

YALE SUMMER SESSION



2022 Summer Faculty Handbook

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2022

SUMMER
FACULTY

HANDBOOK

*The closing date for material in the Yale Summer Session
2022 Faculty handbook was April 7, 2022.*

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INTRODUCTION

Yale Summer Session's mission is to foster intellectual growth in a community of summer scholars while promoting Yale's tradition of excellence. Our students share ideas, interests, talents, and cultures, celebrating their unique contributions and learning from each other. By providing exceptional services for students and faculty, we ensure that each member of our community enjoys an enriching experience.

Yale Summer Session will return to offering in-person courses in New Haven and abroad this summer (public health conditions permitting). In addition, recognizing that COVID is still very much with us, YSS will continue to offer a significant number of its courses online. This handbook is designed to help you plan for summer teaching under these conditions and has been condensed and updated accordingly.

The YSS Faculty Handbook presents in a convenient form the most important policies and practices as they apply to teaching in Yale Summer Session. The policies included and referred to in this Handbook form part of the essential employment understandings between members of the faculty and Summer Session. Where regulations are not explicitly delineated, YSS uses the regular academic year Undergraduate Regulations as a guide.

POLICIES AND REGULATIONS

YALE SUMMER SESSION APPOINTMENTS

Instructors in Yale Summer Session generally teach one course per summer and may not teach more than one course per session. For purposes of effort reporting on Federal grants, teaching a 1- or 1.5-credit course in Yale Summer Session is considered to constitute 80% of the faculty member's effort during the five weeks of teaching. Thus, no more than 20% of the faculty member's salary can be charged to other sources during any week in which the faculty member is teaching a course in YSS. Teaching a two-credit course or an intensive course that meets during a part of a five week session (such as the 2.5 week Biology courses) is considered to constitute 100% effort during the time when the faculty member is teaching. Thus, no part of the faculty member's salary can be charged to other sources during any week in which the faculty member is teaching a two-credit or intensive course in YSS. Faculty members holding full-time twelve-month appointments, and Managerial and Professional staff holding full-time appointments during the summer, are not permitted to receive additional compensation for teaching in YSS. With permission of their home departments, they may teach in YSS and charge a portion of their salary to YSS. Postdocs must work with their Operations Managers to determine if the YSS position can be held concurrently with their postdoc position, or if some reduction in effort in the postdoc is necessary and acceptable. Note that postdocs receiving funding from non-Yale sources are rarely eligible for a YSS teaching position. Faculty who agree to supervise a student in an Independent Research in the Summer course (IDRS S300) will not receive additional compensation.

CREDIT

Yale undergraduates receive Yale College credit for courses taken in Yale Summer Session. There is no limit on the number of YSS courses taken in New Haven that a Yale College student may count toward the requirements for the bachelor's degree. In addition, beginning in summer 2022, there is no limit on the number of Yale Summer Session online courses that a student may count towards the Yale College degree. Attending Yale Summer Session in any form does not constitute a term of enrollment in Yale College.

Graduate students wishing to apply for graduate credit must make arrangements, in writing, with the instructor, the Dean of Yale Summer Session, and the dean of the student's graduate or professional school. As a rule, YSS courses are not for graduate credit.

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. One Yale College course credit is the equivalent of four semester hours.

FULL-TIME ENROLLMENT

Students are considered to be enrolled full-time if they take two course credits during a 5-week session. Students enrolled in a science course with laboratory (total of 1.5 credits) during a 5-week session are also considered to be enrolled full-time, as are students engaged in a 3-credit language course sequence offered over the course of Session A and B. 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 and must petition the Dean of Yale Summer Session for an exception. It is preferable to apportion summer courses over two sessions rather than concentrate more than two courses in a single session. Under no circumstances may a student enroll in more than three credits in one session.

GRADES

All students enrolled in Yale Summer Session (including pre-college and graduate students) will be graded in accordance with Yale College standards. This means all students should be given a letter grade of either A (excellent), A-, B+, B (good), B-, C+, C (satisfactory), C-, D+, D (passing), D-, F (fail).

