YALE UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES
DGS HANDBOOK

2021-2022

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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, but the handbook cannot substitute for regular contact between the departments and the offices of the Graduate School. 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. We look forward to collaborating with you on providing our students with the very best educational experience we can offer at Yale.

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

With gratitude,

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# Table of Contents

**Changes since 2020-2021** ........................................................................................................ 3  
**The Director of Graduate Studies** ......................................................................................... 4  
I *Admissions* .......................................................................................................................... 4  
II *Advising* .............................................................................................................................. 5  
1. Individual Students .................................................................................................................. 5  
2. Departmental Duties ................................................................................................................ 7  
III *Academic Requirements & Regulations* ............................................................................ 8  
1. Before Students Arrive ........................................................................................................... 8  
2. Coursework and Grades ......................................................................................................... 9  
3. Language Requirements ....................................................................................................... 9  
4. Evaluating Student Work ...................................................................................................... 10  
5. Qualifying Exams, Prospectus, and Admission to Candidacy .............................................. 10  
6. Academic Holds .................................................................................................................. 11  
7. Dissertation Completion and Submission ............................................................................. 11  
IV *Registration* ...................................................................................................................... 12  
1. Course Enrollment ................................................................................................................ 12  
2. Registration Status ............................................................................................................... 12  
3. Extended Registration ......................................................................................................... 13  
4. Registration Holds ............................................................................................................... 13  
5. Leaves of Absence ............................................................................................................... 13  
6. Parental Support and Relief ................................................................................................. 14  
7. Withdrawal and Readmission .............................................................................................. 14  
8. Early Start ............................................................................................................................ 14  
9. International Students and Early Starts .............................................................................. 15  
10. Exchange Scholar Program and Other Exchanges ........................................................... 15  
V *Graduate Student Teaching* .................................................................................................. 15  
1. Resources ............................................................................................................................ 15  
2. Professional Development Opportunities ........................................................................... 16  
VI *Teaching Allocations and Assignments* ........................................................................... 16  
VII *Financial Aid* .................................................................................................................... 17  
VIII *General Duties* .................................................................................................................. 18  
1. Graduate School Events ...................................................................................................... 18  
2. Program Review and Departmental Handbook .................................................................... 18  
3. The Graduate School Programs and Policies Bulletin ....................................................... 19  
4. Endowed Fellowships ......................................................................................................... 19  
5. Departmental Prizes .......................................................................................................... 19  
IX *Resources* ........................................................................................................................... 20  
1. The McDougal Graduate Student Center .......................................................................... 20  
2. Graduate Student Life (GSL) ............................................................................................... 20  
3. Office of Career Strategy ..................................................................................................... 21  
4. PooRvu Center for Teaching and Learning .......................................................................... 21  
5. Office of International Students and Scholars (OISS) ...................................................... 22  
6. Office for Graduate Student Development and Diversity (OGSDD) ............................... 23  
7. Dean’s Emergency Fund ...................................................................................................... 23  
8. Graduate School Contact Information ............................................................................... 24  
Appendix A: Provisional 2021-2022 DGS Calendar ............................................................. 25
Changes since 2020-2021

- “Hard” Registration Holds: Students who fail to submit an official undergraduate transcript before matriculation or who fail to advance to candidacy by their deadline will be unable to register until they comply or secure a temporary waiver from their DGS and the Associate Dean for Graduate Academic Support.

- Course Waivers: DGSs now have greater flexibility in recommending more than three course waivers for doctoral students who completed graduate studies prior to coming to Yale for a Ph.D.

- Teaching for first years in the Humanities and Social Sciences (H and SS): First-year students in the H and SS may now teach in the Teaching Fellow Program (TFP) with the approval of their DGS and the Associate Dean for Graduate Academic Support.

- Teaching Expectations in the H and SS: All doctoral students in the H and SS will typically teach at the standard TF-20 level.

- COVID Extensions in the H and SS: In Spring 2020, the Graduate School provided the possibility of offering COVID extensions to H and SS doctoral students in response to the pandemic. There are two types of extensions:
  1) The UDF COVID Extension
     - Provided automatically to students who were in years four-six and receiving a UDF during the Spring 2020 term.
     - Eligible students receive an additional UDF term, which can be used in year five, six, or seven.
       - If taken in year six, this additional term of UDF replaces a semester of sixth-year teaching for which sixth-year students would normally be eligible, if approved by their department.
       - Students on a UDF COVID extension receive a Health Award and a fellowship to cover the cost of the Continuous Registration Fee (CRF).
       - This additional UDF semester does not include an extra UDF summer. Students have five summers of funding from their original funding package.
  2) The Departmental COVID Extension
     - Available upon departmental recommendation to doctoral students in the H and SS who were in years one-six in the Spring 2020 term in any registration status. (Eligibility includes students who were on leave, parental relief, and noncumulative registration.)
       - This extension provides up to two terms of Teaching Fellowship at the standard stipend rate and a summer of additional funding (a sixth summer), along with a Health Award.
       - Students who receive a departmental COVID extension may use their UDF in year seven.
       - Seventh-year students on a departmental COVID extension will receive a fellowship from GSAS to cover the cost of the CRF in any semester in which they teach in the TFP or receive a UDF.
THE DIRECTOR OF GRADUATE STUDIES

