

# BRANFORD COLLEGE

## HOUSING RULES 2018

### I. THE HOUSING PROCESS

The Branford College Housing Process begins in February with the formation of a *Housing Committee*. The Housing Committee runs Branford's housing process. Each class year will be notified of their housing representatives when general housing information becomes available each year. Questions and comments for the committee may be submitted in writing to the Dean's office at any time. 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 that she sees as fair.

### 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, the deadline to request housing accommodations, on-line declaration of intent and Group Formation, and each Housing Draw.

B. On-line Group Formation results will be tabulated to encourage recombination.

### 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 Penalties:** Anyone or any group that fails to meet the deadline for on-line declaration of intent and Group Formation for his/her class year will draw *at the bottom* of their desired 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.

E. **Special Accommodations:** Should a student need a special accommodation of any kind, this must first be communicated in writing to the Branford Dean's office and then must be discussed with the Dean, in addition to whomever the Dean instructs you to contact. Both the written notification and the discussion with the Dean must take place by the deadline circulated to each class year within the housing calendar. Students who do not meet the deadline and fail to make the request in the manner specified may be unable to be accommodated within the college itself. If that is the case, they will be annexed to a room elsewhere on campus that meets their accommodation needs.

**F. Fire Egress Doors:** We have suites that contain fire egress doors that may or may not be alarmed, and are not locked. These are clearly marked on our housing diagrams and lists. Should a student choose a room with a fire egress door, that student is entering a contract with the understanding that that door is to remain unlocked and alarmed (if applicable) at all times. Tampering with these doors subject the student to disciplinary action and/or fines at the discretion of Branford College.

#### IV. ENTERING THE HOUSING DRAW

- A. Combinations:** A *combination* is defined as a group of students who enter the housing process and form a Group online. Once the Group forms and is assigned a lottery number, provided they have met all of the established deadlines, the Group Formation is considered final.
- B. Content of Forms:** Online Group Formation is considered binding. A combination may not change members after the deadline for Online Group Formation. 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. Clipping is *not* permitted between combinations in different classes.
4. Combinations intending to clip must indicate this in their online Group Formation. They will both receive a lottery number from the online system as if they were not clipped, i.e., with one number per combination or individual.

### **E. Requesting Single Sex Bathrooms:**

1. Requests for single-sex bathrooms must be made *in writing* and submitted by the deadline established each year for requesting housing accommodations. It will not be possible to accommodate requests made after the deadline unless a single-sex floor can be arranged through the regular lottery and housing draw. See below.
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.

### **F. Mixed Gender Housing:**

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. Per the updated housing policy instituted by the Yale College Dean's Office, double bedrooms are no longer restricted to students of the same gender (as of 2/15/17).

### **G. Housing and a Fall-Term Away from Campus:**

Students who plan to be on a fall-term away from Yale are not eligible to enter the room draw. When students return to campus in the spring, ordinarily rooms are available in Branford to house them, because students who study abroad in the spring term vacate rooms. The Dean of Branford will house students returning from a fall term away at her discretion.

### **H. Housing Process for Students who are Away:**

Students who are away from Yale (Study Abroad or Leave of Absence) and who will be returning in the Fall term may participate in the housing process through a proxy who must be a current Branford College student at the time of the housing draw. Students away from Yale during the housing process are expected to adhere to the deadlines outlined in the housing calendar and any communications from the Dean's office. All the regular rules apply. These students will need to send the name of their housing proxy to the Dean by email by 5pm (at the latest) the day before the room draw.

## **V. PROCEDURES FOR THE LOTTERIES AND DRAWS:**

A. After the online declaration of intent and group formation, a *lottery* will be held for each class to determine the order in which rooms will be chosen. The lottery is run through the online housing system, which assigns lottery numbers to groups at random. Groups assigned a viable lottery number by the housing program will then be able to select their suite and their respective rooms at Room Draw. Groups that are not assigned a viable lottery number will need to recombine and select suites from the remaining available configurations.

B. Separate draws will be held for each size room, from octets to singles.

## VI. RECOMBINATIONS:

If there were more groups competing for a particular configuration than were available in Branford for their class year, the groups that were assigned 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, based on the remaining suite configurations available.

## VII. REMAINING SUITES:

In the event that, after all housing draws have been conducted, there remain one or more empty rooms or suites, this space will be made available for assignment by the Dean to students without other housing.

A note on Ghosting: Students with no intention to live on campus the following year but who enter the lottery nevertheless are known as “ghosts”. They do so with the intention of securing for the remaining roommates a better suite or arrangement than the one otherwise available when pursued through the proper channels. When the Dean learns of such an arrangement, she may place in the suite anyone who requests housing, at the convenience of the new student. The Dean may also, at her discretion, instead deny the suite to those who have fraudulently drawn for it and place them in a smaller suite, if one is available.

## VIII. CONTRACTUAL AGREEMENTS & RELINQUISHING HOUSING

Once a student has participated in the housing draw and selected a room, they are under contract with Yale for undergraduate housing. As such, they are subject to housing fees. A student who participates in room draw in the spring but who, through a letter to the Dean, later relinquishes the suite s/he has accepted should be aware of the following:

- A. A student who has contracted for a suite but who notifies the Dean in writing on or before the first day of the term of an intention to relinquish that suite will be charged a non-refundable deposit of one quarter (25%) of the term room rent.
- B. A student who has contracted for a suite but who notifies the Dean in writing on or before the tenth day of the term of an intention to relinquish that suite will be charged a non-refundable deposit of one quarter (25%) of the term room rent plus the per diem housing charge for each day up to and including the day on which the student relinquished the suite.