

YALE SUMMER SESSION



2017 Summer Student Handbook

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2017 STUDENT HANDBOOK

*The closing date for material in the Yale Summer Session 2017 handbook was March 15, 2017.
All information, including costs, is subject to change.*

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ABOUT YALE SUMMER SESSION

Welcome to Yale Summer Session! Each summer, Yale Summer Session brings together students from across the country and around the world to take Yale College courses in New Haven, online, or abroad, to study English through the English Language Institute, or to hone their craft at the Summer Writing Institute or the Yale Writers' Conference. Living together in Yale's residential colleges, students in New Haven share a vibrant community outside of the classroom. Students in online courses study with top Yale faculty, accessing our virtual seminar classroom from just about anywhere in the world. YSS extends beyond the boundaries of Yale's New Haven campus as well, with more than 25 Yale Faculty-led Programs abroad in Africa, Asia, Latin America, and Europe.

We hope that YSS will help you explore a new passion, ask new questions, and make new friends.

Yale Summer Session is part of an academic community dedicated to the advancement of learning. Its members freely associate themselves with Yale, and by doing so affirm their commitment to a philosophy of free inquiry, mutual tolerance, and respect for all members of the community.

This handbook provides the academic, dormitory, and dining regulations that govern our community. In general, these regulations apply to activities on campus; however, students should recognize that Yale exists within a larger community that has its own laws and standards of behavior. Everyone in the Yale community has an obligation to adhere to U.S. and Connecticut laws as well.

Yale College regulations reflect values confirmed by the Yale College Faculty, which affirmed by formal vote:

1. Its commitment to protect free expression and peaceful dissent and to preserve mutual respect and charitable relations among all members of the Yale community.
2. Its belief that physical restriction, coercion, or intimidation of any member of the community is contrary to the basic principles of the University.
3. Its expectation that such action will ordinarily result in temporary or permanent separation from the University.

ACADEMIC REGULATIONS

The following academic regulations govern Yale Summer Session. They are consistent with Yale College's academic regulations during the fall and spring terms, with some exceptions. Please familiarize yourself with these regulations, as assertions of ignorance of their provisions cannot be accepted as a basis for exception to them. If you have questions or concerns about any of these regulations, please consult the Dean of Yale Summer Session.

ACADEMIC REGULATIONS FOR ALL SUMMER SESSION STUDENTS

Yale Students and Visiting Students

GRADES

Students enrolled for credit in the undergraduate courses will receive a grade at the end of the session. The grades used are:

A Excellent

A-

B+

B Good

B-

C+

C Satisfactory

C-

D+

D Passing

D-

F Fail

TRANSCRIPTS & GRADE REPORTS

Grades will be available online within one month of the end of each session on the Yale Student Information Systems website. Grades will not be given over the telephone or by e-mail under any circumstances. Grade reports for any session will not be issued to any student who is financially indebted to the University. Please visit yale.edu/sis for more information.

Official transcripts are issued by the Yale University Registrar's Office. Visit registrar.yale.edu for complete instructions and fees for ordering transcripts.

No transcripts will be issued to students who are financially indebted to the University.

YALE CREDITS AND CREDIT HOURS (for visiting students)

Yale University has a standard conversion of 1 course credit equaling 4 credit hours. Students who wish to transfer Yale Summer Session credit to other colleges and universities are advised to consult with the appropriate academic authorities at their home institutions in advance. For further detailed information or questions regarding a specific credit hour conversion, contact the Office of the Registrar at (203) 432-2330 or registrar@yale.edu.

STUDENT INFORMATION AND PRIVACY RIGHTS

In accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), Yale Summer Session will refuse to disclose to any third party whatsoever personally identifiable information from the education record of a student without the student's prior written consent, except for the following directory information: the name of a student who is or has been in attendance; dates of attendance; the local address and telephone number; the permanent address; name and address of parent, guardian, or other person designated by the student to be notified in case of emergency; the place and date of birth; and the name of the most recent previous educational institution attended.

Students may sign a statement form refusing to permit the disclosure of the directory information itemized above without prior written consent by signing a statement. The form is available at the Yale University Registrar's Office, 246 Church Street, (203) 432-2330. For more information on privacy rights, see registrar.yale.edu.

MAXIMUM PROGRAM OF STUDIES

Students are considered to be enrolled full time if they take two course credits during a 5-week session. Students enrolled in a 1 credit course and a half credit laboratory during a 5-week session are also considered to be enrolled full time.

Students wishing to enroll for more than two course credits per session must furnish evidence (such as a letter from a dean or other academic adviser) that they are likely to succeed in an unusually heavy program of study. Pre-college students may not take more than 2 credits in a single session under any circumstances. It is preferable to apportion summer courses over two sessions rather than concentrate more than two courses in a single session. A student may not enroll in more than three credits in one session. Students taking an 8- or 10-week language course may take no more than one additional credit per session.

AUDITING

Auditing is not allowed in courses taught in New Haven or abroad. Auditing is permitted in select online courses only. Please refer to the online course descriptions on the Yale Summer Session website.

COURSE CHANGES

Because of the brevity of summer sessions, students are urged to select their courses with care. Students will select course(s) in their application to Summer Session. If admitted, students are also admitted into the specific course(s) to which they have applied and are therefore guaranteed a spot in the course(s). Any subsequent change in course selection requires approval from Summer Session, and approval is contingent on remaining space and the qualifications of the applicant. Course changes cannot be guaranteed.

All requests for course changes must be made in writing. Additions, drops, or substitutions can be made after a student has been admitted but before classes start by submitting a request online. If a student would like to add or change a course, that request must be made online no later than the Wednesday before the start of class for each session. The first request for course changes is free of charge; however, any subsequent request for course changes incurs a \$60 fee per request. Once the online request has been submitted, it will be processed within seven days. You will only receive a response if there is a question with the course(s) you have selected.

Students will confirm their course selection(s) at registration prior to the start of classes. Additions or substitutions after the start of classes are not permitted for online courses and only permitted for on-campus courses by filling out a paper add/drop form that can be picked up at the Summer Session office. Instructor permission must be obtained on the add/drop form by the second meeting of the course and returned to the Summer Session office immediately thereafter. Adding a course after the second meeting is not permitted.

