I. THE HOUSING PROCESS

The Branford College Housing Process begins in February with the formation of a Housing Committee and the election of housing chairs. The Housing Committee runs Branford's housing process. Questions and comments for the committee may be submitted in writing to the Dean’s office at any time.

II. ANNOUNCEMENT OF THE HOUSING DRAW

A. Each year the Housing Committee and the Dean will create a housing calendar that lists the times and dates for: the God Quad election, on-line Group Formation, Final Housing Form, Housing Lotteries and each Housing Draw.

B. Before the final forms are due, on-line Group Formation results and preliminary room allocations will be tabulated to encourage recombination.

C. Final allocations will be announced once the Housing Committee has tabulated final form results.

III. ELIGIBILITY FOR THE HOUSING DRAW

A. Class Affiliation: A student will be eligible to enter the Senior Draw if they reasonably expect to have earned 26 course credits by the fall of the following year. Eligibility for the Junior Draw requires 16 earned course credits. Eligibility for the Sophomore Draw requires 8 course credits earned.

B. Withdrawals and Leaves: A student who has been granted one or more terms of leave of absence, or a withdrawal will be eligible to enter the Senior, Junior, or Sophomore draw if they have completed, respectively, 21, 12 or 4 course credits by the opening of the fall term.

C. Acceleration Credits: A rising sophomore may only use acceleration credits to become eligible for the senior lottery and draw if he or she intends to graduate in six terms. Such students must petition the Housing Committee for permission to enter the senior draw.

D. Late Forms: Anyone or any group that fails to meet the deadline for on-line Group Formation for his/her class year will draw at the bottom of their desired draw. Anyone who submits a late Final Housing Form will be declared ineligible to enter the Housing Draw. The Dean or the Housing Chairs will assign rooms for these people after all the housing has been completed, and as rooms become available.
IV. ENTERING THE HOUSING DRAW

A. **Combinations**: A combination is defined as a group of students who submitted one Final Housing Form bearing all their signatures.

B. **Content of Forms**: The Final Housing Form is binding. A combination may not change members after the due date for the Final Housing Form. Should a student's name appear on more than one Final Housing Forms, both combinations will risk disqualification for the draw by the Housing Committee. No student may enter more than one Housing Draw and one Recombination Draw in the same academic year.

C. **Housing Between Classes**:

1. Students may cross class lines in forming housing combinations. The combination's class rank will be that of the majority of the students in the combination. If there is no clear majority (greater than 50%), then the combination will draw with the more senior of the represented classes.

2. A cross-class combination is eligible for mixed-gender housing if it consists of sophomores, juniors and seniors.

3. A student may participate in the sophomore, junior and senior Draws only once. If a student skips a year and draws as part of an upperclass combination, he or she may choose which class Draw to enter in subsequent years, so long as each rank is used only once, or in accordance with the exceptions below:
   
   (a) A student can choose to forfeit his or her junior or senior status to room in a lower class combination (as defined by rule 1).

   (b) A student can choose to forfeit his or her junior or senior status to room with a student who must draw in a lower class (because of rule 2).

4. A senior participating in the junior lottery due to the regulations above may be subject to annexing.

D. **Clipping**

1. **Clipping** is defined as linking two suites together in the housing lottery. Immediately after the first suite is allowed to pick by virtue of its Lottery number, the clipped suite must pick one of the suites available for clipping. The first suite in a clip to select a room must choose a clippable combination if one is available.

2. Clippable rooms are defined as rooms in the same entryway, either on the same floor or on adjacent floors. Clipping through fire doors is not permitted. If no clippable rooms are available to the suite choosing first, the clip is thus dissolved, and each group draws according to its lottery number.

3. No more than two combinations may clip, except for senior singles (for information see below). Clipping is not permitted between combinations in different classes.

4. Combinations intending to clip must indicate this on their Final Housing Forms. They will both enter their respective Lotteries as if they were not clipped, i.e., with one number per combination or individual. Thus, each of the combinations will receive one number in the lottery. The combinations select rooms during the Draw of the larger group (quints before quads, before triples, before doubles).

