

**YALE UNIVERSITY
GRADUATE SCHOOL OF ARTS AND SCIENCES
DGS HANDBOOK**

2023-2024



June 2023

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 issues 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-third 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,

A handwritten signature in cursive script that reads "Lynn Cooley". The signature is written in black ink and is positioned above the typed name and title.

Lynn Cooley, PhD
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Contents

| | |
|--|----|
| RECENT CHANGES | 3 |
| I THE DIRECTOR OF GRADUATE STUDIES | 4 |
| II ADMISSIONS | 4 |
| III ADVISING | 5 |
| 1. Individual Students | 5 |
| 2. Departmental Duties | 8 |
| IV ACADEMIC REQUIREMENTS & REGULATIONS | 9 |
| 1. Before Students Arrive | 9 |
| 2. Coursework and Grades | 10 |
| 3. Language Requirements | 11 |
| 4. Evaluating Student Work | 11 |
| 5. Qualifying Exams, Prospectus, and Admission to Candidacy | 11 |
| 6. Academic Registration Holds | 12 |
| 7. Dissertation Completion and Submission | 12 |
| V REGISTRATION | 13 |
| 1. Course Enrollment | 13 |
| 2. Registration Status | 14 |
| 3. Extended Registration | 14 |
| 4. Non-Academic Registration Holds | 15 |
| 5. Leaves of Absence | 15 |
| 6. Parental Support and Relief | 15 |
| 7. Withdrawal and Readmission | 16 |
| 8. Early Start | 16 |
| 9. International Students and Early Starts | 16 |
| 10. Exchange Scholar Program and Other Exchanges | 16 |
| VI GRADUATE STUDENT TEACHING | 17 |
| 1. Resources | 17 |
| 2. Professional Development Opportunities | 18 |
| 3. Sixth-Year Teaching | 18 |
| VII TEACHING ALLOCATIONS AND ASSIGNMENTS | 18 |
| VIII FINANCIAL AID | 19 |
| IX GENERAL DUTIES | 19 |
| 1. Graduate School Events | 19 |
| 2. Program Review and Departmental Handbook | 20 |
| 3. The Graduate School Programs and Policies Bulletin | 20 |
| 4. Fellowships | 21 |
| 5. Departmental Prizes | 21 |
| X RESOURCES | 21 |
| 1. The McDougal Graduate Student Center | 22 |
| 2. Graduate Student Life (GSL) | 22 |
| 3. Office of Career Strategy | 22 |
| 4. Poorvu Center for Teaching and Learning | 23 |
| 5. Office of International Students and Scholars (OISS) | 25 |
| 6. Office for Graduate Student Development and Diversity (OGSDD) | 25 |
| 7. Dean's Emergency Fund | 25 |

| | |
|---|----|
| 8. Student Accessibility Services | 26 |
| 9. GSAS Embedded Mental Health Clinician..... | 26 |
| 10. Graduate School Contact Information | 27 |
| Appendix A: 2023-2024 DGS Calendar | 28 |

RECENT CHANGES

- **Registration Holds:** Most registration holds at Yale are “soft” holds, which flag a student’s record, but do not actually prevent students from accessing the registration system. In 2023-2024, the University Registrar will convert three academic holds to “hard” holds that will prevent an affected student from accessing the registration system. If a student does not resolve the hold (by completing the requirement or receiving an extension), they may be subject to administrative withdrawal. DGSs will be consulted in advance of any withdrawal.
 - Candidacy holds for PhD students who have not met GSAS and departmental deadlines to advance to candidacy and are in the second semester of year 3 will be placed on a “hard” registration hold, which will bar them from accessing the registration system in year 4. To request an extension of the candidacy deadline for an individual student, please contact a dean for academic support by emailing gsasadministrativedean@yale.edu.
 - Dissertation Progress Report (DPR) holds for PhD candidates who do not fill out a required annual DPR will bar affected students from accessing the registration system. Submitting the required DPR will automatically lift the hold for the student.
 - Responsible Conduct of Research (RCR) holds for students in the second semester of year 1 who have not completed the online RCR module will prevent access to the registration system in year 2. (Please note that this online module is separate from RCR courses and other training required in some programs.) Completing the online module, which students can access on the Yale Hub, will automatically lift the hold.
- Effective spring 2022, the Graduate School offers Medical Leave Hardship Awards of up to \$3,000 for GSAS degree students who experience financial hardship as a result of taking a medical leave from their academic program. If a student experiences financial hardship upon taking a medical leave, they can apply for a hardship award once their leave is approved by emailing gsasadministrativedean@yale.edu and including in their request: 1) their fixed monthly living expenses; 2) their savings/debt; and 3) any financial support from other sources, including employment or family. Students may apply for a hardship award in every semester in which they are on an approved medical leave. Students are notified directly of the availability of hardship awards in their leave approval emails.
- **Course Waivers:** Since fall 2021, DGSs have greater flexibility in recommending more than 3 course waivers for incoming students who have completed graduate studies prior to coming to Yale. Course substitutions are now at the discretion of the DGS and do not require Dean’s Office approval.
- The University Dissertation Fellowship (UDF) for PhD students in the humanities and social sciences (H & SS) is being “retired” in 2023-2024. Humanities and social science students will now receive six semesters of University Fellowship (not tied to teaching), six semesters of Teaching Fellowship (contingent on teaching in the Teaching Fellow Program at Yale), and five summers of funding in their original funding package to be used in whatever order the student and their DGS deem appropriate for their academic plans. Students will not need to apply for a UF/UDF; UFs remaining in a student’s original funding package are granted automatically when

a student in years 1-6 is not teaching or on external funding. The Office of Financial Aid must be notified whenever a PhD student receives an external award.

- If you have any PhD students with a child or children who are on an F-1 visa accompanied by a spouse on an F-2 visa, please notify a dean for academic support by emailing gsasadministrativedean@yale.edu to request that they receive the full family support subsidy, rather than having a portion of the subsidy go towards Family Plan Yale Health coverage.
- Departmental COVID extensions remain available to humanities and social science students who were enrolled in the spring 2020 semester in *any* registration status, including leaves of absence. These extensions provide up to two terms of *Teaching Fellowship* at the standard stipend rate and a summer of additional funding (a 6th summer), along with a Health Award. Please note that Teaching Fellowship funding is contingent on teaching in Yale's Teaching Fellow Program; remote teaching is not permitted.
 - Students who receive a departmental COVID extension are also eligible to use any remaining UDF/UF in year 7, rather than by the end of year 6.
 - 7th-year students on a departmental COVID extension will receive a fellowship from GSAS to cover the cost of the Continuous Registration Fee (CRF) in any semester in which they teach in the Teaching Fellow Program, receive a deferred UDF/UF, or receive an external award.

