not been admitted to candidacy, please contact the associate dean for student advising and academic support.

A Note on Dissertation Committees

The Graduate School requires that all post-candidacy students have dissertation committees. A standard dissertation committee consists of the adviser and two other faculty members. Dissertation committees become active in the second year in some programs but not until the fourth or later years in others.

Dissertation committee meetings assure that the student takes stock of progress at regular intervals and reports to a supportive committee of faculty members for their advice. The participation of faculty other than the adviser gives students a range of opinions and protects them in cases where a student and adviser may be in conflict. We recommend that all students should receive written feedback from a dissertation committee at least annually, in addition to the regular advice that they receive from their advisers on their work.

Once students have advanced to candidacy, they are required to submit an annual Dissertation Progress Report (DPR). Immediately upon advancing to candidacy, the online system (http://www.yale.edu/sis/dpr) will prompt a student to file a post-candidacy research plan for the remainder of the academic year. Subsequently, each student who has advanced to candidacy will be prompted by the system every April to complete a report on their progress for the past academic year and a research and writing plan for the coming academic year (deadline May 1). The DGS is responsible for ensuring that advisers review the submitted DPR in a timely fashion. When you review the DPR after the student’s adviser has commented on it, you should carefully evaluate the progress made and the progress projected, and add your own comments, if appropriate. If there is any indication that the student is not making adequate progress, you should speak with both the student and the adviser to determine an appropriate course of action. Students who fail to submit a current DPR will be placed on an academic hold (see below).

Students in the Humanities and Social Sciences who are in good standing and have advanced to candidacy are eligible to receive a twelve-month University Dissertation Fellowship (UDF).

Please note that students are eligible to receive University funding, including the UDF, through the end of their sixth year, but not beyond. Students who previously held a dissertation fellowship from another source are not eligible for the UDF. Eligible students entering year five will be notified by the Office of Financial Aid that they are scheduled to receive the UDF in year five, if they have not already received it. Students should inform a Graduate School Financial Aid representative directly if they wish to defer any portion of the UDF to year six. (No University funding may be deferred beyond year six.) Students who have advanced to candidacy may receive the UDF in year four with the recommendation of the DGS and the approval of the associate dean for student advising and academic support. DGSs should contact the associate dean directly in such instances.

6. Academic Holds

At any point in the process outlined above, a student who fails to meet the minimum requirements of the Graduate School and their program will be placed on academic hold, barring the student from registering in the following term. When you receive notification from the Registrar regarding students expected to be placed on academic hold, you should first try to resolve the issue that resulted in the hold. If the issue cannot be resolved, contact the associate dean for student advising and academic support to discuss it. The
alternatives are to withdraw the student from the program or to register the student, contingent on completion of the requirement.

7. Dissertation Completion and Submission

The Graduate School does not have a time-to-degree requirement and recognizes that time to degree differs from field to field. However, it is of crucial importance that both dissertation advisers and DGSs keep track of dissertation-stage students and their likely time to degree. Students do not need to be registered in order to submit the dissertation. Students who are registered when they submit the dissertation will remain registered until the end of the term in which they submitted, but not beyond.

Students who wish to register beyond the sixth year need your approval to do so. Extended registration, especially beyond the seventh year, is the exception rather than the rule. Only in truly exceptional circumstances will such students be permitted to register, and registration is only permissible for academic reasons. Please advise your students as to the importance of timely completion of the degree. Seventh-year extensions require the approval of the DGS. Eighth-year recommendations require a positive recommendation from the DGS and approval of the Graduate School deans.

Alternatively, students may petition to enroll in a part-time “Dissertation Completion Status” ([https://registrar.yale.edu/sites/default/files/change_of_status_form_master_0.pdf](https://registrar.yale.edu/sites/default/files/change_of_status_form_master_0.pdf)) for up to four terms that provides them with access to email and online library resources. Enrollment in this status does not require evaluation of progress by the Graduate School, but merely affirmation by the DGS that the student continues to complete a dissertation under the supervision of a member of the Graduate School faculty.

Dissertations must be submitted to the Graduate School by October 1 for degrees to be considered at the fall meetings of the Degree Committees and by March 15 for consideration at the spring meetings of the Degree Committees. These deadlines have been established to allow sufficient time for readers to make careful evaluations and for departments to review those evaluations and make their recommendations to the Graduate School. No extensions of these deadlines will be granted. However, if your department requires a defense and the defense cannot be completed before these deadlines, students may still submit the dissertation. If they fail the defense, they can withdraw their submission.

A dissertation submission checklist with links to relevant policies, formatting guidelines, and forms is available online at [http://gsas.yale.edu/sites/default/files/files-forms/dissertationsubmissionchecklist_0.pdf](http://gsas.yale.edu/sites/default/files/files-forms/dissertationsubmissionchecklist_0.pdf). Although procedures for selecting and approving dissertation readers vary from one department to the next, it is the DGS who ultimately recommends readers for each dissertation to the Graduate School. Please contact the associate dean for student advising and academic support for clarification of the rules governing this process. “Notification of Readers” forms are signed by the DGS and should be submitted at the time the student submits the dissertation. Any revisions to the dissertation required by the readers before their final approval of the dissertation must be approved by the DGS.

A complete statement of the policies governing the submission of dissertations and assigning of readers is available in the [P&P](https://example.com). In particular, it states that each dissertation must be read by a minimum of three persons, at least two of whom are ladder faculty, tenured or term, at Yale. While you may appoint up to three outside readers, if necessary, you must still have two Yale readers. The Yale readers need not be specialists in the topic of the dissertation but may serve to evaluate whether or not the dissertation is, in general, up to departmental and University standards. A dissertation may have no more than five readers.

After the departmental review of each candidate who has petitioned for a degree, the DGS submits to the Registrar a Departmental Recommendation form. The list of recommended students then goes to the
appropriate Degree Committee, then to the Graduate School Faculty and the Corporation. If the degree is awarded, the Dean will notify the student in writing. If the department does not recommend a candidate for the degree sought, it is the department’s responsibility to notify the candidate of its decision in writing. In such cases, it is appropriate for the DGS and the adviser to confer with the candidate in person.

Regardless of when the student petitions for and receives a degree during the academic year, the University has a single Commencement ceremony in late May. Students receive separate diplomas for each degree, terminal or en route. As a general rule, Ph.D. candidates may not “walk early” at Commencement – they must submit the dissertation by the March 15 deadline and receive approvals as above to participate in or walk at Commencement in May. At the time of advancement to candidacy, students who have not petitioned for or received en route degrees will automatically be considered for such degrees. If a student advances to candidacy after the deadline to submit a petition for the degree in that term, the student will be considered for the degree in the following term.