5. The combinations will only be unclipped if either or both of the following is/are true:
   
   (a) One or both of the combinations do not get a viable number in the Housing Lottery. If only one combination gets a viable number, the clip is dissolved and the combination with the viable number will select a room according to its Lottery position, while the other combination must enter the Recombination Lottery to be eligible for the Draw. If neither combination gets a viable number, the clip is dissolved and both combinations must enter the Recombination Lottery.
(b) No clippable rooms remain.

6. If a combination clips with God Quad, the combination may choose an eligible room at the beginning of the housing draw.

E. Senior Singles Clipping:

1. Clipping is only permitted between two, three or four rising seniors who have indicated their intention to clip on their Final Housing Forms. Please note that limited possibilities exist for clips of four.

2. The groups will only be unclipped if either of the following is true:
   
   a) One or both of the individuals do not get a viable number in the Housing Lottery. In this case, the clip is dissolved and only the individuals with viable numbers select rooms in the Draw according to their Lottery position.

   (b) No clippable rooms remain. For groups of two, clippable rooms are defined as rooms in the same entryway, either on the same floor or on adjacent floors. Clipping through fire doors is not permitted. If no clippable rooms remain, the clip is dissolved and each individual in the group selects a room according to his or her lottery position. Groups of four may not unclip into two groups of two; each individual in each group must select a room according to his or her own lottery position.

3. Unless either of the conditions in rule 2 applies, groups may not unclip after the Final Housing Forms have been submitted. If both or all individuals get viable numbers in the Lottery and clippable rooms remain, they must take those rooms.

4. **Senior Singles Clipping After Senior Doubles' Draw**: If a combination of rising seniors enters the Senior Doubles Lottery but does not get a viable number, that same combination may recombine and clip as two singles. This rule only applies to those who get non-viable numbers in the Lottery are thus forced to enter the Singles Lottery, not to those who get very poor lottery numbers and choose to recombine into singles to avoid undesirable doubles. The latter individuals may enter the Singles Lottery, but they may not clip. (see Section V.B)

F. Squatting:

Rising junior and senior combinations whose lottery numbers allow them a room in Branford will be permitted to squat, (that is, to remain in the room they drew the previous year) as long as the room in which they want to squat was not reallocated after last year's draw (i.e., if it was drawn as a quad, it must be squatted as a quad), and as long as at least half of the original occupants are squatting.

(a) Squatting may not occur in rooms that have been reallocated at any time during the housing process. If the reallocation occurs after the Final Housing Forms are due, the members of the group shall be notified and allowed to submit new Final Housing Forms, if so desired.

(b) At least 1/2 the members from the previous year must make up the next year's combination for this room. Additionally, vacated spots must be filled with new people, i.e., if the room was allocated as a quad the previous year, it must be lived in as a quad. Bubbled up rooms are not eligible for squatting.

(c) Squatting is forbidden in singles, considering the competition for singles that occurs each year.

(d) Students who by permission or by acceleration use their senior draw to obtain a room may not squat in that room the following year.

(e) Students from lower classes living in a combination which is 50% or more students from upper classes also may not squat.

(f) Students living in a room assigned after the housing draw process may not squat.
G. Requesting Single Sex Bathrooms:

1. Requests for single-sex bathrooms must be made in writing and submitted with a combination’s Final Housing Form.

2. If all the rooms on any floor in an entryway are occupied by members of the same sex, the bathroom on that floor may be designated single-sex at the request of the occupants of any of the rooms on that floor. Although the Dean and the Housing Committee will attempt to accommodate requests for single-sex bathrooms, there is no guarantee that such requests will be met.

3. In most cases, students will be able to arrange to live on a single-sex floor with a single-sex bathroom through the regular housing draw, as follows:

   (a) When the lottery number for a student rooming group arises, the group chooses a room from among those available. If at the time the group chooses their room no group of the opposite sex has chosen a room on the same floor, then the group may designate that floor as a single-sex floor. The Dean or the Housing Committee reserves the right to change this designation if necessary, because of architectural or space limitations in the college, or for reasons of fairness.

