

## **Graduate Student Resource Guide**

### **Diversity and Inclusion**

#### **Office of Diversity, Equity, and Inclusion (DEI)**

<https://medicine.yale.edu/dice/>

**Darin Latimore:** School of Medicine Deputy Dean and Chief Diversity Officer

[Darin.Latimore@yale.edu](mailto:Darin.Latimore@yale.edu)

Title IX Deputy Coordinator, Office of the Dean, School of Medicine; Dean's Designee, Office of the President. Mission is to support a diverse YSM community that is empowered to transform health care and biomedical science. We strive to create an inclusive community of faculty, staff, and students whose voices and contributions are valued and respected.

#### **Office for Graduate School Development and Diversity (OGSDD)**

#### **Office of Diversity and Inclusion (ODI) Equal Opportunity (ODEO)**

<https://gsas.yale.edu/about/diversity-equity-inclusion>

**Michelle Nearon:** Senior Associate Dean & Director, Graduate School of Arts and Sciences

[Michelle.nearon@yale.edu](mailto:Michelle.nearon@yale.edu)

Dr. Nearon works closely with students, members of the faculty and administration to proactively recruit, retain, and assist in the professional development of graduate students from diverse racial, ethnic, religious, socioeconomic, political, cultural, and lifestyle backgrounds. Dr. Nearon leads the Office for Graduate School Development and Diversity (OGSDD) and Office of Diversity and Inclusion (ODI) Equal Opportunity (ODEO).

OGSDD and ODI provide support and resources at all levels to trainees, including informal advising (with the director and/or peer advising), a mentoring program (matching incoming graduate students and postdocs with advanced graduate students, postdoctoral fellows, and faculty), academic enrichment seminars featuring the research of advanced students and postdoctoral fellows, and professional.

**Ksenia Sidorenko,** Assistant Dean, OGSDD

[Ksenia.Sidorenko@yale.edu](mailto:Ksenia.Sidorenko@yale.edu)

Ksenia is a Grievance Specialist and will oversee the OGSDD Fellows program and their work to foster belonging at Yale.

#### **Office of Institutional Equity Access and Accessibility**

<https://oiea.yale.edu/>

**Valarie Stanley:** Senior Director  
[valarie.stanley@yale.edu](mailto:valarie.stanley@yale.edu)

The Director of the Office of Institutional Equity and Access oversees the University's affirmative action programs and monitors compliance with policies and laws which ensure equal opportunity for students, employees and applicants for employment or admission. She works with committees and departments throughout the University to design and implement programs to increase the diversity of the Yale Community. She also assists in the development and effective use of the University's various grievance procedures.

The Office administers an Employment Accommodations Program for Persons with disabilities that coordinates the reasonable accommodation process using a case management format. Information obtained about a person's disability is confidential with certain statutory disclosure exceptions.

Any student, employee, or applicant for programs or employment at Yale who is concerned about affirmative action, equal opportunity, sexual harassment, racial harassment, or fairness in admissions or employment at Yale, either in a general sense or with respect to his or her own situation, is encouraged to contact the Office of Institutional Equity and Access.

## **Grievance Procedures**

### **Graduate School Conduct and Grievance Procedures**

[Conduct & Grievance Procedures | Yale Graduate School of Arts and Sciences](#)

For students who feel they have been treated unfairly in some capacity by an individual or group within the University, several courses of action are available. First, the advice of the thesis advisor, the Graduate Student Affairs Committee or either of the Program Co-Directors may be sought. Alternatively, if the matter is one which is not appropriate to raise within the Program administrative structure, other University agencies may be contacted, which include: 1) The Dean of the Graduate School; or 2) The Deputy Provost (Stephanie Spangler), whose office is especially concerned with matters relating to equal rights for minorities and for women. The Office for Women in Medicine can also be contacted. It is located in L202 SHM; 785-4680. In addition, the Dean of Graduate Studies has appointed a standing Grievance Committee to receive and review student complaints of sexual harassment. This Committee is comprised of six members (2 faculty; one member of the Graduate School Administration; two students; and one counselor). Students may bring questions about procedure, seek informal advice, or present a complaint to any member of the board, either orally or in writing.

