



## Undergraduate Regulations

- Aims:** The Yale-NUS Undergraduate Regulations provide both a framework for and guidance on a student's term of study at Yale-NUS College. They are a point of reference for all members of the College community such that students are advised and directed consistently and equitably, and each student understands the policies, procedures and processes applicable to them and their peers. The Regulations safeguard the value and integrity of the degrees awarded to students. They signal to all stakeholders the high standards of a Yale-NUS degree, the rigour of our assessments of students' achievements against those standards, and the trust that can be placed in the student's award.
- Scope:** Unless specified otherwise, the Regulations apply to all matriculating and matriculated undergraduate students of Yale-NUS College. The Regulations direct the decisions of faculty members and staff in matters related to the structures and processes of undergraduate education at Yale-NUS College.
- Date:** 6 September 2018
- Revisions:** The Regulations may be subject to revision by the College's Academic Committee. Students will be notified in the event of significant revision.

## Contents

<b>1. Acceptance and Matriculation</b> .....	<b>5</b>
Acceptance of Offer .....	5
Pre-matriculation .....	5
Matriculation.....	5
Responsibility for Notices, Circulars, and Update of Personal Particulars .....	6
Student Insurance .....	6
Student Pass (For International Students).....	6
Payment of Fees.....	6
<b>2. Academic Calendar</b> .....	<b>7</b>
<b>3. Student Advising</b> .....	<b>8</b>
Assistant Dean of Students (Residential College) and Dean’s Fellows .....	8
Academic Advisers .....	8
Centre for International and Professional Experience (CIPE) Advisers.....	9
<b>4. Applicable Committees</b> .....	<b>10</b>
Committee on Academic Standards (CAS).....	10
Committee on Integrity and Discipline (CID) .....	11
Reinstatement Committee.....	11
Readmissions Committee .....	11
<b>5. Programme of Study</b> .....	<b>12</b>
Bachelor of Arts with Honours/Bachelor of Science with Honours (BA (Hons)/BSc (Hons)).....	12
Double Degree Programme with NUS Faculty of Law (DDP Law).....	12
Concurrent Degree Programme with NUS Lee Kuan Yew School of Public Policy (CDP LKY MPP).....	13
Concurrent Degree Programme with Yale University, School of Public Health (CDP YSPH MPH).....	14
Common Curriculum Requirement .....	15
Major Requirements .....	15
Minor Requirements .....	16
Grading Requirements .....	17
Satisfactory/Unsatisfactory (S/U) Option .....	18
Transfer of Credits.....	18
CAP Requirement for Good Academic Standing.....	19
Promotion Rules.....	20

<b>6. Module Registration .....</b>	<b>22</b>
Registration of Modules.....	22
Study Plans .....	22
Student Workload .....	22
Access to NUS Modules .....	22
Module Registration (Add/Drop) Timeline .....	23
Prerequisites .....	24
Auditing.....	24
Independent Research Modules (IRR/ILSR/SPS).....	24
Combined Law and Liberal Arts Modules (Applicable to DDP Law Students) .....	24
Capstone Project.....	25
<b>7. Assessment, Grading and Modular Credits .....</b>	<b>26</b>
Assessment .....	26
Grading.....	26
Grade Points.....	26
Modules Completed without Letter Grade.....	27
Award of Grades .....	27
<b>8. Attendance and Responsibilities for Submission of Work.....</b>	<b>28</b>
Attendance.....	28
Responsibilities for Submission of work .....	28
Medical Certificates .....	28
<b>9. Study Abroad .....</b>	<b>29</b>
<b>10. Declaration of Major and Minor .....</b>	<b>31</b>
Declaration of Major .....	31
Change of Major .....	31
Declaration of Minor (Optional).....	31
Change of Minor .....	32
<b>11. Leave of Absence.....</b>	<b>33</b>
Voluntary Leave of Absence.....	33
Mandatory Leave of Absence .....	33
Extension of Student’s Pass (For International Students).....	34
<b>12. Learning Accommodations .....</b>	<b>35</b>
<b>13. Withdrawal from College .....</b>	<b>36</b>

<b>14. Dismissal from College .....</b>	<b>37</b>
<b>15. Request for Transcript.....</b>	<b>38</b>
<b>16. Request for Student Status Letter .....</b>	<b>38</b>
<b>17. Graduation.....</b>	<b>39</b>
Apply for Graduation .....	39
Graduation Ceremony.....	39
Degree Conferment .....	39
Double Degree Programme (DDP) and Concurrent Degree Programme (CDP) students .....	39
<b>18. Latin Honours .....</b>	<b>40</b>
<b>19. The Yale-NUS Community.....</b>	<b>41</b>
Academic Conduct .....	41
General conduct .....	41
Free Speech and Non-Discrimination .....	41
Politics versus Political Parties .....	42
Race and Religion .....	42
Conducting Safe and Ethical Research .....	42

## 1. Acceptance and Matriculation

### Acceptance of Offer

On acceptance of offer, each prospective student will receive instructions from the Yale-NUS Registry on the requirements for pre-matriculation, including deadlines and procedures for compliance.

### Pre-matriculation

All students are required to submit a recent photograph via the Yale-NUS Photo Submission System. All students are required to undergo a medical examination with their General Practitioner (GP) in Singapore, the University Health Centre at NUS, or in their home country.

All incoming first year students are required to complete Registration (Part One) online in order to receive their Student ID, Student PIN, NUSNET ID and NUSNET password. The NUSNET account and Yale-NUS email will be activated after the incoming student has completed Registration (Part One). Students are encouraged to convert their initial email to the 'friendly' email (i.e. their name) as part of the matriculation process.

During this exercise the incoming student will make a declaration that they have read, understood and agree to abide by the:

1. [NUS Student Data Protection Policy](#)
2. [NUS Acceptable Use Policy for IT Resources](#)
3. [NUS Intellectual Property Policy](#)
4. [NUS Do-Not-Call Policy](#)
5. [NUS Student Confidentiality Agreement](#)
6. [Yale-NUS College Undergraduate Regulations](#)

In addition, the incoming student is required to complete and declare/sign the following authorisation requirements:

1. [Release of Liability](#)
2. [Authorisation of Medical Procedures / Appointment of Local Representative for International Students](#)

### Matriculation

At the beginning of orientation at Yale-NUS, each student is required to attend a matriculation exercise, also referred to as Registration (Part Two) hosted by the Yale-NUS Registry on the date and time notified to them. During this exercise, the incoming student will complete the registration procedures by activating their student card.

All registered students are bound by Yale-NUS Undergraduate Regulations and related [College policies](#).

### Responsibility for Notices, Circulars, and Update of Personal Particulars

All registered students are required to use and maintain their Yale-NUS email account as the official point of contact for the College throughout their candidature period. Student email can be accessed from the “Login” button on the [Yale-NUS website](#).

All registered students are required to be familiar with, and make active use of the Integrated Student Information System (*MySIS*) to manage a wide range of academic, financial and personal administrative matters. Visit <https://myportal.nus.edu.sg/studentportal/eservices/all/myisis.html> for more information on *MySIS*.

Students can also login to *myYaleNUS* platform from the [Student Information and Resources webpage](#) to access College services.

Throughout their candidature, students are responsible for keeping their personal particulars (including [citizenship](#), [official/legal name\\*](#), [identity card / passport details](#), permanent and correspondence contact details, and next-of-kin details) updated in a timely manner. This means that students should submit or update changes in *MySIS* within 5 working days. Students may check their particulars or amend their contact details via *MySIS*.

*\* Please note that your Official Name in MySIS will be printed on your degree scroll and academic transcript. If you have changed your name during your programme of study but failed to inform the College in a timely manner and you have already been conferred your degree, then your name as presently reflected in our official records, will be inscribed on your degree scroll. No further requests for name changes will be entertained.*

### Student Insurance

All registered students are required to subscribe to the NUS group medical insurance scheme. The health insurance fee will be included in the Miscellaneous Student Fees. For more information, please refer to the [Health Information](#) available the Yale-NUS website.

### Student Pass (For International Students)

All international students are required to hold a valid Student’s Pass issued by the Singapore Immigration and Checkpoints Authority (ICA) throughout the duration of study. More information on student pass is available at the [Student Information and Resources webpage](#) under the section [Pass Information \(for International Students\)](#).

### Payment of Fees

All matriculated students are required to make timely payment of fees billed for each semester. Students with outstanding fees will be barred from participating in the module registration exercise and denied access to administrative services, such as:

1. Exam Results/Academic Advising Report
2. Satisfactory/Unsatisfactory (S/U) Declaration
3. Official/Unofficial Transcript
4. Status Letter
5. Conferment Letter
6. Degree Scroll

## 2. Academic Calendar

The College's academic calendar consists of two semesters. Each semester comprises 13 weeks of instruction and 2 weeks of examinations.

