

## REQUEST FOR DEAN'S EXCUSE

Your instructor's name \_\_\_\_\_ Date \_\_\_\_\_

Your Name (print) \_\_\_\_\_ Phone \_\_\_\_\_ Class \_\_\_\_\_ Year \_\_\_\_\_

Course (Dept. & Course Number) \_\_\_\_\_

Date the work was due \_\_\_\_\_, Date you propose to turn it in \_\_\_\_\_

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. Please read the following from

***The Yale College Programs of Study :***

The basic responsibility for permitting postponement of work during the term is the instructor's. However, in certain instances the Residential College Dean has authority to give permission for a student to make up work missed or delayed during the term because of an incapacitating illness, the death of a relative or a comparable emergency. The Residential College Dean also has the authority to give permission to make up work missed because 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 of requirements of the course, whether such permission is appropriate.

1. In view of the above statement, please state why you need a Dean's Excuse:

( ) illness ( ) family emergency ( ) religious observance ( ) varsity sport ( ) other

Important: Provide details here (unless personal):

\_\_\_\_\_

\_\_\_\_\_

2. If you are ill, have you been to University Health Services? When? Who did you see?

\_\_\_\_\_

3. Have you requested a postponement of work from your instructor? \_\_\_\_ yes \_\_\_\_ no.

4. If you have not yet requested a postponement from your instructor, why not?

\_\_\_\_\_

5. If you have requested a postponement, did the instructor refuse your request? Explain:

\_\_\_\_\_

6. For what work specifically are you requesting an excuse?

\_\_\_\_\_

7. If postponing an exam, has a make-up date been set? \_\_\_\_\_

Signature \_\_\_\_\_