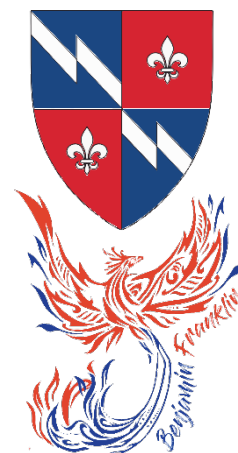


# *From the Benjamin Franklin College Dean's Office*



Dear Franklinites,

Some of you have had occasion in recent days to ask about Dean's Extensions. For the benefit of the newbies, as well as the oldies, I pass along a quick guide. It will help you know when it's appropriate to ask for one. Save this email for future reference.

First, you need to get a Dean's Extension only when your instructor asks for one. In other words, there's no need to come see me for one if your instructor will allow you to hand in work late without such an excuse. But you must also recognize that not every instructor is fully dialed in on what Dean's Extensions are. Often, you'll tell an instructor you're going to miss a test because, say, your kid brother is competing in an international lambda competition, and the instructor will respond by saying: "No problem. Just bring me a Dean's Extension." That just isn't going to happen, and my point in sending this email is to alert you to the fact that you can only receive one for the reasons listed below - regardless of what you're told by your instructor. Ultimately, the responsibility for knowing this information is yours - not theirs.

*First, here's where they don't work:*

## **Absences:**

Dean's Extensions revise coursework deadlines or test dates in certain, narrowly defined circumstances. In some cases, your instructor will ask you to get an excuse to cover an absence, for example a language class where attendance counts towards your grade. This is usually a scenario where you must work out directly with your instructor how and/or if your absence will affect your grade (and it very well may). In this situation, there is absolutely no role for a Dean's Extension. If your instructor has questions about this policy, you should refer them to the YCPS and me.

## **Work overload:**

It's bound to happen, because you're a Yalie: you're going to get swamped with work, especially during midterm and the end of the semester. Again, there's no role for a Dean's Extension here. If you haven't done so already, you need to start planning for peaks in your workload now. Good tip: plot all your course syllabi on a single calendar. If reviewing the result completely freaks you out, come see me.

**Extracurricular activities (including job and fellowship interviews):**

Snag a lead role in a Dramat show? Pressed into bitter servitude by an a capella group? Going to a medical school, job, or internship interview? Tremendous! You can ask your instructor for an extension for late work, but not me: a Dean's Extension cannot be offered for such reasons.

**Okay, so when do you come to see me for a Dean's Extension?**

There are five situations:

1. DEATH IN THE FAMILY: Contact your instructor and see me immediately.
2. INCAPACITATING ILLNESS or INCAPACITATING CONDITION: By definition, an incapacitating illness requires immediate medical attention. Your health should be your first priority, not your schoolwork. After you've seen someone at Yale Health, come see me as soon as possible to reschedule the work you missed. Timeliness matters: I want to hear from you as soon as you are able... not three or four days into your recovery. No dean feels very comfortable with the proposition of retroactively awarding a Dean's Extension.
3. A COMPARABLE EMERGENCY: Specifically, an emergency comparable to either the death of a family member or an incapacitating illness. Aunt Betty's birthday? No. Computer crash? No. Job interview? No.
4. VARSITY COMPETITION REQUIRING TRAVEL FROM CAMPUS: If you are a varsity athlete who is expected to represent Yale at a competition and you have to miss a test or deadline because of it, please be in touch well in advance of the event.
5. OBSERVANCE OF RELIGIOUS HOLY DAYS: If you have to take a test or hand in work on a religious holy day, please be in touch.

One last bit of information. Instructors can grant extensions any time during the term on their own authority, but **everything changes at the end of the term**. I'll send you more information about such situations later on.

I hope you will have minimal need for a Dean's Extension, but if you do, now you know how they work.

Dean Hill

[Dean's Extension Request Form](#)

# CALENDAR AT A GLANCE

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.
Nov. 10	Th	Last day to withdraw from a fall second half-term course without the course appearing on the transcript.
Nov. 16	W	Registration for spring 2023 opens, 8:00 a.m.
Nov. 18	F	November recess begins after last class.
Nov. 28	M	Classes resume; 8:20 a.m.
Dec. 9	F	Classes end; reading period begins.
Dec. 9	F	Last day to convert from a letter grade to the Cr/D/F option for a full-term course and/or a course offered in the second half of the fall term.
Dec. 9	F	Last day to withdraw from a full-term course and/or a course offered in the second half of the fall term.