I THE DIRECTOR OF GRADUATE STUDIES

As DGS, you are the chief intermediary 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 meetings and meetings of the Yale Graduate Faculty, and keep informed of developments in the Graduate School, in your department, and in related programs. You should familiarize yourself with the regulations and principles governing education in the Yale Graduate School as set forth in the *Graduate School of Arts and Sciences Programs and Policies* bulletin ([P&P](#)). You should, of course, keep regular and well-publicized 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 established by the faculty of your department and by the Graduate School, and in accordance with the regulations and usages of the Graduate School. This general charge 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 own administrative traditions. Nevertheless, there are some obligations that all DGSs must fulfill, and these are described here.

II ADMISSIONS

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

- Reviewing the program or department website to ensure that it contains accurate and up-to-date information for prospective applicants, including links to the GSAS Admissions website.
- Working with the GSAS Admissions Office to ensure that applicants to your program can apply to any appropriate tracks or subfields within your program.
- Answering questions from prospective students.
- Working with your chair and the GSAS deans to determine the 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 representative to do the same. Departmental registrars may enter decisions at the direction of the DGS.
- Reviewing and electronically approving offers of admission and admission letters. Please note, official offers of admission may only be sent by the Graduate School and should not be communicated to students by the department or program directly.
- Working with Robert Harper-Mangels, Associate Dean for Admissions and Fellowships, to manage any waitlist and requests for deferrals.
- In addition to managing the recruitment of degree-seeking students, the DGS is also responsible for managing requests from students who wish to enter Yale for non-degree study through the Division of Special Registration (DSR), which includes Visiting Assistants in Research, Exchange Scholars, and Visiting Students. More information about the DSR program is available here: <https://gsas.yale.edu/admissions/non-degree-application-process>.
- For further information about the admissions process, please see the [P&P](#) or contact Leah Phinney, Director of Admissions (leah.phinney@yale.edu; graduateschool.admissions@yale.edu), or Robert Harper-Mangels (robert.harper-mangels@yale.edu).

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

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

III ADVISING

1. Individual Students

The DGS plays a central role in ensuring mentoring functions smoothly in your department 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 to determine their courses of study, though in larger departments, a network of faculty advisers may perform this function. As students prepare to take qualifying exams and complete prospectuses, you will help them to plan their examinations and form their committees. You will certify when they have advanced to candidacy. Once candidacy is attained, academic advising usually shifts substantially to the dissertation director, but you will be responsible for evaluating an annual Dissertation Progress Report (DPR) online for each student at the end of the spring term.



Students should feel free to come to you with any questions or concerns about their academic program and progress. If, for example, a student's adviser leaves Yale, it is the job of the DGS to help the student identify another suitable adviser. If the student is not receiving sufficient mentoring from their adviser, or if the fit between the student and the adviser is poor, it is within the DGS's purview to identify these problems and help the student develop a better relationship or find a new adviser.

You should strongly encourage your faculty to notify you and either Allegra di Bonaventura, Associate Dean for Graduate Academic Support (allegra.dibonaventura@yale.edu) or Matthew Tanico, Assistant Dean for Graduate Academic Support and Outreach (matthew.tanico@yale.edu) (both also reachable at gsasadministrativedean@yale.edu), whenever a student is in academic trouble, or when there is some basis for concern about the student's health or 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 deans for graduate academic support, GSAS's embedded mental health clinician, Dr. Eva Wilson (eva.wilson@yale.edu), and/or Dr. Paul Hoffman, chief of Mental Health and Counseling at Yale Health, at (203) 432-0290.

In the event of a student health emergency, please contact 911, Yale Public Safety (203-432-4400), Mental Health and Counseling, and the deans for graduate academic support, as needed. If you or another faculty member has concerns that a student may have a problem with substance abuse, you may contact Dr. Marie Baker, clinical psychologist and substance abuse counselor at Yale Health (203-432-1891; marie.baker@yale.edu). If a student is involved in a disciplinary action, please refer the student to the deans for graduate academic support.

Students with disabilities, including chronic and temporary health conditions, should be advised to apply to register with Student Accessibility Services (<https://sas.yale.edu>) so that they can receive any academic accommodations and auxiliary aids to which they may be legally entitled. SAS is a resource for both students and faculty, and will assist instructors, advisers, and DGSs with devising reasonable accommodations for individual situations. DGSs should know that faculty have a legal obligation to cooperate and engage with SAS in establishing such accommodations. If you have questions about how to support a student with disabilities in the context of your program or discipline, you can consult with Jordan Colbert (jordan.colbert@yale.edu), Associate Director for Assistive Technology at SAS, who is the designated adviser for students in the Graduate School of Arts and Sciences.

When a student is in serious academic trouble, the DGS should speak with both the student and adviser (and committee, when appropriate), and devise a plan of action that should be put in writing and shared

with the student, adviser, and a dean for academic support. The deans are available to assist with the preparation of such communications and can be reached by emailing gsasadministrativedean@yale.edu.

Pursuant to the April 2010 Guidance from the Office of Civil Rights, “responsible persons,” a group in which the DGS as a university official is included, *must* report any known or alleged instances of sexual misconduct to a Title IX coordinator. The Graduate School’s Deputy Title IX coordinators include Senior Associate Dean Michelle Nearon (michelle.nearon@yale.edu), Assistant Dean for Diversity Ksenia Sidorenko (ksenia.sidorenko@yale.edu), Assistant Dean for Graduate Student Professional Development Suzanne Young (suzanne.young@yale.edu), and Assistant Dean for Academic Support and Outreach Matthew Tanico (matthew.tanico@yale.edu). For more information regarding Title IX, see titleix.yale.edu.

Advising by Yale faculty is a critical component of graduate 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 useful resource for faculty and students navigating the advising relationship. We encourage faculty to consult this guide regularly and to share their successful personal advising approaches with colleagues to encourage the development of best practices within their own program. Graduate students should review the guide and use it to discuss expectations with faculty members prior to choosing a principal faculty adviser and subsequently, as needed, as they progress in their programs.

Given the differences across programs in the Graduate School, in 2020-2021 we asked each DGS work with faculty and students in their program to develop program-specific advising guidelines. All programs should now have a set of guidelines in place; these programs-specific guidelines should be made available to all students and, beginning in fall 2023, will be linked to each program page on the GSAS website. We recommend that programs post their advising guidelines on the department or program website as well. For your reference, you can find an up-to-date file of all program-specific advising guidelines in the “DGS Resources” SharePoint folder under “Advising and Mentoring.”