   (b) The Housing Committee reserves the right to ask students who desire single-sex floors to clip (see above) with students of the same sex in order to ensure that their entire floor will consist of residents of the same sex. Students who desire single-sex bathrooms are also asked to consider rooms with interior bathrooms first.

   (c) The Dean or the Housing Committee reserves the right to assign rooms or otherwise limit the rooms from which students desiring single-sex floors are permitted to choose.

H. Mixed Gender Housing:

1. Any student rooming group composed entirely of full status seniors, juniors, or sophomores may be composed of both men and women, though this is not required. Please note that, while gender-neutral suites are allowed, individual bedrooms may not be gender-neutral.

V. PROCEDURES FOR THE LOTTERIES AND DRAWS:

A. After Final Housing Forms are submitted and Final Room Allocations have been determined, a lottery will be held for each class to determine the order in which rooms will be chosen. At the Housing Draw, students will select rooms in the order determined at the Lottery. For provisions concerning annexed students, see rule G below.

B. Separate draws will be held for each size room, from octets to singles. The Senior Singles and Doubles Recombination Draws will be held as one Draw.

C. For the purpose of the lottery, each eligible combination (or eligible student) will be assigned a number for the draw in which they are eligible.

D. Numbers shall be drawn at random.

E. When a student's draw number is called, the student or proxy will choose among those rooms not yet chosen or assigned.

F. When the draw number of two clipped combinations is called, the combinations will choose two rooms from those not yet chosen, and specify which combination gets which room.

G. Special Provisions for Rising Seniors who were Annexed: All rising juniors living in annex space are guaranteed housing in Branford for their senior year. For the lottery for rising seniors, each student will receive one number in the lottery. For example, a quad will receive four numbers, a triple three, etc. Each annexed junior will also receive an additional marker entered on their behalf in
the lottery for their room combination. Therefore, a senior triple group consisting of three annexed juniors will have six entries in
the lottery, a triple with one annexed junior will have four entries, a triple with no annexed seniors will have three, etc.

(1) Such provisions stand for students that were annexed by the lottery as well as those who chose to be annexed. Additionally, students who were annexed by lottery but chose to live off campus instead, receive this advantage if they decide to re-enter the housing lottery for their senior year. However, sophomores that did not enter the housing lottery and/or chose to live off campus their junior year without being annexed, but re-enter the housing lottery for their senior year, are given no such advantage.

H. If the employment of rule G works against fairness, it may be suspended. If this system proves unwieldy, the Housing Committee reserves the right to designate a combination annex or non-annex according to the majority its members.

VI. RECOMBINATIONS:

A. If there were more groups competing for a particular configuration than were available in Branford for their class year, the groups that drew numbers in the lottery that would not allow them to choose a room for the configuration will have to recombine into a viable room configuration. The Recombination Lottery for all classes will take place in the week following the Regular Lottery, to give students time to create new combinations.

B. All the rules of the Regular Lottery apply.

VII. BUBBLING:

A. Bubbling is a procedure that exists to fill room vacancies that arise after the completion of the draws and before the end of term. Such vacancies are rare, but in order to address their potential existence, the following rules have been determined. Each combination may submit to the Housing Committee a Bubbling Form, signed by each member of the combination, by a date specified by the Dean. It will list, in order of preference, any rooms into which the combination would like to move, if any openings occur.

B. The Housing Committee or the Dean may “bubble” a combination into a different room as outlined on their bubbling form without consulting the combination.

C. The Housing Committee or the Dean will bubble combinations in the order in which they were picked at the Draw.

D. Bubbling will take place after a specified date during the term. The Dean then may move a combination after this date up until the beginning of the fall term in accordance with either the regulations governing Ghosting or the combination's Bubbling Form. Rooms which remain available after the Bubbling Process will be filled by the Dean from among those students who did not get rooms in earlier draws.