As members of this community, we share a responsibility to cultivate an environment in which our academic endeavors and personal lives may thrive. To maintain that environment, we rely on personal conduct and professional integrity grounded in mutual respect and trust. These are our core institutional values.

The Programs & Policies handbook contains a comprehensive list of the Graduate School's

regulations and policies. Violations of these regulations will be referred to the Graduate School Committee on Regulations and Discipline.

Additionally, please seek help from an adviser or mentor, or from one of our [graduate school deans](#) if you need support or guidance.

## **The Graduate School Procedure for Student Complaints**

<http://catalog.yale.edu/gsas/yale-university-resources-services/>

## **Title IX Coordinators**

<https://provost.yale.edu/title-ix>

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. Sex discrimination includes sexual harassment, sexual assault, and other forms of sexual misconduct. The University is committed to providing an environment free from discrimination on the basis of sex.

Yale College, the Graduate School of Arts and Sciences, and the professional schools have each designated a deputy Title IX coordinator, reporting to Stephanie Spangler, Deputy Provost for Health Affairs and Academic Integrity and the University Title IX Coordinator. Coordinators respond to and address specific complaints, provide information on and coordinate with the available resources, track and monitor incidents to identify patterns or systemic issues, deliver prevention and educational programming, and address issues relating to gender-based discrimination and sexual misconduct within their respective schools. Coordinators are knowledgeable about, and will provide information on, all options for complaint resolution, and can initiate institutional action when necessary. Discussions with a Title IX coordinator are confidential.

## **Professional Ethics**

All degree-seeking students complete in-person and online training sessions during their first year of study. These training modules focus on the ethical issues that underlie our scholarship and our collegial interactions and provide information about accessing campus resources.

## **Academic Integrity**

Academic integrity is a core institutional value at every university. We maintain the highest standards of honesty and fairness in our scholarship and research. We respect one another and take responsibility for our conduct. These values govern our community as we work to study, educate, and advance knowledge. Excellent scholarship rests on honest originality, and this honesty takes many forms. It means, among other things, truth in presentation, diligence and precision in citing works and ideas we have used and acknowledging our collaborations with others.

Academic dishonesty has not been a substantial problem in the Graduate School, but any incidence at all is unacceptable. To promote excellence in scholarship and research, the Graduate

School has created several programs designed to foster an environment imbued with academic integrity.

## **Resource Office on Disabilities**

The Resource Office on Disabilities (ROD) facilitates accommodations for all Yale students with disabilities who register with and have appropriate medical documentation on file in the ROD. Documentation may be submitted to the ROD even though a specific accommodation request is not anticipated at the time of registration. Early planning is critical. Requests for housing accommodations must be made in the housing application. The required first step for a student with a disability is to contact the Resource Office on Disabilities to initiate the process of obtaining disability-related accommodations. Registration with the ROD is confidential.

## **Student Accessibility Services**

<https://sas.yale.edu>

The primary mission of Student Accessibility Services (SAS) is to facilitate individual accommodations for all students with disabilities throughout the entire University, and by so doing, work to remove physical and attitudinal barriers, which may prevent their full participation in the University community. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act guide much of our work.

## **Biological and Biomedical Sciences (BBS) Diversity**

<https://medicine.yale.edu/bbs/diversity/>

**Anton Bennett**, Director, Minority Affairs

[Anton.bennett@yale.edu](mailto:Anton.bennett@yale.edu)

**Karina Gonzalez**, Associate Dean for the Office of Diversity, Equity & Inclusion (ODEI)

[karina.gonzalez@yale.edu](mailto:karina.gonzalez@yale.edu)

BBS Diversity Office is committed to maintaining a diverse student environment, and we encourage students from all backgrounds to apply to our program. If you join us you will receive the necessary support and mentorship both to thrive at Yale and to succeed in your future scientific career.