### ***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 \(yale.edu\)](#)

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### **Course Withdrawals and Late Adds**

An online Course Change Notice form is available on the [University Registrar's Office website](#) for you to request course withdrawals, late additions and section changes. The normal \$20 administrative fee will apply to all course withdrawals and late additions, including late adds due to instructor permission granted after the Add/Drop period has closed.

### **Blue Form Deadline is Wednesday, September 21**

Wednesday, September 21, is the deadline for students to submit a [request to enroll in a professional school course \(blue form\)](#) for a full-term or first-half term course.

### **Registration Holds**

You can check the status of your registration holds through [Student Information Systems \(SIS\)](#).

## *Yale Degree Audit*

Yale Degree Audit is a web-based tool that calculates and displays how an individual student's courses may count toward the requirements for the bachelor's degree. The degree audit enables students to monitor their own progress toward the completion of degree requirements. It also helps students and their advisers discuss course selection for current and future terms more meaningfully by clarifying what requirements the student still needs to complete. Currently, major requirements are not included in the audit. YDA is located on the Academics tab of Student Information System (SIS).

Unlike a transcript, your degree audit is an unofficial document provided for your information and convenience. The audit serves as a tool to provide you with helpful and timely information when you are planning your course schedule, discussing your schedule with your adviser, and reviewing your progress toward completing the requirements for the bachelor's degree. Your degree audit is **not** an official academic transcript. Currently, major requirements are not included in the audit.

Yale Degree Audit will help you:

- Determine what requirements you need to fulfill in order to complete your bachelor's degree
- View a list of all courses in which you have enrolled and the distributional designations each course carries
- View individual course grades and cumulative grade-point average (GPA)
- View transfer credits, waivers, and exemptions for which you have been approved

## Yale Academic Strategies Program

[https://yaleconnect.yale.edu/PoorvuAcademicStrategies/club\\_signup](https://yaleconnect.yale.edu/PoorvuAcademicStrategies/club_signup)

<https://poorvucenter.yale.edu/academic-strategies-program>

Our mission is to help all Yale undergraduates be active, empowered learners at Yale. Through peer academic mentoring, interactive workshops, and connections to resources, we hope to provide you with the tools that can propel you towards your goals.

**Essentials for First Years:** This 4-week series showcases the 4 workshops that students find most impactful for getting a good start to academic work at Yale. Two workshop times available each week! [Essentials for First Years workshop sign up](#)

**STEM Navigators (New!):** Want to learn the best practices for succeeding in introductory STEM Courses? Join STEM Navigators, an Academic Strategies mentoring network that provides you with information, events, and support to guide you through these crucial first courses. Sign up via this link: [STEM Navigators sign up](#)

## Disability Peer Mentor Program

A collaboration between Academic Strategies and Disability Empowerment at Yale, this program matches students with disabilities with peer mentors who have similar experiences navigating academic life at Yale for individual mentoring. Students can request a mentor via this form:

[Disability Peer Mentor Request](#). First-year students can also request mentorship and guidance about Student Accessibility Resources through the [SAS Peer Liaison Program](#).

## Meet with our Learning Specialist

Have a learning difference or other condition that affects how you accomplish your academic work? We can talk with you about new approaches for meeting Yale's academic challenges. Contact Academic Strategies Learning Specialist Carol Morse ([carol.morse@yale.edu](mailto:carol.morse@yale.edu)) for an appointment.

## Individual Mentoring

Get organized for the semester by meeting with an [Academic Strategies Mentor](#). Mentors will help you develop a weekly study routine, offer strategies for approaching complicated readings and p-sets, and help you develop a plan for prepping for those first exams. Our online mentoring schedule goes live Monday, Sept. 19 at this link:

<https://yalectl.mywconline.com/index.php?msgLOG=YES>. You can also request a meeting by emailing us at [academicstrategies@yale.edu](mailto:academicstrategies@yale.edu).