As DGS, you are the chief connection 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 DGS breakfasts and lunches and keep informed of developments in the Graduate School, your department, and related programs. You should familiarize yourself with the regulations and principles governing education in the Graduate School as set forth in the Graduate School of Arts and Sciences Programs and Policies bulletin (P&P). 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 the Graduate School, and in accordance with the regulations and usages of the Graduate School. This general charge naturally gives 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 administrative traditions. Nevertheless, there are some obligations that all DGSs must fulfill, and these are described here.

I ADMISSIONS

The DGS is responsible for both the recruitment and admission of a diverse cohort of new students, or, in some large departments, these tasks may be assigned to a “Director of Graduate Admissions” (DGA) who is appointed by the program or department. The DGS or DGA 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 deans to determine a total program/budget size for the coming year, and the number of offers to be extended.
- Identifying and communicating to the GSAS Admissions Office the names of 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 proxy 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; offers should not be communicated to students by the department or program directly.

• Working with your designated dean 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 fielding requests from students who wish to come to 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-application-process.

• For further information about the admissions process, please see the P&P or contact Leah Phinney, Director of Admissions, at (203) 432-2749, leah.phinney@yale.edu, or graduateschool.admissions@yale.edu, or your designated admissions dean. Senior Associate Dean Michelle Neearon may also be contacted at (203) 436-1301 or michelle.nearom@yale.edu, if you have admissions or recruitment questions related to diversity, equity, and inclusion.

The Graduate Admissions website also serves as a resource for questions about the application process: http://gsas.yale.edu/admission-graduate-school.

Specific information about admissions in your department will be sent to you as DGS in the late fall.

II 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 mentoring functions smoothly in your program and in advising students directly as they plan their academic coursework and program. Your advisory role as DGS extends throughout a student’s academic career at Yale, although it will change and develop as students advance through the program. At the coursework 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 advance to candidacy. Once candidacy is attained, academic advising usually shifts substantially to the dissertation director and committee, but you will be responsible for assessing an online Dissertation Progress Report (DPR) annually for each candidate 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 regularly and to share their own successful advising approaches with colleagues to
encourage the development of best practices within their 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.

Here is a list of points on which you will likely consult with students during 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 degrees, combined degrees, and interdisciplinary study
- Planning teaching experiences and participating in teacher training at the Poorvu Center for Teaching
  and Learning
- Troubleshooting difficulties between the student and dissertation adviser
- 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
  possibilities through programming from the Office of Career Strategy (OCS)

You should strongly encourage your faculty to notify you and Allegra di Bonaventura
(allegra.dibonaventura@yale.edu), Associate Dean for Graduate Academic Support, whenever a student is
in academic trouble, or when there appears 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 Graduate Academic
Support and with Dr. Paul Hoffman, Chief of Mental Health and Counseling at Yale Health, at (203) 432-
0290. If you or another faculty member has concerns that a student may have a problem with substance
abuse, contact Dr. Marie Baker, Clinical Psychologist and Substance Abuse Counselor at Yale Health, at (203)
432-1891. 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 Graduate 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 Graduate Academic Support. The associate dean is available
to assist with the preparation of such communications.

Pursuant to 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 Senior Associate Dean Michelle
Necaron and Assistant Deans Danica Tisdale Fisher and Matthew Tanico. For more information, go to
http://smr.yale.edu/
2. **Departmental Duties**
You should meet with your graduate students as a group at least once a term. This gathering provides an opportunity for you to learn about general student concerns and to disseminate important information about your 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 a range of career options and search for employment. We strongly encourage departments to appoint dedicated placement officers to help with this important task, although in some disciplines it may be more appropriate for the dissertation director to take primary responsibility for their students. 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, at (203) 432-7274 or hyunja.shin@yale.edu.

**End-of-Year Evaluations**
Each year, DGSs must provide written end-of-year evaluations to all students in their program. In practice, this requirement pertains to students in years one through two or three, because once a student advances to candidacy the DGS reviews and signs off on the DPR each year. You may develop a pre-candidacy annual form for this purpose, or you may simply write a narrative for each student. The reports should be distributed to individual 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 https://gsas.yale.edu/resources-students/finances-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 ensure that the student notifies the GSAS Financial Aid Office (gradfinaid@yale.edu) so that they can ensure that the fellowship is correctly disbursed in conjunction with the student’s university funding. Robert Harper-Mangels, the Associate Dean for Admissions and Fellowships, can also provide advice and information about external, non-Yale fellowships (robert.harper-mangels@yale.edu).