Semester	Event	Year 1	Year 2 to 4
Semester 1 August to December	Orientation	1 - 2 weeks	-
	Instructional week 1 to 6	6 weeks	6 weeks
	Recess Week	1 week	1 week
	Week 7	1 week	-
	Instructional week 7 to 13	-	7 weeks
	Instructional week 8 to 14	7 weeks	
	Reading Week	-	1 week
	Exam Weeks	2 weeks	2 weeks
Vacations	Dec to early Jan		
Semester 2 January to May	Instructional week 1 to 6	6 weeks	6 weeks
	Recess Week	1 week	1 week
	Instructional week 7 to 13	7 weeks	7 weeks
	Reading Week	1 week	1 week
	Exam Weeks	2 weeks	2 weeks
Vacations	May to early Aug		

Please refer to: <https://www.yale-nus.edu.sg/curriculum/academic-calendar/> for details on the Yale-NUS Academic Calendar.

### 3. Student Advising

#### Assistant Dean of Students (Residential College) and Dean's Fellows

*Assistant Dean of Students:* Prior to arrival, each student is assigned to one of Yale-NUS' three residential colleges. Each residential college has an Assistant Dean of Students (previously known as Vice Rector) who is responsible for giving counsel and guidance from a holistic perspective, getting to know a student personally, and for being the student's first point of contact for queries on any matter relating to their career at Yale-NUS College and their future aspirations. The Assistant Dean of Students has formal oversight of many of the significant choices that a student will make, such as module enrolments, decisions to study abroad or to take independent research modules. Students are expected to maintain an active relationship with their Assistant Dean of Students so that he/she is able to keep up to date with a student's progress, choices, events impacting them academically and personally, and opportunities available. The Assistant Dean is also authorised to require a student to attend a meeting with them.

*Dean's Fellows:* Each new student is matched with a group of classmates to a Dean's Fellow: a recent graduate of Yale, NUS or a liberal arts college. Dean's Fellows live on campus in the College. Dean's Fellows are familiar with many of the challenges and opportunities related to transitioning to the college and residential life. Students are expected to remain in close contact with their assigned Dean's Fellow, and identify other Dean's Fellows whose skills or interests may match a student's needs or aspirations.

#### Academic Advisers

*Faculty Advisers:* At the beginning of the first semester the Assistant Dean of Students assign each student to a faculty member. The faculty member will act as the student's primary academic advisor until the student declares a major in the second semester of their Year 2 of study. A student is entitled to request for an alternative faculty member to serve as their academic adviser. The request must be made to the Assistant Dean of Students and approved by the Dean of Faculty. Students are expected to meet with their academic advisers on a regular basis and at least twice each semester. Students are responsible for taking the initiative to make these appointments. Students are also expected to maintain records of the main points of conversation and advice given. There is no set format for the conversation or report: discussions may range from broad goals, to choices of majors and minors, to the research specialties of the faculty member.

*Major Advisers:* A student's choice of major determines the faculty member who will serve as primary adviser from the end of the second semester of the Year 2 of study to the point of graduation. That faculty member may be the Head of Studies or a nominated faculty member also associated with the major. (Despite the change in primary adviser, Year 3 and Year 4 students are encouraged to maintain a relationship with their initial Year 1 and Year 2 adviser).

*Capstone Supervisor:* At the beginning of their final year at the College, the Head of Studies will formalize a student's assignment to a faculty member who will guide them through the Capstone. The assignment will reflect a relationship ideally initiated by the student based on intellectual interests and intended methodological approach. It is possible that the appropriate person is the faculty member already serving as the Major Adviser.



In the event that any adviser takes a semester leave (Sabbatical Leave or Study Leave) students may be allocated to a different faculty member to act as faculty advisor, major advisor or capstones supervisor.

#### [Centre for International and Professional Experience \(CIPE\) Advisers](#)

CIPE assigns one of its counsellors to each student for the purposes of crafting an individualized portfolio of learning opportunities. CIPE counsellors provide support for navigating the available opportunities, helping to identify areas for improvement and connecting students with the best matches for personal development.

## 4. Applicable Committees

### Committee on Academic Standards (CAS)

The College has charged the Committee on Academic Standards (CAS) to act for it and with its authority with respect to interpretation and application of the Undergraduate Regulations.

A good deal of the routine business of the Committee is delegated to the Chair, but the full committee may deliberate on cases that have broader implications such as issues of precedent, equity across the student body, faculty affairs, curriculum/major requirements, or the status of a given policy.

The Committee:

- Receives petitions/appeals from students for exceptions to the Yale-NUS Undergraduate Regulations.
  - Petitions and appeals are submitted in writing by a student's Assistant Dean of Students.
  - The Assistant Dean of Students may discourage petitions and appeals that are unlikely to succeed.
  - The Assistant Dean of Students may also add a note for the Committee indicating whether he/she supports the petition/appeal or not.
- Submits reports to the Academic Committee (AC) on cases considered and resolved.
- May recommend changes to the Yale-NUS Undergraduate Regulations for the Academic Committee's approval.

Given that Yale-NUS College is linked to NUS, some Committee decisions may need consulting with the NUS Registrar's Office, and may depend on deadlines or procedures common across all NUS Faculties and Schools (e.g. grading deadlines).

Committee Membership:

1. Committee Chair: Director, Academic Affairs (for EVPAA)
2. A representative of the Curriculum Committee
3. Two faculty members
4. One Assistant Dean of Students (rotating) (for Dean of Students)
5. Secretariat: Registry

### Committee on Integrity and Discipline (CID)

The Committee develops policy governing student conduct (academic integrity and general conduct), and receives and adjudicates allegations of breaches.

#### Committee Membership:

1. Committee Chair: Senior Faculty Member
2. Director, Academic Affairs (for EVPAA)
3. Up to two faculty members
4. A representative of the Dean of Students
5. One Dean's Fellow
6. A representative of the Writers' Centre
7. Up to two student representatives
8. Secretariat: Student Services

### Reinstatement Committee

The Committee assesses returning students who have applied to be reinstated to the College following a Leave of Absence that was attached with conditions.

#### Committee Membership:

1. Committee Chair: Dean of Students
2. The student's Assistant Dean of Students
3. One faculty member (Student's Faculty Advisor or Major Advisor or Capstone Supervisor)
4. A health or wellness professional (as appropriate)
5. Secretariat: Dean of Students' Office

### Readmissions Committee

The Committee assesses students who wish to be re-admitted to the College following a separation from the College.

#### Committee Membership:

1. Committee Chair: Dean of Admissions
2. Dean of Students
3. Chair of the Committee on Academic Standards (CAS).
4. The student's Assistant Dean of Students
5. Head of Studies of Major or Director of the Common Curriculum (as appropriate)
6. Senior Associate Director, Registry
7. Secretariat: Admissions and Financial Aid

## 5. Programme of Study

### Bachelor of Arts with Honours/Bachelor of Science with Honours (BA (Hons)/BSc (Hons))

The normal candidature period is a minimum of eight consecutive semesters of full time study of which up to two semesters of pre-approved CIPE study abroad programmes may form a part. A student is required to complete eight semesters of residential living which includes semester(s) abroad. A student must graduate within ten consecutive semesters (five years) of matriculation into the College inclusive of leave of absence and semesters abroad.

A student must complete 160 Modular Credits (MC):

1. 50 MC of Common Curriculum modules.\*
2. Complete the requirements of a major\*\* (including 10 MC Yale-NUS Capstone module in the major and appropriate other coursework), of which at least 20 MC must be taken at Yale-NUS (except where a Head of Studies grants in advance that external modules may be used to satisfy major requirements in excess of the normal ceiling).
3. The remainder of the 160 MC will be elective modules, of which at least 25 MC must be taken at Yale-NUS. Exceptions may be granted in advance by the Dean of Faculty (or designate) for a programme of study in which more than 25 MC are earned through external modules. Approval may be granted for a variety of reasons but on the common condition that a student's final transcript will be recognisable as that of a typical graduate of a Liberal Arts and Sciences College.

*\*Students from the Class of 2017 and the Class of 2018 should check their specific Common Curriculum module requirement with Registry.*

*\*\* Students from the Class of 2017 and the Class of 2018 are required to complete 50 MC for a major. Students from the Class of 2019 and beyond are required to complete a minimum of 54 MC for a major.*

### Double Degree Programme with NUS Faculty of Law (DDP Law)

#### Bachelor of Arts with Honours and Bachelor of Laws (Honours)

The normal candidature period is a minimum of ten consecutive semesters of full time study of which up to one semester of pre-approved Faculty of Law/CIPE study abroad programme may form a part. A student is required to complete eight semesters of residential living which includes semester abroad. A student must graduate within twelve consecutive semesters (six years) of matriculation into the College inclusive of leave of absence and semesters abroad.