DROPPING A COURSE OR WITHDRAWAL

To drop a course or to withdraw entirely from Summer Session after arrival, a student must come to the Summer Session office and complete the appropriate form. Non-attendance or non-registration does not constitute withdrawal. For information regarding tuition refunds, please see under “Financial Information.”

Students may drop a course until the last day of classes for a given session. However, if a student remains in a course after the posted deadline for withdrawing without the course appearing on the transcript, the mark W (for Withdrew) will appear on the transcript in association with that course. The mark of W is a neutral designation indicating simply that the student has been enrolled in, but has withdrawn from, a course; while the course carries no credit, the W implies no evaluation of a student’s work and carries no implication of failure.

A student may be involuntarily withdrawn by the Dean of Yale Summer Session from a course or the entire program based on serious and persistent disruptive behavior in class, excessive absences, or other serious violations of Yale’s regulations. A student may be withdrawn involuntarily from on-campus housing by the Summer Head of Colleges for serious violations of the housing regulations.

INVOLUNTARY MEDICAL WITHDRAWAL

Yale College reserves the right to require a student to withdraw from Yale Summer Session for medical reasons when, on recommendation of the Director of Yale Health or the recommendation of the Director of Mental Health and Counseling, the Dean of Summer Session determines that the student is a danger to self or others because of a serious medical problem, or that the student has refused to cooperate with efforts deemed necessary by Yale Health to determine whether the student is such a danger.

ABSENCES AND DEAN'S EXCUSES

Attendance during the summer is required; it is not an option. Given the intensive nature of the courses and the limited number of contact days, students must make every effort to attend all classes. Nonattendance may have consequences, to include a lowering of the course grade, depending on instructor and departmental policy. If you cannot attend a particular class period due to an emergency or serious illness, let the instructor know ahead of time if at all possible. If this is not possible, let the instructor know as soon as is practical. Absences can only be excused by the instructor. Therefore, you should make the situation that required your absence clear to your instructor, who will decide whether or not the absence can be excused. It is the student's responsibility to contact his or her instructor with regard to any and all absences. **There are no Dean's Excuses during the summer.**

CUT RESTRICTION

Because of the intensive nature of summer courses, regular classroom attendance (including online course sections) is expected of all students. A student who, in the opinion of the instructor and the Dean of Summer Session, has been absent from a course to an excessive degree and without excuse may at any time be placed on Cut Restriction in that course or in all courses. A student on Cut Restriction who continues to be absent from a course may be excluded from it without credit.

EXCLUSION FROM COURSES

Students may be excluded from courses at the request of the instructor for such reasons as the following: repeated failure to attend class, disruptive acts, or failure to complete written assignments when due or after a reasonable delay. Exclusion from a course may be discussed with the instructor and the Dean of Yale Summer Session. The student excluded from a course receives neither grade nor credit and is not qualified for any refund except as under the ordinary tuition refund policy.

EXTENSION FOR INCOMPLETE WORK

A student who, for a legitimate reason, is unable to complete work for a Summer Session course by the end of the program in which he or she is enrolled may receive an extension for completion of the course with the *written* permission of the instructor and the Dean of Summer Session. **This permission must be requested prior to the end of the session in question.** The work must be completed and graded within no more than thirty days of the last day of classes, but deadlines less than thirty days may be assigned in individual cases. If a student fails to meet the assigned deadline, the student will receive a grade calculated without the benefit of the missing work.

VIOLATION OF LIBRARY REGULATIONS

Students in Summer Session must abide by the regulations of the University Libraries regarding the use and borrowing of books. They will be billed for books lost or damaged and their transcript for Summer Session work will not be issued until their account with the library has been settled.

FIELD TRIPS

From time to time, Summer Session will sponsor curricular and extracurricular field trips. Transportation for these field trips is arranged either in Yale University vehicles or licensed public conveyance, and students are accompanied by a representative of the program or course. Students participating in these field trips are expected to conduct themselves in accordance with Yale Summer Session and Yale University regulations.

**ACADEMIC REGULATIONS
FOR YALE COLLEGE STUDENTS ONLY****YALE COLLEGE CREDIT**

There is no limit on the number of courses in Yale Summer Session that a student may offer toward the requirements for the bachelor's degree. However, students may only count four online courses towards their Yale College degree.

Attendance at Yale Summer Session does not constitute a term of enrollment in Yale College. Thus a student accelerating by one term by use of acceleration credits may not offer attendance at Yale Summer Session as one of the required seven terms of enrollment in Yale College.

A student accelerating by the early accumulation of thirty-six course credits all earned at Yale may count credits earned in Yale Summer Session toward such acceleration.

Courses successfully completed in Yale Summer Session may, with the permission of the student's director of undergraduate studies, be counted toward the requirements of the student's major program. They may also be counted toward any of the 74 Yale College Programs of Study 2016–2017 distributional requirements.

Courses completed in Yale Summer Session will be entered on the Yale College record. A Summer Session course is entered on the Yale College transcript, and it will be included in the calculation of the student's eligibility for General Honors and Distinction in the Major. For further information about Summer Session courses and transcripts, refer to the Summer Session website.

The number of online Summer Session courses that may be applied to a Yale College degree is limited. No more than two such courses may be taken in any given summer, and no more than four online courses may be applied towards a Yale degree. A student must petition the Yale College Committee on Honors and Academic Standing for permission to exceed these limits. In the petition, the student must explain the sound pedagogical reasons for an overload of online courses.

CREDIT/D/FAIL

The opportunity to elect courses on a Credit/D/Fail basis has been provided to Yale College students by the College Faculty in order to encourage academic exploration and to promote diversity in students' programs.

