

YALE-NUS COLLEGE
Committee on Academic Standards (CAS)

Petition for exception to an academic regulation or degree requirements stated in the Yale-NUS College Undergraduate Regulations

1) Instructions

A student may request a waiver or variance of applicable rules stated in the Yale-NUS College UG Regulations which can be accessed at <https://studentlife.yale-nus.edu.sg/policies/>. To petition for an exception of an established regulation, a student must submit his/her request officially to Committee on Academic Standards (CAS) via their Vice Rector.

Please ensure that you use your official Yale-NUS student email address if you are submitting the petition by email.

2) Before Submission of Petition

The student must have read the UG Regulations and consulted with their Vice Rector/Advisors on the options available before submitting an appeal to CAS. Students are advised to submit a complete, well-documented petition letter outlining the circumstances that warrant the exception.

3) Petition Letter

The student should prepare a factual letter which includes the following information:

- Date of Petition
- Student's Name
- Student Matric Number
- Year admitted
- Residential College
- Mobile Phone Number
- Student Yale-NUS College Email Address
- Programme of Study (eg. BSc, BA, Double Degree Programme, Concurrent Degree Programme)
- A brief statement of the petition in general in the opening paragraph
- A factual and concise description of the conditions that warrant an exception

4) Supporting Documents

To substantiate the petition, the student should include with the petition letter any documentary evidences necessary for the CAS to evaluate the petition. Some of these documents include medical certificates, a letter from physician or a letter from government agencies/courts, letter from instructor/Head of Study/Director of Common Curriculum. The Vice Rector may also add a note for the Committee indicating whether he/she supports the petition/appeal or not.

5) Outcome of Petition

If a petition is received during the examination weeks or during the summer/winter holidays, CAS may respond during the following semester. The student will be informed of the outcome of the petition by the Vice rector.