In November 2016, the Yale Faculty voted to approve a proposal making Credit/D/Fail available to Yale students taking Yale Summer Session courses. The regulations governing Credit/D/Fail are similar to those during the academic year; however, all summer students must take at least one credit for a grade in each session in order to be eligible to take any other credit(s) as Credit/D/Fail during that same session. 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. A student may offer as many as four course credits earned on the Credit/D/ Fail basis toward the bachelor's degree, and any Yale Summer Session course(s) selected Credit/D/Fail will count towards the four-course-credit limit.

All summer courses, including those offered not-for-credit, must assign students letter grades. **ABX is not a valid summer mark.** All "Incompletes" must have prior approval of the Dean of Yale Summer Session (see Section IV.B.10).

It is also important to note that all students, pre-college and college alike, should be graded on the same scale, using the same standards.

Grades are due from the instructor one week after the end of the course. We have implemented the online grading system utilized during the academic year. All grades, once reported to the YSS office, are final and may not be changed. Instructors are expected to be duly diligent in the accuracy of their grade report.

Yale College students only: Courses completed in Yale Summer Session will be entered on the Yale College record. Both the course and the grade are recorded; the grade will also be included in the calculations of the student's eligibility for General Honors.

CHANGING COURSES

Because of the brevity of summer sessions, students are urged to select their courses with care. Students confirm their course selections prior to the start of classes. Additions or substitutions are only permitted up until the deadline, ten days prior to the start of a session.

Dropping a course is generally not a problem during the summer, although some tuition will not be refunded after the first week of classes. However, it is not possible for a student to start a course late, even though the student may have very legitimate commitments elsewhere. Missing an entire week, for example, would be the equivalent of missing the first three weeks during the academic year. This is obviously a bad idea. Students who contact you about starting a course late should immediately be directed to the Dean of YSS. Taking a final exam early or missing the end of a course should also not be permitted. Students are expected to be present for the entire duration of their course.

To drop a course or to withdraw entirely from Summer Session, a student must complete the appropriate online form. Nonattendance or non-registration does not constitute withdrawal.

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 midpoint of the session before dropping the course, the student is considered to have been enrolled in that course, and the mark W (for Withdraw) 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 toward the degree, the W implies no evaluation of a student's work and carries no implication whatsoever of failure.

INCOMPLETE WORK

A missed examination or work that is incomplete on the final day of classes can be made up only with the permission of the instructor and the written permission of the Dean of Yale Summer Session. **Permission must be requested prior to the last day of class.** The work must be completed as soon as possible but no later than thirty days after the last day of classes of the session in question. If a student fails to meet the newly-assigned deadline, the student will receive a grade calculated without the benefit of the missing work.

A student must submit a written request for an extension beyond the end of the Session to the instructor, and the request must also be approved by the Dean of Yale Summer Session before such a request will be approved. If an extension has not been authorized, the student will receive the grade earned based on what was assigned, not what was completed. Extensions for late or missing work should be given sparingly. Extensions never exceed 30 days, so if such work could not be done within that time, then other options will need to be explored. Most generally, extensions are for one or two weeks only.

AUDITING

Auditing is not permitted in any YSS courses.

This is a strictly enforced summer rule that is very different from the academic year. Please do not make arrangements for students to sit in on a class. We have found that auditing simply does not work well during the summer, given the time and energy necessary to be successful. Also, since summer classes tend to be small, we find that anyone who is not a fully-contributing member of the course detracts from the overall tenor of the class.

CLASS SIZE

Instructor appointments are conditional on the course attaining a minimum enrollment of 8 students. Instructors will be notified no later than two weeks before their class is scheduled to begin if a course has fewer than 8 students enrolled. Those courses that have 8 students two weeks before the start of the course will be conducted, even if enrollment falls below 8 at some point subsequent to this.

While YSS does not normally impose a cap on seminar sizes, there may be certain exceptions. If you have a concern with the maximum number of students in your course, based on equipment needs or other restrictions, please let the Dean of YSS know. All caps should be included in your course description.

INSTRUCTIONAL SUPPORT, SUMMER ASSISTANTS, AND GRADERS

Yale Summer Session is committed to helping faculty members secure the instructional support they need to manage the number of students enrolled in their course. Each online course will be assigned a course support staff person whom instructors may turn to with questions related to technology and the operation of their online course.