1. **Reporting of grades.** In all Yale Summer Session courses for credit, instructors report letter grades for all students. If a Yale College student has chosen the Credit/D/Fail option in a course, the registrar converts grades of A, A-, B+, B, B-, C+, C, and C- into the notation CR, which is entered on the student's transcript. Grades of D+, D, D-, and F are entered on the transcript as reported. Students are not required to disclose to the instructor of a course whether they have enrolled in the course for a letter grade or under the Credit/D/Fail option.
2. **Eligibility.** All courses offered in Yale Summer Session are available for election under the Credit/D/Fail option.
3. **Total number of course credits.** A student may offer as many as four course credits earned on the Credit/D/Fail basis toward the bachelor's degree. Any Yale Summer Session courses selected Credit/D/Fail will count towards the four-course-credit limit.
4. **Number of courses and course credits in a summer term.** Students enrolled in Yale Summer Session (New Haven, online, abroad) must take at least two courses, one credit of which must be taken for a letter grade for each session or abroad program attended. Students may elect to take any remaining credit(s) for Credit/D/Fail. Two credit courses or sequential language courses offered as part of an abroad program may not be split.
5. **Distributional requirements.** A student may not apply course credit earned on the Credit/D/Fail basis during Summer Session toward satisfaction of the distributional requirements for the junior year nor toward satisfaction of the distributional requirements for the bachelor's degree.
6. **Requirements of the major.** The program description of each major specifies whether or not courses taken on the Credit/D/Fail basis count toward the requirements of that major. Any credits earned in Yale Summer Session are governed by the rules specified by the major.
7. **Selecting Credit/D/Fail on the application.** Students should indicate on their course schedules at the time of application for Summer Session whether they plan to use the Credit/D/Fail option. At that time, they must indicate which course(s) they wish to take Credit/D/Fail. As indicated above, in a given Session a student must be enrolled in at least two courses and must take one credit for a letter grade in order to be eligible to elect Credit/D/Fail for the other credits.
8. **Deadline for selecting Credit/D/Fail on course schedules.** Students applying for Yale Faculty-led Programs Abroad must apply—and must select Credit/D/Fail—by February 15th. Students applying to Yale Summer Session courses in New Haven or online must apply—and select Credit/D/Fail—on their application or through

a Course Change form no later than the Wednesday before the beginning of the Session to which they apply. A student who applies after that date may not employ the Credit/D/Fail option in any course during that Session. There are no exceptions to this rule.

9. **Conversion back to a letter grade.** Until the deadline published in the Yale College Calendar with Pertinent Deadlines, a student who has elected a course on the Credit/D/Fail basis may choose to receive a letter grade in that course by converting enrollment to a letter grade online by means of submitting a Credit/D/Fail Conversation Request Form to Yale Summer Session through the Slate application portal. After the deadline such conversion is not possible. If a student converts from the Credit/D/Fail option to a letter grade before the deadline, the option may not again be resumed even if the student desires to do so before the deadline.
10. **Acceleration credit.** Work completed under the Credit/D/Fail option cannot yield acceleration credit.
11. **Prizes and honors.** Marks of CR are included in the calculations for some prizes, for Distinction in the Major, and for election to Phi Beta Kappa as non-A grades, but marks of CR are not included in the calculation for General Honors. See under Honors in the Yale Curriculum section.

REINSTATEMENT FOR YALE STUDENTS

Further requirements depend to some extent on the circumstances of the withdrawal and its duration. Students who are not in academic good standing, i.e., students who withdrew while a term was in progress or who were dismissed for academic reasons (see Academic Penalties and Restrictions), must ordinarily complete the equivalent of at least two term courses, either in Yale Summer Session or at another college or university, earning grades of A or B. Courses conducted online, whether taken at Yale Summer Session or elsewhere, do not fulfill this reinstatement requirement.

ACADEMIC INTEGRITY

CHEATING, PLAGIARISM, AND DOCUMENTATION IN YALE SUMMER SESSION COURSES

The Yale College Executive Committee has approved the following memorandum to Yale College students as an explanatory supplement to chapter I, section A, of the Undergraduate Regulations. These regulations, as modified below, apply to Yale Summer Session (YSS). The Yale Summer Session Executive Committee has jurisdiction over cases of alleged cheating and plagiarism in YSS courses.

Academic dishonesty is a serious offense against the academic community; at Yale, as at most other universities, such dishonesty ordinarily results in suspension, i.e., required temporary withdrawal. The YSS Executive Committee can assess penalties to include temporary or permanent suspension from YSS and its courses, with the possible loss of course credit. It can also assign lesser penalties, such as a letter of reprimand. Grades

in courses from which the student is not removed are the prerogative of individual instructors. A finding of academic dishonesty in a course, however, usually has resulted in a student's failure to pass the course, or in the assignment of a lower grade.

For all the above reasons, it is important for every student to understand the standards of academic honesty assumed in a university and the consequent need to avoid dishonesty by acknowledging intellectual indebtedness. The provisions in the Undergraduate Regulations against cheating must be understood to include all forms of misrepresentation in academic work, including:

1. The submission of the same paper in more than one course without the explicit authorization of the appropriate instructors;
2. Cheating on tests, examinations, problem sets, or any other exercise;
3. Any form of plagiarism, especially failure in an essay to acknowledge ideas or language taken from others, and the submission of work prepared by another person;
4. Submission of a scientific research report that misrepresents in any way the work actually done;
5. The sale or distribution of a paper, report, or any other material with the intent or understanding that another person may submit the work as his or her own.

A. Multiple submission

You may not submit the same paper, or substantially the same paper, in more than one course. This applies whether or not the courses are being simultaneously taken. You may not submit in a course you are presently taking a paper you wrote last term or last year, nor may you submit a single paper for two courses you are taking in the same term. In the latter case, if you think you have sound intellectual reasons for combining your work in two related courses, you must obtain the written permission of both instructors before doing so. Similarly, to revise and extend a paper from an earlier course may well be academically appropriate, but before doing so you must seek explicit permission from your present instructor, who obviously cannot grant it without inspecting and approving your plans for adequate further work.

B. Cheating on examinations

One form of cheating is either to copy answers from other students, or to refer without explicit prior authorization to notes, books, laptop computers, or other programmable electronic devices. In addition, the use of cellular phones to discuss or obtain answers from another student, whether present in the classroom or not, is prohibited. Though cheating of this kind may escape direct observation at the time, it can be detected by coincidences of language or argumentation, either with textbooks or with another student's examination, that emerge in the course of grading. Verbatim memorization of long stretches of text is a highly implausible excuse for such coincidences and would be improper in any case, since you are expected in an examination to put ideas in your own words in order to show that you understand them.