Below is a list of other subjects on which you will likely consult with students during their graduate careers at Yale. Many of these topics are discussed in more detail later in this 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](#)
- Extending registration eligibility beyond the sixth year; determining eligibility for departmental COVID extensions in the humanities and social sciences
- Parental relief and related issues
- Professional development experiences, internships, and preparation for a diversity of career options through programming from the Office of Career Strategy



2. Departmental Duties

You should meet with your graduate students as a group at least once a semester. 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. Some departments appoint dedicated placement officers to help with this important task, and in others, dissertation directors take primary responsibility for their students. In addition, if you would like information about career-related programs or assistance customizing a program for your department that addresses either the academic or non-academic job search process, please contact Suzanne Young, Assistant Dean for Professional Development (suzanne.young@yale.edu) or Hyun Ja Shin, Director of Graduate and Postdoctoral Career Services (hyunja.shin@yale.edu).

End-of-Year Evaluations

Each year, DGSs must provide written end-of-year evaluations to all students in their program until they submit the first Dissertation Progress Report (DPR). In practice, this requirement pertains to students in years one through two or three. You may develop a form for this purpose, or you may simply write a narrative for each student. The reports should be distributed to the 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 review the fellowship and advise on its correct disbursement in conjunction with the student's university funding. The Associate Dean for Admissions and Fellowships Robert Harper-Mangels (robert.harper-mangels@yale.edu) can also provide advice and information about external, non-Yale fellowships.

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 occur between June 1 and the start of the fall term. Students are limited to two summer internship opportunities. Students undertaking approved paid internships forgo Yale summer funding. The summer internship program requires simultaneous enrollment in a graded, applied research experience course. A [Request for Summer Internship and Summer Course Registration form](#) can be found online. It should be completed and approved at least 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 is available at <https://gsas.yale.edu/resources-students/finances-fellowships/deans-colloquia-symposia-funds>. There are two rounds of application review for Colloquia and Symposia funding through the Graduate School: for fall-term and full-year applications (due September 15) and for the spring term (due January 15).

Conference Travel Funds

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

MacMillan Center Conference Travel Grants

PhD students and some master's degree students in the H&SS are eligible to apply for MacMillan Center International Conference Travel Grants to support their travel to recognized scholarly conferences, workshops, and meetings as a program participant. The 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 and the application requirements can be found on the [Yale Students Grants and Fellowships Database](#) by searching for “conference grant.”

IV ACADEMIC REQUIREMENTS & REGULATIONS

Academic requirements are set by the department or program but must comply with the minimum requirements of the Graduate School. These are outlined in the *P&P*. Every program should maintain a website with a current statement of requirements and written advice about what is expected of students during each year of the program. This advice should include the program's expectation for the time that students will typically 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 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. If you have matriculating students who would benefit from enrolling in a summer online language for reading course prior to beginning their program, please contact Sarah Insley, Assistant Dean for Graduate Education (sarah.insley@yale.edu). Continuing doctoral students receive application instructions directly.

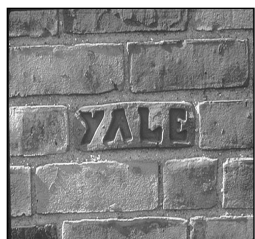
It is the responsibility of the DGS to ensure that students who need additional preparation in English receive proper advice and training. New PhD students whose first language is not English are required to demonstrate sufficient oral English proficiency. They may do so in three ways: 1) by having received 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). Doctoral students who have not met the oral English proficiency requirement are required to enroll in the [Summer English Language Program](#) 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. For information concerning Yale's English language assessments and courses, please contact James Tierney, Director of the ELP (james.tierney@yale.edu), or see <https://cls.yale.edu/programs/english-language-program>.

The Graduate School does not award transfer credit for graduate work completed prior to matriculation at Yale. A department may, with Graduate School approval, waive a portion of the PhD course requirement (typically three courses). For students who have completed previous relevant graduate coursework at Yale, you may recommend the waiver of up to a year of coursework. 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](#) to gsasadministrativedean@yale.edu, indicating the courses the student has taken and any 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 PhD 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. In addition, all GSAS students are required to achieve an overall HP average in their course work. Waived courses do not count towards the Honors requirement. Each term you should review the grades earned by students in your program and identify any academic problems. 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 Temporary Incomplete (TI) form (<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.gsas@yale.edu) for this grade to be recorded. 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 a dean for academic support (gsasadministrativedean@yale.edu). Temporary Incompletes received in an academic year, regardless of the term, must be converted to final grades by October 1 of the following academic year (unless a student goes on leave during the period of the TI, in which case the deadline is automatically extended for the period of the leave). 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 (as selected on the TI form). A professor's evaluation of a student's work is final and can only be changed by the professor in cases of a 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 consult with a [Discrimination and Harassment Resource Coordinator](#).

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, their department should update the student's record in Banner accordingly.

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 encountering academic difficulties warrant 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. The Graduate School regards mandatory written evaluations as particularly useful and effective.

5. Qualifying Exams, Prospectus, and Admission to Candidacy

Some departments require that students first take qualifying exams and then submit the prospectus, and others require the prospectus before exams. It is up to the department to determine the sequence that best suits its academic 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, the department must update the student's record in Banner accordingly. If you have a student who will be withdrawn from your program for failing to pass exams, please notify a dean for academic support in writing. It is highly recommended that you discuss any administrative withdrawals from your program with a dean for academic support prior to notifying the affected student. Administrative withdrawals do not become effective until they are officially approved by the Graduate School.

Admission to candidacy normally occurs by the end of the third year of study, at which time the program should update the student's record in Banner. The Graduate School Executive Committee must approve any department-wide variations on this requirement. A student who has not been admitted to candidacy by the expected time will not be able to register. If you wish to request an extension for a particular student who has not been admitted to candidacy, please contact a dean for graduate academic support to request an extension (gsadministratedean@yale.edu).

A Note on Dissertation Committees

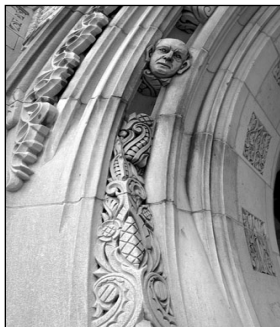
The Graduate School requires that all post-candidacy students have dissertation committees. A standard dissertation committee consists of the adviser and two other faculty members. Dissertation committees become active in the second year in some programs, but not until the fourth or later in others.

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 Dissertation Progress Report (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 student who has advanced to candidacy 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 (deadline May 1). The DGS is responsible for ensuring that advisers review a submitted DPR in a timely fashion. When reviewing 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, as desired. 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, which will prevent them from registering (see below). Submitting a DPR by the student will automatically lift the hold. Students are not penalized if faculty fail to submit their portion of the DPR.