In addition, many courses, both online and in New Haven, will become eligible for a Grader or Summer Assistant based on the enrollment of their course. The responsibilities, level of supervision, and type of course determine the assistant level, and enrollment thresholds determine when a course is eligible to hire a grader or assistant. They are:

Grader: Under close supervision by a faculty member, work consists of grading papers, homework, and/or exams. This position is typically for a course with substantial daily homework or problem sets such as a math heavy course or a language course. An instructor may hire one grader for every 10 students enrolled. The salary is \$2385.

Summer Assistant 1: Under supervision by a faculty member, work consists of that of a grader with additional responsibilities such as leading a discussion topic or supporting lab work. This position is typically for seminars or science courses with lab components. An instructor may hire a Summer Assistant 1 if their course enrolls 18 students, a second assistant if their course enrolls 30 students, and further assistants for every 10 additional students enrolled. The salary is \$4775.

Summer Assistant 2: Under limited supervision by a faculty member, work consists of that of a Summer Assistant 1 with additional responsibilities such as being in charge of a lab or separate section of a course. This position is rare, and the hiring of a Summer Assistant 2 is determined at the discretion of the Dean of YSS. The salary is \$7160.

In all cases, the Dean of YSS will reach out to instructors when the appropriate enrollment thresholds are met to inform instructors that they may hire an assistant or grader. An instructor may not hire an assistant or grader without prior approval of Yale Summer Session.

Faculty teaching in YSS Programs Abroad may hire Program Assistants, according to the policies outlined in the [YSS Programs Abroad Instructor Handbook](#).

Please note: The summer assistant levels are not equivalent to the Graduate School levels listed in the Teaching Fellows Handbook and the Teaching Fellows Handbook does not apply to Summer Session.

STUDENTS

All summer students must apply for admission. Yale Summer Session is not an open-enrollment program like most other summer sessions. Students are carefully screened for academic credentials and are deemed eligible for a specific course of study.

Much of our summer student body will be regular Yale students. The rest is split between pre-college students and visiting college students. Pre-college students must have completed their junior year of high school or its equivalent. Most of these students are doing AP and honors work, and all admitted pre-college students represent the best of their group. They are anxious to experience college life and academics, and they are curious and eager to be challenged. Visiting college students may be from the local area, and some are looking for course work perhaps not available at their home institution. Many want to experience a university of Yale's caliber, if only for a brief time. As for Yale students, they are often getting ahead in their course work, fulfilling pre-med or foreign language requirements, or catching up if they are behind in credits. You will find that your students are a diverse body of focused learners; most will only be taking one other course alongside yours. If you are teaching in Session B, there is greater likelihood that some of your students will be pre-college students. It is important that they be treated as college students, since they come with the full expectation of being challenged at that level.

COMMUNICATIONS WITH STUDENTS

We request that faculty members not communicate with individual students (of whatever age) by text message, phone, or social media. Please use your zoom rooms or email only.

ABSENCES

Absences during the summer cannot be tolerated. Students normally take no more than two courses at any one time during the summer. This is considered a full load. Faculty should be very tough on students' requests for absences and, in the case of unexcused absences, may take this into consideration for final grades. Students must be committed 100% to their summer studies. It's simply too hard to catch up if they miss classes. Of course, in the case of illness or special circumstances, arrangements can be made, but if a student misses too much of the course, withdrawal may be the only viable option. **There are no dean's excuses in the summer.**

HOLIDAYS

Summer Session operates on a truncated schedule, making every class meeting essential. For this reason, we do not take Memorial Day or the 4th of July as a holiday (or the designated Yale holiday day when the 4th of July falls on the weekend). Faculty should plan to hold class on those days as normal if their course is scheduled then.

SHOPPING PERIOD

There is no shopping period. Students who show up in your course and indicate that they are just shopping are wrong. They are either in the course or not, and if they have not made up their mind, please ask them to go to the YSS office immediately. Students should not be allowed just to try out the course.

ACADEMIC ADVISING

Much of the support network available to students during the academic year is not available during the summer. Among the missing pieces are the student's college dean and advisor, as well as other key departmental representatives, such as the DUS. Visiting students may not miss these, but they may also desire some sort of academic advising during their time here. The Dean of Yale Summer Session acts as the primary academic advisor during the summer. Often, in coordination with those just mentioned, the Dean and Yale Summer Session staff will seek to assist all Yale and visiting students alike in making the best course choices, given their circumstances. Most of this should be done before the start of the session. If students in your course have questions, please direct them to the Dean of YSS.