Another form of cheating is to change one's answers on a returned examination and then request regrading. Students who submit examinations for regrading are warned that instructors in whose courses tests are permitted to be returned for a possible revision of a grade have usually taken steps to prevent changes from going undetected. It is your responsibility to make sure that you submit the examination exactly as it was; any alteration is culpable. The assertion that changes are merely "notes to yourself" will not be believed.

For take-home examinations, and for examinations for which the questions are distributed in advance, instructors should make the rules clear, and students should obey them to the letter. If you are in any doubt as to the meaning of the instructions governing such exercises, you should seek explicit clarification from your instructor. The ordinary expectation is that you will prepare your answers by yourself; collaboration with others is acceptable only to the degree precisely and specifically described by the instructor. In any case, the answer you finally submit must represent your own understanding of the issues. If you think that it has been significantly influenced by consulting books or other people, you should say so, just as you would in a paper.

Problem sets in economics and mathematics, language-laboratory exercises and other kinds of homework exercises, when submitted for a grade, though they may be discussed with others or worked on in common, must never be simply copied. Nor may someone else sign in for you at the language laboratory. The apparent slightness of an exercise is irrelevant: cheating is still cheating, on a quiz or homework as well as on a midterm test or on a final examination. Nor should you feel freer to cheat or plagiarize because a course is peripheral to your chief interests. Cheating is also still equally cheating, plagiarism still equally plagiarism, for example, in a course you are taking on the Credit/D/Fail option or in order to fulfill a distributional requirement. Any dishonesty in any student's work is a serious invasion of the academic standards of a university.

C. Plagiarism

Plagiarism is the use of someone else's work, words, or ideas as if they were your own. Thus most forms of cheating on examinations are plagiarism. However, in ordinary academic parlance the word applies to papers rather than to examinations. Whereas all students know pretty well what they may or may not do on examinations, many are less sure concerning papers, and so it is conceivable that an honest student might plagiarize out of mere ignorance. It is therefore up to you to learn the standard practices of documentation. Above all you should realize that failure to acknowledge specific indebtedness to others is not simply a writing error but a form of theft – possibly unpremeditated, but not probably, and culpable in any case, since it is your responsibility to know and to indicate what is yours and what is not yours. The absence of a clear intent to deceive may mitigate an offense, but is certainly not likely to absolve it altogether.

Some further points:

1. It is especially important to avoid taking papers from the internet and reworking these into some approximation of your own ideas. Often, files on a hard drive

are confused and papers are handed in that are not the student's own work. Be careful when downloading files and papers as part of your research as well. Always acknowledge your sources, to include those from the internet or other electronic sources.

2. Take clear notes in which you keep your own thoughts distinct from those you derive from your reading, so that you do not inadvertently submit the words or ideas of others as your own.
3. Remember that you should acknowledge unpublished as well as published sources. This includes the work of other students and ideas that you may have derived from lectures and conversations, and anything found on the Internet.
4. Do not suppose that because your instructor is an expert in the field, he or she needs little or no documentation in your work. An essay must stand on its own and not as a form of conversation with the instructor. In preparing a paper, it will help you to assume a larger audience than your instructor; imagine everyone in your class, for example, reading your paper; this will give you a surer sense of what to document and what to take as common knowledge.
5. Mark and identify all quotations; give the source of translations; regularly acknowledge specific ideas; and give the source of facts not commonly known. If you are in doubt as to what may be "commonly known," that is a signal that you should document it, even at the risk of appearing overcautious or simplistic.

Submission of an entire paper prepared by someone else is an especially egregious form of plagiarism, and is grounds for the imposition of a particularly serious penalty.

D. Science courses

Many laboratory reports are constructed on some form of exercise in which observations are made and the results of these observations tabulated or processed in some manner. There are two violations of originality which can occur with this form of assignment:

1. **Falsification of Data.** The practice known as "dry-labbing," constructing observations out of one's head or borrowing the observations of others as if they were one's own genuine data, is an offense of such gravity that it results in total excommunication from the community of scientists. In undergraduate work the comparable sanction is suspension.
2. **Cooperation in Treatment of Data.** Often a class is given a common set of data with an assignment to analyze the data and report the results. Sometimes when extensive routine analyses must be made, it is tempting for students to organize so that the total work load is divided among several students. The ordinary assumption must be that this type of cooperation, however sensible it may seem, is strictly illegal unless explicitly permitted by the instructor. The best policy is to ask at the time the assignment is made.

Submission of material, such as a chemical product, not actually obtained from an experiment performed by you is a flagrant act of cheating. Purchasing the product in the marketplace, "borrowing some product" from a classmate, or obtaining a sample

surreptitiously from another laboratory all constitute serious offenses. In the preparation of products by synthesis, using “excess starting materials” to promote a better yield of products is also cheating.

There is ordinarily no prohibition against discussing your laboratory results with other students, and even revising your work accordingly, provided that you do the work of revising. The same is true for homework problem sets. Work of this kind, though in part it is a performance for a grade, is primarily meant to help you learn; and discussion of common work among students is a major form of learning.

If you are in doubt, ask your instructor. Another reasonable course is to include a statement mentioning those with whom you discussed your work or whose laboratory results you consulted.

E. Forms of citation

In many papers, most references can be made parenthetically in the text. This is not only common sense but standard practice. You should not equate honesty and thoroughness with pedantry or with a long string of footnotes that merely say “*ibid.*” with a page number. The fullest guide to the standard practice of American publishers in all fields is *The Chicago Manual of Style*. A briefer manual, adequate for most student purposes, is the *MLA Handbook for Writers of Research Papers*, available in local bookstores and in the library. Recently, many journals in the humanities have adopted a form of documentation long popular in the social and natural sciences, which dispenses with footnotes in favor of brief references by author and date (Jones, 1986) to an appended bibliography. The *MLA Handbook* describes this form in addition to more traditional forms used in publications in the humanities. When assigning reports or essays, instructors often designate some particular form of documentation; if not, adopt whatever standard form suits your paper best. Be consistent and sensible, and remember that deciding when to make a citation is vastly more important than deciding what particular form to use.