**Summer Internships**
The summer internship program allows doctoral students to remain registered while employed over the summer to learn dissertation research techniques, collect data, or gain exposure to a potential field of employment. Internships must take place between June 1 and the start of the fall term, and students are limited to two summer internships. Students performing approved paid internships forgo their Yale summer funding. The summer internship program requires enrollment in a graded, applied research experience course. The Request for Summer Internship and Summer Course Registration form should be completed and approved at least four weeks before the start of an internship.

**Colloquia and Symposia**
The Graduate School sponsors student/faculty colloquia, student-led seminars, 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. More information about sponsored colloquia and symposia are available at: https://gsas.yale.edu/resources-students/finances-fellowships/deans-colloquia-symposia-funds

**Conference Travel Funds**

Attending and presenting at academic conferences is important to our students’ professional and research development. In addition to any conference funds that may be administered through departments and programs, the Graduate Student Assembly (GSA) administers the GSA Conference Travel Fellowship, to which students may apply for limited, supplementary funds to support travel to professional conferences. Encourage your students to apply, as needed: http://gsa.yale.edu/cft.

Ph.D. students and some master’s degree students in the H and SS are also 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 event 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 can be found on the [Yale Students Grants and Fellowships Database](https://gsas.yale.edu/resources-students/finances-fellowships/deans-colloquia-symposia-funds) by searching for “conference grant.”

**III 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 current 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. This information should also be detailed in your program-specific advising guidelines.

1. **Before Students Arrive**

   Incoming students should be encouraged to prepare to meet any 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 language for reading courses in French, German, Italian, and Spanish. These are open to newly matriculating and continuing doctoral students. DGSs should notify the Associate Dean for Graduate Academic Support in April or May, if they have matriculating doctoral students they would like to 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 condition 1 nor 2 is met, by having their language skills assessed by the Center for Language Studies’ English Language Program (ELP). Incoming doctoral students who have not met the oral English proficiency requirement are required to enroll in the [Summer English Language Program](https://gsas.yale.edu/resources-students/finances-fellowships/deans-colloquia-symposia-funds) prior to matriculating. If they do not meet the oral English proficiency requirement after matriculating, they must enroll in at least one ELP course per term.
The Registrar is continuing to move from paper to electronic forms. As electronic forms come online, some of the links presented in this handbook are likely to change.

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, however. While waivers are typically for up to three courses, you may recommend a greater number depending on individual circumstances. For students who have completed previous relevant graduate course work at Yale, you may recommend waiving up to a year of course work. 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 Form 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.

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 enrolled 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 (https://registrar.yale.edu/forms-petitions) and submit it for your signature. The form must then be filed with the Office of the Graduate Registrar (registrar.gas@yale.edu). Only one TI per term is permitted. If students encounter extenuating circumstances, such as an extended illness, they may request one or more additional TIs with the approval of their instructors and DGS. The granting of multiple TIs in one academic term requires formal approval by the Associate Dean for Graduate Academic Support. TIs received in an academic year, regardless of the term, must be converted to final grades by October 1 of the following academic year (unless a student goes on leave during the period of the TI). 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 a language requirement certification form to the Registrar, available at http://gsas.yale.edu/forms.

¹ The Registrar is continuing to move from paper to electronic forms. As electronic forms come online, some of the links presented in this handbook are likely to change.
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 students, 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 with dispatch. 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 the faculty’s appraisal and recommendations for the coming year. We believe that mandatory written evaluations are particularly useful.

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 exams. It is up to the department to determine which sequence best suits its program. As DGS, you should review your program’s candidacy policies.

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 substantive 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 must submit to the Registrar a qualifying exams/prospectus certification form, which is available at https://registrar.yale.edu/forms-petitions. If you have a student who will be withdrawn from your program for failing to pass exams, please notify the Associate Dean for Graduate 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 Graduate Academic Support.

Admission to candidacy normally occurs by the end of the third year of study, at which time you should submit to the University Registrar (registrar.gsas@yale.edu) an Admission to Candidacy Certification 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 be barred from registering in the next term. If you wish to make a special case to extend a deadline for a student who has not yet advanced to candidacy, please contact the Associate Dean for Graduate Academic Support well before the start of the relevant term to request a registration hold waiver.

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 in others.

Dissertation committee meetings ensure 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 at times when a student and adviser may be in conflict. We strongly recommend that all students 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 DPR. Immediately upon advancing to candidacy, the online system will prompt a student to file a post-candidacy research plan for the remainder of the academic year. Subsequently, each candidate will be prompted by the system every April 1 to complete a report on their progress for the past academic year and a research and writing plan for the coming academic year (DPR deadline May 1). The DGS is responsible for ensuring that advisers review a 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, where 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).

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 is causing the hold. If the issue cannot be resolved, contact the Associate Dean for Graduate Academic Support to discuss it. The alternatives are to withdraw the student from the program or to register the student, contingent upon completion of the requirement by a certain date.

7. Dissertation Completion and Submission
The Graduate School does not have a uniform time-to-degree requirement and recognizes that time to degree may differ from field to field. However, it is crucial 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. After the registration period for a given semester closes, 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 submit their dissertations before the close of registration at the start of a semester will not be able to register for that semester.