6. Academic Registration 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 a dean for academic support (gsasadministrativedean@yale.edu) to discuss it. Alternatives are to register the student, contingent upon completion of the requirement by a certain date, or to withdraw the student from their program.



7. Dissertation Completion and Submission

The Graduate School does not have a uniform time-to-degree requirement and recognizes that time to degree differs from field to field. However, it is of crucial importance that both dissertation advisers and DGSs keep track of dissertation-stage students and their likely time to degree. Students who have advanced to candidacy 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 the add/drop period 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>. Procedures for selecting and approving dissertation

readers vary by program. For clarification of the rules governing this process, please contact a dean for academic support (gsadministrativedean@yale.edu). “Notification of Readers” forms can be set up 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. Advisers must be Yale ladder faculty with an appointment in the Graduate School. 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 requesting approval. Any revisions to the dissertation required by the readers before their final approval of the dissertation must be approved by the DGS.

In anticipation of degree conferrals, the Registrar will send you a spreadsheet listing all of your students who have petitioned for a degree. After the department reviews each candidate and the DGS responds to all degree requirement questions on the spreadsheet, the DGS returns the spreadsheet to the Registrar. 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 for approval. If the department does not recommend a candidate for the degree sought, it is the department’s responsibility to notify the candidate of its decision in writing. In such cases, it is appropriate for the DGS and the adviser to confer with the candidate in person.

Regardless of when the student petitions for and receives a degree during the academic year, the university has one annual [Commencement](#) ceremony in late May. Students receive separate diplomas for each degree, terminal or *en route*. However, only terminal degree recipients are eligible to walk at Commencement. PhD candidates may not “walk early”; they must submit the dissertation by the March 15 deadline and receive approvals as above to participate in or “walk” at Commencement. At the time of advancement to candidacy, students who have not petitioned for or received *en route* degrees will be automatically considered for such degrees. 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 require degree verification letters indicating that they have completed all degree requirements and will graduate in December or June. Degree verification letters can be obtained through the Office of the Registrar: <https://registrar.yale.edu/students/verifications>. For information regarding specific requirements for degrees *en route* to the PhD and for joint-degree study, please consult the [P&P](#).

V REGISTRATION

Only registered students may attend classes, receive financial aid, or use the facilities of the University. Registration information is emailed directly to students each term. Discussed below are different types of registration and your role in each. For questions concerning registration, contact Claudia Schiavone, Assistant University Registrar, at claudia.schiavone@yale.edu. Detailed information about the registration process can be found at <https://registration.yale.edu>, including guides for taking various actions related to course enrollment using Yale Hub, Yale Course Search, Degree Audit, and Canvas.

1. Course Enrollment

As of the spring 2023 term, the Graduate School no longer uses Online Course Selection and FSA for approving student schedules and DGSs are no longer required to approve course enrollments. Registration is now open to students from mid-November to mid-December for the following spring term; and during the month of April for the following fall term. The Add/Drop period, during which students can make changes to their schedules, opens just prior to when classes begin each term (check the academic calendar

for specific dates) and will remain open for roughly two weeks. Once Add/Drop closes, students will need to submit the [Graduate School Course Schedule Change Form](#) to make a schedule change.

Once a student's registration is submitted to the Registrar, all subsequent changes must be approved by the student's DGS and filed with the Registrar. Please pay attention to the deadline for changing 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. As of spring 2023 registration, DGSs are no longer required to approve course enrollments.

Some students 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 a dean for academic support (gsasadministrativedean@yale.edu). For students who register *in absentia* in order to conduct required research abroad, please refer them to the following page for important 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 and emergency services of International SOS. Students who register *in absentia* domestically in the U.S (except Hawaii) may purchase supplemental out-of-network insurance coverage through the [Yale Academic Travel Rider](#). The enrollment period to purchase the Academic Travel Rider is June 1 - 30 for the fall term (August 1 - January 31), and November 1 - January 15 for spring term (February 1 - July 31).

3. Extended Registration

Students beyond their sixth year of study 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 exceptional cases. Students seeking an extension of registration must have submitted a DPR online and uploaded any completed chapters of the dissertation. It is recommended that the DGS meet with students to discuss their petitions and plans for completion of the dissertation.

Alternatively, students may petition to enroll in a less than half-time [Dissertation Completion Status](#). 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 Teaching Fellow Program or to purchase Yale Health coverage and are charged the Continuous Registration Fee each semester. Students on this status are not subject to any employment restrictions. Students on a visa should consult with OISS before applying for this status, as they may not be eligible to retain their student visas.

4. Non-Academic Registration Holds

New students may be placed on registration hold if they have not received the necessary immunizations or submitted official transcripts from the undergraduate institutions they have attended prior to matriculating at Yale. Current students may also be placed on hold by [Student Accounts](#) for failure to pay charges on their university bill.

5. Leaves of Absence

There are three types of leave: medical, parental, and personal. For the policies governing leave, please see the [P&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](#). The DGS should forward the request and a recommendation to a dean for academic support (gsasadministrativedean@yale.edu), who will send a written decision to the student. Students on leave receive no stipend from the university and are not eligible to complete work toward their degrees. Their student IDs are also deactivated. Student Yale Health coverage is cancelled on the date a leave becomes effective, but students have thirty days in which to sign up for Student Affiliate Coverage while on leave: <https://yalehealth.yale.edu/more/enrollment-and-eligibility>. 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 term of leave). (Please also note that Yale Health coverage period dates differ from those of the academic semester: <https://yalehealth.yale.edu/more/coverage-start-dates-and-end-dates>.) Students seeking a medical leave must also obtain a written leave recommendation from an appropriate clinician 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 a dean before returning to their programs via email (gsasadministrativedean@yale.edu). Students seeking to return from leave may not register without a formal letter of return from a dean for academic support. Students on medical leave must also obtain written approval to return from an appropriate clinician 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 <https://gsas.yale.edu/resources-students/families-spouses-partners-children>). Registered PhD students who wish to modify their academic responsibilities due to the birth or adoption of a child may request a semester of 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 full time, 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 from academic responsibilities for at least an eight-week period. Parental relief may not be combined with other funding. To arrange for parental relief, a student should contact a dean for academic support (gsasadministrativedean@yale.edu) prior to the term of the birth or adoption. This benefit is limited to two birth or adoption events over the course of a student's program. If both parents are PhD students at Yale, both may receive this benefit per birth or adoption event. Please see the [P&P](#) for more information.

A PhD student who has a new child by birth or adoption may add the child to their Yale Health coverage at no additional cost, as they are eligible to receive a GSAS Health Award for the total cost of student plus child(ren) coverage. Information regarding PhD 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 Matthew Tanico, Assistant Dean for Academic Support and Outreach (matthew.tanico@yale.edu), as needed.