## Workshops

Our famous workshop sessions are available in person and online! Register via the YaleConnect links below. Questions? Contact us at [academicstrategies@yale.edu](mailto:academicstrategies@yale.edu).

### **Strategies for Intro Econ**

[Monday, Sept. 19, 4-5 pm, Poorvu CTL M104A](#)

Learn strategies for efficiently working on intro econ problem sets and key strategies for studying for exams.

### **Exam Study Strategies**

[Monday, Sept. 19, 7-8 pm, Poorvu CTL M104A](#)

Reduce exam stress by learning new strategies for preparing and studying for midterms and finals. This workshop offers suggestions for taking problem-based, short-answer, and essay exams.

### **Strategic Planning for Your Senior Thesis**

[Monday, Sept. 19, 8-9 pm, Online](#)

Learn how to plan your writing and research, and how to access support resources for your senior thesis. For full-year and 1-semester senior thesis writers.

### **Essentials for First Years: Strategies for Seminars & Lectures (Choose 1)**

[Tuesday, Sept. 20, 4-5 pm, Poorvu CTL 120B](#)

[Wednesday, Sept. 21, 4-5 pm, Poorvu CTL 120B](#)

In this interactive session, students will learn how seminars and lectures make different demands, and learn how to prepare, participate, note-take, and review notes to help them succeed.

### **Strategies for Reading Literature**

[Tuesday, Sept. 20, 4-5 pm, Poorvu CTL M104A](#)

Learn how to tackle challenging papers and readings in this workshop, where students will learn best practices for approaching literature in their courses.

### **Managing a Heavy Reading Load**

[Tuesday, Sept. 20, 7-8 pm, Poorvu CTL M104A](#)

Feeling overwhelmed by piles of reading? Learn some essential strategies to make the most of your limited reading time. Have less stress and create more free time!

### **Reading Effectively for STEM**

[Tuesday, Sept. 20, 8-9 pm, Online](#)

Learn strategies for reading purposefully and effectively for STEM courses.

### **STEM Navigators: How to Succeed in General Chemistry**

[Wednesday, Sept. 21, 4:30 – 5:30 pm, Humanities Quadrangle 136](#)

Are you taking general chemistry? Wondering how you can begin to tackle the coursework and lab without ever having taken chemistry? Come hear from students who succeeded in the course to know what works best and what to avoid when approaching general chemistry at Yale.

## **The Psychology of Time Management**

[Wednesday, Sept. 21, 7-8 pm, Poorvu CTL M104A](#)

Come to this workshop to learn about some of the major cognitive obstacles to organizing your time and take away a set of mental tools for increasing your awareness of these common thought processes so that they can be prevented or interrupted.

## **Pathways for First-Years**

[Wednesday, Sept. 21, 8-9 pm, Online](#)

What do you really want to get out of your first year? This interactive workshop helps students identify goals and sources of satisfaction while avoiding common first year pitfalls.

## **Strategies for Intro Physics**

[Thursday, Sept. 22, 4-5 pm, Poorvu CTL M104A](#)

We will address everything from tackling p-sets, to thinking like a physicist, to organizing and planning your work for these classes.

## **Pathways for Juniors**

[Thursday, Sept. 22, 7-8 pm, Poorvu CTL M104A](#)

As you delve into your major, new questions arise: How do I orient myself within my major? How do I look for mentors in my major? What timelines do I need to be aware of to set myself up for a strong senior year? We'll explore these questions together in this interactive workshop.

## **Procrastination: How To Work Through It**

[Thursday, Sept. 22, 8-9 pm, Online](#)

We all procrastinate. When your procrastination habits get in the way of your goals, however, it's time for a change. This workshop offers strategies for identifying the sources of procrastination and pursuing productive habits that can get you back on track.



## Deadline: October 1st to Apply for Center for Language Study's DILS and Fields Programs

The Yale Center for Language Study is now accepting applications for spring semester study for its Fields Program and its Directed Independent Language Study (DILS) Program. The deadline for applying to either program for spring semester study is October 1<sup>st</sup> at 1:00pm.

The Directed Independent Language Study (DILS) Program gives students the opportunity to study a language that is not currently taught in a Yale classroom.