Dissertations must be submitted to the Graduate School by October 1 for December degree conferrals and by March 15 for May degree conferrals. 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.

Details regarding dissertation submission can be found online at https://registrar.yale.edu/students/dissertation-submission. Although procedures for selecting and approving dissertation readers can vary by program, the DGS recommends readers for each dissertation to the Graduate School. Please contact the Associate Dean for Graduate Academic Support if you need clarification of the rules governing this process. Dissertation readers can be entered by the department or the student in the Dissertation Progress Reporting and Submission (DPRS) site, depending on departmental policy. 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, you must
still have two Yale readers. A dissertation may have no more than five readers. Once the dissertation readers have been entered in the DPRS site (either by the department or the student, depending on departmental practice), they must be approved by the DGS who will receive an email prompting review. Any revisions to the dissertation required by the readers before their final approval of the dissertation must be approved by the DGS.

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 Graduate School Degree Committee, then to the Graduate School Faculty, and finally to the Yale Corporation. 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 a student petitions for and receives a degree, the University has just one annual Commencement ceremony in late May. Students receive separate diplomas for each degree, terminal or en route. Ph.D. candidates may not “walk early” at Commencement; they must submit the dissertation by the March 15 deadline and receive approvals as described above to participate in Commencement. At the time of advancement to candidacy, students who have not petitioned for or received en route degrees will be considered for such degrees automatically. If a student advances to candidacy after the deadline to submit a petition for an en route degree in that term, the student will be considered for the degree in the following term.

Occasionally, prior to receiving their degrees, students may require degree verification letters indicating that they have completed all degree requirements and will graduate in December or June. Students can obtain degree verification letters from the Office of the Registrar: https://registrar.yale.edu/students/verifications.

IV 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 or claudia.schiavone@yale.edu.

1. Course Enrollment
   The DGS must approve each student’s registration selections through the Online Course Selection system. You must also approve a Course Schedule Change 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. The Course Schedule Change Form is a paperless form and you will receive the form to approve via email. Please see Appendix A for deadlines. Please pay attention to the deadline for changing course 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 Registrar.

2. Registration Status
   Most students register in residence through their fourth year. Once required coursework has been completed, a student preparing for qualifying examinations should enroll in QUAL 999 Preparing for Qualifying Exams, while those writing the prospectus should enroll in CAND 999 Prep: Admission for Candidacy. In the semester after students advance to candidacy, they should register in DISR 999
Dissertation Research. The DGS approves course enrollments through the Online Course Selection system or by approving a Course Schedule Change Form.

Some students, however, will be required to 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 https://registrar.yale.edu/forms-petitions. Normally, students may not register in absentia until they have advanced to candidacy; exceptions may be approved by the Associate Dean for Graduate Academic Support. For students who register in absentia in order to conduct required research abroad, please refer them to the following page for useful travel preparation information: http://world-toolkit.yale.edu. Students should register their academic and personal international travel with the University to access the free global travel advisory, medical, and emergency services of International SOS.

3. Extended Registration
Students beyond their sixth year who wish to register full time must complete a petition (https://registrar.yale.edu/forms-petitions) to extend registration. Petitions for registration in year seven are reviewed and approved by the DGS. Petitions for registration in the eighth year must receive a positive recommendation from the DGS and approval from the GSAS deans. Extensions for the eighth year are not pro forma and will only be approved in highly exceptional cases. Students seeking an extension of registration must 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 less than half-time in Dissertation Completion Status 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 requires 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 TFP 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. Students who fail to submit an official undergraduate transcript before matriculation or who fail to advance to candidacy by their deadline will be unable to register until they comply or secure a temporary waiver from their DGS and the Associate Dean for Graduate Academic Support.

5. Leaves of Absence
There are three types of leave: medical, parental, and personal. For the policies governing leave, please see the P&P. A student who wishes to go on leave should meet with their DGS and submit a written request to the DGS using the Change of Status form: https://registrar.yale.edu/forms-petitions. The DGS should forward the request and a recommendation to the Associate Dean for Graduate 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 or parental 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 leave
term). 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 goes on leave. 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 assignment stipulated in the letter approving the leave.

6. Parental Support and Relief
General information concerning support for families can be found on the GSAS website (see Families, Spouses, Partners & Children). 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, DGS and the Graduate School, with the understanding that students are entitled to full relief for a minimum of eight weeks. Parental relief may not be combined with other funding. To arrange for parental relief, a student should contact the Associate Dean for Graduate 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.

Ph.D. students who have a new child by birth or adoption may add the child to their 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 also encourage them to consult with the Assistant Dean of Graduate Student Life, Matthew Tanico, (203) 432-2583; matthew.tanico@yale.edu, 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 Graduate Academic Support the term before the planned modifications would occur.