We offer numerous resources for students from underrepresented populations, as described in the links on this page. In particular, we strive to provide underrepresented minority students with role models and mentors among the faculty and give students opportunities to network with these faculty and with one another. Prospective and current students are encouraged to contact the BBS Director of Minority Affairs to learn more about the strategies, resources, and programs available to you. The Director of Minority Affairs, in concert with the School of Medicine's diversity office, administers the [Yale BBS Diversity and Inclusion Collective \(YBDIC\)](#).

## **Belonging at Yale**

[Belonging at Yale | Home](#)

Belonging at Yale is the name for the university's activities to enhance diversity, support equity, and promote an environment of welcome, inclusion, and respect.

## **SHARE: Information, Advocacy, and Support**

**24/7 hotline: 203.432.2000**

<https://sharecenter.yale.edu>

If you are a student and have been subject to sexual misconduct of any kind—or if you simply have questions or concerns—you may contact SHARE or call 203-432-2000. SHARE has counselors available to talk to students or meet with them 24 hours a day, 7 days a week. In addition, SHARE offers guidance on what to do in an emergency and how to respond to unwanted sexual behavior.

If you wish to make use of SHARE's services, you can call the SHARE number (203.432.2000) at any time for a phone consultation or to set up an in-person appointment. You may also drop in on weekdays during regular business hours. Some legal and medical options are time-sensitive, so if you have experienced an assault, we encourage you to call SHARE and/or the Yale Police as soon as possible. Counselors can talk with you over the telephone or meet with you in person at Acute Care in the Yale Health Center or at the Yale New Haven Emergency Room.

## **Resources on Sexual Misconduct**

<https://catalog.yale.edu/gsas/yale-university-resources-services/resources-sexual-misconduct/>

Yale aims to eradicate sexual misconduct through education, training, clear policies, and serious consequences for violations of these policies. In addition to being subject to university disciplinary action, many forms of sexual misconduct are prohibited by Connecticut and federal law and may lead to civil liability or criminal prosecution. Yale provides a range of services, resources, and mechanisms for victims of sexual misconduct. The options for undergraduate, graduate, and professional school students are described.

## **Student Health and Wellness Resources**

### **University Health Services**

<https://yalehealth.yale.edu/>

The Yale Health Plan is a comprehensive health care program, located at the University Health Care Services Center (55 Lock Street) which is available to all faculty, students and staff. All Yale students who are enrolled in graduate study at least half-time are automatically members of the YHP and are eligible for ambulatory care services and the use of the infirmary at no additional cost. Yale requires that students have hospitalization and specialty care coverage as well. For all graduate students who do not have this coverage from another source, it will be provided at no cost to the student. If not wanted, each student must complete the waiver form

online by September 15.

For Additional information, contact Member Services Office at (203) 432-0246.

## **Mental Health Resources at Yale**

[Mental Health & Counseling | Yale Health](#)

(203) 432-0290 M-F 8:30-5:00.

**For urgent concerns after hours, call (203) 432-0290**

Yale Health Mental Health & Counseling provides free, confidential mental health treatment to members of the Yale student community. Services include individual therapy, group therapy, and medication consultations and management.

## **Graduate School of Arts and Sciences Mental Health and Wellness**

[Health & Wellness | Yale Graduate School of Arts & Sciences](#)

**Eva Wilson**, Graduate School of Arts and Sciences Psychologist; [eva.wilson@yale.edu](mailto:eva.wilson@yale.edu)

Offers confidential drop-in therapy appointments are now available on Eva Wilson's [Bookings Page](#). Available for brief therapy or for interim support while students seek a longer-term clinician. Students can sign up for appointments up to 7 days in advance.

Mental Health and Counseling (MHC) is offering groups. (see link below)

[Group Therapy Offerings: 2023 - 2024 | Yale Health](#)

## **Options for Ongoing Therapy**

### ***Eligibility:***

All Yale students enrolled at least half time in a Yale degree program are eligible for counseling at Mental Health & Counseling completely free of charge, regardless of whether they have waived Yale Health Hospitalization/Specialty Care coverage. Spouses and civil union partners are eligible for services if they are enrolled in the Yale Health plan as a dependent.