A student must complete between 211 to 214 Modular Credits (MC):

1. Total of 113 - 115 MC of Yale-NUS BA (Hons) modules comprising the following:
  - a. 50 MC of Yale-NUS Common Curriculum modules.\*
  - b. 40 MC of Yale-NUS elective modules, of which at least 20 MC must be taken at Yale-NUS. Exceptions may be granted in advance by the Dean of Faculty (or designate) for a programme of study in which more than 20 MC are earned through external modules. Approval may be granted for a variety of reasons but on the common condition that a student's final transcript will be recognisable as that of a typical graduate of a Liberal Arts and Sciences College.

- c. 13-15 MC of Combined Law and Liberal Arts modules to be taken at either NUS Faculty of Law or Yale NUS College.
  - d. 10 MC Capstone Project module in Law and Liberal Arts
2. 97 - 99 MC of Law modules as dictated by the NUS Faculty of Law applicable to the student's cohort. All students must complete at least one Law elective from "Civil Law" cluster list. To qualify for the Singapore Bar, a Law student must earn a minimum of 120 MC of Law modules (including Combined Law and Liberal Arts modules and Capstone module in Law and Liberal Arts).

*\*Students from the Class of 2017 and the Class of 2018 should check their specific Common Curriculum module requirement with Registry.*

**Concurrent Degree Programme with NUS Lee Kuan Yew School of Public Policy (CDP LKY MPP)  
Bachelor of Arts with Honours and Master in Public Policy  
Bachelor of Science with Honours and Master in Public Policy**

The normal candidature period is a minimum of ten consecutive semesters of full time study of which one semester of pre-approved CIPE study abroad programme may form a part. A student is required to complete eight semesters of residential living which includes semester abroad. A student must graduate within twelve consecutive semesters (six years) of matriculation into the College inclusive of leave of absence and semester abroad.

A student must complete a minimum of 196 Modular Credits (MC) comprising the following:

- 1. 140 MC of Yale-NUS BA (Hons)/ BSc (Hons) modules comprising the following:
  - a. 50 MC of Common Curriculum modules.\*
  - b. Complete the requirements of a major\*\* (including 10 MC Yale-NUS Capstone module in the major and appropriate other coursework), of which at least 20 MC must be taken at Yale-NUS (except where a Head of Studies grants in advance that external modules may be used to satisfy major requirements in excess of the normal ceiling).
  - c. The remainder of the 140 MC will be elective modules, of which at least 15 MC must be taken at Yale-NUS. Exceptions may be granted in advance by the Dean of Faculty (or designate) for a programme of study in which more than 15 MC are earned through external modules. Approval may be granted for a variety of reasons but on the common condition that a student's final transcript will be recognisable as that of a typical graduate of a Liberal Arts and Sciences College.
- 2. 56 MC of Master in Public Policy modules as dictated by the NUS Lee Kuan Yew School of Public Policy applicable to the student's cohort.

For more information, see: <https://cipe.yale-nus.edu.sg/career-services/student/graduate-and-professional-school/five-year-programme-lee-kuan-yew-school-of-public-policy/>.

*\*Students from the Class of 2018 should check their specific Common Curriculum module requirement with Registry.*

*\*\* Students from the Class of 2018 are required to complete 50 MC for a major. Students from the Class of 2019 and beyond are required to complete a minimum of 54 MC for a major.*

Concurrent Degree Programme with Yale University, School of Public Health (CDP YSPH MPH)  
Bachelor of Arts with Honours and Master of Public Health  
Bachelor of Science with Honours and Master of Public Health

The normal candidature period is a minimum of ten consecutive semesters of full time study. A student is required to complete eight semesters of residential living which includes one semester of study abroad at Yale University, School of Public Health. A student will spend the last two semesters of study at Yale University, School of Public Health. A student must graduate within twelve consecutive semesters (six years) of matriculation into the College inclusive of leave of absence and semester abroad.

A student must complete a minimum of 135 Yale-NUS Modular Credits (MC), 18 Yale Master of Public Health credits\* of which a student may double count up to two of the BA(Hons) or BSc (Hons) undergraduate major modules to be approved by the YSPH, comprising the following:

*\*Subject to approval at YSPH, 1 Yale-NUS or NUS module is equivalent to 1 course or 1 course credit at YSPH.*

1. 135 MC of Yale-NUS BA (Hons)/ BSc (Hons) modules comprising the following:
  - a. 50 MC of Common Curriculum modules.\*
  - b. Complete the requirements of a major\*\* (including 10 MC Yale-NUS Capstone module in the major and appropriate other coursework), of which at least 20 MC must be taken at Yale-NUS (except where a Head of Studies grants in advance that external modules may be used to satisfy major requirements in excess of the normal ceiling).
  - c. The remainder of the 135 MC will be elective modules, of which at least 15 MC must be taken at Yale-NUS. Exceptions may be granted in advance by the Dean of Faculty (or designate) for a programme of study in which more than 15 MC are earned through external modules. Approval may be granted for a variety of reasons but on the common condition that a student's final transcript will be recognisable as that of a typical graduate of a Liberal Arts and Sciences College.
2. 18 Yale Master in Public Health modules as dictated by the Yale University, School of Public Health (YSPH) applicable to the student's cohort, of which a student may double count up to two of the BA(Hons) or BSc (Hons) undergraduate major modules to be approved by the YSPH.
3. A student is also required to participate in a public health-related internship during the summer between the 4<sup>th</sup> and 5<sup>th</sup> year, to be approved by the YSPH.

For more information, see: <https://cipe.yale-nus.edu.sg/career-services/student/graduate-and-professional-school/five-year-yale-school-of-public-health-programme/>.

*\*Students from the Class of 2018 should check their specific Common Curriculum module requirement with Registry.*

*\*\* Students from the Class of 2018 are required to complete 50 MC for a major. Students from the Class of 2019 and beyond are required to complete a minimum of 54 MC for a major.*

## Common Curriculum Requirement

Students awarded a Yale-NUS degree must have successfully completed all Common Curriculum requirements, including Week 7 from Academic Year 2018/2019.

A student is allowed to repeat a Common Curriculum module once. If the student is unable to pass the repeated module with at least a C or CS grade, and remediation for the repeated module is unsuccessful, the student will not have fulfilled the degree requirement and will be dismissed.

Letter grades (A+ to F) are given in Common Curriculum modules with the exception of the first 20 MC taken in the first semester of the first year (the grade-free semester), for which the grades are 'Completed Satisfactorily' (CS) or 'Completed Unsatisfactorily' (CU).

A Common Curriculum module must be passed with at least a C or CS grade. A student who does not obtain at least a C or CS grade is required to either remediate or repeat the module according to the following procedures:

*Ungraded modules (CS/CU):* When submitting grades, the module facilitator informs Registry of students whose work falls below the standard for a pass. Registry records a grade of IP for such students, who must remediate the module to earn a passing grade (CS). Remediation means that the student completes supplementary work that meets the standard for a CS grade. The form of the remediation and whether it is successful is determined by a committee consisting of the student's instructor, the module facilitator, and the relevant Assistant Dean of Students. If the remediation is successful, the IP grade is changed to CS. If not, the student's IP grade is changed to CU and the student must repeat the module.

*Letter-Graded modules:* For Common Curriculum modules taken outside the grade-free semester, except Historical Immersion, the module facilitator informs Registry of students who have been provisionally given a grade of D or D+. Registry records a grade of IP for such students, who must remediate the module to earn a passing grade (C). Remediation means that the student completes supplementary work that meets the standard for a C grade. The form of the remediation and whether it is successful is determined by a committee consisting of the student's instructor, the module facilitator, and the relevant Assistant Dean of Students. If the remediation is successful, the IP grade is changed to C. If not, the student's IP grade is changed to F. If a grade of F is given, either directly or following unsuccessful remediation, the student must repeat the module. The student receives a new grade for the repeated module, but the original F grade remains on the transcript and is included in computing the Cumulative Average Point (CAP).

Remediation is not possible in Historical Immersion modules. A student who has obtained a D grade or below for Historical Immersion must take another Historical Immersion module in a subsequent semester and obtain at least a C grade to fulfil the Historical Immersion requirement.

## Major Requirements

1. Students who are registered in the Yale-NUS College BA (Hons) and BSc (Hons) programmes and Concurrent Degree Programmes must declare a major.
2. Major is not applicable to students registered in the Double Degree Programme with NUS, Faculty of Law (DDP Law). However, from Academic Year 2018/2019, the College will allow DDP students to petition the Committee on Academic Standards (CAS) during the final semester of

their candidature for an assessment to have a Liberal Arts major recognized by the College on an exceptional basis. The DDP student's petition must demonstrate conclusively that all of the requirements for the major, including capstone requirements have been fulfilled.