7. Withdrawal and Readmission
A student who wishes to withdraw from a degree program should confer with the DGS and Associate Dean for Graduate Academic Support and submit the Change of Status Form: https://registrar.yale.edu/forms-petitions. Students who fail to meet departmental or Graduate School requirements by the designated deadlines will be withdrawn administratively, unless an extension or exception is granted by the associate dean. Students who have been 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.
Early start students must have the approval of their DGS and the Graduate School before starting at Yale. In late April, DGSs and departmental registrars are sent an Early Start Form to be completed for each early start student. Early start students may enroll no earlier than June 1 and must be provided with health insurance and 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) will do everything it can to accommodate your needs, but it does require substantial lead time to make the necessary arrangements.

All early start students must have regular Yale Health Basic coverage and (unless they sign 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. Students should be reminded that a new YUHS Waiver form must be submitted with the start of each fall term. You must provide the Associate Dean for Graduate Academic Support with charging instructions for health coverage on the Early Start Form.

9. **International Students and Early Starts**

International students who have been approved by the Graduate School for an early start and who have received University visa sponsorship must register with OISS 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 of 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.

10. **Exchange Scholar Program and Other Exchanges**

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

V **Graduate Student Teaching**

The purpose of the Teaching Fellow Program (TFP) is to provide graduate students with an essential element of their academic training. Each program has a teaching requirement agreed upon by the department and GSAS. Many departments incorporate a certain amount of teaching into their degree requirements, and other programs configure teaching as part of a financial aid requirement. Once completed, teaching assignments appear on students’ transcripts. Because training in teaching is central to students’ professional development, please 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. Instructors are also required to observe their TFs and provide constructive feedback.

1. **Resources**

While some departments 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 you can access: poorvucenter.yale.edu. Such services include:

**Teaching @ Yale Day**

At the beginning of each term, the Poorvu Center holds a required 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 graduate-student Poorvu Center staff members 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 a 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 Graduate School 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. As DGS, you will want to make sure that your TFs and faculty, particularly those with large numbers of TFs, are aware of these services.

2. **Professional Development Opportunities**

Each term, the Graduate School provides a small number of professional development opportunities for graduate students in the H and SS. 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.

VI  **TEACHING ALLOCATIONS AND ASSIGNMENTS**

Departments are assigned teaching resources in ten-hour blocks, as explained in your annual allocation memo sent by the TFP each spring. 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 composed of faculty, students, and staff.
Departments allocate and assign teaching through the online Teaching Fellow System (TFS) (https://tfs.app.yale.edu/tfs2). Payments are generated through TFS and students are notified of their assignments via email. In most departments and programs, DGSs and graduate registrars have administrative access to TFS, and DGs 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.

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 be involved. If you have any questions regarding the TFP, please contact Deputy Dean Pam Schirmeister at pamela.schirmeister@yale.edu or teaching.fellows@yale.edu.

VII FINANCIAL AID

Most issues regarding the disbursement of financial aid and fellowships can be resolved directly by the student by writing the Office of Financial Aid at gradfinaid@yale.edu.

Complete information regarding forms of financial aid is available in the section of the P&F titled “Financing Graduate School.” 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 the permission of both the DGS and the Associate Dean for Graduate Academic Support.

- 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 letter or email is sent to the Office of Financial Aid at gradfinaid@yale.edu. 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 Yale funding to a later year, with all funding from the student’s original funding package 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 H and SS who are recommended by their programs and are 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.

- Students in the H and SS who are in good standing and have advanced to candidacy are eligible to receive a twelve-month University Dissertation Fellowship (UDF) as part of their five-year funding package. Students who have 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 the Financial Aid Office directly if they wish to defer any portion of the UDF to 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 Graduate Academic Support.
• Please note that students are eligible to receive Yale funding from their original funding package, including the UDF, through the end of their sixth year, but not beyond.

VIII GENERAL DUTIES

1. Graduate School Events
Over the course of the year, the Graduate School participates in or hosts a number of events, both academic and social. It is important for 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 or early September*). 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** (*September*). An opportunity for new and returning DGSs to gather for a discussion of policies, practices, and the year ahead with each other and the deans.

- **Matriculation** (*during Orientation week*). Matriculation is the chief academic event for new students, after which the University President hosts a reception and the Graduate School hosts a welcome lunch.

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

- **Monthly DGS Breakfast and Lunch Meetings** (*ad hoc*). You will receive email notifications of the discussion topic, date, and location (or link) 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. DGSs are expected to attend 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.

Most departments have prepared handbooks and websites for their graduate students, and the Graduate School strongly endorses this practice. These handbooks outline program requirements in greater detail than the *P&EP*. A handbook might, for example, contain description of fields of study, options within the program, a program timetable, information about 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. By the end of September 2021, we ask that all programs create program-specific advising guidelines that explain in detail the responsibilities of advisers and advisees, lay out a year-by-year or term-by-term set of requirements and milestones, and help students understand departmental culture. These guidelines may form a stand-alone document or can be included in the graduate student handbook.
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* 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](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 the *P&P* 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 Yak Corporation. Please submit 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 necessary to adhere to the production schedule.