F. A last note

Finally, it should be reiterated that the prohibition of cheating and plagiarism is not meant to restrict either free discussion or exchange of ideas among students or studying the work of other scholars. Such activities are the very essence of education. Nor are the rules of citation meant to engender a dependent mentality. You are at Yale to study the work of others in order to learn to think for yourself. If you follow that principle you will never cheat or plagiarize.

DORMITORY REGULATIONS

RESIDENCE

As a condition of residence in University housing, students are required to comply with the dormitory regulations. Within the precincts of University housing, the dormitory regulations are binding for all students, whether they are residents, off-campus students, or visitors. Only students enrolled in the Summer Session at Yale may occupy student quarters in a YSS Residential College. All pre-college students are required to live on campus, except those who are living at home with their families in New Haven or its suburbs. A student must live in the room to which he or she has been assigned. Room changes cannot be made without a medical note from a Yale Health Center physician.

CONDUCT IN THE DORMITORIES

Whatever other functions a Residential College or dormitory may serve, its essential and minimal role is that of allowing students to study and sleep in reasonable comfort. Each student must recognize the obligation to respect the rights of others by complying with the dormitory regulations. Violations of the dormitory regulations are subject to disciplinary action. The Head of Summer Colleges or the Summer Session Executive Committee may in some cases require students who persistently or seriously disregard the dormitory regulations to live off campus at their own expense for the duration of the Summer Session or to be sent home. The Head of Summer Colleges or the Executive Committee may deny such students access to any or all of the facilities of University housing. When a student is obliged to vacate University housing for violation of the dormitory regulations, no rebate of room rent will be made for the time that the student's privilege of residence is suspended. The regulations below apply wherever summer students are housed on campus.

1. **Privacy.** It is essential that an individual student's right to privacy within his or her own living quarters be respected by his or her fellow students. Persistent disagreements should be discussed with the Head of Summer Colleges or his or her designee.
2. **Noise.** Excessive noise is a particularly serious offense against other members of the community. Students must use amplifiers, audio equipment, musical instruments, radios, and other such devices with consideration for other residents. Playing a loudspeaker out a window is forbidden. Voices must also be used in consideration of the need of others for reasonable privacy and quiet. *The hours between 11:00 p.m. and 8:00 a.m. on weekdays and between 1:00 a.m. and 8:00 a.m. on weekends are designated quiet hours.* If after reasonable warning a student persists in making loud noise, the Head of Summer Colleges or his or her designee has the authority to confiscate noise-making equipment and return it to the student at the conclusion of Summer Session, having it stored at the student's expense.
3. **Throwing Objects.** Objects such as water bombs, bottles, cans, or any others that could hurt or inconvenience someone else must not be thrown or dropped out of windows.

4. **Fireworks.** Fireworks are illegal in the State of Connecticut. The University prohibits their use on campus. Anyone found with fireworks will be prosecuted to the fullest extent of the law.
5. **Smoking. Yale is a smoke-free campus. Smoking is not permitted in dorm rooms or anywhere else on the Yale Campus.** We request that there be no smoking within the residential college grounds. If you must smoke inside the residential college gates, it is required that you do so only within the designated smoking areas. Within these areas, receptacles will be provided for the disposal of smoking materials. State and federal law restricts smoking in public places to areas that have been specially designated for smokers. Smoking is not allowed in any college public areas, including libraries, common rooms, dining halls, computer rooms, game rooms, TV rooms, or bathrooms. Connecticut State law prohibits the purchase by and sale of cigarettes and other tobacco products to minors (anyone under the age of 18).
6. **Pets.** Students are not permitted to keep pets on campus. The Custodial Service Supervisor along with University Police has the authority to remove and to send to the pound any animal found in the dormitories.
7. **Fire Extinguishers.** The need to have fire extinguishers ready to use in a closely populated place such as a dormitory is self-evident. Students are therefore forbidden to remove fire extinguishers from their proper stations or to discharge them for any other purpose than to put out a fire. Students involved in the unnecessary discharge of a fire extinguisher may be subject to further disciplinary action.
8. **Fire Alarms, Smoke Detectors and Sprinkler Systems.** Deliberately setting off a fire alarm when there is no fire is against the law in Connecticut. A student who sets off a fire alarm without cause may be subject to further disciplinary action.
 - a) Each summer, the Office of the University Fire Marshal inspects smoke detectors to check for proper functioning and to replace batteries.
 - b) If it is found that a smoke detector has been damaged, removed or deliberately made inoperative, occupants of the room or suite will be subject to disciplinary action.
 - c) Tampering with sprinkler heads, valves, or equipment is prohibited. Sprinkler heads and piping must not be used as a method for drying or hanging clothes, or tampered with any way that would cause their discharge or failure. Students causing unnecessary discharge of a sprinkler system will be charged for the replacement of each sprinkler head, and assessed any cleanup costs incurred by the Department of Custodial Services. Students will also be held responsible for resulting water damage to other rooms and property.
9. **Guests.** Students who wish to have overnight guests must first receive approval from the Summer Head of Colleges. Students may not have guests for extended periods.
10. **Curfew for Pre-college Students.** Pre-college students are required to be in their residential college during evening hours (between 11:00 p.m. and 6:00 a.m. on

weekdays and between 1:00 a.m. and 6:00 a.m. on weekends) unless they are attending a social function or course-related function organized and supervised by faculty or Summer Session staff. In cases where legitimate need arises for a variance to the evening hour residential requirement, students must obtain permission from their residential director in advance. Pre-college students may not leave campus for extended periods during the day or overnight except to attend a social or course-related function organized and supervised by Summer Session. Pre-college students who wish to leave campus for extended periods or overnight for other reasons must first obtain the permission of the Summer Head of Colleges, who must receive written permission in advance from the student's parent or guardian for the student to be off-campus.

