



From the Benjamin Franklin College Dean's Office

Dean's Notes– Aug 30, 2022

Dear Franklinites,

Welcome back, welcome in, so happy to have you here! The joyfulness of move-in day for the Class of 2026 will, I believe, set the tone for Benjamin Franklin in the year to come. It felt inclusive and expansive in ways we've all missed during the lean days of 6-ft-apart and one-at-a-time. Families accompanied students to unpack their rooms. Dogs and toddlers played in the courtyard. Can you remember?!

**Dean's Drop-in Hours on Friday, 10-12:30.** These are useful for quick take questions rather than longer chats. Feel free to schedule the latter with me through Michelle Tracey for the coming days!

Happy shopping. Be expansive in your plans these early days.

*As you enter positions of trust and power, dream a little before you think.*

— *Toni Morrison*

-*Dean Hill*

## CALENDAR AT A GLANCE

Aug. 31	W	Add/Drop period begins, 8:30 a.m. Fall classes begin, 8:20 a.m.
Sept. 2	F	Friday classes do not meet; Monday classes meet instead.
Sept. 5	M	Labor Day; classes do not meet.
Sept. 7	W	Add/Drop period ends, 5:00 p.m.
Sept. 14	W	All students planning to complete degree requirements at the end of the fall term must file a petition by this date.
Sept. 14	W	Withdrawal from Yale College on or before this date entitles a student to a full rebate of fall-term tuition. See Undergraduate Regulations.
Sept. 14	W	Final deadline to apply for fall-term Leave of Absence. See Leave of Absence, Deferral, Withdrawal, and Reinstatement.
Sept. 22	Th	Last day to withdraw from a course offered in the first half of the fall term without the course appearing on the transcript.
Sept. 24	S	Withdrawal from Yale College on or before this date entitles a student to a rebate of one-half of fall-term tuition. See Undergraduate Regulations.
Oct. 1	S	Deadline to complete applications for financial aid for the 2023 spring term, for students not enrolled in the 2022 fall term.
Oct. 11	T	Deadline to apply for spring 2023 Term Abroad, 1 p.m.
Oct. 14	F	Last day of courses offered in the first half of the fall term.
Oct. 14	F	Last day to withdraw from a course offered in the first half of the fall term.
Oct. 14	F	Last day to convert from a letter grade to the Cr/D/F option in a course offered in the first half of the fall term.
Oct. 17	M	Fall second half-term classes begin.
Oct. 18	T	October recess begins after last class.
Oct. 24	M	Classes resume, 8:20 a.m.
Oct. 28	F	Midterm.
Oct. 28	F	Last day to withdraw from a fall full-term course without the course appearing on the transcript.
Oct. 28	F	Deadline to apply for double credit in a single-credit course.
Oct. 28	F	Withdrawal from Yale College on or before this date entitles a student to a rebate of one-quarter of the term's tuition.

### *Resident Writing Tutor*

The Benjamin Franklin Writing Tutor is Lesley Finn. Her office is in Room 24, LL near Stairwell/Entry A. To sign up for an appointment go to [www.yalewco.com](http://www.yalewco.com) or email [lesley.finn@yale.edu](mailto:lesley.finn@yale.edu).

### *Yale Tutoring Resources:*

Writing Center/Tutors/Partners: [Writing Tutoring and Programs | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Sc/QR Tutoring: [Small-Group and 1-1 Tutoring | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Language Tutoring: [Center for Language Study | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Academic Strategies: [Academic Strategies Program | Poorvu Center for Teaching and Learning \(yale.edu\)](#)

Advising Resources: [Welcome | Advising Resources \(yale.edu\)](#)

### *Yale Degree Audit*

Yale Degree Audit (YDA) is a tool that tracks your progress toward the bachelor's degree. YDA is located on the Academics tab of Student Information System (SIS). YDA displays the Yale College degree requirements that you have already completed and those that are still pending. A "Look Ahead" feature shows you how future course enrollment might apply toward your degree. Yale Degree Audit does not take the place of face-to-face advising, although you may wish to share your audit with your adviser. Instead, it provides an easy-to-read summary of requirements, allowing you and your adviser to spend more time discussing course selection and academic goals.

Do not rely solely on your degree audit when planning your courses; continue to use Yale's standard systems for schedule planning and employ YDA as an additional tool. More features will be added to YDA in the future, including the ability to track progress toward major requirements.

If you have suggestions, general observations, or questions that are not answered by the FAQs, send them to [registrar@yale.edu](mailto:registrar@yale.edu) using the subject line "Degree Audit." If you believe that academic information in your degree audit is incorrect, contact our office.



### *Upcoming Deadlines:*

The deadline to apply for a leave of absence for the fall term is the 15th day of the term: that is, by 5 pm on September 14, 2022. This same date is the deadline for receiving a full rebate of the term's tuition for students withdrawing by that date. If you are considering a leave of absence or withdrawal for this term, see me ASAP.