Occasionally, prior to receiving their degrees, students require degree verification letters indicating that they have completed all degree requirements and will graduate in December or June. Degree verification letters can be obtained from the Office of the Registrar.

For information regarding the specific requirements for degrees en route to the Ph.D. and for joint-degree study, please consult the P&Ps [https://gsas.yale.edu/academics/programs-policies](https://gsas.yale.edu/academics/programs-policies).

V Registration

Only registered students may attend classes, receive financial aid, or use the facilities of the University. Registration information is emailed directly to students each term. All students complete their registration via the Online Course Selection system. Discussed below are different types of registration and your role in each. For questions concerning registration, contact Claudia Schiavone, Assistant University Registrar, at (203) 436-1579.

1. Course Enrollment
The DGS must approve each student’s registration selections through the Online Course Selection system. You must also approve, sign, and submit to the Registrar a “Course Enrollment Form” for any student who enrolls in courses after the online system closes or who drops or adds courses after registering through the Online Course Selection system. Please see Appendix A for deadlines. Once a student’s registration is submitted to the Registrar, all subsequent changes must be approved by the student’s DGS and filed with the Registrar. Please pay attention to the deadline for changing enrollment status, as once this date passes, changes in status from credit to audit or audit to credit will not be approved unless it can be documented that a clerical error was made in the Office of the Graduate Registrar.

2. Registration Status
Most students register in residence through their fourth year. If required coursework has been completed, students must enroll in a Dissertation Research course. The DGS will approve course enrollments through the Online Course Selection system or by signing a course enrollment form.

Some students, however, will conduct research away from Yale, and these students must petition to register in absentia. Such registration is contingent on the academic reasons supporting the request and requires the
approval of the DGS. The required form is located at http://gsas.yale.edu/forms. Normally, students may not register in absentia until they have advanced to candidacy; exceptions may be approved by the associate dean for student advising and academic support. For students who register in absentia in order to conduct research abroad, please refer them to the following page for useful travel preparation information: http://world-toolkit.yale.edu/

3. Extended Registrations
Students beyond their sixth year who wish to register must complete a petition to extend registration. Petitions for registration in year seven are submitted to the DGS who then makes a disposition. Petitions for registration in the eighth year must receive a positive recommendation from the DGS who forwards the recommendation to the GSAS deans for disposition. The form is available at http://gsas.yale.edu/forms. The associate dean will contact both the student and the DGS, if necessary, to determine whether or not extended registration is appropriate. The student must also have submitted a dissertation progress report online and uploaded any completed chapters of the dissertation. It is recommended that the DGS meet with students to discuss their petitions and plans for completion of the dissertation.

Alternatively, students may petition to enroll in a less than half-time “Dissertation Completion Status” (http://gsas.yale.edu/sites/default/files/files-forms/change_of_status_with_instructions.pdf) for up to four terms. This status does not constitute full-time registration and carries no benefits other than access to email and online library resources. Enrollment in this status does not require evaluation of progress by the Graduate School, but merely affirmation by the DGS that the student continues to complete a dissertation under the supervision of a member of the Yale faculty. Students in Dissertation Completion Status are not eligible to participate in the Teaching Fellow Program or to purchase Yale Health coverage. Students on this status are not subject to any employment restrictions. International students should consult with OISS before applying for this status, as they may not be eligible to retain their student visas.

4. Registration Holds
New students may be placed on registration hold if they have not received the necessary vaccinations or submitted official transcripts from the institutions they have attended prior to matriculating at Yale. Current students may be placed on hold for academic reasons or for failure to pay charges on their University bill.

5. Leaves of Absence
There are three types of leave: medical, parental, and personal. For the policies governing leave, please see the P&I. A student who wishes to go on leave should meet with the DGS and submit a written request to the DGS using the appropriate form available at http://gsas.yale.edu/forms. The DGS should then forward the request and a recommendation to the associate dean for student advising and academic support, who will provide a written decision to the student. Students on leave receive no stipend from the University and are not eligible to complete work towards their degrees. They receive no Health Award from the Graduate School during the period of the leave, unless it is a medical leave, in which case the Health Award remains intact for the remainder of the term in which the leave begins (but not in any subsequent term of leave). Students seeking a medical leave must also obtain a written leave recommendation from an appropriate physician at Yale Health. The DGS should be sure to have contact information for the student before the student leaves. Students on leave must notify and obtain approval from both their DGS and associate dean before returning to their programs. Students seeking to return from leave may not register without a formal letter of return from the associate dean. Students on medical leave must also obtain written approval to return from an appropriate physician at Yale Health and must successfully complete any academic work stipulated in the letter approving the leave.
6. Parental Support and Relief
Registered Ph.D. students who wish to modify their academic responsibilities because of the birth or adoption of a child may request parental support and relief during or following the term in which the birth or adoption occurs. For the whole of the term in which the support and relief are requested, the student’s academic clock stops, effectively adding an additional term to the total time to degree. During this period, students remain registered, receive a standard financial aid package (including a Health Award) as specified in their letter of admission, and will have departmental academic expectations modified to best suit their specific situation. The precise nature of the academic responsibilities undertaken or suspended during this period should be a matter of consultation among the adviser, student, and the Graduate School, with the understanding that students are entitled to full relief for at least an eight-week period. Students who take only eight weeks of relief during the term in which, or just after, a birth or adoption occurs may receive an additional eight weeks of stipend funded by the Graduate School in a later term prior to the conclusion of the sixth year (for a total of sixteen weeks of relief). Parental relief may not be combined with other funding. To arrange for parental relief, a student should contact the associate dean for student advising and academic support prior to the term of the birth or adoption. This benefit is limited to two birth or adoption events. If both parents are Ph.D. students at Yale, both may receive this benefit per birth or adoption event. Please see the P&P for more information.

A Ph.D. student who has a new child by birth or adoption may add the child to his or her Yale Health coverage at no additional cost, as they will receive a GSAS Health Award for student plus child(ren) coverage. Information and a link to the enrollment site for Ph.D. Student Family Support can be found at https://gsas.yale.edu/funding-aid/fellowships/phd-student-family-support-policy. A variety of family support resources and programs are available to graduate student parents. You may encourage them to consult with Assistant Dean for Student Affairs Lisa Brandes, (203) 432-2583, as needed.

Graduate students in terminal M.A./M.S. programs may modify their academic responsibilities because of the birth or adoption of a child. They should contact the associate dean for student advising and academic support the term before the planned modifications would occur.