EXECUTIVE COMMITTEE AND DISCIPLINARY CASES

Summer Session has an Executive Committee that is called together should a need arise. Please refer any disciplinary cases, to include allegations of cheating, plagiarism, harassment, inappropriate behavior, and the like immediately to the Dean of Yale Summer Session. These are covered in more detail in the Summer Student Handbook and, basically, reflect the standards in Yale College's Undergraduate Regulations.

UNIVERSITY STATEMENTS AND POLICIES

Complete information on these procedures and policies, as well as the annual Uniform Crime Report statistics, are available upon request to the Office of the Secretary, P.O. Box 208230, New Haven, CT 06520-8230; (203) 432-2310.

YALE SEXUAL MISCONDUCT POLICIES AND RELATED DEFINITIONS

SEXUAL MISCONDUCT POLICIES AT YALE

Yale University is committed to maintaining and strengthening educational, working, and living environments founded on mutual respect in which students, faculty, and staff are connected by strong bonds of intellectual dependence and trust. Sexual misconduct is antithetical to the standards and ideals of our community. Therefore, Yale University prohibits all forms of sexual misconduct.

Yale aims to eradicate sexual misconduct through education, training, clear definitions and policies, and serious consequences for policy violations. The University Title IX Coordinator has responsibility for ensuring compliance with Yale's policies regarding sexual misconduct. The University-Wide Committee on Sexual Misconduct (UWC) and the University and Deputy Title IX coordinators address allegations of sexual misconduct.

These policies apply to all members of the Yale community as well as to conduct by third parties (i.e., individuals who are not students, faculty, or staff, including but not limited to guests and consultants) directed toward University students, faculty, or staff members. Conduct that occurs in the process of application for admission to a program or selection for employment is covered by these policies. These policies also apply to conduct that occurs in Yale-related off-campus activities.

Many forms of sexual misconduct are prohibited by federal law, including Title IX of the education amendments of 1972, and by Connecticut statutes, and could result in criminal prosecution or civil liability.

SEXUAL MISCONDUCT

Sexual misconduct incorporates a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, and any other conduct of a sexual nature that is nonconsensual or has the purpose or effect of threatening, intimidating, or coercing a person.

Sexual misconduct often includes nonconsensual sexual contact, but this is not a necessary component. For example, threatening speech that is sufficiently severe or pervasive to constitute sexual harassment is sexual misconduct. Making photographs, video, or other visual or auditory recordings of a sexual nature of another person without their consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

Violations of Yale’s Policy on Teacher-Student Consensual Relations and its Policy on Relationships between Staff Members are also forms of sexual misconduct.

Yale’s policies and definitions apply to all members of the Yale community, regardless of their sex or gender.

NOTE: Federal regulations for the implementation of Title IX of the Education Amendments of 1972 provide detailed rules for addressing formal complaints about some types of sexual misconduct. Sexual misconduct covered by these regulations is referred to below as “[Title IX sexual misconduct](#)”. Yale’s broader definitions of sexual misconduct include Title IX sexual misconduct. For questions about Title IX sexual misconduct or the rules applicable to formal complaints, please contact a [Title IX Coordinator](#) or [the UWC](#).

SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus, when: (1) submission to such conduct is made either explicitly or implicitly a condition of an individual’s employment or academic standing; or (2) submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades, or advancement; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating or hostile academic or work environment. Sexual harassment may be found in a single episode, as well as in persistent behavior.

SEXUAL ASSAULT

Sexual assault is any kind of nonconsensual sexual contact, including rape, groping, or any other form of nonconsensual sexual touching.

SEXUAL CONSENT

Under Yale’s policies, sexual activity requires affirmative consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred merely from the absence of a “no.” A clear “yes,” verbal or otherwise, is necessary. Consent to some sexual acts does not constitute consent to others, nor does past consent to a given act constitute present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked by any participant at any time.

Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

GUIDANCE REGARDING SEXUAL CONSENT

Consent can be accurately gauged only through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent. Talking with sexual partners about desires and limits may seem awkward, but it serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

When alcohol or other drugs are involved, incapacitation is a state beyond drunkenness or intoxication. An inability to remember events is not on its own sufficient to demonstrate incapacitation. A person may be able to make and act on a considered decision to engage in sexual activity but not remember having done so.

