**Request for Dean’s Excuse**

# Jonathan Edwards College

## **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 a 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. This permission is conveyed by means of a special form from the college dean that the student delivers to the instructor. Students participating in events of intramural or club sports, as differentiated from varsity events sponsored by the Department of Athletics, are not eligible for a postponement of work by the dean on account of those events. (YCPS, Section H)

1) In view of the statement above, please state why you need a Dean’s Excuse (Give pertinent details.)

incapacitating illness death of a close relative religious observance varsity sport Other

Details:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) If you are ill, who have you seen at University Health Services and when did you go? (If you have seen an outside physician, please include a note from him/her).

3) For which course are you requesting an excuse? Section?

4) What is the full name of the instructor?

5) If there is a TA for this course, what is the TA’s name?

6) Have you requested a postponement from your instructor? Yes No

7) If no, why not?

8) If you have requested a postponement, why did the instructor refuse your request? 9) For what work specifically are you requesting an excuse? 10) On what date is, or was, this work due?

11) When was the work first assigned?

12) When, exactly, do you propose to turn in this work?

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Your Name (please print) Signature class date