11. **Propping doors.** Propping suite doors open at any time is forbidden. Students who are found to be propping doors are subject to disciplinary action that may result in loss of privileges.

ALCOHOLIC BEVERAGES

Connecticut statutes explicitly forbid the sale of alcoholic beverages unless the seller holds a State liquor license. Yale University does not hold such a license for social functions on campus. In order that there be no misunderstanding, the Yale Summer Session has issued the following regulations concerning the serving and consumption of alcoholic beverages. Anyone who disregards these regulations risks legal prosecution by the State of Connecticut, expulsion from the residential college by the Head of Summer Colleges, and disciplinary action by the Summer Session Executive Committee:

1. The legal drinking age in Connecticut is 21. The law provides that anyone who delivers or gives an alcoholic beverage to a person under the legal drinking age is in violation of the law and subject to the imposition of penalties as designated by statute. It is similarly a violation of the law for a person under the legal drinking age to misrepresent his or her age, through the use of a fraudulent identification card or otherwise, in order to be served alcohol illegally. Yale Summer Session expects all students and personnel to comply with the law.
2. No alcoholic beverages are to be sold, served, possessed, or consumed in any area of the residential colleges or on Yale's campus.
3. Alcoholic beverages are not to be sold, served or consumed at university social functions. (For purposes of these regulations, any social function sponsored by Summer Session or any function on campus at which fifteen or more people are in attendance shall be considered an organized social function.)
4. Possession or consumption of alcoholic beverages by minors is strictly prohibited. Any student who is under 18 years of age found to be in possession or under the influence of alcohol while in the program, on or off campus, will be immediately dismissed from the program, the residential colleges, and subject to disciplinary action by the Summer Session Executive Committee.

KEYS AND ACCESS CARDS

Key(s) and access cards are issued to resident students by the Summer Housing staff at check in. In no case will a key for a particular room be issued to anyone other than the student assigned to that room, and that student bears sole responsibility for the return of each key entrusted to him or her. All keys and access cards issued to a student must be returned to the Summer Housing Office when the student relinquishes his or her campus quarters. See below for fines charged for failure to return a key or access card.

Non-resident students will not be provided with keys or access cards to any residential facilities, unless the student has purchased a dining hall summer meal contract. Yale students living in the Summer Session colleges will have residential access only to those colleges.

ENTRY AND INSPECTION OF ROOMS

The University reserves the right to enter and inspect any student room. Facilities staff are allowed access to your rooms to attend to damages or repairs as needed. They will make every effort to notify you in advance.

CARE OF ROOMS

Students are responsible for the care of their rooms and are expected as a condition of occupancy to keep them clean and orderly. Any problems or needed repairs should be reported to the Summer Housing Office. At the end of Summer Session, students must leave their rooms in a clean and orderly condition.

PROHIBITED OR RESTRICTED ARTICLES

The following items are not allowed. Students who are found with these items will be subject to disciplinary action.

1. **Electrical Equipment.** Cooking appliances such as hot plates, microwave ovens, toasters, broilers, griddles, coffee pots, and the like are not permitted in student rooms and may be confiscated and stored at the owner's expense. Halogen lights present a fire hazard and are also prohibited.
2. **Firearms, Ammunition, or Air Rifles.** These are absolutely prohibited.
3. **Combustible Materials.** The use of kerosene lamps, candles, or any open flame is prohibited. No fabrics, coverings, fish-net, or the like are permitted on the ceiling. Flammable fluids and gases, such as kerosene, gasoline, propane, and the like are forbidden.
4. **Fireplaces.** Fireplaces are not to be used. Students using fireplaces will face disciplinary action.
5. **Water Beds.** Water beds are prohibited.
6. **Vehicles in Entryways.** No vehicles, bicycles, or motorcycles may be stored, chained, or repaired in the entryways, hallways, or corridors of any dormitory. Vehicles left in entryways may be removed without notice and stored at the owner's expense.
7. **Objects Obstructing Fire Exits.** No object of any sort may be placed in any position where it might obstruct immediate access to a fire door or a fire exit. This includes tripping hazards such as scatter rugs or extension cords.

MAINTENANCE OF DORMITORY ROOMS & CAMPUS AREAS

1. Upon taking possession of a room, students finding any damage to the room or the University furniture are advised to report the damage in writing to the Summer Housing Office within three days so that they may be released from financial responsibility for repairs. Attaching any object to the walls or woodwork of a dormitory room or to any part of a University building by means of nails, screws, pins, tacks, paste, or any potentially damaging adhesive material is prohibited. No wires or other objects may be hung or placed on the outside of University buildings. Even when absent from their rooms, students are held responsible for disorder or damage occurring there.
2. **Trash.** Students should place trash from their rooms in the collection barrel on the first floor of their entry. This is the only place where trash may be left.
3. **Use of Courtyards.** Activities or games that may harm lawns are not allowed on any of the University campuses and courtyards.
4. **Fire Doors and College Gates.** Fire doors and College gates should never be propped open. Doing so in the case of a fire increases fire hazard and endangers security. Except in cases of emergency, fire doors must not be used to gain entrance to other residents' quarters or to restricted areas. Students who prop doors will be subject to disciplinary action.
5. **Recyclables.** Students are required by city and state laws to recycle all newspapers, white office paper, corrugated cardboard, and glass and metal food and beverage containers. All recyclables must be segregated from other trash and rubbish and brought to the designated recycling sites in the college. Recyclables should never be left in hallways, entryways, landings, or stairwells, nor be allowed to accumulate in rooms or suites where they may pose a potential fire hazard or an impediment to egress.

GENERAL SECURITY

The safety of members of the community and the protection of University and personal property are a common concern of all members of the Yale community, and each student is responsible for his or her own safety. The University particularly requests the cooperation of students in maintaining the security of the dormitories. Students should keep their room doors locked and their windows secured, and they are responsible for keeping the gates to the Residential College locked. They should report to the University Police (Emergency telephone number: 911) any activity or the presence of any person that they think might constitute a threat to security. The University Police should be notified immediately in the event of a theft or of any other crime.