### ***Intake appointments for Individual Therapy, Group Therapy, and Medication Management:***

Appointments for an initial consultation in Mental Health & Counseling can be made by phone (203-432-0290) during business hours, Monday to Friday, 8:30 am - 5:00 pm.

During your initial consultation, you and a clinician will determine next steps for treatment, which might include individual therapy at Mental Health & Counseling or through Magellan, Group Therapy at Mental Health & Counseling, and/or Medication Management.

**Lisa Ho**, Mental Health & Wellness Program Manager, Student Mental Health & Wellness Program, Medical School,  
[lisa.ho@yale.edu](mailto:lisa.ho@yale.edu)

**Sundari Birdsall**, Clinical Student Wellness Counselor, Medical School; Student Mental Health & Wellness Program  
[sundari.Birdsall@yale.edu](mailto:sundari.Birdsall@yale.edu)

## **Suicide Safety Campus and Crisis Lifeline: Call 988**

Hours: Available 24 hours.

988 has been designated as the new three-digit dialing code that will route callers to the National Suicide Prevention When people call, text, or chat 988, they will be connected to trained counselors that are part of the existing Lifeline network. These trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary.

GPSS has compiled a list of mental health-related services and resources at Yale, including relevant links:

[Mental Health — Graduate & Professional Student Senate at Yale | Graduate & Professional Students Community, Representation, Organizations & Funding | Yale University](#)

## **Public Safety Campus** [Public Safety Website](#)

Police Emergency: 911  
University Police: 203-432-4400  
Campus Crisis Services (24-Hour Hotlines): 203-789-8104

## **Yale Shuttle**

The free shuttle is available to all students, staff, and faculty.

## **Nighttime Safe Rides (via TapRide app)**

## **Walking Escorts 203-432-9255**

Students, Staff or Faculty may request a Security Escort by calling 203-432-WALK

## **Special Services Van**

Yale Transit operates a Special Services Van that transports members of the Yale community who are permanently or temporarily disabled. Passengers are picked up on request and transported within the Shuttle boundary. To register, contact the Resource Office on Disabilities (203-432-2325).

## **Live Safe:**

<https://your.yale.edu/community/public-safety/stay-safe-campus/livesafe-app>

With the LiveSafe app installed, you can use your smart phone as a personal security device to provide the YPD with accurate information about yourself and your GPS location.

## **Graduate School Staff Directory:**

<https://gsas.yale.edu/staff-directory>

## **Yale Office of LGBTQ Resources**

<https://lgbtq.yale.edu/>

The Office of LGBTQ Resources provides services and support for students, faculty and staff across the University, in part by providing training and support for the programming, organizations and initiatives of students, faculty, staff, alumni and the local community

The Office of LGBTQ resources offers a wide array of resources for queer and trans Yalies, including mentorship opportunities, LGBTQ specific fellowships, resources for transitioning, medical resources, a map of gender neutral restrooms, and a long list of on campus LGBTQ organizations, such as Out in STEM (oSTEM) and QPOC Coalition. You can also check out OrgSync for a list of LGBTQ student organizations at Yale.

## **Office of Gender and Campus Culture**

<https://gcc.yalecollege.yale.edu/>

The Office of Gender and Campus Culture works to foster positive dynamics within the Yale College community. Drawing upon research on gender disparities in academic and other institutional settings, as well as on effective strategies for creating change, the OGCC collaborates with students, administrators, faculty, and staff.

## **Financial Aid:**

Support, email: [gradfinaid@yale.edu](mailto:gradfinaid@yale.edu)

**Kerry Worsencroft**, Director of Financial Aid

[kerry.worsencroft@yale.edu](mailto:kerry.worsencroft@yale.edu)

203-432-798**Sources of Support**

For the 2022-2023 year, all students will receive tuition plus a stipend of \$40,000 (12 months).

## **Pay Periods**

The Graduate and Professional student payroll runs on a semi-monthly schedule of payments (the 15th and last business day of each month). Instructions to set up Direct Deposit and for using all the features of the “My Pay and Info” site are available at: <http://your.yale.edu/> using the “Workday” link.

