

REQUEST FOR A DEAN'S EXCUSE

Please read this form carefully before you complete it and then arrange an appointment to see the dean, if you have not done so already. In addition, please remember that Dean's Excuses only postpone an assignment or exam; they cannot excuse missed class time, however legitimate the reason. Please note: "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**.... 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" (YCPS, Chap. II, Section H).

1. Please state why you need a Dean's Excuse. Check the appropriate box and provide details:

Medical Family Emergency Religious Observance Varsity Travel Other

2. For what course are you requesting an excuse (i.e. ENGL 120)?

3. What is the full name of the course instructor?

4. If there is a TF in the course, what is his or her full name?

5. For what specific assignment are you requesting a Dean's Excuse?

6. Have you already requested a postponement of this work from your instructor? Yes No
Please explain.

7. On what date is, or was, this work due? If varsity travel, at what time is work due?

8. On what date to you propose to turn in this work? If it is an exam or quiz, has the instructor provided a makeup date?

Your Name (Please Print)

Signature

Class Year

Today's Date