7. Withdrawal and Readmission
A student who wishes to terminate his or her program of study should confer with the DGS and associate dean for student advising and academic support. The relevant form is available at http://gsas.yale.edu/forms. Students who fail to meet departmental or Graduate School requirements by the designated deadlines will be withdrawn, unless an extension or exception is granted by the associate dean. Students who have withdrawn and wish to resume study at a later date must submit a new application and will be evaluated with all other applicants.

8. Early Start
Each summer, a small number of incoming doctoral students begin their academic programs early, before official matriculation in the fall. Often these “early start” students are getting a head start on lab rotations or English as a Second Language study, but some simply join a research group in which they already have a substantial interest.

Every early-start student must have the approval of their Director of Graduate Study and the Graduate School before he or she can begin studying at Yale. In late April, all DGSs and departmental registrars are sent an Early Start Form to be completed for each early start student. No early start student can be approved without this form. Early-start students may enroll no earlier than June 1st and must be provided with stipends at the same level as current students.

International students cannot begin at Yale before matriculation unless they have received University visa sponsorship. The Office of International Students and Scholars (OISS) is willing to do everything it can to
accommodate your needs, but it does require substantial lead time (at least four weeks) to make the necessary arrangements.

All early-start students must have regular Yale Health Basic coverage and (unless they can produce a waiver) Yale Health Hospitalization coverage. Evidence of such coverage will be required before any stipend checks can be issued by the Payroll Department. The Yale Health Waiver form is available at [https://yalehealth.yale.edu/new-graduate-and-professional-student-forms](https://yalehealth.yale.edu/new-graduate-and-professional-student-forms). Students should be reminded that a new YUHS Waiver form must be submitted for the fall term. You must provide my office with charging instructions for health coverage on the Early Start Form.

International students who have been approved by the Graduate School for an early start and who have received University visa sponsorship must register with the Office of International Students and Scholars immediately upon arrival on campus. As soon as possible thereafter they must also register with the University Registrar’s Office. Registration in person with this office is also required for U.S. citizens who start early, and it should be accomplished at the earliest possible moment after arrival. Payroll will not issue checks to students who are not officially registered.

9. Exchange Scholar Program and Other Exchanges

The Graduate School participates in an official doctoral student exchange with eleven other IvyPlus institutions. Please see [https://gsas.yale.edu/academics/exchanges/exchange-scholar-program-ivyplus-exchange](https://gsas.yale.edu/academics/exchanges/exchange-scholar-program-ivyplus-exchange) for details. Additionally, departments may maintain exchanges with institutions, usually abroad, which must be approved by the Graduate School. If your department participates in any such exchanges, you should ensure that they are well-publicized to students. The online application for doctoral student exchanges and detailed information about different programs can be found at [https://gsas.yale.edu/academics/academic-exchanges](https://gsas.yale.edu/academics/academic-exchanges).

VI GRADUATE STUDENT TEACHING ASSIGNMENTS

The purpose of the Teaching Fellow Program (TFP) is to provide graduate students with an essential element in their academic training. Your students will be expected to teach as outlined in the departmental entries in the P&P, but this teaching occurs in a wide variety of contexts. Many departments incorporate a certain amount of teaching into their degree requirements. Teaching assignments appear on graduate students’ transcripts.

1. Resources

While some departments also offer a teaching practicum and require it of all students, most do not. Increasingly, departments are working with the Poorvu Center for Teaching and Learning to offer discipline-specific teacher training for their new and experienced teaching fellows. The Poorvu Center offers a wide array of services that you can access by contacting poorvucenter.yale.edu. Poorvu Center services include:

**Teaching-at-Yale Day**

At the beginning of every term, the Poorvu Center holds an orientation session for all new teaching fellows. Teaching fellows receive advice on strategies for running an effective section or lab session, hear from experienced TFS, undergraduates, college deans, and faculty members on their expectations of teaching fellows, and talk with trained members of the Poorvu Center graduate-student staff in their disciplinary area about specific pedagogical approaches.
**Discipline-Specific Teaching Workshops**

DGSs in a number of departments, including History, Psychology, Political Science, and History of Art, have instituted workshop series for their new teaching fellows. To develop such workshops, the Poorvu Center consults with faculty members and graduate students within these departments to design and deliver sessions on topics such as “Teaching Students How to Use Primary Sources,” “Teaching Visual Analysis,” “Reading and Discussing Difficult Texts,” and “Running an Effective Review Session.”

**Individual Teaching Consultations**

The Poorvu Center provides individual consultations, including classroom visitations, digital video, and personal feedback, to all teaching fellows who request them. In some instances, departments and individual faculty members request this service for groups or entire classes of teaching fellows. Under all circumstances, consultations are completely confidential and are conducted for the sole purpose of providing feedback to the individual teaching fellow.

**FEAST for Teaching Program**

To encourage mentoring by faculty supervising TFs or PTAIs, the Dean’s office sponsors the FEAST program. The program enables faculty members to eat lunch once a month with their TFs as a group at university dining halls. Please encourage your faculty members with TFs to take advantage of this program. Please contact the Graduate School Information Office for information and tickets; call (203) 432-2770 or click: [https://gsas.yale.edu/academic-professional-development/student-faculty-lunch-programs](https://gsas.yale.edu/academic-professional-development/student-faculty-lunch-programs). As DGS, you will want to make sure that your teaching fellows and your faculty, particularly those with large numbers of TFs, are aware of these services. Please also bear in mind and impress upon your faculty that, at a minimum, instructors are expected to meet weekly with their teaching fellows, including one meeting before the term begins.

2. **Professional Development Opportunities**

Each term, the Graduate School provides a small number of professional development opportunities for graduate students in the Humanities and Social Sciences. These opportunities replace teaching, typically require 15-20 hours per week for a term, and are paid at the stipend level. Students may view current opportunities at [https://yaleteachingopps.org](https://yaleteachingopps.org).

3. **Sixth-Year Teaching**

The Graduate School guarantees up to two terms of teaching appointments for sixth-year students in the Humanities and Social Sciences if the DGS certifies that the student is on track to submit the dissertation by the end of the sixth-year of study (up to and including August submissions). In order to collect the appropriate data, in the early spring, we contact DGSs and ask them to inform us of eligible students for the following year.

VII **Allocations and Assignments**

Departments are assigned teaching resources in ten-hour blocks, based on average usage of teaching fellows over the past two years. Graduate programs then allocate these resources to specific courses and assign students according to a variety of procedures. In some departments, a single person oversees these tasks, usually the DGS or DUS, but we encourage programs to make assignments through a committee to which students are assigned, as well as faculty members and staff.