### **Important funding information for 4<sup>th</sup> year and above students:**

The majority of the 4<sup>th</sup> year and beyond Graduate Students are funded with the Assistant in Research Category (RGs) unless they have their own Private Grant or a PI is paying with non-federal monies. RGs must be used when your PI is paying your stipend with a Federal Grant. Federal Grants consider students work on a PI federal grant as “a taxable service.” In the first three years, students are paid with multiple funding sources, not PI federal grants which that in most cases, are not taxable to the student.

The Research Assistant appointment is subject to tax withholding unlike the stipend payment so it may appear that your net pay is less. Once your Fall paychecks are processed, you can look at your payslip on-line by going to <http://your.yale.edu/> and log in using your NetID and Password, select the link for Workday (on the top of the page) and select the Pay worklet and view Payslips, you will be able to see the detail of your fellowship payments, including the tax withholding. It is important to note that stipend fellowships are taxable even though there are no withheld amounts.

### **Yale's Tax Office**

<https://your.yale.edu/work-yale/financial-management/tax-compliance-and-planning/graduate-professional-students-and-1>.

Detailed information on the tax treatment of the different types of payments for Graduate Students

### **Conference Travel Funding (CTF)**

<https://gsa.yale.edu/ctf>

Through a fund from the Graduate School, the GSA awards \$120,000 annually in conference travel funding for GSAS students. Students are annually eligible for \$500 (pre-candidacy)-\$750 (post-candidacy) towards conference travel on a rolling basis.

The Conference Travel Fund aims to support the professional development of graduate students by providing financial assistance to present papers and posters at conferences on a competitive basis.

### **External Fellowships and Combined Award Policy**

To benefit both their current work and their future career prospects, students are strongly encouraged to seek funding from external agencies through grants. These awards, sponsored by both public and private agencies, confer distinction on a student who wins an award in a national competition. They are often more generous than the fellowships the University is able to provide.

During the twelve-month academic year (September 1–August 31), the Graduate School’s stipend award, made at the time of admission, may be used to supplement the sum of all external stipend

awards to a maximum stipend equal to the total of the standard department/program stipend plus \$4,000. If the sum of the Graduate School's initial stipend award and all outside awards exceeds this limit, the Graduate School's stipend award will be reduced accordingly. In instances where an external award does not cover the full twelve-month academic year, the combined award will be determined by prorating the combined award over the period when the internal and external awards overlap.

Students who receive external fellowships providing yearly stipends that are more than the total of the standard department/program stipend plus \$4,000 will retain the full external fellowship funding and will receive no university supplement.

### **Ph.D. Student Family Support Policy**

**<https://gsas.yale.edu/resources/graduate-financial-aid/family-support-subsidy-parenting-phd-students>**

If you are a Ph.D. student with a child or children, we know that you have additional expenses. We want you and your children to thrive while you are at Yale and are pleased to provide an additional financial subsidy to assist you with family expenses. The subsidy is disbursed differently depending on the type of insurance coverage you elect. An annual subsidy of \$6,600 per year is available to Ph.D. students with a child under the age of 18 (applied automatically to pay for spousal health coverage if a student elects the Family Plan at Yale Health). An annual subsidy of \$1,000 per child is available for each additional child under the age of six.

### **Leave of Absence**

**<https://gsas.yale.edu/leaves-absence>**

Medical, Personal, Parental information

### **Dean's Emergency Fund**

**<https://gsas.yale.edu/deans-emergency-fund>**

To help terminal master's and Ph.D. students with unexpected one-time expenses such as travel related to a death in the immediate family, temporary housing after a fire, or emergency dental surgery, the Dean's Office has set aside special funds. Everything you need to know to apply for this assistance is below. Developed in consultation with the Graduate Student Assembly, the Dean's Emergency Fund enables students to continue making academic progress despite unanticipated, extreme financial hardships. The fund does not cover recurring expenses; instead, it is intended for master's and Ph.D. students who cannot reasonably resolve their immediate financial difficulty through fellowships, loans, or personal resources. Each funding request is eligible for an award of up to \$2,000.