VIII. GHOSTING:

A. If a member of a combination relinquishes on-campus housing, or if a member returns without fulfilling the required credit expectations (see section III.A), the combination will forfeit all rights to the room which they have selected. This includes students studying abroad, on leave of absence or withdrawal in the fall.
B. Four things may then happen:

(1) The group will be allowed to keep the room, but the Dean and the Housing Committee may, without consulting the combination, place someone into the room to fill the slot.

(2) The group may be forced to disperse (i.e., they lose the room altogether and are forced off-campus), or

(3) They will be removed from their room, and bubbling will be allowed to take place for that suite. The group will then be placed at the bottom of the list of rooms whose occupants sought to bubble (i.e., they fill the now-vacated room lower down), or

(4) The situation in (3) will occur, and then someone will be placed in the remaining spot (not necessarily in consultation with the Housing Committee).

C. Students taking spring semester off will not inflict a “ghosting” charge on his or her roommates since announcing a spring term leave of absence must be done well after housing events conclude. The Dean may place student(s) in the vacant spot(s) without consulting the remaining members of the combination, though he will attempt to take student preference into account as much as possible or feasible.

D. Students who did not enter the Housing Draw will be assigned vacant rooms by the Dean only after all the other students have received rooms.

IX. THE GOD QUAD: ELIGIBILITY AND ELECTIONS

A. The Suite

The “God Quad” is Branford room J21, a suite that has by tradition housed seniors. Since the renovation of Branford, the God Quad can either house four people (suite J21) or six (by linking J21 with the singles L21 and L22). By tradition, the members of the God Quad are elected by the college as a slate of either four or six candidates. Candidacy and elections are subject to the following rules.

B. Qualifications

1. At least half of the candidates (two of the four candidates, or three of the six candidates) running for the God Quad must be rising seniors, which will allow for maximum exposure to the College, its traditions, and its residents. Senior candidates may not have attained senior status by accelerating two semesters. Any non-senior candidates must be rising juniors. Living in the God Quad counts as using one’s senior pick: any junior resident of the God Quad can not participate in the senior lottery the following year (see IV.C.2).

2. At least three of the four candidates (or four of the six candidates) must have entered the Branford College housing lottery as rising juniors. If the candidates were forced to or chose to live in Annex housing, or were forced off-campus during the housing lottery, they may still qualify for the God Quad. If a majority of the candidates were offered housing in Branford and chose to live off-campus, the slate is ineligible for election.

3. At least three of the four candidates (or four of the six candidates) must be enrolled as students in Yale College during the second semester of their junior year. At least half of the candidates must be eligible for the senior housing draw. (Thus, students on leave or junior term/year abroad are eligible, while withdrawn students are not.) All students in a God Quad slate must be in good academic standing. Members of the slate with a record of violations of the undergraduate regulations, particularly regarding property damage or violation of alcohol regulations, may be grounds for disqualification of the slate at the discretion of the Master, Dean, or Housing Committee.
C. Election Procedure

1. Members of the slate must submit their declaration of intention to live in the God Quad to the Branford Dean's Office by the deadline stated in the Branford College Housing Calendar. This declaration must contain the names and signatures of all members of the slate and a statement giving the reasons for their candidacy. This declaration and statement may not exceed one side of one 8 1/2" by 11" page.

2. At least one, but preferably as many members of each slate as possible, are required to meet with the Dean and housing committee the evening of the day their intent forms were due. This meeting is designed to answer questions about campaign procedure and the expectations of the suite.

3. If no slate of qualified students submits a declaration of intention to live in the God Quad, rooms J21, L21, and L22 will be allocated through the regular Branford housing process.

4. Candidates may begin campaigning the day after the deadline for candidacy submission stated in the Branford College Housing Calendar.

5. Voting will be held through secret electronic balloting by means of an official Yale elections website during the days stated in the Branford College Housing Calendar.

6. All undergraduate members of Branford College except graduating seniors are eligible to vote.

7. At the conclusion of voting, the Dean or his designate and a designated member of the Housing Committee will count the votes. The victors will be the slate that has attained a plurality of the votes cast.