Departments allocate and assign teaching through the online Teaching Fellow System (TFS) ([https://tfs.app.yale.edu/tfs2](https://tfs.app.yale.edu/tfs2)). Payments are generated through the TFS and students are notified of their
assignments online. In most departments and programs, DGSs and graduate registrars have administrative access to the TFS, and DGSs are master approvers for assignments. DGSs should consult with the Teaching Fellow Program Office, (203) 432-2757 or teaching.fellows@yale.edu, to learn more.

A few points to remember when overseeing assignments:

- In all departments, students in their “teaching years” (in the Humanities and Social Sciences, primarily third- and fourth-year students, but also students receiving a sixth-year teaching fellowship) must be assigned first. The Graduate School provides a stipend supplement to the teaching fellowship to bring total support to the level of the standard departmental stipend for Humanities and Social Science students in years one through six. In the Humanities and Social Sciences, students do not normally teach in their first or second year and, in any case, normally not until they have finished all course work.

- When necessitated by academic circumstances, the student and DGS may request an official revision of the original admissions package by which the student can defer up to one year of University funding.

- Students who have not yet met the English proficiency requirement may serve only as graders without student contact. These grading positions do not fulfill departmental teaching requirements.

Even in departments where the DGS does not assign teaching fellow positions or process appointments, there are issues concerning teaching fellowships with which the DGS will nonetheless be involved. If you have any questions regarding the Teaching Fellow Program, please contact Senior Associate Dean Pam Schirmeister or teaching.fellows@yale.edu.

VIII Financial Aid

Most issues regarding the disbursement of financial aid and fellowships can be resolved directly by the student in consultation with Sara Estrom, Director of Financial Aid, at (203) 432-7980.

Complete information regarding all forms of financial aid is available in the section of the POP titled “Financing Graduate School.” The topics covered include fees, student accounts and bills, University, Teaching, Supplementary and Dissertation fellowships, research assistantships and loans.

A few important points to remember:

- Part-time employment beyond an average of ten hours per week requires permission of the DGS and the associate dean for student advising and academic support.

- Students must report changes of address for payment and billing purposes directly to the Office of the University Registrar. The best way to do this is through the Registrar’s web site at http://registrar.yale.edu/. Instructions for establishing the direct deposit of stipend payments are available at http://gsas.yale.edu/funding-aid/stipend-payments.

- Students who receive external fellowships may be eligible for a combined award supplement. When you learn that a student has received an external award, you should make sure that a copy of the formal award notice (and budget, if available) is sent to the Office of Financial Aid. The office will then calculate the combined award and inform the student in writing. Alternatively, a student who is fully funded by an external fellowship may request to defer one year of GSAS support to a later year, with all GSAS support to be used by the end of year six.
The Graduate School offers guaranteed funding to students for five full years and the opportunity of a nine-month teaching fellowship to sixth-year students in the Humanities and Social Sciences who are recommended by their programs and on target to submit their dissertations by the end of the sixth year. The purpose of the five-year, twelve-month funding model is to allow students to pursue their academic plans throughout the year, eliminating the need for summer employment. It is the responsibility of the department and the DGS to develop requirements or expectations for summer progress and to clearly communicate these expectations to students.

IX GENERAL DUTIES

1. Graduate School Events
Over the course of the year, the Graduate School participates in or hosts several events, both academic and social. It is important for the students that the DGS attend certain events or designate another faculty member to do so. These events are as follows:

- **New DGS Orientation** (*late August*). This event addresses the typical questions new DGSs have about their responsibilities and enables them to meet DGSs in other programs, as well as the Graduate School deans and directors.

- **DGS Retreat** (*late August*). A first opportunity for new and returning DGSs to gather for a discussion of policies and the year ahead with each other and the academic deans.

- **Matriculation** (*late August*). Matriculation is the chief academic event for new students, after which the President hosts a reception and the Graduate School hosts a welcome lunch. It is typically held on the Thursday during GSAS Orientation week.

- **Dean’s Fall Reception** (*September*). Held in the late afternoon, this reception welcomes new and returning students, as well as faculty.

- **DGS Breakfast and Lunch Meetings** (*ad hoc*). You will receive notification of the discussion topic, the date, and the location of each meeting.

- **Graduate Faculty Meeting** (*end of each term*).

- **Convocation and Commencement** (*mid-to-late May*). The Graduate School Convocation occurs on the Sunday before Commencement. The Convocation features the awarding of student prizes and faculty mentoring awards. The next day, Monday, is the University Commencement ceremony. Most graduate students receive their diplomas in Woolsey Hall, with a separate ceremony for some master’s students (e.g., Global Affairs) at a different location. We invite DGSs to sit on the stage and shake the hands of degree recipients from their respective programs. If you cannot attend, you must designate another faculty member to do so. A reception follows at the McDougal Graduate Student Center.

You will receive detailed notification about the exact times, dates, and locations of each of these events.
2. Program Review and Departmental Handbook
As DGS, you are responsible for overseeing the quality of graduate education in your department. You should review your program annually and bring to the attention of the faculty any changes that might improve your program.

Many departments have prepared handbooks and websites for their graduate students, and the Graduate School strongly endorses this practice. These handbooks outline the program requirements in greater detail than does the P&P. A handbook might, for example, contain description of fields of study, any options within the program, a program timetable, information about and reading lists for exams, and general policies relating to the administration of the program. If your department does not have a handbook, we would be pleased to help you prepare one. If your department does have a handbook, you as DGS are responsible for keeping it up to date.

Please remember that all official degree requirements must appear in the Graduate School of Arts and Sciences Programs and Policies (P&P) bulletin. A program’s student handbook may contain a more detailed description of the requirements (e.g., the form of the qualifying examination), but the regulations as stated in the P&P book are the definitive version.

3. The Graduate School Programs and Policies Bulletin
The Graduate School of Arts and Sciences Programs and Policies (P&P) bulletin is the chief source of official information about the policies and curricula of the departments and programs at the Graduate School. Available online at http://gsas.yale.edu/academics/programs-policies, the P&P contains the official listing of Graduate School courses, as well as the requirements and regulations of the Graduate School. Policies and requirements published in the P&P always supersede statements in departmental handbooks and web sites. It is the responsibility of the DGS to gather and update the information to be included in this publication in accordance with the printing deadlines. Copy is usually due in late January and includes a description of your program and its requirements, as well as a list of courses. You will be instructed regarding the revision process by the Office of the University Printer.

Please note:

- Any revisions to degree requirements must be approved by your department and by the Dean’s Office in advance of printing deadlines to be included in the P&P. You should review these requirements regularly.

- Proposals for new programs must be reviewed and approved by the Dean’s office and the Executive Committee of the Graduate School. Proposals for new degree programs must also be approved by the Corporation. Please submit any such proposals during the fall term in the year prior to when you wish to launch a new program or degree. If you have questions about the review process, please contact Associate Dean for Graduate Education Ann Gaylin at (203) 436-2628 or ann.gaylin@yale.edu.

