Yale Digital Media Center for the Arts Use Policy

Arts activities are a vital part of student life at Yale. In order to maintain equity in access to opportunities at the DMCA, the following policies apply:

**Students on leave** may not make use of the resources of the DMCA, as these resources are intended for enrolled students. In extraordinary cases, when no University affiliated individual is available to fulfill the requirements of a DMCA project, a request for an exception may be submitted to the Yale College Dean’s Office. The request must be made by an enrolled student, faculty, or staff member. Please send a written request stating the reason for the exception to the Associate Dean for the Arts ([susan.cahan@yale.edu](mailto:susan.cahan@yale.edu)). Exceptions must be approved by the Yale College Dean’s Office prior to use of the space or equipment. If an exception is approved, the student on leave will be notified in writing.

**Individuals with no current formal affiliation with Yale University**, including alumni, may not make use of the resources of the DMCA unless enrolled in an academic course as an auditor, and the project is part of the coursework. In extraordinary cases, when no University affiliated individual is available to fulfill the requirements of a DMCA project, a request for an exception may be submitted to the Yale College Dean’s Office. The request must be made by a student, faculty, or staff member. Please send written requests stating the reason for the exception to the Associate Dean for the Arts ([susan.cahan@yale.edu](mailto:susan.cahan@yale.edu)). Exceptions must be approved by the Yale College Dean’s Office prior to use of the space or equipment. If an exception is approved, the requestor will be notified in writing.

**Term Abroad Yale College students** may make use of the resources of the DMCA.

**Withdrawn students** may not make use of the resources of the DMCA.