LOSS OF PROPERTY

The University assumes no legal responsibility for the safety of personal property of students on its premises or within its buildings. Students desiring property insurance for their personal effects may purchase it from a commercial insurance carrier.

Lost and found items should be treated in the following ways:

1. **Items of value.** All lost or found items of value, including wallets and cash, should be reported immediately to the University Police at (203) 432-4400.
2. **Personal items.** Personal items lost or found in the Department of Athletics facilities should be reported to (203) 432-1420; in Sterling Memorial Library and Bass Library, (203) 432-1830. In all other areas, contact the Lost and Found Department at the University Police headquarters, (203) 432-4505 (weekdays between 9 a.m. and 5 p.m.) or (203) 432-4400 (all other times).

CHECK-IN AND CHECK-OUT

Students must be present on campus to receive dormitory keys and access cards. Before the conclusion of Summer Session students will be provided with complete information about the check-out policy. Fees for unreturned keys, lost or damaged rental equipment, or damage to University housing will be charged to the student's bill.

LOST KEYS OR ACCESS CARDS. If a key or access card is lost during the Summer Session in which the student is enrolled, a replacement will be supplied to the student to whom the key was originally issued at a charge of \$25.

DAMAGE OR LOSS OF UNIVERSITY PROPERTY. Students responsible for damage to their rooms or to other University property or loss of furniture or other University property will be billed for cost of repair or replacement. All repairs will be made by University workers only. If the student responsible for damage or loss of an item in a suite cannot be identified, the cost of repair or of replacement will be divided among all occupants of the suite.

CLEANING CHARGES. If any room or suite is left in such condition that it must be cleaned by University workers, the minimum charge for such cleaning is \$125 per resident of the room or suite.

DINING HALL REGULATIONS

Yale Dining meal cards and the privileges they carry are not transferable and may not be given or sold to another person. If meals are improperly taken, either in a dining hall in which contract meals are primarily served or in a University dining hall that primarily sells food for cash, the Director of Residential Dining or his or her designee has the authority summarily to impose charges on the offending person or persons.

1. A student who gives, lends, or sells the use of an ID card to a person unaffiliated with Yale Summer Session will be required to pay at the current guest rate for the meal or meals taken.
2. A student who gives, lends, or sells the use of his or her ID card to another Yale or Summer Session student for the purposes of obtaining meals in the dining hall will be required to pay at the current guest rate for the meal or meals taken.
3. A non-resident student without a dining services contract who has not paid for a meal, but who takes food available for self-service or who eats from another person's tray will be required to pay for the meal at the current guest rate.
4. If a student brings a guest to a dining hall with no payment being made for a meal for the guest, and the guest takes food available for self-service or eats from another person's tray, the student who is the host will be required to pay for the meal at the current guest rate.

NON-RESIDENT STUDENTS

Students living off-campus are welcome to purchase a meal contract. They also may eat individual meals in the college dining halls, purchasing on a per meal basis. The dining halls serve meals in all-you-can-eat style. Therefore, payment for a full meal upon entry is required. Off-campus students who come to the dining hall must therefore pay for the meal being served or refrain from eating.

GUESTS

Students are welcome to have guests in the dining halls. Payment at a guest rate must be made in cash. For reasons given above, payment for a full meal is required, and it is not possible to pay by the item. Hosts may not share food from their own trays with nonpaying guests.

REMOVAL OF FOOD

Meal contracts and guest payments entitle a diner to the food being served at a meal for consumption at that time. Food may not be taken from the dining hall to be eaten later. Only the following items are permitted to be eaten "on-the-go": a single beverage in a refillable mug no larger than 24 ounces; a sandwich, burger, or pizza slice; a cookie or brownie; an ice cream cone, or a single piece of fruit.

MODIFIED DIETS/FOOD ALLERGIES

Students needing modified diets or students with food allergies must make an appointment with the manager of his or her residential college dining hall. Arrangements will be made

to comply with the diet as necessary. There is no extra charge for this service.

CHINA, SILVERWARE, AND GLASSWARE

Diners must bus their own dishes to the designated area. China, flatware, and plastic glasses may not be taken from the dining hall. Yale Dining reserves the right to inspect any packages, coats, bags, knapsacks, purses, etc. brought into and out of a dining area. Yale is not responsible for personal belongings brought into the dining spaces and left unattended.

USE OF THE DINING HALLS AFTER MEALS

Students or groups wishing to use a dining hall after meals for such events as dances or plays must first secure permission through Yale Conference and Events and the Head of Summer Colleges, and then make their plans known to the Dining Hall Manager. It is important to maintain the general condition of the dining facility after an event. Any special cleaning or reported damages will be charged to the student account or to the student organization sponsoring the event.

CONDUCT IN THE DINING HALLS

The dining halls are important social centers at Yale and the focus of much of the social life of the Residential College. So that there may be places where everyone can eat and talk in comfort, certain activities must be prohibited or regulated.

1. **Annoyances.** Loudness and offensive boisterousness are inconsiderate invasions of the rights of others and are not allowed. Food-throwing is absolutely forbidden.
2. **Soliciting.** Table-to-table solicitations are prohibited. Students wishing to solicit for any purpose may consult the dining hall manager for permission. At most times in most of the residential colleges, tables and chairs can be provided for such students near the entrance to the dining hall. Note that permission of the Head of Summer Colleges is required for a solicitation in a residential college. Public announcements, except with the approval of the dining hall manager and a Residential Counselor, are not allowed during meals.
3. **Photographing.** In general, photographing during meals is not allowed because it interferes with the privacy of others. A written request for permission for an exception to this rule must be made to the Dining Hall Manager and the Head of Summer Colleges. Permission is not needed to photograph the dining halls when meals are not being served.
4. **Table-Tents and Other Notices.** These may be placed on tables with the permission of the Dining Hall Manager, who has the right, however, not to allow table-tents or other notices that in his or her judgment are inappropriate for display in the dining hall.
5. **Penalties.** The Dining Hall Manager will refer violations of the Dining Hall Regulations for disciplinary action to the Summer Session Executive Committee. They have the right to forbid a student who violates the regulations to enter the dining hall, either permanently or for a specified period of time.