4. **Endowed Fellowships**
The Graduate School administers a large number of endowed fellowships. In mid-October, you will receive a list of the fellowships available to your department and a list of eligible students from the Office of Financial Aid. You should select one student for each fellowship. It is of crucial importance to our relationships 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 award recipients, along with their dissertation titles, the name(s) of their adviser(s), and a brief description of the significance of the dissertation by mid-April. Prizes are presented at the Graduate School Convocation on the Sunday
before Commencement. For inclusion in the Convocation Program, the above listed information must be received by mid-April. The Graduate School encourages the establishment of new student prizes that recognize the outstanding achievements and contributions made by students. For questions about creating a new departmental prize, contact Associate Dean for Partnerships and Special Projects Jasmina Besirevic Regan at (203) 432-5127 or jasmina.besirevic@yale.edu.

IX RESOURCES

The Graduate School and Yale 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 GSAS events and Graduate Student Life activities, and has offices for Graduate Student Life staff, OGSDD Fellows, and a satellite office for OCS 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 summers 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 GSAS students and their family members to help build community, combat isolation, promote wellness, and foster personal and professional 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 LGBTQ students, and students with spouses, partners, or children.

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 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 program orientation events with the GSAS schedule to allow new students to participate fully. Contact Assistant Dean of Graduate Student Life Matthew Tanico at (203) 432-8895 or matthew.tanico@yale.edu with any Orientation or new student questions. General inquiries about new student matters, including Orientation can be directed to GSAS’s new student information email: gsas.newstudents@yale.edu.

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, and cultural groups is available. The office also provides a liaison for
graduate students to other services at Yale, including graduate housing, parking, security, health, childcare, work life, the chaplaincy, and athletics, and is a liaison to various New Haven resources. The assistant dean administers the Graduate Affiliate Program in the Yale residential colleges, which allows a limited number of graduate and professional students to have a role in the residential college system.

- Please note that during the COVID-19 pandemic, GSAS maintains a team of Health and Safety Leaders (HSLs) who can assist you and your students with questions about COVID-related policies and compliance. Please direct COVID-related questions to the HSLs: gsas.safetyteam@yale.edu.

3. Office of Career Strategy (OCS)
The career development needs of graduate students are served in two ways. Academic departments and programs provide students with guidance and 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 a range of career paths, OCS 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 can 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 ocs.yale.edu. See the OCS faculty newsletter, emailed to DGSs monthly, for a summary of upcoming events.

Faculty and departmental groups may engage OCS 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 meet your department’s needs. Hyun Ja Shin, Director of Graduate and Postdoctoral Career Services, is happy to discuss the many ways OCS can collaborate with departments to provide the highest level of support to Yale graduate students: (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 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 @ Yale Day: orientation to teaching in Yale College (required for all first-time Teaching Fellows)
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

21
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, susanne.young@yale.edu, or visit their 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. Students can schedule these consultations through the [online scheduling system](https://poorvucenter.yale.edu/writing/graduate) on the GWL website.

- **PitchVantage Studio for Public Speaking** is located on the mezzanine floor of the Poorvu Center in room M104B. In the studio, graduate students can improve public speaking skills by practicing oral speeches, presentations, and lectures with PitchVantage software. The scheduling of PitchVantage sessions is similar to scheduling writing consultations on the GWL website.

- **Academic Writing Workshops and Seminars** are offered regularly through the academic year.

- **Peer-review Groups** help students discuss their work under the guidance of trained writing consultants. Groups generally have five to seven 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 specialized workshops. The GWL issues a weekly newsletter distributed to GSAS students, DGs, and registrars by email. For more information, contact Ryan Wepler, Director of the GWL, at ryan.wepler@yale.edu or visit the program website at [https://poorvucenter.yale.edu/writing/graduate](https://poorvucenter.yale.edu/writing/graduate).

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

OISS is Yale’s representative for immigration matters 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, outings, 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. 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 Yale’s student body and to enhance the intellectual experience of our scholarly community. The office coordinates efforts to recruit and retain students at the Graduate School. The senior associate dean and assistant dean work collaboratively with departments and programs to support the needs of all students pursuing graduate study. The deans advise prospective and current graduate students and oversee the Summer Undergraduate Research Fellowship (SURF) Program, the Post-Baccalaureate Research Education Programs, Diversity Recruitment and Preview Days, and the Annual Yale Bouchet Conference on Diversity and Graduate Education. The office also works with DGSs to schedule workshops around bystander intervention, Title IX, and developing community values. The senior associate dean 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 appointed annually to assist 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 Neeon, Senior Associate Dean for Graduate Student Development and Diversity, directly at (203) 436-1301 or michelle.neeon@yale.edu.

