



REQUEST FOR DEAN'S EXCUSE

Please read this form carefully before you attempt to complete it. It is important to remember that permission for postponing work missed during the course of the term is primarily the prerogative of the course instructor, not the college dean. The *Yale College Programs of Study* 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 participation required in intercollegiate varsity athletic 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.

A Dean's excuse is only for work missed (quizzes, tests, papers) and *not* for class attendance. Students should attend class regularly and save any permitted absences (especially in language classes) for the emergencies they were meant to cover. Students are responsible for knowing instructors' policies on attendance, late work and extensions as they vary from one instructor to another.

(1) Have you read all of the above? () Yes () No

(2) Please check your reason for needing a Dean's Excuse: () incapacitating illness () death of relative/comparable emergency () religious observance () varsity sport **Provide details** (unless personal):

(3) If you were ill, and you went to Yale Health or a private physician please provide: Date of visit _____
Name of the physician you saw*: _____

*If you received care by a private physician, please attach a note or other documentation

(4) If you are/were ill and *have not* been to see a physician, why not? _____

(5) Have you requested a postponement of work from your instructor? () Yes () No. If you *have* requested a postponement, did the instructor refuse? If so, why? _____

(6) For what work, specifically, are you requesting an excuse: __paper __reading response __lab report __quiz __exam __problem set __ other: _____ On what date is/was the work due? _____

(7) What date do you propose to turn in/make-up this work? _____

(8) Your Instructor's Name (include TA/TF also) _____

Your Name _____ Phone # _____ Class Yr. _____

Course (Dept. & Course #) _____

Signature _____ Date _____