Graduate students in terminal MA/MS programs may modify their academic responsibilities because of the birth or adoption of a child. They should contact a dean for academic support (gsadministrativedean@yale.edu) 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 a dean for academic support (gsadministrativedean@yale.edu). The relevant form is available at <https://registrar.yale.edu/forms-petitions>. Students who fail to meet departmental or Graduate School academic requirements by the designated deadlines will be withdrawn administratively unless an extension or exception is granted by a dean for academic support. Students who have withdrawn and wish to resume study at a later date must submit a new application and will be evaluated with all other applicants.

8. Early Start

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

Early start students must have the approval of their DGS and the Graduate School before starting at Yale. In late April, all 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.

Non-U.S. 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 a student’s 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. The Yale Health Waiver form is available at <https://yalehealth.yale.edu/new-graduate-and-professional-student-forms>. Students who begin in the summer should be reminded that a new YUHS Waiver form must be submitted at the start of the fall term if they wish to waive hospitalization coverage for the fall term. You must provide the Graduate School 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 for U.S. citizens who start early and should be accomplished at the earliest possible moment after arrival. Payroll cannot 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 US IvyPlus institutions. Please see <https://gsas.yale.edu/resources-students/exchange-programs/exchange-scholar-program-ivyplus-exchange> for details and a link to the application form. 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. Detailed information about the various doctoral student exchanges can be found at <https://gsas.yale.edu/academics/academic-exchanges>; application instructions and the link to the online application form for international exchanges can be accessed at <https://gsas.yale.edu/admissions/non-degree-application-process/exchange-scholars>. If you have questions about the exchange programs sponsored by the Graduate School or are interested in establishing an exchange partnership, please contact Sarah Insley, Assistant Dean for Graduate Education (sarah.insley@yale.edu).

VI GRADUATE STUDENT TEACHING

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

1. Resources

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

Teaching @ Yale Day Events

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

Discipline-Specific Teaching Workshops

DGSs in a number of departments, including History, Psychology, Political Science, and History of Art, have instituted a workshop series for their new teaching fellows. To develop such workshops, the Poorvu Center consults with faculty members and graduate students within a department to design and deliver sessions on such topics 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.

Free Eating Attracts Students and Teachers (FEAST) Program

To encourage mentoring by faculty supervising TFs and PTAIs, the Dean's office sponsors the FEAST program, which enables faculty members to eat lunch with their TFs as a group at university dining halls. Please encourage your faculty members with TFs to take advantage of this program. A faculty sign-up form is located here: <https://gsas.yale.edu/feast-program-enrollment-form>. As DGS, you will want to make sure that your teaching fellows and faculty, particularly those with large numbers of TFs, are aware of this program. Please also bear in mind and impress upon your faculty that, at a minimum, instructors are expected to meet weekly with their TFs, including one meeting before the term begins. Instructors are also required to observe their TFs and provide constructive feedback.

2. Professional Development Opportunities

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

3. Sixth-Year Teaching

The Graduate School guarantees up to two terms of teaching appointments for sixth-year students in the Humanities and Social Sciences if the DGS approves. Sixth-year teaching does *not* include any summer funding.

VII TEACHING ALLOCATIONS AND ASSIGNMENTS

Departments are assigned teaching resources in ten-hour blocks, based both on the number of qualified and eligible students available, and on their average need for teaching fellows in recent years. Graduate programs then allocate these resources to specific courses and assign students according to a variety of procedures. In some departments, a single person oversees these tasks, usually the DGS or DUS, but we encourage programs to make assignments through a committee 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 DGSs are master approvers for assignments. DGSs should consult with the Teaching Fellow Program Office (teaching.fellows@yale.edu) to learn more.

A few points to remember when overseeing assignments:

In all departments, students in their “teaching years” (in the Humanities and Social Sciences, primarily third-, fourth-, and sixth-year students, must be assigned first. (Please note that students on a 7th-year COVID extension are also considered to be in a “teaching year.”) The Graduate School provides a stipend supplement to the teaching fellowship to bring total support to the level of the standard departmental stipend for Humanities and Social Science students in years one through six (and for students on 7th-year COVID extensions).

- Students who have not yet met the English proficiency requirement may only serve as graders without student contact. These grading positions do not fulfill departmental (academic) teaching requirements but will provide a student with a teaching fellowship.

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.

VIII 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.

Information regarding all forms of financial aid is available in the section of the *P&P* 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 a dean for academic support (gsadministrativedean@yale.edu).
- External fellowships received by students may be subject to the Graduate School’s combined award policy, which limits total annual combined fellowship and stipend compensation to a maximum level of the standard department/program stipend plus \$4,000 (pro-rated over 12 months). When you learn that a student has received an external award, you should make sure that a copy of the formal award letter 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 Yale funding package to be used by the end of year six. If students need additional information or counsel about the combined award policy, they should contact Robert Harper-Mangels, Associate Dean for Admissions and Fellowships (robert.harper-mangels@yale.edu).
- Students in H&SS receive six semesters of University Fellowship (not tied to teaching), six semesters of Teaching Fellowship (contingent on teaching in the Teaching Fellow Program at Yale), and five summers of funding in their original funding package to be used in whatever order the student and their DGS deem appropriate for their academic plans by the end of year 6. Students do not need to apply for a UF; UFs remaining in a student’s original funding package are granted automatically when a student in years 1-6 is not teaching or on external funding.
- Please note that students are eligible to receive Yale funding from their original funding package through the end of their sixth year, but not beyond (unless they are on a 7th-year COVID extension).

IX 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 include:

- **DGS Retreat** (*August*). An opportunity for new and returning DGSs to gather for a discussion of policies and the year ahead with each other, Graduate School deans, and directors.
- **Matriculation** (*during Orientation week*). Matriculation is the chief academic event for new students. It is typically held on the Monday of GSAS Orientation week.
- **Dean's Fall Reception** (*September*). Held in the late afternoon, this reception welcomes new and returning students, as well as faculty.
- **Monthly DGS Meetings** (*ad hoc*). You will receive notification 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. Most graduate students receive their diplomas in Woolsey Hall. We invite DGSs to sit on the stage and congratulate degree recipients in their respective programs. If you cannot attend, you must designate another faculty member to do so.



You will receive detailed notification of the exact times, dates, and locations of each of these events.

2. Program Review and Departmental Handbook

As DGS, you are responsible for overseeing the quality of graduate education in your department. You should review your program annually and bring to the attention of the faculty any changes that might improve your program.