INTIMATE PARTNER VIOLENCE

Intimate partner violence (IPV) occurs when a current or former intimate partner uses or threatens physical or sexual violence. IPV also may take the form of a pattern of behavior that seeks to establish power and control by causing fear of physical or sexual violence. Stalking may also constitute IPV.

Intimate Partner Violence may be accompanied by a range of abusive/controlling behaviors by a current or former intimate partner, such as verbal, emotional, or financial abuse. If you have experienced any of these behaviors, the SHARE Center and Title IX coordinators are available to assist you.

STALKING

Stalking is repeated or obsessive unwanted attention on the basis of sex that is directed toward an individual or group and that is likely to cause alarm, fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, email, text messages, or phone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking.

POLICY ON TEACHER-STUDENT CONSENSUAL RELATIONS

The integrity of the teacher-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between teacher and student must be protected from influences or activities that can interfere with learning and personal development.

Whenever a teacher is or in the future might reasonably become responsible for teaching, advising, or directly supervising a student, a sexual or romantic relationship between them is inappropriate and must be avoided. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the University and the teacher to liability for violation of laws against sexual harassment and sex discrimination.

Therefore, teachers must avoid sexual or romantic relationships with students over whom they have or might reasonably expect to have direct pedagogical or supervisory responsibilities, regardless of whether the relationship is consensual. Conversely, teachers must not directly supervise any student with whom they have a sexual or romantic relationship.

Undergraduate students are particularly vulnerable to the unequal institutional power inherent in the teacher-student relationship and the potential for coercion, because of their age and relative lack of maturity. Therefore, no teacher shall have a sexual or romantic relationship with any undergraduate student, regardless of whether the teacher currently exercises or expects to have any pedagogical or supervisory responsibilities over that student.

Teachers or students with questions about this policy are advised to consult with the University Title IX Coordinator, the Title IX Coordinator of their school, the department chair, the appropriate dean, the Provost, or one of their designees. Students or other members of the community may lodge a complaint regarding an alleged violation of this policy with the University Title IX Coordinator, with the Title IX coordinator of their school, or with the University-Wide Committee on Sexual Misconduct.

Violations of the above policies by a teacher will normally lead to disciplinary action. For purposes of this policy, "direct supervision" includes the following activities (on or off campus): course teaching, examining, grading, advising for a formal project such as a thesis or research, supervising required research or other academic activities, serving in such a capacity as Director of Undergraduate or Graduate Studies, and recommending in an institutional capacity for admissions, employment, fellowships, or awards.

"Teachers" includes, but is not limited to, all ladder and instructional faculty of the University. "Teachers" also includes graduate and professional students and postdoctoral

fellows and associates only when they are serving as part-time acting instructors, teaching fellows or in similar institutional roles, with respect to the students they are currently teaching or supervising. “Students” refers to those enrolled in any and all educational and training programs of the University. Additionally, this policy applies to members of the Yale community who are not teachers as defined above, but have authority over or mentoring relationships with students, including athletic coaches, supervisors of student employees, advisors and directors of student organizations, Residential College Fellows, as well as others who advise, mentor, or evaluate students.

UNIVERSITY STATEMENT ON EQUAL OPPORTUNITY

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 or gender identity or expression.

University policy is committed to affirmative action under law in employment of women, minority group members, individuals with disabilities, and protected veterans.

Inquiries concerning these policies may be referred to [Valarie Stanley](#), Director of the Office of Institutional Equity and Access, 221 Whitney Avenue; 3rd Floor, 203-432-0849. For additional information, see <https://oiea.yale.edu/>.

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the University’s Title IX Coordinator, Stephanie Spangler, or to the Yale College Deputy Title IX Coordinator, Katie Shirley at titleix@yale.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, 5 Post Office Square, Boston MA 02109- 3921, tel. 617.289.0111, fax 617.289.0150, TDD 800.877.8339, or ocr.boston@ed.gov.



Yale

SUMMER SESSION

U. S. MAIL

P .O. Box 208355

NEW HAVEN, CT 06520-8355 U.S.A.

UPS/FEDEX ADDRESS

55 WHITNEY AVENUE, 4TH FLOOR

NEW HAVEN, CT 06510 U.S.A.

(203) 432-2430

FAX (203) 432-2434