The Fields Program gives students the opportunity to pursue advanced-level language study within the context of their academic area of focus (generally in areas other literature if the language is taught at Yale, since advanced coursework in literature would likely be available).

Both are non-credit programs, open to all registered Yale students (undergraduate, graduate and professional). In each program, students work with a Language Partner—a native speaker of the target language (not a formal instructor)—in two 1-hour sessions for 12 weeks. The sessions aim to develop linguistic and cultural competence through active conversation and practice of what you are studying independently. With a limited number of slots available, a selection committee reviews all applications for their merit and appropriateness and notifies students of its decisions within four to six weeks after the application deadline.

Details on each program and how to apply can be found at these links:

Directed Independent Language Study (DILS):

<https://cls.yale.edu/dils>

Fields Program:

<https://cls.yale.edu/fields>

Please note that all applications must be received by the application deadline (this includes applications for continued study from current DILS or Fields students).

## Library workshops and events for the week of September 19, 2022

### Attend a Library Tour

Multiple dates & locations | [Find a tour](#)

Take an in-person tour to learn about library collections, study spaces, student library jobs, and more. Tours are available of the Beinecke Library, Gilmore Music Library, Haas Arts Library, Sterling Memorial Library, and Marx Science & Social Science Library.

### First Steps with Zotero

Wednesday, September 21 at 1:00pm | Register: <https://schedule.yale.edu/event/9486605>

Join us for 30-minutes to learn about [Zotero](#), free software to help you manage your research and generate citations.

### Essential Library Research Skills

Thursday, September 22 at 1:00pm | Register: <https://schedule.yale.edu/event/9486464>

Meet with a librarian for 30-minutes to learn how to navigate Yale Library for scholarly and popular resources.





ACADEMIC STRATEGIES

# WORKSHOPS 9/19-9/22

Scan to register!



**Strategies for Intro Econ, 9/19 @ 4pm**

**Exam Study Strategies, 9/19 @ 7pm**

**Strategic Planning for Your Senior Thesis, 9/19 @ 8pm**

**Strategies for Reading Literature, 9/20 @ 4pm**

**Essentials for First-Years 3:  
Strategies For Seminars & Lectures, 9/20 & 9/21 @ 4pm**

**Managing a Heavy Reading Load, 9/20 @ 7pm**

**Reading Effectively for STEM, 9/20 @ 8pm**

**The Psychology of Time Management, 9/21 @ 7pm**

**Pathways for First-Years, 9/21 @ 8pm**

**Strategies for Intro Physics, 9/22 @ 4pm**

**Pathways for Juniors, 9/22 @ 7pm**

**Procrastination, 9/22 @ 8pm**



Academic Strategies | Poorvu Center

September  
Events

# STEM NAVIGATORS

- **STRATEGIES FOR INTRO ECON: MONDAY, SEPT. 19,  
4-5 PM, POORVU CENTER ROOM M104A**

Learn strategies for efficiently working on intro econ problem sets and key strategies for studying for exams.

- **EXAM STUDY STRATEGIES: MONDAY, SEPT. 19, 7-8 PM,  
POORVU CENTER ROOM M104A**

Reduce exam stress by learning new strategies for preparing and studying for midterms and finals. This workshop offers suggestions for preparing for and taking problem-based, short-answer, and essay exams.

- **READING EFFECTIVELY FOR STEM: TUESDAY, SEPT. 20,  
8-9 PM, ONLINE**

Learn strategies for reading purposefully and efficiently for STEM courses.

- **HOW TO SUCCEED IN GEN CHEM: WEDNESDAY,  
SEPT. 21, 4:30-5:30 PM,  
HUMANITIES QUADRANGLE HQ 136**

Hear from students who have taken and succeeded in the course, and their tips for doing well in the class!

- **STRATEGIES FOR INTRO PHYSICS: THURSDAY,  
SEPT. 22, 4-5 PM, POORVU CENTER ROOM M104A**

We will address tackling p-sets, to thinking like a physicist, to organizing and planning your work for these classes.

- **SUNDAY STUDY HALL: SUNDAY, SEPT. 25, 2-5 PM,  
POORVU CENTER ROOM 120A**



Event  
registration on  
YaleConnect:

