

## YALE-NUS COLLEGE

### Committee on Academic Standards (CAS)

Updated 17 May 2018

#### **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 Assistant Dean.

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 Assistant Dean/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 Assistant Dean 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 Assistant Dean.