REQUEST FOR A DEAN’S EXCUSE FOR WORK MISSED

Please read this form carefully before you complete it. Remember that permission for postponing work missed during the course of the term is primarily the prerogative of the course instructor, not a residential college dean. The Yale College Programs of Study (The Blue Book) states the following concerning the granting of Dean’s Excuses:

The basic responsibility for permitting postponement of work during the term is the instructor’s. However, the residential college dean may give permission for a student to make up work missed or delayed during the term because of an incapacitating illness, the death of a family member, or a comparable emergency. The residential college dean also has authority to give permission to make up work missed because of the observance of religious holy days and because of required participation in varsity intercollegiate events. Only in these cases does a residential college dean have authority to give permission to make up late work during term time. In all other cases of work missed during the term, permission to make up course work must be secured directly from the instructor of the course, since the instructor is the only person who can decide, in the context of the nature and requirements of the course, whether such permission is appropriate. This permission may not, however, extend beyond the end of the term. Permission to submit work still incomplete at the end of term may be granted only by a student’s residential college dean. (YCPS, Chap. III, H, “Work Missed During the Term”)

Thus the following matters are not eligible for dean’s excuses and should be discussed directly (and courteously) with your instructor: medical school and job interviews; club sports competitions; extra-curricular shows, recitals, and tours; and family vacations and personal travel.

Have you read all of the above? ______ Yes ______ No

Why are you requesting a dean’s excuse?

If you are ill, have you been to University Health Services? Whom did you see? When did you go?

Course for which you seek a dean’s excuse (e.g., CHEM 114):

Who is the course instructor?

If there is a TA in the course, what is the TA’s name?

Have you requested a postponement from the instructor? ______ Yes ______ No

For what work are you requesting an excuse? (Please be as specific as possible)

Date work is, or was, due ______________________ Date you propose to turn in this work ______________________

Your Name (Please Print) __________________________ Signature __________________________ Class __________ Date __________

* A dean’s excuse is only for work missed (tests, quizzes, papers) NOT FOR CLASS ATTENDANCE. All students should attend class regularly and save any permitted absences (especially in language classes) for the emergencies and obligations they were near to cover. Find out your instructors’ policies on attendance, late work and extensions. These policies vary from professor to professor.