3. To earn a Yale-NUS major, depending on your admitted cohort, a student must complete a minimum of 54 MC (including Capstone module) in accordance with the distribution requirements of the major.
4. Modules taken for a major cannot be double counted towards a minor.
5. At least 20 MC must be taken at Yale-NUS. Exceptions may be granted in advance by the Head of Studies for a major in which more than 20 MC are earned through external modules. Unless under exceptional circumstances, all major modules must have a letter grade. Exceptions must be approved in writing by the relevant Head of Studies. Eligible exceptions include modules designated as CS/CU, and modules external to Yale-NUS and NUS not eligible for award of grade.
6. A student may fulfil major requirements through an approved CIPE Semester Abroad or Summer Abroad programme (bearing in mind that the HOS must pre-approve ungraded credit in excess of 20 MC).
7. The Capstone module must be passed with at least a C grade. Any student who receives a final grade of D for the Capstone will have to satisfactorily complete a remediation process to be confirmed by the supervisor and Head of Studies before the student is allowed to graduate. Upon successful remediation, the grade will be changed to a C.

#### Minor Requirements

1. It is optional for all students to declare a minor.
2. To earn a Yale-NUS Minor, a student must complete 25 MC, as approved by the Head of Studies or Faculty Advisor to the independent minor in accordance with the distribution requirements of the minor.
3. Modules taken for a minor cannot be double counted towards a major.
4. At least 12 MC must be taken at Yale-NUS. Exceptions may be granted in advance by the Head of Studies or Faculty Advisor to the independent minor in which more than 12 MC are earned through external modules. Unless under exceptional circumstances, all minor modules must have a letter grade. Exceptions must be approved in writing by the relevant Head of Studies to the minor or Faculty Advisor to the independent minor. Eligible exceptions include modules designated as CS/CU, and modules external to Yale-NUS and NUS not eligible for award of grade.
5. A student may fulfil minor requirements through an approved CIPE Semester Abroad or Summer Abroad programme (bearing in mind that the Head of Studies or Faculty Advisor to the independent minor must pre-approve ungraded credit in excess of 12 MC).
6. Students who have completed their graduation requirements may be permitted to complete their minor requirements in one additional semester. Students should note that they are subject to applicable fees and a minimum workload of 15 MC as well as the availability of housing and financial aid.



## Grading Requirements

1. All MC awarded on the basis of a letter grade will contribute to a student's Cumulative Average Point (CAP).
2. All major and minor modules must have a letter grade. Exceptions must be approved in writing by the relevant Head of Studies or Faculty Advisor to an independent minor. Eligible exceptions include Yale-NUS and NUS modules explicitly designated as 'Completed Satisfactory'/'Completed Unsatisfactory' (CS/CU), and modules taken at institutions other than Yale-NUS and NUS for which a grade will not appear on the Yale-NUS transcript.
3. Generally, 50% of the total MC counted for graduation must be letter graded. For details, please see below:

### BA (Hons) and BSc (Hons) Programme:

Minimum 120 MC of the 160 MC must have a letter grade (representing 160 MC less 20 MC of first semester Common Curriculum modules that are graded CS/CU and a maximum of 20 MC a student is allowed to exercise S/U option). This minimum may be reduced by 40 MC, representing credits earned through a maximum of two pre-approved CIPE Semester Abroad programmes at 20 MC each semester.

### DDP Law:

Minimum 83 - 85 MC of the 113 - 115 MC of the Yale-NUS BA (Hons) components must have a letter grade (representing 113 - 115 MC less 20 MC of first semester Common Curriculum modules that are graded CS/CU and a maximum of 10 MC a student is allowed to exercise S/U option). This minimum may be reduced by 30 MC, representing credits earned through a pre-approved Faculty of Law/CIPE Semester Abroad programme at 20 MC and a CIPE-approved summer abroad programme at 10 MC.

### CDP LKYSPP MPP:

Minimum 100 MC of the 140 MC of the Yale-NUS BA (Hons)/ BSc (Hons) components must have a letter grade (representing 140 MC less 20 MC of first semester Common Curriculum modules that are graded CS/CU and maximum of 20 MC a student is allowed to exercise S/U option). This minimum may be reduced by 30 MC, representing credits earned through a maximum of a pre-approved CIPE Semester Abroad programme at 20 MC and a CIPE- approved summer abroad programme at 10 MC.

### CDP YSPH MPH:

Minimum 95 MC of the 135 MC of the Yale-NUS BA (Hons)/ BSc (Hons) components must have a letter grade (representing 135 MC less 20 MC of first semester Common Curriculum modules that are graded CS/CU and maximum of 20 MC a student is allowed to exercise S/U option). This minimum may be reduced by 30 MC, representing credits earned through a maximum of a pre-approved CIPE Semester Abroad programme at 20 MC and a CIPE- approved summer abroad programme at 10 MC.

### Satisfactory/Unsatisfactory (S/U) Option

1. This option encourages students to pursue their intellectual interests without undue concern that exploring a new subject area may adversely affect their CAP.
2. Students who are registered in the Yale-NUS College BA (Hons) and BSc (Hons) programmes and Concurrent Degree Programmes (CDPs) may exercise S/U option of up to 20 MC in their candidature period.
3. Students who are registered in the Double Degree Programme with NUS, Faculty of Law (DDP Law) may exercise S/U option of up to 10 MC in their candidature period.
4. The Satisfactory/Unsatisfactory (S/U) option is only applicable to modules that are not required for the common curriculum, major, and minor requirements.
5. The S/U Declaration Exercise will be conducted after the release of the final results of each semester and will end by the stipulated deadline, which will be announced by the Yale-NUS Registry. Once exercised, the S/U decision is irrevocable.
6. A passing 'S' grade is assigned if a student achieves standards equivalent to a 'C' grade or above for the course. A 'U' grade is assigned if the student does not achieve standards equivalent to a 'C' grade.
7. Modules graded S/U are excluded from the calculation of CAP. Only modules assigned with a passing grade will receive MC toward graduation.
8. A student is not allowed to opt for S/U for a particular module under the following circumstances:
  - a. The module is dropped during the period when the "W" or "F" grade takes effect;
  - b. The student is found responsible for plagiarism or other academic offences for that module; or
  - c. Modules that count towards both programmes in the Double Degree Programme and the Concurrent Degree programmes

### Transfer of Credits

1. Credits may be transferred through both Summer Abroad and Semester Abroad. Only credits approved by CIPE may reduce the minimum graded MC a student is normally required to earn through letter graded modules. Transfer of credits is authorised by the CIPE team and verified by the Yale-NUS Registry. For self-sourced programmes, the student must obtain CIPE approval for their intended programme of study in advance of their departure from Singapore for the purposes of such study.
2. Upon return from the Summer Abroad or Semester Abroad programme, an official transcript from the foreign institution must be verified by CIPE and submitted to Yale-NUS Registry for processing of credit transfer. Only modules with a passing grade according to the regulations of the awarding institution are eligible for credit transfer.
3. A student will be awarded MC for successful completion of a programme of study abroad, but the grades will not be reported on their Yale-NUS transcript and neither will the CAP be changed by the credits awarded. Grades awarded will be reflected on transcripts provided by the institution where or through which study abroad programmes were completed.
4. With approval from the relevant Head of Studies, some modules offered abroad can be approved as direct replacements for modules required in a student's major, or as counting toward the major or the specialisation. Other modules will be approved as elective credits.

### CAP Requirement for Good Academic Standing

Good academic standing is a condition for continuation in the Yale-NUS programme of study. When students are not in good academic standing (has Academic Warning status) their enrolment plans are subject to the approval of their Assistant Dean of Students. The Dean of Students has discretionary powers to disqualify students with Academic Warning from participating in student organisations and activities that may distract them from their need to regain good academic standing.

To graduate, an undergraduate student must have a minimum CAP of 2.0. To remain in good academic standing and to continue in an undergraduate programme of study, a student may not have

1. CAP below 2.0 (but  $\geq 1.5$ ) for three consecutive semesters; or
2. CAP below 1.5 for two consecutive semesters

#### CAP below 2.0 (but $\geq 1.5$ ) for three consecutive semesters:

If at the end of a semester the student's CAP has fallen below 2.0 (but  $\geq 1.5$ ), that student will be issued an academic warning by the Yale-NUS Registry. The Assistant Dean of Students will request the student to meet with him/her before classes begin in the next semester to plan means of raising the CAP.