Yale College deadlines are firm. This is an issue of equity; we do all we can to ensure that the academic regulations are applied fairly and consistently every semester to the thousands of Yale students across the 14 residential colleges.

### *Important Notes on Course Enrollment*

- The University Registrar's Office has a helpful website devoted to course registration, at [registration.yale.edu](http://registration.yale.edu).
- During the Add/Drop period, you may add courses (if the course is open or you have permission to enroll) and drop courses within Yale Course Search without a fee. The Add/Drop period ends at 5 pm on September 7 and the courses listed on your registration worksheet at that time will constitute your fall course schedule. After September 7, you will need my permission to make any changes to your schedule, and the Registrar will charge a \$20 processing fee for each course added or dropped.
- Your "Canvas worksheet" synchronizes with Canvas, and you may load as many as 10 course credits onto your Canvas worksheet. Including a course there grants you "visitor" access to those courses' Canvas sites' "assignments" and "announcements" features, and that visitor access will last for the duration of the Add/Drop period.
- Be sure to distinguish your registration worksheet (used to enroll in courses) from your Canvas worksheet (used as a sort of scratch pad). Keep in mind that to enroll in a course, you **must** include it on your **registration worksheet**.

### *Overloads, Overlaps, Professional School Courses, and Other Petitions*

- You need my permission to enroll for more than 5.5 course credits and must have sound academic reasons for doing so. You also need my permission to enroll for only 3 or 3.5 course credits. To request an overload or underload, make an appointment with me as soon as possible.
- Enrollment in courses that overlap in meeting times is generally not permitted. If you find you **MUST** enroll in two courses that overlap in meeting times, such an overlap cannot be more than fifteen minutes and requires the permission of both instructors (**even if one of the courses is recorded, and even if you will be missing class time in only one of the two**

**courses)** AND a petition through my office to the Committee on Honors and Academic Standing. There must be sound academic reasons for such an overlap. This petition is due by the end of the Add/Drop Period, and sooner would be prudent.

- No more than four course credits completed under the Credit/D/Fail Option may be offered toward the bachelor's degree. You should have a good reason for enrolling in a course under the CR/D/Fail option. You may elect no more than two course credits under the CR/D/Fail option in a term, and you must be enrolled in each term in at least two courses, representing at least two course credits, for a letter grade. The deadline to convert a full-term course from a letter grade to CR/D/Fail mode is the last day of classes, which is December 9. The deadlines for half-term courses are given in the Yale College Calendar with Pertinent Deadlines in the online *Yale College Programs of Study*. These deadlines are strictly enforced.
- There are restrictions on the number of independent study or directed reading courses you can take in any term and throughout your course of study. See the YCPS for details: <http://catalog.yale.edu/ycps/academic-regulations/course-credits-course-loads/> Such courses may not be used to fulfill any distributional requirements. Independent study courses, other than senior projects and certain other courses designated for A-F grading by the department offering the course, are graded Pass/Fail. Students cannot petition for a conversion from P/F to A-F; only the department or program offering the course may do so.
- To enroll in one of the Yale professional schools, you will need to submit a request, which is [available online](#) at the Registrar's Forms & Petitions site. Enrollment in such courses will not be recorded by the Registrar's Office in the absence of this form. Note that not all professional school classes earn course credit in Yale College. If the course earns no Yale College credit, it will not appear on your transcript.
- You may not enroll in a graduate or professional school course designated as an independent study, nor may you apply credit earned in a graduate or professional school course to any of the Yale College distributional requirements.
- If you are interested in petitioning to earn double credit in a single-credit course, please [read the relevant section in the YCPS](#), and then consult with me. The deadline to submit this petition is Midterm, but I recommend that you do so well before that date.

### *Academic Benchmarks for Sophomores*

- By the end of the fourth term of enrollment you must have enrolled for at least one course credit in each of the three disciplinary areas and for at least one course credit in each of the three skills categories. You should continue enrollment in language courses to fulfill the language skills requirement. All skills requirements, including language requirements, must be completed by the end the junior year. It's best to take your language courses in consecutive terms of enrollment.

- No courses taken on the Credit/D/Fail basis may be used to fulfill the distribution requirements for the bachelor's degree or for the junior year.
- By the end of your fourth term of enrollment you must have successfully completed a minimum of 16 course credits to be promoted to junior standing.

### *Notes for Sophomores from Yale Study Abroad*

Sophomores in their second term of enrollment may study abroad for Yale course credit. If you are interested in studying abroad this spring term or next year, begin planning course selections now and be especially mindful of whether you have sufficient ability in a language to study abroad in a program in which instruction is given in that language; you should also consult with your DUS or faculty adviser to see if you can complete the requirements of your major with a term or year abroad as part of your program of study.

