

From: [Mica Rencher, Dean of Benjamin Franklin College](#)
To:
Subject: Dean's Notes - End of Term Edition!
Date: Monday, December 2, 2024 2:23:49 PM

Dear Franklinites,

As you move into final projects and exams, below are some tips on earning full credit for your work. Please review them carefully, as they also instruct you on what to do if you run into trouble.

1. GET CREDIT FOR YOUR WORK. Go back to the original assignment and be sure you fully understand paper length, formatting, and any content requirements. It is your responsibility to ensure that your work is successfully submitted on time, and in readable files. If submitting via email (not Canvas), asking your instructor to confirm receipt is always a great idea.

2. NOTE THAT INSTRUCTORS CANNOT EXTEND WORK, OTHER THAN TERM PAPERS & TERM PROJECTS, BEYOND READING PERIOD. Yale College has set the final possible deadline for all regular term work (e.g., reading responses and p-sets) as Thursday, December 12 (that is, the last day of the Reading Period), and the final possible deadline for final term papers and term projects as Wednesday, December 18 (the last day of the Final Exam Period). These deadlines can only be extended by a Temporary Incomplete ("TI") authorized by me as your dean. Your instructor cannot grant extensions beyond these dates, so please do reach out to me if the need arises.

3. COMMUNICATE WITH YOUR INSTRUCTORS. Final exam dates and times are assigned by the Registrar, not by instructors, and so must be given at their scheduled time. While instructors cannot change the date or time of final exams, they can offer an alternate exam if they follow certain procedures.

That said, instructors may still ask you to get a Dean's Extension, or an informal "dean's note" (even though there is no such thing for these circumstances) so that you can take a final exam early. Since there is no role for a Dean's Extension in this situation, your knowledge of the regulations will be helpful if you find yourself having a conversation with an instructor about taking a final exam early. I am, of course, available to answer your questions.

4. POSTPONEMENT OF FINAL EXAMS (ABX). The residential college dean may postpone an examination (aka, an "ABX" accommodation) if a student has three examinations scheduled within four time slots, whether or not each of these slots has an examination group number assigned to it (the 7 pm slot is included in this calculation); if a student has three examinations scheduled during the first two days of the final examination period; if a student has an incapacitating illness or incapacitating condition, a family emergency (or another matter of comparable moment), or for the observance of religious holy days.

5. CONTACT MY OFFICE IF YOU HAVE ANY SERIOUS PROBLEMS. As your dean, I can only postpone a final examination in very specific cases. If, for example, you become seriously ill in the middle of an exam, let your proctor know before signing off, if possible, and get medical treatment if you can. Contact me as soon as possible to let me know what's happened. But don't assume that you don't qualify: if you have any questions about whether your circumstances might be grounds for an accommodation, contact me by email immediately.

6. PROBLEMS? CONTACT ME. If you find yourself in any kind of trouble relative to the submission of work or the taking of exams, email me right away. Doing so is evidence of your attentiveness to your fundamental responsibilities and is sometimes a crucial factor in determining an equitable remedy.

Best of luck as you finish the term!

My very best,
Dean Rencher

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