REFUND POLICY

TUITION

A full tuition refund will be issued if a student has not officially registered but notifies the Summer Session office in writing, prior to the start of the session in question, of his/her intention not to attend the session. For all other tuition refunds to be processed, students must complete the appropriate course change or withdrawal form in person in the Summer Session office, 55 Whitney Avenue, Suite 420. **Visiting students withdrawing from Summer Session must surrender their ID cards upon withdrawal in order to receive a refund.** Yale students will receive a credit on their accounts and must request a refund check in writing, subject to normal Yale procedures.

- A. If a student drops a course or withdraws entirely from Yale Summer Session by 4:00 p.m. Friday of the first week of classes of a given session, 100% of the tuition will be refunded or credited.
- B. If a student drops a course or withdraws entirely from Yale Summer Session by 4:00 p.m. Friday of the second week of classes, 50% of the tuition will be refunded or credited.
- C. No tuition will be refunded after the second week of classes of a given session.

ROOM AND BOARD

Once a student is in residence, he or she will be entitled to a partial room and meal refund only by vacating the room before the end of the first week of classes. No refunds will be made after this time. The student will be charged the rate for room and meals for each of the days in residence. Before a refund can be made the student must have his or her room inspected and then return room keys and ID card (if a visiting student), to the Housing Manager in the Summer Housing Office.

DISCIPLINARY REGULATIONS

SESSION EXECUTIVE COMMITTEE

Any violation of the academic, disciplinary, or dormitory regulations and any dispute concerning penalties imposed for such violations falls within the jurisdiction of the Summer Session Executive Committee. Matters to be brought before the committee should be addressed to Jeanne Follansbee, Dean of Yale Summer Session, P.O. Box 208355, New Haven, CT 06520, (203) 432-2430.

The following is a partial list of offenses that are subject to disciplinary action. A more detailed statement of regulations that apply to student conduct may be found online in the Yale College Undergraduate Regulations.

1. **Cheating.** Cheating on examinations, plagiarism, and improper acknowledgment of sources in essays, and the use of a single essay in more than one course except in academically appropriate circumstances with the prior permission of the instructors. Please see the section on Academic Integrity for a detailed discussion of academic honesty and standards for acknowledging sources.
2. **Physical restriction, assault, coercion, or intimidation of any member of the community.** Any act of harassment, intimidation, coercion, or assault, or any other act of violence against any member of the community, including harassment on the basis of race, ethnic origin, sex, or sexual orientation, and also including sexual harassment.
3. **Sexual misconduct, including sexual harassment.** Any sexual activity for which clear and voluntary consent has not been given in advance; any sexual activity with someone who is incapable of giving valid consent because, for example, she or he is sleeping or otherwise incapacitated due to alcohol or drugs; any act of sexual harassment, intimate partner violence, or stalking. Sexual misconduct includes nonphysical actions such as digital media stalking, cyberbullying, and nonconsensual recording of a sexual nature. Sexual harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Formal complaints of sexual misconduct will be heard by the Summer Executive Committee. For more information, please refer to Yale's Sexual Misconduct Policy.
4. **Interference with University functions.** Participation in any effort to prevent or disrupt a class or other University function, or to seize or occupy any University building or part thereof, or to violate the right of an audience to listen at a University function.
5. **Riots.** Participation in or attendance at riots or mass disturbances on the city streets or on any area of the campus.
6. **Defiance of authority.** Defiance or belligerence toward or lying to a University police officer, faculty member, or other University official who, in the line of duty, issues an order, or asks for identification or information. Students are expected to carry

University identification cards at all times and must identify themselves to University officials upon request. It is understood that University officials or police officers will identify themselves before making such a request.

7. **Misconduct at a formal hearing.** Deliberate and knowing misrepresentation or lying during a formal hearing conducted by University authorities, including official inquiries by University Police.
8. **Weapons and explosives.** The possession or use of explosives, incendiary materials, or weapons on or about the campus is absolutely prohibited.
9. **Drugs.** The unlawful possession, use, or distribution of illicit drugs on University property or as part of any University activity is prohibited.
10. **Theft and willful property damage.** Includes attempted theft and willful attempts to damage property.
11. **Improper use of fire alarms or fire extinguishers.** Deliberate and unnecessary activation of fire alarms, or tampering with fire alarm equipment, or deliberate and unnecessary discharge of fire extinguishers.
12. **Unauthorized or fraudulent use of services or facilities** (such as computer services).
13. **Library offenses.** Unauthorized removal, stashing or sequestering, defacing, mutilating, or theft of library materials, or willful and repeated failure to respond to recall notices.

The following penalties are among those that may be imposed by the Yale Summer Session Executive Committee:

1. **Reprimand.** (This is a matter of internal record only).
2. **Probation.** The student is in official jeopardy. The commission of a serious offense while on probation will normally result in expulsion.
3. **Restriction.** Denial of the use of certain University facilities or of the right to participate in certain activities or privileges.
4. **Rustication.** Separation from University residence and meal privileges and from all extracurricular activities taking place in University residential buildings.
5. **Expulsion.** Permanent separation from Yale Summer Session. A student expelled from Summer Session receives neither grade nor credit for the course or courses concerned, and there is no refund of tuition. A student who has been expelled may not return to Summer Session in the future.

YALE UNIVERSITY'S EQUAL OPPORTUNITY STATEMENT

The University is committed to basing judgments concerning the admission, education, and employment of individuals upon their qualifications and abilities and affirmatively seeks to attract to its faculty, staff, and student body qualified persons of diverse backgrounds. In accordance with this policy and as delineated by federal and Connecticut law, Yale does not discriminate in admissions, educational programs, or employment against any individual on account of that individual's sex, race, color, religion, age, disability, status as a special disabled veteran, veteran of the Vietnam era or other covered veteran, or national or ethnic origin; nor does Yale discriminate on the basis of sexual orientation.

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, special disabled veterans, veterans of the Vietnam era, and other covered veterans.

Inquiries concerning these policies may be referred to Valarie Stanley, Director of the Office for Equal Opportunity Programs, (valarie.stanely@yale.edu).