Applications for a spring term 2023 abroad are due on October 11, 2022. Applications for fall term 2023 and for year-long 2023-2024 study abroad programs are due on April 4, 2023.

Visit [studyabroad.yale.edu](http://studyabroad.yale.edu) for more information.

The deadline to apply for 2023 Yale Summer Session Programs Abroad is February 7, 2023. If you are considering credit for summer study abroad in 2023 with Non-Yale programs, you must apply for approval through the [Summer Abroad program](#). The deadline to apply for credit for a Non-Yale Summer Abroad program is March 7, 2023. Information about the summer study abroad application process, including a list of eligible programs, is available at [studyabroad.yale.edu](http://studyabroad.yale.edu).

### *Sophomore Advising*

- Advising information for sophomores, including information on a range of tutoring resources, is available on the "Advising Resources" website at <http://advising.yalecollege.yale.edu/>
- At the end of last year, either you indicated you would remain with your original college adviser, or you submitted an online form to switch to a new college adviser (a faculty member). If you did not submit a form last spring: now's the time, using the [Change-of-Adviser form](#).
- For some of you, the advising relationship you developed last year with your college adviser worked in all the right ways. You want to continue with that adviser this year, and that's fine. For others, the beginning of your sophomore year is a good time to consider a new adviser — maybe an instructor with whom you developed a good academic or advising relationship last year, or a faculty member in a possible field of study (perhaps even the DUS). If that's the case, I encourage you to submit a [Change-of-Adviser form](#) soon so that your new college adviser can discuss your fall-term goals and guide your course selection now.

- If you do change advisers, please let your former college adviser know as a courtesy. There won't be hard feelings: they all know to expect this possibility.
- Our college advising system allows you to change advisers at any time this year, not just during course selection period, but you may only switch to a faculty member, and only once per term.
- Potential majors in science, engineering or mathematics should select the DUS of the intended major as their current college adviser.

### *Academic Benchmarks for Juniors*

- By the end of the sixth term of enrollment you must have **completed** all of your skills requirements, and you must have earned at least one course credit in each of the three disciplinary areas, to be eligible for promotion to senior standing. Students who anticipate special difficulties in meeting the distributional requirements for the junior year should speak to me individually as soon as possible.
- Check on your progress towards fulfillment of requirements for your major, and if you have not declared a major, you need to do so via SIS. If you are thinking about completing two majors, please make an appointment to meet with me.
- Check on your progress towards fulfillment of Distributional Requirements for the Bachelor's Degree: successful completion of no fewer than two course credits in the humanities and arts, two course credits in the sciences, and two course credits in the social sciences. In addition, you must fulfill the skills requirements by successful completion of two course credits in quantitative reasoning, two course credits in writing, and courses to further your language proficiency. No credits earned in courses completed on a Credit/D/Fail basis may be used to fulfill any of the junior year or bachelor's degree distributional requirements, nor may credits earned in independent study, tutorial, directed research, or directed reading courses.
- If you have been awarded at least 4 acceleration credits and have a question about accelerating by means of acceleration credits, please make an appointment to see me.
- By the end of your sixth term of enrollment you must have successfully completed a minimum of 26 course credits to be promoted to senior standing.



### *Notes for Juniors from Yale Study Abroad*

If you are planning on participating in Junior Term Abroad for spring term 2023, you must apply by October 11 to the Yale College Center for International and Professional Experience (C.I.P.E.).

The deadline to apply for 2023 Yale Summer Session Programs Abroad is February 7, 2023. If you are considering credit for summer study abroad in 2023 with Non-Yale programs, you must apply for approval through the [Summer Abroad program](#). The deadline to apply for credit for a Non-Yale Summer Abroad program is March 7, 2023.

### *Academic Benchmarks for Seniors*

- Check carefully on your progress toward fulfillment of the Distributional Requirements for the Bachelor's Degree; a minimum of two course credits in each disciplinary area (humanities, science, social science), a minimum of two course credits in Quantitative Reasoning and Writing, and completion of the language requirement.
- No courses taken on the Credit/D/Fail basis may be used to fulfill the distribution requirements for the bachelor's degree.
- Check on your progress towards fulfillment of requirements of your major, and pay special attention to the Senior Requirement in your major: it may involve a two-term Senior Essay that must be begun this term or enrollment in a special seminar that meets only in the Fall term.
- By the end of your final term of enrollment you must have successfully completed **a minimum of 36 course credits for the degree**.

### *Other Resources*

- Information on a range of tutoring resources is available on the "Advising Resources" website at <http://advising.yalecollege.yale.edu/>
- For information about fellowships, scholarships and grants, consult the C.I.P.E. Fellowships website.