- Be sure to review the list of faculty members and the levels of appointment. It is good practice to identify specifically any additional departmental appointments of joint faculty. Only faculty eligible to supervise doctoral dissertations should be listed in the P&P.

- The deadlines set for the submission of copy permit little flexibility and are driven by the demands of the printing process. It is important to adhere to the production schedule.
4. Fellowships
The Graduate School administers a large number of endowed fellowships. As DGS, you will receive a list of the fellowships available to your department and a list of all eligible students in mid-October. You should select one student for each fellowship. It is of crucial importance to our relationship with donors that you return the set of names within the required timeframe. Students often assume that endowed fellowships supplement, rather than replace, University Fellowship funding. You may need to explain that University Fellowships include funds from many different sources, including endowed fellowships.

5. Departmental Prizes
Many departments award student prizes, usually to graduating students. The awardees should be selected in early April of each year. In March, each DGS is sent a web form to submit the names of the award recipients, along with their dissertation titles, the name of their adviser(s), and a brief description of the significance of the dissertation by April 26th. The prizes will be presented at the Graduate School Convocation on the Sunday before University Commencement. For inclusion in the Convocation Program, the above listed information must be received by April 26th. The Graduate School encourages the development of new student prizes that recognize the outstanding achievements and contributions made by students. For questions about establishing new departmental prize, contact Associate Dean Jasmina Besirevic Regan at (203) 432-5127 or jasmina.besirevic@yale.edu.

X RESOURCES
The Graduate School and the University maintain extensive resources designed to provide your students with an optimal educational experience and to make your job easier. Those most pertinent to graduate students are discussed below.

1. The McDougall Graduate Student Center
   https://gsas.yale.edu/life-yale/mcdougall-graduate-student-center-space-collaborating-programs
The McDougall Graduate Student Center is located at 135 Prospect Street, upper level. It offers GSAS students a Common Room, Coffee Lounge and study spaces, terrace, courtyard, and a lactation room, with free coffee and tea available year-round. The Center hosts many graduate School events and Graduate Student Life activities, and has offices for Graduate Student Life staff, OGSSD Fellows, and a satellite office for career advising. The McDougall Center is open Mondays through Thursdays from 9:00 am through 10:00 pm, Fridays from 9:00 am through 8:00 pm and on weekends from 12:00 pm through 6:00 pm during the academic term, with more limited hours during summer and recess. Contact the McDougall Graduate Student Center office at (203) 432-BLUE or mcdougall.center@yale.edu.

2. Graduate Student Life (GSL)
   https://gsas.yale.edu/life-yale/mcdougall-graduate-student-life-office
This office oversees student life programs and directs the facilities of the Center. It works with McDougall Graduate Student Life Fellows to create an array of programs and activities open to all graduate students and their family members to help build community, combat isolation, and promote wellness and personal development. Student life programs include cultural festivals; monthly “First Friday at Five” social hours; arts and musical events; sports and recreational activities; public service and volunteer opportunities; health and wellness programs; the Annual Winter Ball; and activities for various student populations, including international students, women, and GLBTQ students, and students with spouses, partners, or children. Most GSL events occur in evenings and on weekends to facilitate attendance by a wide range of students. All GSAS students receive
the weekly email GSL Notes listing the upcoming events and activities, with online calendars and signups on Yale Connect (Orgsync).

Graduate Student Life organizes New Student Orientation each August before classes begin (https://gsas.yale.edu/orientation-new-gsas-students). GSAS Orientation is a week of useful events, tours, socials, fairs, and information sessions, some of which are required for all new students. Participation in Orientation is important for new graduate students making their transition to life at Yale, in New Haven, and, in some cases, in the United States. As DGS, we ask that you coordinate your department or degree program orientation events with the GSAS schedule to allow new students to participate fully in all activities. Contact lisa.brandes@yale.edu with any Orientation or new student questions.

The Office of Graduate Student Life advises and supports graduate student interdepartmental groups and often coordinates events and publicity with them. Limited financial support for interdepartmental, arts, sports, professional development, or cultural groups is available. For group listings and policies, please see the “Student Organizations” page: http://gsas.yale.edu/life-yale/graduate-student-organizations.

Lisa Brandes, Assistant Dean and Director of the Office of Graduate Student Life, is available to discuss specific concerns about all areas of graduate student life with individual students, faculty or departmental groups. This office provides a liaison for graduate students to other services at Yale, including graduate housing, parking, security, health, childcare, work life, the chaplaincy, as well as athletics, and is a liaison to various New Haven resources. The assistant dean also administers the Graduate Affiliate Program in the Yale residential college, which allows a limited number of graduate and professional students to have a role in the residential college system. All new and continuing students are invited to apply to be affiliates once each year. See https://orgsync.com/158708/chapter; for further information on these resources, contact Lisa Brandes at (203) 432-BLUE [2583].

3. Office of Career Strategy
The career development needs of graduate students are served in two ways. The academic departments and programs themselves provide students with resources for the academic job search. The DGS should work with the departmental placement officer to ensure that students have sufficient support as they pursue academic positions.

For students interested in exploring diverse career paths, the Office of Career Strategy provides resources and services to help students clarify career aspirations, identify employment opportunities, and obtain advice for every stage of the non-academic job search process. Students may make one-on-one appointments with an experienced adviser, attend skill-building workshops, network with alumni and employers, and take advantage of extensive online resources at ecs.yale.edu. See the Office of Career Strategy faculty newsletter, sent to DGSs monthly, for a summary of upcoming events.

Faculty and departmental groups may engage the Office of Career Strategy to conduct workshops specifically for your students on topics such as ‘Your Non-Academic Job Search’, ‘Preparing for Interviews’, and ‘Converting your CV to a Resume’. In addition, workshops can be customized to your department’s needs. To view a list of workshop topics and learn more about ways the Office of Career Strategy can support and collaborate with faculty, click here.

The Office of Career Strategy and the Graduate School strongly recommend that all Ph.D. students, whether they are planning careers in academia or beyond the professoriate, complete an Individual Development Plan (IDP) in the second or third year of their program with the support of their faculty mentors. An IDP is a personalized tool that students can use to establish and prioritize professional goals
and construct an actionable strategy to achieve them. By providing a structured framework for identifying gaps in professional skills, assessing potential career options, clarifying expectations, and creating realistic goals and timelines, IDPs can be highly effective in facilitating communications between graduate students and faculty and raising student productivity. MyIDP, ImaginePhD, and ChemIDP are free online IDPs that offer a wealth of resources for self-assessment, career education, and goal setting. To learn more about these tools and additional support available to students completing IDPs, visit the Office of Career Strategy website. Hyun Ja Shin, Director of Graduate and Postdoctoral Career Services, is happy to discuss the many ways the Office of Career Strategy can collaborate with departments to provide the highest level of support to Yale graduate students. Please contact Hyun Ja Shin at (203) 432-7274 or hyunja.shin@yale.edu.