*\*To discuss your situation and eligibility for the fund, contact Associate Dean [Allegra di Bonaventura](#).*

## Eligibility

The fund is open to all terminal master's and Ph.D. students registered full-time in degree programs of the Graduate School of Arts and Sciences. Funding may be used to cover things such as: Temporary housing for displacement due to fire, flood, or other unforeseen circumstances; Emergency dental expenses for students (e.g., root canal). Dental emergencies may qualify for up to 50% of the unreimbursed cost, up to \$2,000; Travel costs related to unexpected crisis or death in the immediate family.

- Costs must be incurred while the student is registered full-time in a terminal master's or Ph.D. program in the Graduate School of Arts and Sciences. Costs incurred during a previous academic year are not eligible.
- The student should intend to continue in the degree program once the emergency is resolved.
- If a student is unsure about eligibility, they should contact Dean di Bonaventura.

Applicants should provide a brief description of the emergency situation and the amount of funding requested, including a listing of anticipated or incurred emergency expenses.

- Application link: <https://gsas.yale.edu/deans-emergency-fund-application>

## Pathology Department Grant Resource Support

### Director: Gina Della Porta

[gina.dellaporta@yale.edu](mailto:gina.dellaporta@yale.edu)

The Office of Research Affairs is available to assist with proposal development, including providing templates and text for commonly used content, performing technical editing, developing graphics, and helping to coordinate internal deadlines and draft letters of support. Research Affairs works in partnership with Uma Raman from the Yale Pre-Award Team (YPAT), who will help to create your budget, ensure compliance with university and funder requirements, and route your proposal for approval and submission. To request assistance with an upcoming proposal, contact [path.research.affairs@yale.edu](mailto:path.research.affairs@yale.edu)

## McDougal Center for Graduate Students

Life<https://gsas.yale.edu/resources-students/student-life-community/mcdougal-graduate-student-center>

The McDougal Graduate Student Center is where you can find support resources, attend events, build community, and connect with your fellow graduate students.

### Jennifer Mendelsohn, Director of McDougal Center

[Jennifer.Mendelsohn@yale.edu](mailto:Jennifer.Mendelsohn@yale.edu)

## Poorvu Center for Teaching and Learning

<https://poorvucenter.yale.edu/GraduateStudents>

This resource consolidates the many teaching, tutoring, writing, English and foreign language study, and technology-enabled learning programs distributed across the University. The CTL offers programs and services designed especially for graduate students, including writing boot camps, grant-writing resources and workshops and short courses for learning to teach.

## **Writing & Communication Skills**

The ability to communicate effectively is critical to your success as a graduate student and beyond. Make good use of the many opportunities at Yale to polish your skills.

## **Career Support & Development**

Jacob Gonzalez, Senior Associate Director  
Office of Career Strategy  
[jacob.gonzalez@yale.edu](mailto:jacob.gonzalez@yale.edu)

No matter what professional path you hope to follow, you will be well-served to start thinking about your career early. Initiate conversations with faculty mentors, advisers, advanced graduate students, alumni, and the staff of our Office of Career Strategy.

## **Cross Campus Alumni Network**

<https://crosscampus.yale.edu/v2/>

Cross Campus is Yale's online networking, community-building, and mentoring program. Cross Campus facilitates relationships between Yalies- whether that's alumni to student or alumni to young alumni.

Suzanne Young, Assistant Dean for Graduate Student Professional Development  
[Suzanne.young@yale.edu](mailto:Suzanne.young@yale.edu)

Suzanne will provide individualized coaching to students on navigating careers within and beyond the academy, as well as programming to build graduate students' professional skills.

## **The Graduate Student Assembly (GSA)**

The Graduate Student Assembly is an elected body of Yale students in the Graduate School of Arts and Sciences. The assembly provides a means for communication and deliberation both among graduate students and between graduate students and other members of the Yale community. The GSA yearly publishes [The Compass](#), which is a guidebook for life at Yale. Please refer to this as a source of information on life at Yale.

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**Remember your DGS, Themis Kyriakides and Registrar, Marrisa DeLise are here to support you. Don't hesitate to contact us!**

*Updated 11/27/23*