If, after that following semester (the first semester following the College's notification of CAP deficit), the CAP again falls below 2.0, the student will be placed on probation by Yale-NUS Registry. The Assistant Dean of Students will request the student to meet with him/her before classes begin in the next semester to plan means of raising the CAP. Where necessary, the Assistant Dean of Students may recommend or require the student to take a leave of absence.

If the CAP remains below 2.0 at the end of a subsequent semester (three consecutive semesters, which excludes any semester that the student may have been on leave of absence), the student will be dismissed from the College. Dismissal will be notified by Yale-NUS Registry via the Dean of Students.

#### CAP below 1.5 for two consecutive semesters:

If at the end of a semester the student's CAP falls below 1.5, the student will be placed on probation by the Yale-NUS Registry. The Assistant Dean of Students will request the student to meet with him/her before classes begin in the next semester to plan means of raising the CAP. Where necessary, the Assistant Dean of Students may recommend or require the student to take a leave of absence.

If the CAP remains below good academic standing of 2.0 for the subsequent semester (two consecutive semesters, which excludes any semester that the student may have been on leave of absence), the student will be dismissed from the College. Dismissal will be notified by Yale-NUS Registry via the Dean of Students.

## Continuation Requirements for Double Degree Programme

### DDP Law:

A DDP Law student will be asked to leave the DDP if, for any two consecutive semesters, the student both:

1. Falls below the top 50% of students in modules counting towards the Bachelor of Laws and
2. Fails to remain in good academic standing at Yale-NUS as defined earlier.

This DDP continuation rule shall not apply in the final graduating semester.

## Continuation Requirements for Concurrent Degree Programmes

### CDP LKYSPP MPP:

A CDP LKYSPP MPP student can choose to leave the CDP or can be asked to leave the CDP if they fail to meet the continuation requirements:

1. CAP falls below 3.00 for the completed MPP modules for 2 consecutive semesters; or
2. CAP falls below 3.50 for the completed MPP modules for 3 consecutive semesters; or
3. Fail any particular MPP module twice; or
4. Fail three or more MPP modules

A student who leaves the CDP is permitted to work towards the BA (Hons) or BSc (Hons) programme so long as they meet the prevailing continuation requirements of those programmes.

### CDP YSPH MPH:

A CDP YSPH MPH student's eligibility to continue in the MPH programme will be governed by YSPH. A student who leaves the CDP is permitted to work towards the BA (Hons) or BSc (Hons) programme so long as they meet the prevailing continuation requirements of those programmes.

## Appeals

Students may appeal against dismissal by citing extenuating circumstances. The appeal must be submitted to the relevant Assistant Dean of Students for the Chair of the Committee on Academic Standards within five working days following the receipt of the dismissal letter. Normally every student is allowed only one such appeal per candidature. If the appeal is rejected, dismissal is confirmed and the student may not be re-admitted. If the outcome of the appeal is positive, the student will be given one semester in which to achieve the minimum CAP required for continuation.

## Promotion Rules

Each student will normally complete modular credits at a pace of approximately 40 MC per year. Allowances will be made for slight variations owing to complexities of external programmes and modules. As such, the required pace of completion is a minimum of:

1. 38 MC before the beginning of the third semester;
2. 75 MC before the beginning of the fifth semester; and,
3. 117 MC before the beginning of the seventh semester.

These deadlines signal that a student should use the summer vacation to make up for deficits in modular credits at the end of the second semester of an academic year. They also correspond to the student's level of study in the programme:

1. 0 – 38 MC                      Year 1
2. 39 – 75 MC                    Year 2
3. 76 – 117 MC                  Year 3
4. 118 MC or higher            Year 4

In the event of a shortfall at the close of each academic year, the student will not be promoted to the next level of study and may be required to seek academic counselling with the relevant Assistant Dean of Students.

## 6. Module Registration

### Registration of Modules

First year students will be enrolled into their first semester classes by the Yale-NUS Registry. Subsequently, as returning students, they will enroll for modules that they will take in the next semester between weeks 12 and 13 of the current semester.

Timings of modules cannot be altered once the timetable is finalized, ready for registration to begin in week 12. The timetable is constructed with requirements and common preferences in mind. There is limited flexibility across the entire portfolio of modules scheduled within a semester. Thus students may encounter a situation that requires them to choose between two classes offered at the same time. Students should discuss future module scheduling with the appropriate faculty member to ascertain when a module might be repeated.

Students are not allowed to repeat an elective or major module that they have passed, i.e. grade D or better, S ('Satisfactory'), or CS ('Completed Satisfactory') grade. Students who obtained a failed grade may repeat the same elective or major module. Students do not need to repeat an elective if they obtained a failed grade and made up the credits with another elective module. The original failed grade will still remain on the transcript.

### Study Plans

Each student is required to plot and update their plans for completing the Degree Requirements with their Academic Adviser, Major Adviser and Assistant Dean of Students on a regular basis. This enables the faculty members to advise the students on the likely scheduling and rotation of modules offered in future semesters, and to forecast compromise or contingency plans for choices outside the student's direct control, such as study abroad options.

### Student Workload

The recommended workload is 20 MC per semester. Students are required to register between 18 MC to 22 MC per semester. Students wishing to register less than 18 MC or more than 22 MC per semester must seek approval from their Assistant Dean of Students. Students wishing to register less than 15 MC per semester will need to petition the Committee on Academic Standards (CAS) by way of the Assistant Dean of Students. However, students who are in their graduating semester are allowed to register a minimum of 15 MC.

### Access to NUS Modules

Applications to take NUS modules are subject to the agreement of the host Faculty/School and Department; enrolment is not an entitlement, nor is it automatic. Access is negotiated on behalf of students by the Yale-NUS Registry.

Students signal that they would like to take an NUS module at the time of Module Registration Exercise in weeks 12 and 13, and will be notified by the Yale-NUS Registry on the outcome of their applications close to the start of the next semester.

Yale-NUS students taking NUS classes are bound by the regulations of the NUS Faculty or School or Department. They should be aware of variations in the regulations for add/drop (below), teaching weeks, and examination timings and processes.

Yale-NUS students are responsible for ensuring that their timetable accommodates the teaching schedule of the NUS module. They should also take into account the required travelling time to the teaching venues.

#### Module Registration (Add/Drop) Timeline

Students are required to participate in the online module registration exercise between weeks 12 and 13 of the preceding semester. Below is the table on Add/Drop timeline:

Type of Modules	Last Date to Add	Last Date to Drop Without "W" Grade	Last Date To Drop With 'W' Grade But Without 'F' Grade
Yale-NUS 5MC modules	By 5 pm, Friday of Instructional Week 2	By 5 pm, Friday of the Yale-NUS Recess Week	By 5 pm, Friday of Instructional Week 13
Yale-NUS 2MC modules (first half of semester)	By 5 pm, Friday of Instructional Week 1	By 5 pm, Friday of Instructional Week 3	By 5 pm, Friday of Instructional Week 6
Yale-NUS 2MC modules (second half of semester)	By 5 pm, Friday of Instructional Week 2	By 5 pm, Friday of Instructional Week 9	By 5 pm, Friday of last Instructional Week
Yale-NUS 2MC independent study modules	By 5 pm, Friday of Instructional Week 1	By 5 pm, Friday of the Yale-NUS Recess Week	By 5 pm, Friday of Instructional Week 13
NUS modules	Please refer to NUS policy at: <a href="http://nus.edu.sg/registrar/event/modenrol.html">http://nus.edu.sg/registrar/event/modenrol.html</a>		

Unless prior permission was given by the Assistant Dean of Students during the Module Registration period, no student may drop their modules and read below 18 MC at any point during the semester. Students with extenuating circumstances and wish to read below the minimum workload should consult their Assistant Dean of Students for advice.

### Prerequisites

Students are expected to have met the prerequisites published in the module descriptions. If a student wishes to read a module but has not met those pre-requisites, it is the student's responsibility to secure the permission of the instructor before enrolling. Otherwise, the Yale- NUS Registry may drop the student from the module.

### Auditing

The College has no formal provision for auditing. Students not enrolled in a module may attend classes informally with the instructor's permission, provided the module is not fully subscribed, but are not entitled to ask for their work to be assessed or to sit for the final exam. No grade or MC is awarded and the module does not appear on the transcript. Requests should be made directly to the instructor, who has the discretion to determine the level of attendance and participation in class activities.