4. Poorvu Center for Teaching and Learning
https://poorvucenter.yale.edu

a. Graduate and Postdoctoral Teaching Development
https://poorvucenter.yale.edu/teaching/graduate-student-professional-student-and-postdoctoral-teaching-development

The Poorvu Center for Teaching and Learning supports graduate students, postdocs, and professional school students in their teaching development, from first-time teachers to seasoned instructors refining their practice. Located in the Sterling Library, the Graduate Teaching Program of the Poorvu Center provides a space for instructors to reflect on their teaching, get feedback, and experiment with new ways to reach students. A DGS can enhance the quality of departmental teaching by encouraging students to take part in Poorvu Center programs, including:

- **Teaching at Yale Day**: orientation to teaching in Yale College, required for all first-time Teaching Fellows (TFs)
- **Fundamentals of Teaching Courses**: short courses organized by discipline
- **Advanced Teaching Series**: individual workshops on topics such as course design
- **In-Class Teaching Observations**: confidential consultations and feedback on teaching

Each year, approximately 20 graduate students serve the Poorvu Center as fellows. Fellows come from across the disciplines and allow the Poorvu Center to offer Fundamentals of Teaching courses in specific fields, such as Chemistry, History, Physics, and Music. The Poorvu Center also partners with departments to develop teaching workshops tailored to departmental needs. Colleges and universities are increasing their focus on teaching skills for new hires, and the Poorvu Center supports students preparing for academic jobs by offering the Certificate in College Teaching Preparation, which requires students to complete a teaching portfolio. The Poorvu Center staff is happy to work with your faculty to develop a specialized teaching program for your graduate students. Contact Suzanne Young, Director of Graduate and Postdoctoral Teaching Development, (203) 432-8850, suzanne.young@yale.edu, or visit our website.

b. The Graduate Writing Lab (GWL)
https://poorvucenter.yale.edu/writing/graduate

The GWL helps graduate students become confident and prolific academic writers. The GWL team provides individual and group support to graduate students at all stages of their academic career. The lab helps students with written and oral projects related to their academic work including written coursework, fellowships, and grant applications, conference papers, dissertation prospectuses, chapters, and papers for publication. The GWL team believes that all writers benefit from sharing work in a collaborative and supportive environment and encourages students to visit the lab at various stages of their research and study. The GWL offers free assistance to graduate students through the following programs:
Individual Consultations for Written and Oral Communication take place at the Poorvu Center for Teaching and Learning, Medical Library, and Center for Science and Social Science during the academic year. During these sessions, trained writing consultants provide feedback and comments to the students’ written and oral work. Students can schedule these consultations through the online scheduling system on the GWL website.

PitchVantage Studio for Public Speaking is located on the mezzanine floor of the Poorvu Center in room M104B. In that studio, graduate students can improve public speaking skills by practicing their oral speeches, presentations, and lectures with PitchVantage software. This software focuses on different aspects of public presentation, from pacing and pausing to pitch and tone, and evaluates performance in real time. The scheduling for PitchVantage sessions is similar to scheduling writing consultations on the GWL website.

Academic Writing Workshops and Seminars are offered regularly throughout the academic year. These programs address critical skills graduate students need to succeed as writers, researchers, communicators, and professionals but that are not usually addressed through coursework and traditional academic training. The students register for the programs through the GWL website or through the weekly electronic newsletter sent to all GSAS students.

Writing Retreats and Study Halls are a powerful tool for collaborative writing. These groups help students combat the isolation that is common in the later stages of their doctoral work. They also provide space and structured time to GSAS students to accomplish their dissertation-related projects in a distraction-free environment.

Peer-review Groups help students discuss their work under the guidance of trained writing consultants. Groups generally have 5–7 members so that everyone receives individual attention. At each weekly meeting, two or three members present written work for detailed feedback.

The GWL team works with faculty members and students of different academic programs to design and organize workshops tuned to their needs. The GWL issues a weekly newsletter circulated among GSAS students, department DGSs, and registrars by email. For more information, contact Elena Kallestinova, Assistant Dean and Director, at elena.kallestinova@yale.edu or visit the program website at https://poorvucenter.yale.edu/writing/graduate.

5. Office of International Students and Scholars (OISS)
http://oiss.yale.edu/

OISS is Yale’s representative for immigration concerns for all foreign nationals who are or will be studying or working at Yale. This office also offers many programs for international students, including English conversation groups for students and their spouses, cultural understanding workshops and celebrations, academic success skills programs, bus trips, and a host family program. OISS supports various nationality clubs where students can meet others at Yale from their home country for friendship and support. OISS works closely with many Yale offices that assist graduate students, especially the Office of Career Strategy and Graduate Student Life, on programs and publicity. OISS is also a resource for all University faculty who admit or hire foreign nationals. If you have a student with visa problems or cultural adjustment issues, this is the office to which you should refer the student. OISS is housed in the International Center at Yale, 421 Temple Street, which provides a comfortable space for international community gatherings. You can reach OISS at (203) 432-2305.
6. **Office for Graduate Student Development and Diversity (OGSDD)**

   [http://gsas.yale.edu/diversity](http://gsas.yale.edu/diversity)

The Office for Graduate Student Development and Diversity’s mission is to expand the diversity of the student body and to enhance the intellectual experience of the entire scholarly community. The office coordinates efforts to recruit and retain students at the Yale Graduate School. The associate dean works collaboratively with departments and programs to support the needs of all students as they pursue graduate study. The associate director advises prospective and current graduate students, directs the Summer Undergraduate Research Fellowship (SURF) Program, directs the Post-Baccalaureate Research Education Programs, oversees Diversity Recruitment Days, coordinates the Annual Yale Bouchet Conference on Diversity and Graduate Education, writes and administers grants, and provides reports on the Graduate School’s progress in recruiting and retaining diverse students. Graduate Diversity Fellows within the office are also appointed annually to assist the office in the development and implementation of a wide array of programs, such as social justice discussion seminars, mentoring programs, workshops and lectures presented by diverse scholars, and social and professional development events. An advisory committee, appointed by the dean, meets regularly to discuss and review the office’s programmatic efforts. If you have any questions, please contact Michelle Nearon, Associate Dean for Graduate Student Development and Diversity, directly via email at (203) 436-1301 or michelle.nearon@yale.edu.