7. **Dean’s Emergency Fund**

   The Dean’s Emergency Fund is intended to assist Ph.D. and terminal Master’s degree 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 students who cannot reasonably resolve their immediate financial difficulty through fellowships, loans, or personal resources. The fund 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

<table>
<thead>
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<th>Location</th>
<th>Extension</th>
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<tbody>
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Appendix A: Provisional 2021-2022 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 ABSENTEA FOR STUDENTS WHO HAVE NOT ADVANCED TO CANDIDACY
- Review and update departmental website
- Assign graduate students in teaching years to TF appointments by August 1

AUGUST

FIRST WEEK

- Complete arrangements for language proficiency exams (if your department administers these exams at registration)
- Complete arrangements for departmental orientation activities
- Contact new teaching fellows about teaching @ Yale Day, August 30, 2021
- Assign all grant and university fellowship funding for the fall term by August 1
- Assign remaining graduate students to TF appointments, if appropriate, by August 20

MID-MONTH

- Online admissions application available
- Discuss students on academic hold with associate dean for graduate academic support

Aug. 23 M New student orientation week begins
    Oral Performance Assessment for continuing international students in Ph.D. programs

Aug. 25 W Fall-term online course selection begins

Aug 30 M Teaching @ Yale Day: orientation for all new Teaching Fellows – required Zoom meetings from 10am to 1pm (mandatory)

SEPTEMBER

FIRST WEEK

- Meeting with students regarding academic programs (online course selection system opens on August 25)
- Departmental orientation activities
- Publicize dean’s fund for colloquia and symposia and assist students with proposals
- Graduate Program Review (GPR) meetings begin and continue through the fall term
- Begin to discuss with colleagues any programmatic changes that will need graduate school approval

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² When this document was completed, not all deadlines for the 2020/21 academic calendar were finalized; please look online for calendar updates.
Sept. 1  W  Fall-term classes begin

Sept. 3  F  Monday classes meet on Friday
Due date to notify department of intention to submit dissertation for award of the Ph.D. in December

Sept. 6  M  Labor Day. Classes do not meet

Sept. 15 W  Fall-term online course selection ends
Final day for registration
A fee of $50 is assessed for course schedules accepted after this date. 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 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
Final day to file petitions for M.A., M.S., and M.Phil. degrees to be awarded in December

Sept. 24 F  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 prorated

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

Oct. 1  F  Final date for the faculty to submit grades to replace grades of Temporary Incomplete (TI) awarded during the previous academic year
Due date for dissertations to be considered by the Degree Committee for award of the Ph.D. in December

Oct. 19 T  October recess begins, 11 p.m.

Oct. 25  M  Classes resume, 8:20 a.m.

Oct. 29  F  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 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 prorated
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

Nov. 1  M  Readers’ Reports are due for dissertations to be considered by the Degree Committee for award of the Ph.D. in December
Nov. 10  W  Final day to withdraw a degree petition for degrees to be awarded in December
Nov. 12  F  Deadline for departments to return Degree Recommendation Forms for December degrees to Registrar
           Oral Proficiency Assessment for international students in all GSAS degree programs
Nov. 19  F  November recess begins, 5:30 p.m.
Nov. 29  M  Classes resume, 8:20 a.m.

LAST WEEK
▪ SUBMIT FORMS FOR FALL REGISTRATION IN ABSENTIA FOR STUDENTS WHO HAVE NOT ADVANCED
   TO CANDIDACY
▪ CONFIRM THAT ANY STUDENTS LEAVING THE PROGRAM HAVE SUBMITTED WITHDRAWAL FORMS

DECEMBER
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

Dec. 1  W  Final day to submit petitions for extended registration and Dissertation Completion Status for the spring term
Dec. 16  TH  Classes end, 5:30 p.m.
           Final examinations begin, 7:00 p.m.
Dec. 22  W  Examinations end, 5:30 p.m. Winter recess begins
Dec. 23  TH  Date of December degree award

JANUARY
First Week
▪ DISCUSS STUDENTS ON ACADEMIC HOLD WITH ASSOCIATE DEAN FOR GRADUATE ACADEMIC
   SUPPORT
▪ PLAN DEPARTMENTAL RECRUITMENT EVENTS FOR FEBRUARY, MARCH OR APRIL; CONSULT WITH
   MCDOUGAL GSLAND/OR OGSDD FOR RECRUITMENT INFORMATION & ASSISTANCE
▪ YOUR PROGRAM’S P&P ENTRY FOR THE NEXT ACADEMIC YEAR WILL BE SENT TO YOU FOR UPDATE.
   THE UPDATE, WITH ANY CHANGED REQUIREMENTS, MUST BE SUBMITTED IN MID-MARCH.

Jan. 3  M  Final grades for fall-term courses due
         Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete
Jan. 12  W  Spring-term online course selection begins
Jan. 14  F  Teaching @ Yale Day: orientation for all new Teaching Fellows
Jan. 17  M  Martin Luther King, Jr. Day. Administrative offices are closed; classes do not meet
Jan. 18  T  Spring-term classes begin, 8:20 a.m.

Jan. 27  TH  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

Jan. 28  F  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
- FEBRUARY 1 IS THE DEADLINE FOR PROGRAMS TO INFORM THEIR ADMISSIONS DEAN ABOUT DECISIONS FOR PH.D. DEGREE APPLICANTS AND ENTER DECISIONS IN SLAG.