8. Subsequent to the tally, the names of those elected will be posted on the housing bulletin board and on the housing website no later than the following morning.

D. Campaigning Guidelines

1. Candidates may discuss their campaign within the limits of a single dining hall table or a single undergraduate suite into which they were invited. If the Housing Committee deems it necessary, the candidates will be offered the opportunity to participate in an information session in the Branford Common Room. No other active, unsolicited in-person campaigning is permitted. Although candidates may address questions directly posed to them, there will be no room-to-room campaigning in Branford or on the Old Campus by the candidates or their representatives.

2. Each slate is permitted to have a total of thirty (30) black on white posters (not to exceed 8 1/2" by 11"), which may be placed in Branford and/or in Branford's Old Campus entryways in designated posting areas only. Posters must be submitted to the Branford Dean’s Office to be approved and numbered before being distributed.

3. The candidates are permitted to distribute one set of table tents, not to exceed fifty (50). These must be submitted to the Branford Dean's Office to be approved and numbered before being distributed.

4. The 30 posters and 50 table tents are the only forms of ‘paper’ advertisement permitted during the campaign.

5. Each slate may submit one email to the Branford College Dean’s Office to be sent by the Dean through the official Branford list as maintained by Information Technology Services. This email cannot contain a link or have an attachment. No other unsolicited mass emailing, including use of the Branford College Council email list, is permitted. All emails must conform to Yale’s Information Technology Appropriate Use Policy.

6. Campaigning by other electronic methods, such as Facebook, is permitted. The Dean, Master and all members of the housing committee must be copied on all electronic campaign materials. Inappropriate content or violations of Yale’s posting policy (see the Undergraduate Regulations XII.J or XIII.H, for example) may result in disqualification or citations for conduct issues.
7. Any alleged violations of these rules will be reviewed by the Housing Committee. If candidates are found guilty of a violation, the slate may be disqualified or otherwise penalized at the discretion of the Committee.

8. The Dean will post a list of candidates and their statements of intent in each of Branford’s Old Campus entryways and on the Housing Board within one day of their submission.

E. Responsibilities of the God Quad

1. At least one member of the slate will be required to become a member of the Branford College Council and the Branford Social Activities Committee. This person must be identified in the statement of intent and will be identified on the ballot.

2. As a result of winning the election, a slate of four will be awarded Room J21 and a slate of six will be awarded Rooms J21, L21, and L22 as their housing for their senior year.

F. Replacement of the Members of the Slate

1. If one member of the slate withdraws from the combination, the rest of the slate may replace that member with another Branford rising senior of their choosing until the time of the Senior Class Room Draw.

2. If two or more members of the slate withdraw from the combination or the slate is found to have violated any election rules, the slate will be dissolved and replaced. The replacement slate will be that group which received the second largest number of votes in the election. If, however, there was no election, because only one slate ran unopposed for God Quad, a new election will be held.

X. SPECIAL PRIVILEGES OF THE HOUSING COMMITTEE CHAIRS

A. The Chairs will settle all disputes of the interpretation of these rules.

B. The Chairs may change the allocation of a room at any time before or after any of the draws.

C. The Chairs may suspend these rules when their enforcement may not act in the best interest of fairness. This privilege will be subject to the full knowledge of the Dean of Branford College, for the Dean has ultimate control of the housing process.

XI. THE DEAN OF BRANFORD COLLEGE

The Dean has ultimate control of the housing process in Branford. The Dean may at any time suspend the Housing Rules as she sees fit and may assign rooms for students in a manner which she sees as fair.

XII. CONFLICTS IN POSTED DEADLINES

When a real (and not perceived) conflict arises between two posted deadlines, when both announcements originate from officially sanctioned Branford College publications, the later date or hour shall become the new deadline, within the constraints of normal hours of business in the Dean and Master’s offices.
XIII. RATIFICATION

A. The provisions of these rules will take effect upon majority approval by the Housing Committee.

B. Until new Housing Rules have been written and approved, these Housing Rules shall be enforced

[Revised March 2015]