7. **Dean’s Emergency Fund**

The Dean’s Emergency Fund is intended to assist Ph.D. students who face unanticipated financial hardship that would likely impact or hinder academic progress. The fund does not cover recurring expenses; instead, it is intended for Ph.D. students who cannot reasonably resolve their immediate financial difficulty through fellowships, loans, or personal resources. The funding is a one-time award, normally up to $2,000, and does not require repayment. Eligibility and application information can be found at [https://gsas.yale.edu/funding-aid/deans-emergency-fund](https://gsas.yale.edu/funding-aid/deans-emergency-fund).
8. Graduate School Contact Information

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<thead>
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Appendix A: 2019-2020 DGS Calendar

Some of the dates on this calendar are approximate. Entries in lower case refer to events and deadlines published in the calendar of the Graduate School’s Programs and Policies bulletin. Entries in upper case refer to responsibilities of the DGS.

JULY

Mid-month

▪ Submit forms for Fall Registration in Absentia for students who have not advanced to candidacy (students who have advanced to candidacy declare such as part of on line registration)
▪ Review and update departmental website
▪ Assign graduate students in teaching years to TF appointments by August 1

AUGUST

First Week

▪ Complete the arrangements for language proficiency exams (if the department administers these exams at registration)
▪ Complete the arrangements for departmental orientation activities
▪ Contact new teaching fellows about teaching at Yale Day, August 26, 2019
▪ Assign all grant and university fellowship funding for the fall term by August 1
▪ Assign other graduate students and professional students to TF appointments by August 20

Mid-month

▪ Online application available
▪ Discuss students on academic hold with associate dean for graduate student advising and academic support

Mon. 8/19 New student orientation week begins.
    Oral Performance Assessment for continuing international students in Ph.D. programs.

Wed. 8/21 Fall term Online Course Selection begins.

Thurs. 8/22 Matriculation ceremony and mandatory new student training.

Mon. 8/26 Teaching@Yale Day: orientation for all new Teaching Fellows.

Tues. 8/27 New DGS Orientation (morning)

Tues. 8/27 DGS Retreat (afternoon)

Wed. 8/28 Fall term classes begin, 8:20 a.m.

Fri. 8/30 Monday classes meet on Friday.
    Due date to notify department of intention to submit dissertation for award of the Ph.D. in December.
SEPTEMBER
FIRST WEEK
▪ BEGIN TO MEET WITH STUDENTS REGARDING ACADEMIC PROGRAMS (ONLINE COURSE SELECTION SYSTEM AVAILABLE)
▪ DEPARTMENTAL ORIENTATION ACTIVITIES
▪ PUBLICIZE DEAN’S FUND FOR COLLOQUIA AND ASSIST STUDENTS WITH PROPOSALS
▪ GRADUATE PROGRAM REVIEW (GPR) MEETINGS BEGIN AND CONTINUE THROUGHOUT THE FALL TERM
▪ BEGIN TO DISCUSS WITH COLLEAGUES ANY PROGRAMMATIC CHANGES THAT WILL NEED GRADUATE SCHOOL APPROVAL

Mon. 9/2 Labor Day. Administrative offices are closed. Classes do not meet.
Fri. 9/6 Final day to apply for a fall term personal leave of absence. The entire fall term tuition charge or continuous registration fee (CRF) will be cancelled for students who withdraw from the Graduate School on or before this date or who are granted a leave of absence effective on or before this date.

The entire fall term tuition charge or continuous registration fee (CRF) will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a leave of absence effective on or before this date.

Wed. 9/11 Fall term Online Course Selection ends. Final day for registration. A fee of $50.00 is assessed for course schedules accepted after this date.

Mon. 9/16 Final day to file petitions December M.A., M.S., M.Phil. degrees to be awarded in December.
Fri. 9/20 One-half of the fall term full-tuition charge will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not pro-rated.

OCTOBER
FIRST WEEK
▪ SCIENCES ONLY: BEGIN REVIEW OF EXTERNAL FUNDING AND PLAN SUPPORT FOR CONTINUING AND ENTERING STUDENTS FOR THE FOLLOWING YEAR

MID-MONTH
▪ RECEIVE LIST OF ENDOWED FELLOWSHIPS FOR YOUR DEPARTMENT AND MAKE AWARD RECOMMENDATIONS

Tues. 10/1 Final date for the faculty to submit grades to replace Temporary Incomplete (TI) grades awarded during the previous academic year.

Wed. 10/2 Due date for dissertations to be considered by the Degree Committees for the awarding of the Ph.D. in December.

Tues. 10/15 October recess begins, 5:20 p.m.

Mon. 10/21 Classes resume, 8:20 a.m.
Fri.  10/25  Midterm.

Final day to change enrollment in a fall term course from Credit to Audit or from Audit to Credit. Final day to withdraw from a fall term course.

One-quarter of the fall term full-tuition charge will be cancelled for students who withdraw from the Graduate School on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not pro-rated.

Teaching appointments will not appear on the transcripts of students who withdraw from the assignment on or before this date.

NOVEMBER
FIRST WEEK
- TEACHING FELLOW ALLOCATION AND APPOINTMENT PROCESS FOR SPRING TERM BEGINS

Fri.  11/1  Readers’ Reports are due for dissertations to be considered by the Degree Committee for award of the Ph.D. in December.

Wed.  11/6  Final day to withdraw a degree petition for degrees to be awarded in December.

Thurs.  11/7  Oral Proficiency Assessment for international students in all GSAS degree programs.

Fri.  11/15  Departmental recommendations are due to registrar for candidates for December degrees.

Fri.  11/22  November recess begins, 5:30 p.m.

LAST WEEK
- SUBMIT FORMS FOR FALL REGISTRATION IN ABSENTIA FOR STUDENTS WHO HAVE NOT ADVANCED TO CANDIDACY (STUDENTS WHO HAVE ADVANCE TO CANDIDACY DECLARE AS PART OF ON LINE REGISTRATION)
- CONFIRM THAT ANY STUDENTS LEAVING THE PROGRAM HAVE SUBMITTED WITHDRAWAL FORMS

DECEMBER
FIRST WEEK
- ADMISSIONS APPLICATION DEADLINE (12/1) FOR, BBS, CHEMISTRY, HISTORY OF ART, NURSING, AND PSYCHOLOGY

Mon. 12/2  Classes resume, 8:20 a.m. Final day to submit petitions for extended registration and Dissertation Completion status for the spring term.

Thurs.  12/12  Classes end, 5:20 p.m.

Fri.  12/13  Final examinations begin.

Wed.  12/18  Examinations end; winter recess begins.