Most departments have prepared handbooks and websites for their graduate students, a practice strongly endorsed by the Graduate School. These handbooks outline program requirements in greater detail than the *P&P*. 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. All programs must also have 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 in the Graduate School. Available online at <http://gsas.yale.edu/academics/programs-policies>, the *P&P* contains the official listing of

Graduate School courses, as well as the requirements and regulations of the Graduate School. Policies and requirements published in the *P&P* always supersede statements in departmental handbooks and web sites. It is the responsibility of the DGS to gather and update the information to be included in 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 Yale Corporation. Please submit such proposals during the fall term in the year prior to the proposed launch of a new program or degree to Deputy Dean Pamela Schirmeister (pamela.schirmesiter@yale.edu). Be sure to review the list of faculty members and the levels of appointment in your program. 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. Fellowships

The Graduate School administers a large number of endowed fellowships. As DGS, you will receive a list of the fellowships available to your department and a list of eligible students in October from the Office of Financial Aid. You should select one student for each fellowship. It is of crucial importance to our relationship with donors that you return the set of names within the required timeframe. Students often assume that endowed fellowships supplement, rather than replace, University Fellowship funding. You may need to explain that University Fellowships include funds from many different sources, including endowed fellowships.

5. Departmental Prizes

Many departments award student prizes, usually to graduating students. The awardees should be selected in April of each year. In March, each DGS is sent a web form to submit the names of the award recipients who will be graduating at Commencement in May, along with their dissertation titles, the name(s) of their adviser(s), and a brief description of the dissertation and its significance by late-April. Prizes are presented to graduating students at the Graduate School Convocation on the Sunday before University Commencement. For inclusion in the Convocation Program, the above listed information must be received by late-April, as indicated in communications from the Graduate School. The Graduate School encourages the establishment of new student prizes that recognize the outstanding achievements and contributions made by graduating students. Please contact Assistant Dean for Graduate Education Sarah Insley (sarah.insley@yale.edu) if you have questions or would like to establish a new prize.

X RESOURCES

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

1. The McDougal Graduate Student Center

<https://gsas.yale.edu/life-yale/mcdougal-graduate-student-center-space-collaborating-programs>

The McDougal 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. The Center hosts many Graduate School events and Graduate Student Life activities, and has offices for Graduate Student Life staff, OGSDD Fellows, the office of GSAS's embedded psychologist, Dr. Eva Wilson, and a satellite office for OCS career advising. The McDougal Center is open Mondays through Fridays from 9:00 am to 8:00 pm, and on weekends from 12:00 pm through 6:00 pm during the academic term, with more limited hours during summer and recess. Contact the McDougal Graduate Student Center office at (203) 432-BLUE or mcdougal.center@yale.edu.

2. Graduate Student Life (GSL)

<https://gsas.yale.edu/life-yale/mcdougal-graduate-student-life-office>

This office oversees student life programs and directs the facilities of the Center. It works with McDougal Graduate Student Life Fellows to create an array of programs and activities open to all graduate students and their family members to help build community, combat isolation, 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, and students with spouses, partners, and children. 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, professional development, or cultural groups is available.

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, you should coordinate your department or program orientation events with the GSAS schedule to allow new students to participate fully in all activities. General inquiries about new student matters can be directed to GSAS's new student information email: gsas.newstudents@yale.edu.

3. Office of Career Strategy

<https://ocs.yale.edu>

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 diverse career paths, the Office of Career Strategy (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 all GSAS and YC faculty monthly, for a summary of upcoming events.

Faculty and departmental groups may engage the OCS to conduct workshops specifically for your students on topics such as ‘Plan and Manage Your Career Development’ and ‘Converting your CV to a Resume.’ In addition, workshops can be customized to your department’s needs. To learn more about ways the OCS can support and collaborate with faculty, click [here](#).

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

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

Each year, approximately 20 graduate students serve as Poorvu Center 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. The Graduate Teaching program offers two ways for graduate

students to further enhance their teaching: The [Associates in Teaching program](#), which allows a graduate student to co-teach a course with a faculty member, and the [Teaching Innovation Project Grants](#) program, which offers funding for creative teaching projects in the disciplines. For more information, please 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, grant and fellowship applications, conference presentations, 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 Marx Library during the academic year. During these sessions, trained writing consultants provide feedback and comments on students' work. Students can schedule these consultations through the [online scheduling system](#) on the GWL website.

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

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

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

Peer-review Groups help students discuss their work under the guidance of trained writing consultants. Groups generally have 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 workshops tuned to their needs. The GWL issues a weekly newsletter circulated among GSAS students, department DGSs, and registrars by email. For more information, contact Ryan Wepler, Director of the GWL, at ryan.wepler@yale.edu or visit the program website at <https://poorvucenter.yale.edu/writing/graduate>.

5. Office of International Students and Scholars (OISS)

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

OISS is Yale's representative for immigration 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, bus trips, and a host family program. OISS supports various nationality clubs where students can meet others at Yale from their home country for friendship and support. OISS works closely with many Yale offices that assist graduate students, especially the Office of Career Strategy and Graduate Student Life, on programs and publicity. OISS is also a resource for all University faculty who admit or hire foreign nationals. If you have a student with visa problems or cultural adjustment issues, this is the first 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. Please refer to the OISS website for the contact information of the advisers assigned to students in the Graduate School.

6. Office for Graduate Student Development and Diversity (OGSDD)

<http://gsas.yale.edu/diversity>

The Office for Graduate Student Development and Diversity's mission is to expand the diversity of the student body and to enhance the intellectual experience of the entire scholarly community. The office coordinates efforts to recruit and retain students at the Yale Graduate School. The senior associate dean and assistant deans work collaboratively with departments and programs to support the needs of all students as they pursue 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 also 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 Nearon, Senior Associate Dean for Graduate Student Development and Diversity, (michelle.nearon@yale.edu).

7. Dean's Emergency Fund

The Dean's Emergency Fund is intended to assist PhD and terminal Master's 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 PhD students who cannot reasonably resolve their immediate financial difficulty through fellowships, loans, or personal resources. The funding is a one-time award, normally up to \$2,000, and does not require repayment. Eligibility and application information can be found at <https://gsas.yale.edu/funding-aid/deans-emergency-fund>.

Effective spring 2022, the Graduate School also offers Medical Leave Hardship Awards of up to \$3,000 for GSAS degree students who experience financial hardship as a result of taking a medical leave from their academic program. If a student experiences financial hardship upon taking a medical leave, they can apply

for a hardship award, once their leave is approved, by emailing gsasadministrativedean@yale.edu and including in their request: 1) their fixed monthly living expenses; 2) their savings/debt; and 3) any financial support from other sources, including employment or family. Students may apply for a hardship award in every semester in which they are on an approved medical leave.