### Independent Research Modules (IRR/ILSR/SPS)

All the following modules were previously ungraded and therefore were not allowed to be counted toward any major. Effective from Semester 2, AY 2017/2018, the following regulations will apply to all students:

IRR = Independent Reading and Research (2 MC);

ILSR = Independent Language Study and Research (2 MC)

SPS = Special Project in Science (5 MC)

1. A maximum of 7 MC can be counted from IRR/ILSR/SPS throughout a student's undergraduate career. These are usually ungraded. Only modules that count towards a student's major or independent minor can be graded.
2. A maximum of 5 IRR/ILSR/SPS MC can be graded and count towards the major or independent minor with the prior approval from the Head of Studies or Faculty Advisor to an Independent Minor.
3. In extremely rare circumstances, an exception to the maximum above may be approved by the Chair of the Curriculum Committee following the relevant Divisional Director's endorsement
4. A maximum of two IRR/ILSR is allowed in one semester.
5. A maximum of 2 MC only from IRR/ILSR can be counted towards the requirements for a minor with prior approval from the Head of Studies of the relevant major.
6. No SPS can be counted towards requirements for a minor in Science.

### Combined Law and Liberal Arts Modules (Applicable to DDP Law Students)

During the registration for modules in each semester, the student will be asked to declare which Combined Law and Liberal Arts modules he/she wants to count towards fulfilment of each of the two degrees. Any subsequent changes to the module declarations may only be made during the final semester before graduation, subject to the approval of the Faculty/College.

If a DDP student chooses to count the module towards his/her **Yale-NUS Bachelor degree only**, the grade will be calculated in the Yale-NUS CAP only but will not affect Faculty of Law's ranking and Class of Honours. It will affect the Yale-NUS Latin Honours ranking.



If a DDP student chooses to count the module towards his/her **Faculty of Law degree only**, the grade will not be calculated in the Yale-NUS CAP but will affect Faculty of Law's ranking and Class of Honours. It will not affect the Yale-NUS Latin Honours ranking.

If a DDP student chooses to count the module towards **both degrees**, the grade will be calculated in the Yale-NUS CAP and will affect Faculty of Law's ranking and Class of Honours. It will also affect the Yale- NUS Latin Honours ranking.

### Capstone Project

The Capstone Project is a year-long module straddling two semesters. The 10 MC is divided equally over the two semesters. Students will receive an 'IP' grade at the end of the first semester and a final grade at the end of the second semester. A student who fails to meet the requirements of the first semester of the year-long module may be permitted to continue the sequence only with the supervisor's written permission. An 'Incomplete' (IC) grade will be issued if the student is not allowed to continue.

For more information on the Capstone Project, please refer to:

<https://students.yale-nus.edu.sg/2016/04/06/capstone/>

## 7. Assessment, Grading and Modular Credits

### Assessment

Modules within a Yale-NUS programme of study are designed such that students are assessed proportionately. This means first, that assessments correspond to the objectives the faculty has for a student's learning. Second, that time demands of assessment requirements are included as part of the overall time requirements of the module; note that such requirements are always notional but provide a reasonable guide in module design.

Modules are designed in consultation with colleagues and with the approval of the College's Curriculum Committee. Faculty members are required to indicate the assessment tools and the breakdown/weighting of components in their proposal to the Curriculum Committee. Thereafter, faculty members are responsible for the details, such as grading criteria and standards expected. Faculty members use multiple methods of assessment within a module. There is typically much emphasis on continuous assessment and feedback. Thus, a final grade for a module will comprise the total of more than one instance of assessment. Faculty members are expected to inform students of assessment requirements in a syllabus issued at the start of the module. Students with concerns on their performance are expected to discuss their progress with the faculty member during the semester.

### Grading

The authority and responsibility for determining grades and reporting those grades to the Yale-NUS Registry belongs to the faculty member teaching the module. All grades assigned lie within the jurisdiction of the faculty member but will reflect normative standards of the College, and may be discussed with other faculty members when a module has multiple sections and/or is taught as a set of components by a team of faculty members.

### Grade Points

Yale-NUS College uses a 5.0 point scale:

<b>Letter Grade</b>	<b>Grade point</b>
A+	5.0
A	5.0
A-	4.5
B+	4.0
B	3.5
B-	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0

The Cumulative Average Point (CAP) is the weighted average of the individual module grades, or the sum of the module grade points multiplied by the number of MCs for the corresponding module, divided by the total number of MCs. Module with no assigned MCs or grade points are excluded from the calculation of CAP. 'W' grades are excluded from the calculation of CAP. All MCs awarded on the basis of a letter grade and taken at Yale-NUS or NUS will contribute to a student's CAP.

### Modules Completed without Letter Grade

Some modules are designed to be ungraded. On a student's transcript, these modules will show as 'Completed Satisfactory' (CS) or 'Completed Unsatisfactory' (CU). A CU grade is a failed grade. Ungraded courses (CS/CU) do not contribute to a student's CAP.

A student may elect to convert a letter grade to an ungraded (S or U) result on a restricted range and number of modules. Modules that a student elects to show as S/U on their transcript do not count towards the major/minor and are thus treated as electives outside the major/minor, even if originally taken within the major/minor requirements. Thus students will need to take an alternative module to fulfil the major/minor requirements. However, students should bear in mind to check if the module is a required or compulsory module according to the distribution requirements of the major/minor, before they proceed to opt for S/U for the module.

Incomplete grades (IC) are assigned when a student's work is incomplete for good reasons (e.g. illness). Confirmation of the reason for an IC grade will be provided by the student's Assistant Dean of Students in consultation with the module instructor to the Yale-NUS Registry in advance of the deadline for confirmation of grades. However no student may be awarded an IC grade if the work already completed for the module was clearly not of passing quality; instead an F grade will be assigned in such cases. A module assigned an IC grade cannot be used to fulfil the pre-requisite of a higher-level module. Should the student choose to repeat the module in the future, none of the work completed previously may be carried forward for assessment purposes.

### Award of Grades

A grade, once reported to the Yale-NUS Registry, is final. The College permits the Yale-NUS Registry to change grades only when a clerical error is proven. If the faculty member believes that there are grounds for an exception to this policy, full explanation can be submitted to the Committee on Academic Standards (CAS).

The CAS will not receive petitions from students for a change in grade or for work to be re-evaluated (marked a second time). A student may, however, petition the CAS to check that all parts of an examination have been marked and/or that component assessments have been summated accurately in the final grade. These petitions must be submitted in writing through the Assistant Dean of Students to the Chair of the CAS by 5pm on the third day following publication of the grades to students in *MySIS*.

## 8. Attendance and Responsibilities for Submission of Work

### Attendance

Students are expected to attend all classes. Students must request the permission of the faculty member to be absent from classes. Students are generally entitled to miss one class meeting of a module for the purposes of required fieldwork for another module. Students must nevertheless still request and agree this absence with the faculty member teaching the module they will be absent from. Permission to be absent from class for reason of extra-curricular activities is not automatic and is at the discretion of the faculty member.

Faculty members may permit a student to be absent for reason other than fieldwork but is entitled to apply grading penalties. Faculty members determine their own practices in this respect and these will be clearly stated on the module syllabus. Faculty members may penalise students for unauthorised absence. Penalties for both authorised and unauthorised absence will normally be on a sliding scale of severity.

### Responsibilities for Submission of work

Students are expected to plan and manage their workloads, and to ensure they do not lose work through IT malfunction. Students are expected to submit work on or before the deadlines specified in syllabi or as advised in class. Faculty members may penalise students for work submitted after a deadline in accord with their policy, which will be clearly stated on the course syllabus.

Students may request the Assistant Dean of Students for a note giving detail of exceptional circumstances that may explain and justify late submitted work. It is advisable that the student requests this note in advance of the deadline. Circumstances deemed 'exceptional' are those for which it is generally not possible to plan, such as severe illness and family bereavements. Assistant Dean of Students' notes apply to deadlines for submission of work and absence from class for reason of personal circumstance. Assistant Dean of Students' notes do not apply to extra-curricular activities.

### Medical Certificates

A student who receives a Medical Certificate (MC) from a doctor for a period of less than two weeks does not also need a note from the Assistant Dean of Students. A student who receives a MC from a doctor is unfit to attend class or complete assignments during the period specified in the MC. The student should show the MC to the instructor where relevant. As such, a grade penalty for attendance or a missed deadline shall not be imposed if such penalties are called for in the module's syllabus. However, a faculty member may work with the student when the student is well to make up for a missed class or set a new deadline for an uncompleted work/exam.

It is the responsibility of the student who has been receiving multiple MCs or if the period of illness specified in the MC is more than two weeks or if the period of illness specified in the MC significantly impacts the fulfilment of the module's key learning outcomes to contact their Assistant Dean of Students for issuance of a note to the faculty where needed.

## 9. Study Abroad

All students are encouraged to spend a period of time studying abroad, in the summer or in a regular semester. All students (except DDP students) may take up to two semesters abroad. This is likely to take place in their fifth and/or sixth semester, but this is a guide and not a rule.