Feb. 11  F  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 prorated

Feb. 15  T  Due date to notify department of intention to submit dissertation for award of the Ph.D. in May

MARCH

FIRST WEEK

- MAKE FINAL PLANS FOR MARCH OR APRIL RECRUITMENT EVENTS
- ADMITTED STUDENTS SENT RECRUITMENT EMAIL WHICH INCLUDES LETTER FROM THE DEAN, LIFE IN NEW HAVEN INFORMATION AND ONLINE RESOURCES
- MARCH 1 IS THE DEADLINE FOR DEADLINE FOR PROGRAMS TO INFORM THEIR ADMISSIONS DEAN ABOUT DECISIONS FOR TERMINAL MASTER’S-DEGREE APPLICANTS AND ENTER DECISIONS IN SLAG.

Mar. 1  T  Final day to file petitions for M.A.S., M.A., M.S., and M.Phil. degrees to be awarded in May

Mar. 11  F  Midterm
Final day to change enrollment in a spring-term course from Credit to Audit or from Audit to Credit
Final day to withdraw from a spring-term course
Spring recess begins, 5:30 p.m.
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 prorated
Teaching appointments will not appear on the transcripts of students who withdraw from the assignment on or before this date

THIRD WEEK

- SUBMIT REVISED P&P TO ASSOCIATE DEAN ANN GAYLIN
- DEAN’S RECEPTION FOR ADMITTED APPLICANTS

Mar. 15  T  Due date for dissertations to be uploaded to DPRS for consideration by the Degree Committee for award of the Ph.D. in May

28
Mar. 28 M  Classes resume, 8:20 a.m.

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 next academic year
- Return P&P entries
- April 15 deadline for admitted applicants to respond to admissions offer online

Apr. 15 F  Good Friday. Administrative offices closed; classes meet
Readers’ reports are due for dissertations to be considered by the Degree Committee for award of the Ph.D. in May

Apr. 18 M  Oral Proficiency Assessment for international students in all GSAS degree programs
Deadline for departments to return Degree Recommendation Forms for May graduation
Final day to withdraw a degree petition for degrees to be awarded in May

FINAL WEEK

- Teaching fellow allocation and appointment process for fall term begins
- Departmental awards due to GSAS via webform for recognition at convocation and commencement

MAY

- Admitted students emailed new student information and checklist
- Assign all grant and university fellowship funding for the summer by May 15

May 1  Su  Final day to submit Dissertation Progress Reports

May 5  TH  Classes end, 5:30 p.m.

May 6  F  Final examinations begin

May 11 W  Final examinations end

May 13 F  Final grades for spring-term courses are due for candidates for terminal M.A.S., M.A., and M.S. degrees to be awarded at Commencement

May 14 SA  Save the Date: Commencement celebrations for 2019 & 2020 graduates

May 22 SU  Graduate School Convocation

May 23 M  University Commencement
Date of May degree award

JUNE

- Review all students with temporary Incompletes and inform them of the September 1 deadline to submit their work (grades due October 1)
• COMPLETE END-OF-YEAR EVALUATIONS FOR EACH STUDENT IN YEARS ONE THROUGH THREE
  Final grades for spring-term courses and full-year courses are due

June 3  F  Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete

June 6  M  Final day to submit petitions for extended registration and Dissertation Completion Status for the fall term
INDEX

Academic requirements, 8
  candidacy, 10
  dissertation readers, 11
  grades, 9
  languages, 8, 9
  prospectus, 10
  waiving coursework, 9
Admissions, 4
Advising, 5
  advancing to candidacy, 5
  dissertation progress report, 5
  registration, 5
Candidacy, advancement to, 5, 10
  en route degrees, 12
Colloquia and Symposia, 7
Commencement, 12, 18
  prizes, 19
Conference Travel Funds, 8
Course Enrollment, 12
Dean’s Emergency Fund, 23
Departmental Duties, 7
Dissertation Progress Report, 5
Dissertation submission, 11
Early Start, 14
En route degrees, 12
End-of-Year Evaluations, 7
Exchange Scholar Program, 15
Fellowship Information, 7
Fellowships
  combined awards, 7, 17
  dissertation, 17
  employment restrictions, 17
  summer, 17
Grades
  honors requirement, 9
  incomplete, 9
  revisions to, 9
International students, 22
Job Search and Career Options, 7
Language requirements, 8, 9
Leaves of absence, 13
Matriculation ceremony, 18
McDougal Graduate Student Center
  student life, 20
McDougal Graduate Student Center, 20
Office for Graduate Student Development and Diversity (OGSDD), 23
Online Course Selection, 5
Parental Relief, 14
Poorvu Center for Teaching and Learning, 15, 21
Registration, 5, 12
  early start, 14
  extended, 13
  in absentia, 13
  leave of absence, 13
Student life
  McDougal Center resources for, 20
Summer Internships, 7
Teaching Fellow Program (TFP), 15
University Dissertation Fellowship (UDF), 17
Waiving coursework, 9
Withdrawal and Readmission, 14¢