8. Student Accessibility Services

<https://sas.yale.edu>

Student Accessibility Services is a resource for all Yale students with disabilities, determining appropriate accommodations, auxiliary aids, and services that assist them with navigating life on campus and accomplishing their academic goals. SAS is also a resource for faculty who seek guidance on implementing and managing appropriate accommodations for students in their courses and programs. The Graduate School works in close consultation with SAS to make sure that our resources and programs are accessible to all students. If you have questions about accommodations, accessibility, or assisting students with chronic or temporary disabilities in your program, please contact Jordan Colbert, Associate Director of Assistive Technology and the designated SAS adviser for the Graduate School, at jordan.colbert@yale.edu.

9. GSAS Embedded Mental Health Clinician

In addition to support services available to graduate students through Yale Health Mental Health and Counseling (<https://yalehealth.yale.edu/directory/departments/mental-health-counseling>), the Graduate School has an embedded mental health clinician, Dr. Eva Wilson (eva.wilson@yale.edu), who offers confidential, brief therapy and interim support for graduate students while they are seeking a longer-term clinician. Students can sign up for an appointment directly through Dr. Wilson's booking page here: <https://outlook.office365.com/owa/calendar/DropInAppointments@yale.edu/bookings/>. Dr. Wilson does not handle student emergencies. Emergencies involving a student's mental health should be referred, as appropriate, to 911; Yale Public Safety at 203-432-4400; MHC's 24-hour line at (203) 432-0290; and one of the deans for academic support (Allegra di Bonaventura, allegra.dibonaventura@yale.edu or Matthew Tanico, matthew.tanico@yale.edu).

10. Graduate School Contact Information

| Office | Location | Extension |
|---|--|--|
| Dean Lynn Cooley | 207 Warner House | (203) 432-2733 |
| Academic Deans Pamela Schirmeister, Deputy Dean Jasmina Besirevic Regan, Associate Dean for Graduate Education Allegra di Bonaventura, Associate Dean for Academic Support Robert Harper-Mangels, Associate Dean Admissions & Fellowships Sarah Insley, Assistant Dean for Graduate Education Matthew Tanico, Assistant Dean for Academic Support & Outreach | 201 Warner House 313 Warner House 312 Warner House 311 Warner House 405 Dow Hall 205 Warner House | (203) 432-7598 (203) 432-5127 (203) 432-2735 (203) 432-1884 (203) 432-0257 (203) 436-2628 |
| Student Development and Diversity Michelle Nearon, Senior Associate Dean Ksenia Sidorenko, Assistant Dean for Diversity Suzanne Young, Assistant Dean for Graduate Student Professional Development | 206 Warner House 406 Dow Hall 185 Founders Hall | (203) 436-1301 (203) 436-4171 (203) 432-8895 |
| Reception & Information | Warner House | (203) 432-2770 |
| Financial Aid Kerry Worsencraft, Director Kellie Webb, Assistant Director Dawn Galbicsek, Financial Aid Assistant | 246 Church 246 Church 246 Church | (203) 432-7980 (203) 432-2899 (203) 432-7423 |
| Teaching Fellow Program Matthew Regan, Assistant Director | 246 Church | (203) 432-2757 |
| Admissions Leah Phinney, Director Lisa Furino, Assistant Director | 307 Warner House 302 Warner House | (203) 432-2749 (203) 432-7017 |
| Graduate Registrar Claudia Schiavone, Assistant University Registrar | 246 Church | (203) 436-1579 |
| Student Life, McDougal Center Jennifer Mendelsohn, Director | 135 Prospect | (203) 432-BLUE |
| Office of Career Strategy Hyun Ja Shin, Director of Graduate and Postdoctoral Career Services Jacob Gonzalez, Senior Associate Director | 55 Whitney, 3rd floor 55 Whitney, 3rd floor | (203) 432-7274 (203) 432-0810 |
| Poorvu Center for Teaching and Learning Jennifer Frederick, Executive Director Gina Hurley, Associate Director, Graduate and Postdoctoral Teaching Development | 301 York 301 York | (203) 432-1198 (203) 432-1198 |
| Graduate Writing Lab Ryan Wepler, Director Julia Istomina, Associate Director | 301 York 301 York | (203) 432-7901 (203) 598-1829 (614) 822-9721 |
| Student Accessibility Services Jordan Colbert, Associate Director for Assistive Technology | 35 Broadway (Rear Entrance), Room 206 | (203) 432-8936 |
| Embedded Mental Health Clinician Eva Wilson, PhD | 188 Founders Hall | (203)-432-6110 |

Appendix A: 2023-2024 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

- 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 EVENTS
- 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 19

MID-MONTH

- ONLINE ADMISSIONS APPLICATION AVAILABLE
- DISCUSS STUDENTS ON ACADEMIC HOLD WITH A DEAN FOR GRADUATE ACADEMIC SUPPORT

| | |
|-----------|--|
| Aug. 21 M | New student orientation week begins (mandatory) |
| Aug. 23 W | Add/Drop Period opens |
| Aug. 30 W | Fall-term classes begin, 8:20 a.m. |
| Sept. 1 F | Monday classes meet on Friday |
| Sept. 1 F | Due date to notify department of intention to submit dissertation for award of the PhD in December |
| Sept. 1 F | Final day to file petitions for MA, MS, and MPhil degrees to be awarded in December |

SEPTEMBER

FIRST WEEK

- MEETING WITH STUDENTS REGARDING ACADEMIC PROGRAMS (ADD/DROP PERIOD OPENS ON AUGUST 23)
- 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

| | |
|-----------|---|
| Sept. 4 M | Labor Day. Classes do not meet |
| Sept. 5 T | Add/Drop period ends. Final day for registration. A fee of \$50 is assessed for course schedules accepted after this date |
| Sept. 5 T | Final day to apply for a fall-term personal leave of absence |

- Sept. 5 T 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
- Sept. 22 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

- Oct. 1 Sun Due date for dissertations to be considered by the Degree Committee for award of the PhD in December
- Oct. 1 Sun Final date for the faculty to submit grades to replace grades of Temporary Incomplete (TI) awarded during the previous academic year
- Oct. 17 T October recess begins, 11 p.m.
- Oct. 23 M Classes resume, 8:20 a.m.
- Oct. 27 F Midterm
- Oct. 27 F 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
- Oct. 27 F 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
- Oct. 27 F Teaching appointments will not appear on the transcripts of students who withdraw from the assignment on or before this date
- Oct. 31 T Readers' Reports are due for dissertations to be considered by the Degree Committee for awarding of the PhD in December