Students are not permitted to study abroad in their Year 4 of study because of the Capstone requirement unless it can be demonstrated to the Head of Studies that it will be of benefit to the Capstone project for the student to study abroad in the first semester of the capstone year only. Students who complete the two-semester capstone sequence in their 6<sup>th</sup> and 7<sup>th</sup> semesters due to an exception granted by the College may study abroad in their final semester. However, for such students, the conferral of degree may be delayed to the following semester if the College's deadlines for credit transfer from the study abroad institution are not met.

Students who have been granted Leave of Absence may not submit an application for Study Abroad while on Leave of Absence and are required to resume their programme of study for at least one semester at the College prior to undertaking Study Abroad.\*

However, students who have been granted a Voluntary Leave of Absence may submit an application for Study Abroad while on Leave of Absence with the written permission of the student's Assistant Dean followed by the written permission of the Dean of Students. The Dean of Student's permission may also include an exception to the requirement of resuming the programme of study for at least one semester at the College prior to undertaking Study Abroad.\*

Students who have been granted a mandatory Leave of Absence may not submit an application for Study Abroad while on Leave of Absence and are required to resume the programme of study for at least one semester at the College prior to undertaking Study Abroad.\*

Study abroad programmes will not replace the Common Curriculum requirements of the Year 3/ Year 4 of study.

A full semester's worth of credit at Yale-NUS earns students 20 MCs. Yale-NUS students who study abroad must enroll in what their host institution deems to be a full load of courses. Successful completion of the full semester course load at the host institution, even if there are differences between the host institution and Yale-NUS in how credit hours are measured, will earn students a full 20 MCs of transfer credit if passing grades are earned.

With approval of the Head of Studies for the major, some programmes of study can replace modules required in a student's major.

*\* The changes regarding students on Leave of Absence applying for Study Abroad is effective for all new Leave of Absence applications from 6 September 2018.*

Grades earned for study abroad credit do not count toward the CAP and do not appear on the Yale- NUS transcript. The transcript will reflect that the student spent a semester abroad and will name the institution and the number of MCs earned. This applies also for programmes of study abroad that have been approved as contribution to major requirements.

Students must be in good academic and disciplinary standing and hold a CAP of 3.0 or higher in order to be eligible for study abroad. Students must also meet the requirements of the intended host, which may be higher.

For more information on the application procedure, please refer to the Yale-NUS website [here](#).

Applications are reviewed based on the above criteria, with academic performance, academic and disciplinary standing, and fit for the program(s) selected as key factors in CIPE's decision. For both semester study abroad programmes with official Yale-NUS institutional partners as well as independent, external programmes, students will pay Yale-NUS tuition fees. Yale-NUS will then pay students' tuition fees at their host institutions. Students are responsible for paying for their own accommodations, meals, travel, and other personal expenses.

Students who wish to study abroad for more than one term (semester or trimester, as per host institution's academic calendar) must submit additional application materials as requested by CIPE and secure approval from a petition review committee. They must also fund all expenses at the host institution during any terms beyond the first one, along with an S\$1,500 continuing registration fee, but will not be required to pay Yale-NUS tuition during any additional terms.

There will be no change, by default, to a student's financial aid package. Financial aid "travels" with students, and they will effectively be paying Yale-NUS tuition. Students studying abroad for more than one term will not be eligible for any CIPE-funded financial assistance beyond the first term.

## 10. Declaration of Major and Minor

### Declaration of Major

Students should declare a major by the end of their Year 2 of study. The Yale-NUS Registry conducts a Major Declaration Exercise in Semester 2 of each academic year. Eligible students will be invited to declare a major during this exercise. In advance of declaration, students are required to seek the advice of the Head of Studies of their prospective major, as well as to consult with their Assistant Dean of Students.

Note that a student may exercise the S/U option for a module taken in fulfilment of a major requirement before the student has formally declared a major. This is contingent on the Head of Studies' approval and concurrence that the module is required and there is no substitute for that particular module. In all other cases, the student will have to take another module in the major to make up the required major module with a letter grade. No S/U option is allowed for a module taken in fulfilment of a major requirement after the student has formally declared a major.

### Change of Major

A student may begin the process of consultation with the Head of Studies of a new prospective major and with their Assistant Dean of Students at any time.

To formally notify Yale-NUS Registry of the change, the student is to submit a request via [myYaleNUS](#) to change major.

This change of major request will be routed to:

- Head of Studies of the new major for approval. The Head of Studies of the new major must confirm that the student will be able to complete the requirements for the new major within the student's remaining period of candidature; and
- The student's Assistant Dean of Students for approval.

Once a student has changed major, the student should enroll in the appropriate modules for the new major.

Any approved request for a change in major received before 5pm of Instructional Week 2 will be effective in the current semester. Approved request for a change in major received after 5pm of Instructional Week 2 will be effective in the next semester. No change of major is allowed after 5 pm on the Friday of Instructional Week 2 in the graduating year as the student would need to complete the two-semester capstone project.

### Declaration of Minor (Optional)

A minor is a secondary area of specialisation other than the major. Declaration of a minor is optional. The Minor Declaration Exercise will be held at the same time as the Major Declaration in Semester 2 of each academic year. Year 2 students will be invited to declare a minor during this exercise.

Students who wish to declare a minor after the Minor Declaration Exercise will need to submit a request via [myYaleNUS](#) to allow Yale-NUS Registry to prioritise students for module registration and to help ensure the accuracy of student records. It should be noted that, unlike completion of a major, completion of a minor is optional. The student is ultimately responsible for ensuring they plan ahead in order to take the appropriate modules to meet the minor requirements. Students should work with their academic advisor, Head of Studies or Faculty Advisor to the independent minor when applicable, to ensure they plan appropriately.

### Change of Minor

Students who did not respond to the initial Minor Declaration Exercise may subsequently declare a minor up till the last day of the Apply for Graduation Exercise. A student who has made a minor declaration may subsequently change or drop the declared minor. A student may begin the process of consultation with the Head of Studies or Faculty Advisor of a prospective minor and with their Assistant Dean of Students at any time.

To formally notify Yale-NUS Registry of the change, the student is to submit a request via [myYaleNUS](#) to change minor at any time.

This change of minor request will be routed to:

- Head of Studies of the new minor or Faculty Advisor to the independent minor for approval. The Head of Studies of the new minor or Faculty Advisor to the independent minor must confirm that the student will be able to complete the requirements for the new minor within the student's remaining period of candidature; and
- The student's Assistant Dean of Students for approval.

Once a student has changed minor, the student should enroll in the appropriate modules for the new minor.

Any approved request for a change in minor received before 5pm of Instructional Week 2 will be effective in the current semester. Approved request for a change in minor received after 5pm of Instructional Week 2 will be effective in the next semester.

Students in their *graduating semester* have up till the last day of the S/U Declaration Exercise to request to drop a minor. To formally notify Yale- NUS Registry of the minor drop, the student is to submit a request via [myYaleNUS](#); the request has to be approved by Assistance Dean of Students by the last day of the S/U Declaration Exercise for Registry's processing.



## 11. Leave of Absence

### Voluntary Leave of Absence

Students may apply to take up to two semesters' break from their studies at Yale-NUS College. These semesters may, but need not be consecutive. These are considered voluntary Leave of Absence (LOA) but are counted against the student's candidature period. A student seeking to take a Leave of Absence beyond the two semesters must appeal to the Committee on Academic Standards (CAS) to request for an extension of their candidature period before submitting the completed application form to their Assistant Dean of Students. The application will only be processed upon approval from CAS that the candidature period can be extended.

Students would normally first discuss their intention to take Leave of Absence with their Assistant Dean of Students, who may require that the student consult with relevant faculty and staff. Formal applications are made in writing to the Assistant Dean of Students and must cite the reasons for a Leave of Absence.

Within a semester, the deadline for approval of a Leave of Absence is 5 pm on the Friday of Instructional Week 2. A student who is granted a Leave of Absence before this deadline is exempted from paying tuition. The student will be charged an administrative room and board charge if the student occupied their residential college premises. The administrative charge will be billed regardless of the length of stay during this time period. In addition to the administrative charge, the student will also be required to pay the miscellaneous fee. The administrative charge will be S\$500 plus the current GST rate, plus the current and applicable non-refundable miscellaneous fees. The administrative charge is subject to yearly review.

Students granted Leave of Absence after 5 pm on the Friday of Instructional Week 2 will be charged full fees for the semester regardless of residential college occupancy.

Once the student is granted a Leave of Absence, the Yale-NUS Registry will drop any enrolled Yale-NUS and NUS modules for the student following the respective Module Add/Drop timelines.

Students who have been granted Leave of Absence are not entitled to live on campus nor take part in any official activities on campus. Students will be given 72 hours to vacate their living accommodation from the time the leave is granted.

Students are expected to resume their study in the immediate semester following the end of their Leave of Absence.