Thurs.  12/19  Date of December degree award.
MID-MONTH

- Assign all grant and university fellowship funding for the spring term by 12/15
- Total Allocating Program Size (TAPS), Admission Offers, and Target Numbers are sent to all departments and programs

Admissions application deadline** (12/15) for: American Studies*; Anthropology*; Applied Physics; Astronomy; Classics; Comparative Literature*; Ecology & Evolutionary Biology; Economics; Engineering; English; Film & Media Studies*; Germanic Languages & Literatures*; History*; History of Science and Medicine; Law; Linguistics; Mathematics; Physics; Political Science*; Public Health Religious Studies*; Renaissance Studies*; and Statistics & Data Science

*Note: The deadline to submit an application to a combined program is always the earlier deadline of the two programs (e.g. History has a deadline of December 15 and Classics has a deadline of December 1). The deadline for a combined program with History and Classics is the earlier of the two deadlines, December 1).

**Note: Program application deadlines change frequently. Please be sure to visit the admissions website to confirm the current deadlines.

JANUARY
FIRST WEEK

- Discuss students on academic hold with associate dean for graduate student advising and academic support
- Plan departmental recruitment events for February, March or April; consult with McDougal GSLAND/OR OGSDD for recruitment information & assistance

Thurs. 1/2

- Admissions application deadline for all other programs (see December)

Final grades for fall term courses due.

Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete for fall 2019 courses.

Wed. 1/8  Spring term Online Course Selection begins.
Fri. 1/10  Teaching@Yale Day: orientation for all new Teaching Fellows.
Mon. 1/13  Spring term classes begin, 8:20 a.m.
Fri. 1/17  Monday classes meet on Friday.
Mon. 1/20  Martin Luther King, Jr. Day. Administrative offices are closed. Classes do not meet.
Thurs. 1/23  Final day to apply for a spring term personal leave of absence. The entire spring term tuition charge or CRF will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a leave of absence effective on or before this date.
Fri. 1/24  Spring term Online Course Selection ends.

Final day for registration. A fee of $50 is assessed for course schedules accepted after this date.
FEBRUARY
- BEGIN TO CONTACT APPLICANTS AFTER OFFICIAL ADMISSIONS DECISIONS HAVE BEEN MADE
- SOME DEPARTMENTS HOST CAMPUS VISIT DAYS

Fri. 2/7  One-half of the spring term full tuition charge will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not pro-rated.

Fri. 2/14  Due date for students to notify departments of their intention to submit dissertations for award of the Ph.D. in May.

MARCH
FIRST WEEK
- MAKE FINAL PLANS FOR MARCH OR APRIL RECRUITMENT EVENTS
- ADMITTED STUDENTS SENT RECRUITMENT E-MAIL WHICH INCLUDES LETTER FROM THE DEAN, LIFE IN NEW HAVEN INFORMATION AND ONLINE RESOURCES

Mon. 3/2  Final day to file petitions for May M.A., M.A.S. and M.S., M.Phil. degrees.

Fri. 3/6  Midterm.
Final day to add or withdraw from a spring term course.
Final day to change enrollment in a spring term course from Credit to Audit or from Audit to Credit.
One-quarter of the spring term full tuition charge will be canceled for students who withdraw from the Graduate School on or before this date or who are granted a medical leave of absence effective on or before this date. The CRF is not pro-rated.
Teaching appointments will not appear on the transcripts of students who withdraw from the assignment on or before this date.
Spring recess begins, 5:20 p.m.

Mon. 3/16  Due date for dissertations to be considered by the Degree Committee for the awarding of the Ph.D. in May.

THIRD WEEK
- COLLECT AND REVIEW DISSERTATION PROGRESS REPORTS
- RECEIVE P&P ENTRIES FOR REVIEW AND REVISION
- DEAN’S RECEPTION FOR ADMITTED APPLICANTS

Mon. 3/23  Classes resume, 8:20 a.m.

EARLY APRIL
- RESPOND TO DEAN’S INVITATION TO PARTICIPATE IN MAY COMMENCEMENT CEREMONY; ORDER RENTAL CAP AND GOWN, IF NEEDED
- FINAL EXECUTIVE COMMITTEE MEETING FOR THE ACADEMIC YEAR. ANY NEW PROGRAMS MUST BE APPROVED AT THIS MEETING IN ORDER TO BE OFFERED IN THE UPCOMING ACADEMIC YEAR
APRIL
Fri. 4/10 Good Friday. Administrative offices are closed. Classes meet.

MID-MONTH
▪ RETURN P&P ENTRIES
▪ APRIL 15 DEADLINE FOR ADMITTED APPLICANTS TO RESPOND TO ADMISSIONS OFFER ONLINE

Wed. 4/15 Readers’ reports are due for dissertations to be considered by the Degree Committees for the awarding of the Ph.D. in May.
   Oral Proficiency Assessment for international students in all GSAS degree programs.

Fri. 4/17 Final day to withdraw a degree petition for degrees to be awarded in May.
   Departmental recommendations are due for candidates for May degrees.

Thurs. 4/30 Classes end; 5:20 pm.

FINAL WEEK
▪ TEACHING FELLOW ALLOCATION AND APPOINTMENT PROCESS FOR FALL TERM BEGINS
▪ DEPARTMENTAL AWARDS DUE TO ASSISTANT DEAN FOR RECOGNITION AT COMMENCEMENT

MAY
FIRST WEEK
▪ ADMITTED STUDENTS EMAILED NEW STUDENT INFORMATION AND CHECKLIST
▪ ASSIGN ALL GRANT AND UNIVERSITY FELLOWSHIP FUNDING FOR THE SUMMER BY MAY 15

Fri. 5/1 Final day to submit Dissertation Progress Reports and for Dissertation Completion statuses for the subsequent academic year. Final examinations begin.

Wed. 5/6 Final examinations end.

Fri. 5/8 Final grades for spring term courses are due for candidates for terminal M.A., M.A.S., and M.S. degrees to be awarded at Commencement.

Sun. 5/17 Graduate School Convocation.

Mon. 5/18 University Commencement in the morning. GSAS Diploma Ceremony in the afternoon. Date of May degree award.

Fri. 5/29 Final grades for spring term courses and full-year courses are due. Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete.

JUNE
FIRST WEEK
▪ REVIEW ALL STUDENTS WITH TEMPORARY INCOMPLETES AND INFORM THEM OF OCTOBER 1 DEADLINE
▪ COMPLETE END-OF-YEAR EVALUATIONS FOR EACH STUDENT IN YEARS ONE THROUGH THREE

Mon. 6/1 Final day to submit petitions for fall extended registration and Dissertation Completion Status for the fall term.
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