NOVEMBER

FIRST WEEK

- TEACHING FELLOW ALLOCATION AND APPOINTMENT PROCESS FOR SPRING TERM BEGINS
- ENROLLMENT PERIOD FOR THE ACADEMIC TRAVEL RIDER (INSURANCE SUPPLEMENT AVAILABLE FOR PURCHASE FOR STUDENTS REGISTERING IN ABSENTIA IN THE US EXCEPT HAWAII) RUNS FROM NOVEMBER 1-JANUARY 15 FOR THE SPRING 2024 TERM

- Nov. 8 W Final day to withdraw a degree petition for degrees to be awarded in December
- Nov. 10 F Oral Proficiency Assessment for international students in all GSAS degree programs
- Nov. 10 F Deadline for departments to return Degree Recommendation Forms for December degrees to Registrar

MID-MONTH

- REGISTRATION FOR SPRING 2024 OPENS FOR STUDENTS

- Nov. 15 W Registration for Spring 2024 opens, 8:00 a.m.
- Nov. 17 F November recess begins, 5:30 p.m.
- Nov. 27 M Classes resume, 8:20 a.m.
- Nov. 29 W Final day to submit petitions for extended registration and Dissertation Completion Status for the spring term

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

FIRST WEEK

CHECK ADMISSIONS APPLICATION DEADLINES: <https://gsas.yale.edu/admissions/phdmasters-application-process/dates-deadlines>

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. 13 W Registration for Spring 2023 closes, 5:00 p.m.
Dec. 14 TH Classes end, 5:30 p.m.
Dec. 14 TH Final examinations begin, 7:00 p.m.
Dec. 20 W Examinations end, 5:30 p.m. Winter recess begins
Dec. 21 TH Date of December degree award

JANUARY

FIRST WEEK

- DISCUSS STUDENTS ON ACADEMIC HOLD WITH A DEAN FOR GRADUATE ACADEMIC SUPPORT
- PLAN DEPARTMENTAL RECRUITMENT EVENTS FOR FEBRUARY, MARCH, OR APRIL; CONSULT WITH MCDUGAL GSL AND/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.
- ASSIGN REMAINING GRADUATE STUDENTS TO TF APPOINTMENTS BY JANUARY 6

Jan. 2 T Final grades for fall-term courses due
Jan. 2 T Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete
Jan. 08 M Add/Drop period opens, 8:30 a.m.
Jan. 15 M Martin Luther King, Jr. Day. Administrative offices are closed; classes do not meet
Jan. 16 T Spring-term classes begin, 8:20 a.m.
Jan. 19 F Add/Drop period closes, 5:00 p.m. A fee of \$50 is assessed for course schedules accepted after this date
Jan. 30 T Final day to apply for a spring-term personal leave of absence
Jan. 30 T The entire spring-term tuition charge or CRF will be cancelled for students who withdraw from the Graduate School on or before this date or who are granted a leave of absence effective on or before this date

FEBRUARY

- BEGIN TO CONTACT APPLICANTS AFTER OFFICIAL ADMISSIONS DECISIONS HAVE BEEN MADE
- SOME DEPARTMENTS HOST CAMPUS VISIT DAYS
- FEBRUARY 15 IS THE DEADLINE FOR PROGRAMS TO INFORM ROBERT HARPER-MANGELS ABOUT DECISIONS FOR PHD DEGREE APPLICANTS AND ENTER DECISIONS IN SLATE

Feb. 9 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 Th Due date to notify department of intention to submit a dissertation for award of the PhD in May
 Feb. 15 Th Final day to file petitions for M.A., M.S., and M.Phil. degrees to be awarded in May

MARCH

FIRST WEEK

- MAKE FINAL PLANS FOR MARCH OR APRIL RECRUITMENT EVENTS
- ADMITTED STUDENTS SENT RECRUITMENT E-MAIL WHICH INCLUDES LETTER FROM THE DEAN, LIFE IN NEW HAVEN INFORMATION, AND ONLINE RESOURCES
- MARCH 1 IS THE DEADLINE FOR PROGRAMS TO INFORM ROBERT HARPER-MANGELS ABOUT DECISIONS FOR TERMINAL MASTER’S-DEGREE APPLICANTS AND ENTER DECISIONS IN SLATE

Mar. 8 F Midterm - Spring recess begins, 5:20 p.m.
 Mar. 8 F Final day to change enrollment in a spring-term course from Credit to Audit or from Audit to Credit
 Mar. 8 F Final day to withdraw from a spring-term course
 Mar. 8 F 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
 Mar. 8 F Teaching appointments will not appear on the transcripts of students who withdraw from the assignment on or before this date

THIRD WEEK

- REVIEW DISSERTATION PROGRESS REPORTS
- SUBMIT REVISED *P&P* TO GSAS
- DEAN’S RECEPTION FOR ADMITTED APPLICANTS

Mar. 15 F Due date for dissertations to be uploaded to DPRS for consideration by the Degree Committee for award of the PhD in May
 Mar. 25 M Classes resume, 8:20 a.m.
 Mar. 29 F Good Friday. Administrative offices closed; classes meet

EARLY APRIL

- RESPOND TO DEAN’S INVITATION TO PARTICIPATE IN MAY COMMENCEMENT CEREMONY; ORDER RENTAL CAP AND GOWN, IF NEEDED
- FINAL EXECUTIVE COMMITTEE MEETING FOR THE ACADEMIC YEAR. ANY NEW PROGRAMS MUST BE APPROVED AT THIS MEETING IN ORDER TO BE OFFERED IN THE UPCOMING ACADEMIC YEAR

MID-MONTH

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

Apr. 15 M Readers’ Reports are due for dissertations to be considered by the Degree Committee for award of the PhD in May
 Apr. 17 W Oral Proficiency Assessment for international students in all GSAS degree programs
 Apr. 17 W 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 FOR RECOGNITION AT COMMENCEMENT

MAY

FIRST WEEK

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

May 2 Th Classes end, 5:20 p.m.

May 3 F Final examinations begin

May 8 W Final examinations end

May 10 F Final grades for spring-term courses are due for candidates for terminal MA and MS degrees to be awarded at Commencement

May 19 SU Graduate School Convocation

May 20 M University Commencement; Date of May degree award

JUNE

FIRST WEEK

- 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
- ENROLLMENT PERIOD FOR THE ACADEMIC TRAVEL RIDER (INSURANCE SUPPLEMENT AVAILABLE FOR PURCHASE FOR STUDENTS REGISTERING IN ABSENTIA IN THE U.S. EXCEPT HAWAII) RUNS FROM JUNE 1-JUNE 30 FOR THE FALL TERM
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May 29 W Final grades for spring-term courses and full-year courses are due

May 29 W Final day that faculty may submit a request for the assignment of a grade of Temporary Incomplete

Jun 5 W Final day to submit petitions for extended registration and Dissertation Completion status for the fall term