### Mandatory Leave of Absence

The College is concerned for the welfare and progress of its students as they work to complete the requirements for a Yale-NUS degree. If it is necessary for the safety and well-being of the student, or for the good of the student's academic progress, the Dean of Students may require the student to take a Leave of Absence. Students who are required to take Leave of Absence for medical reasons as certified by a licensed medical professional also fall under this category.

Under these circumstances, the student will be given a date of return to the College. The student's right to return is based on the conditions of the return and will be subject to the College's reinstatement process. Students who are successfully reinstated will resume their study in the immediate semester following the end of their Leave of Absence. Otherwise, the student will be recommended to extend their Leave of Absence for another semester or more as deemed necessary. Students placed on Mandatory Leave of Absence for medical reasons must obtain a certification letter from a relevant medical specialist and in the case of risk to themselves or others, a certificated letter is required from a Psychiatrist to be submitted to the Dean of Students during the reinstatement process.

A student who is placed on a Mandatory Leave of Absence before 5 pm on the Friday of Instructional Week 2 is exempted from paying tuition. The student will be charged an administrative room and board charge if the student occupied their residential college premises. The administrative charge will be billed regardless of the length of stay during this time period. In addition to the administrative charge, the student will also be required to pay the miscellaneous fee. The administrative charge will be S\$500 plus the current GST rate, plus the current and applicable non-refundable miscellaneous fees. The administrative charge is subject to yearly review.

Students placed on Mandatory Leave of Absence after 5 pm on the Friday of Instructional Week 2 will be charged full fees for the semester regardless of residential college occupancy.

Once the student is placed on Mandatory Leave of Absence, the Yale-NUS Registry will drop any enrolled Yale-NUS and NUS modules for the student following their respective Module Add/Drop timelines.

Students who have been placed on Mandatory Leave of Absence will need to vacate the campus immediately. While on Mandatory Leave of Absence students are not permitted on campus, and may not participate in Yale-NUS College activities or events or use Yale-NUS College facilities on campus, off campus or on-line, barring the reinstatement process.

The student should contact the Dean of Student's Office for information on the reinstatement process. If the student is not reinstated in this process, the student may file an appeal for review with the Executive Vice President (Academic Affairs). The written appeal must be received within 5 days of the committee's decision and must be based on one of the following criteria:

1. New evidence not presented as part of the original process; or
2. A procedural error/s.

#### **Extension of Student's Pass (For International Students)**

An international student who has applied for a Leave of Absence is responsible for requesting for any required extension of his/her student pass (unless he/she is able to complete his/her programme of study within the original validity period. Inquiries may be addressed to: [studenthelp@yale-nus.edu.sg](mailto:studenthelp@yale-nus.edu.sg).

## **12. Learning Accommodations**

Yale-NUS endeavours that all students studying within the community can access the full range of educational opportunities provided by the College. Whenever possible, appropriate accommodation will be made for students who have diagnosed learning disabilities or other special needs for whom learning requires accommodation.

The College's faculty, with the assistance of the Centre for Teaching and Learning, will provide the necessary support for students with disabilities or special needs as certified by the National University of Singapore (NUS) University Health Centre (UHC). Faculty members can only provide an accommodation once informed by Registry that UHC has approved the accommodation.

For further information, please visit <https://teaching.yale-nus.edu.sg/learning-accommodations/>

### 13. Withdrawal from College

A student who wishes to withdraw from the College must complete a Withdrawal Form and submit to the relevant Assistant Dean of Students. Within a semester, if the Withdrawal Form is received before 5 pm on the Friday of Instructional Week 2, the student is exempted from paying tuition fees. The student will be charged an administrative room and board charge if the student occupied their residential college premises. The administrative charge will be billed regardless of the length of stay during this time period. In addition to the administrative charge, the student will also be required to pay the miscellaneous fee. The administrative charge will be S\$500 plus the current GST rate, plus the current and applicable non-refundable miscellaneous fees. The administrative charge is subject to yearly review.

If the Withdrawal Form is received after 5 pm on the Friday of Instructional Week 2, the student will be charged full fees for the semester regardless of residential college occupancy.

A student can also be administratively withdrawn by the College. Students in good academic standing who did not apply for Leave of Absence or are not registered for any semester abroad programme but failed to register for modules in a semester will be administratively withdrawn by the College.

A student who is officially withdrawn from the College for any reason, including medical, is no longer a registered student of the College. As such, the student is no longer entitled to live on campus nor take part in any official activities on campus. Students will be given 72 hours to vacate their living accommodation from the time the leave is granted.

Students who wish to return after withdrawal will have to apply for readmission through the Yale-NUS College Admissions Office.

#### **14. Dismissal from College**

A student who is dismissed from the College for reasons including but not limited to academic standing, academic integrity, and disciplinary conduct will be appropriately notified in writing. Within a semester, if the student is dismissed before 5 pm on the Friday of Instructional Week 2, the student is exempted from paying tuition fees. The student will be charged an administrative room and board charge if the student occupied their residential college premises. The administrative charge will be billed regardless of the length of stay during this time period. In addition to the administrative charge, the student will also be required to pay the miscellaneous fee. The administrative charge will be S\$500 plus the current GST rate, plus the current and applicable non-refundable miscellaneous fees. The administrative charge is subject to yearly review.

If the student is dismissed after 5 pm on the Friday of Instructional Week 2, the student will be charged full fees for the semester regardless of residential college occupancy.

A student who is officially dismissed from the College for any reasons is no longer a registered student of the College. The dismissed student must vacate their living accommodation immediately.

## 15. Request for Transcript

### Unofficial Transcript (Self Service):

You may view or print your unofficial transcript via [MySIS](#). A step-by-step guide is available [here](#). Unofficial transcripts do not have the University seal and are not generally accepted for official transcripts.

### Request for Official Transcript:

Official transcripts are prepared centrally by NUS Registrar's Office. Please submit your request for official transcript via [Online Transcript Application \(OTA\) system](#).

The official transcript is printed on secured transcript paper with the University seal imprinted on it. Information about Yale-NUS College and our grading system are reflected at the back of the official transcript. The official transcript is the University's certified statement of your academic record. It is accepted for any official transactions such as applications for admissions to academic programmes or employment. The degree title(s) and conferment date will be reflected on the transcript only when a student has been officially conferred. Please see [here](#) for more information on processing periods and collection.

**Important:** The document will not be issued if a student has outstanding fees and/or other amount owed to the College or University.

## 16. Request for Student Status Letter

The Student Status Letter verifies your status as a current student of the University.

### Self Service:

You may generate your own student status letter via [MySIS](#). A step-by-step guide is available [here](#).

### Additional Requests:

If there is an additional request, please submit a student status letter request [here](#) at least 5 working days before the document is needed. Yale-NUS Registry will review the request and contact you.

### Examples of Additional Requests

- If you require additional remarks in the status letter (eg. your passport details, start and end of semester date etc.).
- If you require an electronic copy of your status letter to be sent to an external academic organisation in confidence.
- If you require a hard copy of your status letter to be sent to an external academic organisation in confidence. Please note you will be informed to collect the student status letter from the Yale-NUS Student Services Centre.

**Important:** Please note the student status letter is computer-generated and no signature is required. The document will not be issued if a student has outstanding fees and/or other amount owed to the College or University.

## 17. Graduation

### Apply for Graduation

A student who expects to graduate at the end of a particular semester must apply for graduation (AFG) at the start of that semester.

### Graduation Ceremony

Yale-NUS College holds a graduation ceremony at the end Semester 2 of each academic year in the month of May.

Students who are on track to fulfil their degree requirements by the end of Semester 2 of the applicable academic year or by the end of Semester 1 of the following academic year will be invited to participate in the ceremony as graduating students.

Students who will not fulfil their degree requirements by the end of Semester 1 of the following academic year and will need an additional semester to fulfil them will also be invited to participate in the ceremony as non-graduating students. This includes students in the 5-year double degree and concurrent degree programmes so that they may experience the ceremony with their intake cohort.

Both graduating and non-graduating students will be robed. However, only graduating students will be invited on the stage to receive their degree scrolls from the Presiding Officer, and have their names included in the list of graduands in the Graduation Ceremony programme booklet.

Non-graduating students will be invited to participate in the graduation ceremony in the following year as graduating students when they fulfil the requirements

### Degree Conferment

Degrees are conferred by the NUS Chancellor throughout the year. A student will be conferred upon completion of all necessary requirements pertaining to their respective degree(s).

Please refer to the table below for a breakdown on the different periods of degree conferment:

Semester	Date(s) on which degrees are conferred
End of Semester 1	31 January
End of Semester 2	30 June
End of NUS Special Terms	31 August

A student will cease to be a registered student of the College upon conferment. