



*The Ezra Stiles College
Dean's Extension Handbook*

Dear Moose,

Feeling sick? Have a varsity athletic event? Family emergency? Wondering if you qualify for a Dean's Extension?

Please keep the following guide handy as it tells you how to ask, when to ask, and what to expect! Please keep in mind that the following policies apply to all students in all 14 colleges, and it is important that deans apply them consistently and equitably—this means that I cannot make exceptions.

And as always, if you are not sure if you qualify for a Dean's Extension or not, please reach out to me. I am happy to discuss your situation with you and find an appropriate course of action.

Warmly,
Dean Temple

1) What is a Dean's Extension?

A Dean's Extension is an electronic form signed by the residential college dean that authorizes the postponement of written work or exams during term-time (i.e. until the end of reading week).

2) When do you qualify for a Dean's Extension?

As your Dean, I am only able to grant Dean's Extensions in certain circumstances, which are outlined in the Academic Regulations of Yale College, here:

<http://catalog.yale.edu/ycps/academic-regulations/completion-of-course-work/>.

The circumstances in which I can approve a Dean's Extension are limited to the following:

- a) Incapacitating illness or incapacitating condition of any kind.
- b) Death of a family member
- c) A comparable emergency*
- d) Observance of religious holy days
- e) Participation in varsity athletic competitions (NB: NOT practice, or club sports, and only in certain scenarios for varsity sports).

* "A comparable emergency" refers to a significant, disruptive event. Unsure whether what you are experiencing falls into that category? Don't preemptively decide you don't qualify; come and talk to me.

3) Do computer and technical issues count for Dean's Extensions?

Please note that computer and technical issues (including lost work, broken computers, submission issues, etc.) are NOT considered a valid reason to request a Dean's Extension. It is your responsibility to back up all your work to resolve all IT issues with the help of Student Computing. (I suggest that you back up your work manually and also set up an automatic cloud computing backup.)

4) First stop?: (often) your instructor

During term-time, course instructors may give students permission to make up late or missed work, provided that such work is submitted before the end of Reading Period.

Though instructors have the authority to grant a postponement themselves, some may require that students obtain a Dean's Extension to postpone an assignment deadline as part of their individual course policies. If, for some reason, you are not comfortable divulging the reason you require a postponement to your instructor, you should always feel free to come talk to me.

It is important to be aware of instructors' authority to postpone work during term-time, since a Dean's Extension can be issued ONLY in the circumstances listed above.

5) Ask yourself: "Can it be postponed?"

It is important to know that Dean's Extensions can only extend deadlines: **they cannot excuse absences, whatever the reason.** If you must miss class, it is your responsibility to notify your instructor as soon as possible. (Note that there is no such thing as an informal "dean's note" to excuse an absence. If your instructor pushes back or requests such a thing, feel free to let me know and I will provide information that you can forward to them.)

6) A special note about problem sets and essays

If you have an athletic event or a religious holiday that falls on a day when you are expected to hand in an essay or problem set, please note that you are expected to work ahead and hand in the assignment ahead of time. In most cases, I do not issue Dean's Extensions for assignments that can be completed ahead of time for conflicts that were also known ahead of time. The expectation is that you know your schedule, and you should juggle your assignments and responsibilities accordingly to complete work on time. (If you are missing in-class work, such as an exam or quiz, that is a different matter and would qualify for a Dean's Extension.) Athletes: note that the Student-Athlete Handbook contains additional information about athletics-related Dean's Extensions.

7) Many situations, however compelling, may not qualify

Your time at Yale is going to provide many fantastic opportunities that may, unfortunately, become obstacles for handing in work on time. Participation in performances, singing groups, and non-varsity athletics; attending conferences and family events; etc., will often compete for time that might otherwise be used for studying, writing, or attending classes. In addition, every year many students must attend interviews for jobs, internships, graduate school, etc., and these commitments may also interfere with class work. It is precisely in such circumstances that you

should be aware of the authority of your instructor to postpone work: it will be your **ONLY** means for turning in late work without penalty.

No matter how compelling the circumstances may be, I cannot write Dean's Extensions for reasons that do not fall into the categories outlined in the YCPS.

8) Be aware and plan ahead

Remember, certain times of the semester (such as midterms and finals) will often place heavy demands on your schedules. It is essential that you anticipate and coordinate these difficult periods: problems that arise from not having enough time to complete papers or prepare for exams are specifically ineligible for Dean's Extensions.

Be especially careful of situations in which an instructor may say, "It's fine with me, as long as you get a Dean's Extension." You will know under what circumstances you will be able to receive one, so you may have to resolve the issue on the spot. Be **VERY** careful about assuming you will get a Dean's Extension in instances where you ran out of time because you are overscheduled or did not plan well, because you may ultimately find yourself in a difficult situation.

9) If you do qualify, you must be timely with your request

Students need to request Dean's Extensions in a timely manner. If you reach out to me days or weeks after you missed an assignment, I will not, in most cases, be able to issue a Dean's Extension. If you are unsure whether you will need a Dean's Extension (e.g., you think you may be able to secure an extension directly from your instructor), please err on the side of giving me a heads-up about the situation.

If you will need a Dean's Extension because of a varsity event or religious observation, please request one as soon as you are aware of the conflict. If you are ill, you should let me know this as soon as you are physically able to do so.

Finally, although it is expected that students request Dean's Extensions as soon as they are able and ideally before the deadline for the assignment passes, please note that Residential College Deans may approve these requests even following the assignment deadline (as long as they were notified before), and instructors must honor the extension. If it is an evening or a weekend when you realize you need an extension, please email me then to create a paper-trail rather than waiting until working hours. Similarly, if you email in the evening or over the weekend, please be patient, and I will review your request when I return to the office.

10) End-of-term extensions

One last but essential remark about postponing work: at the end of term (i.e. during Reading Week and final exam period), everything changes. Only residential college deans can authorize extensions for outstanding work or make-up examinations after the close of the teaching term. I will circulate relevant information about extensions for end-of-term work and make-up final exams by email at the end of each semester; please keep an eye out for those messages and read them carefully. For now, please note that, after the close of regular term time, without **WRITTEN** permission from me, you will not be able to postpone a final examination or any other end-of-term project, regardless of whether the instructor gives you permission to do so. This also applies to term-time work: only deans—not instructors!—have the authority to extend term-time work past the end of Reading Period.

11) How to request a Dean's Extension

1. First, if you feel comfortable doing so, contact your instructor to request an extension, and then follow up by requesting a Dean's Extension from me if needed.
2. If you find yourself in one of the situations listed above and require a Dean's Extension as a result,
 - a) call the office at (203) 432-0563 to speak with me, and
 - b) fill out the form here: <https://forms.sis.yale.edu/url/YCDeansExcuse>.

You can complete these actions in either order depending on your circumstances. (Note that the residential college dean is the only recipient of the Dean's Extension request form, so your reason for the Dean's Extension does not get passed on to your professors.)

3. Once I have received the form and we have met, I will either approve or deny the request. If your Dean's Extension request is approved, an auto-generated email will be sent to your instructor, with a cc to you, containing details about the postponed assignment, including the original due date and the new deadline. Please note: if the work being postponed is a midterm exam or in-class quiz, you may be responsible for coordinating with your instructor on a new exam time. It is your responsibility to reach out to the instructor promptly to schedule a new midterm exam time. Note also that TAs are not copied on Dean's Extension forms, and it will be your responsibility to forward the notice to anyone else who needs to know (e.g., TAs, course coordinators, second instructors, etc.)

12) You don't qualify for a Dean's Extension, but things are looking tight. Now what?

Come talk to me. Please do not worry in silence. I may not be able to give you a Dean's Extension, but I will be able to listen and help you come up with a game plan on how you can get back on track. Just because I had to deny your request for a Dean's Extension does not mean I am not concerned about your wellbeing—so, please reach out.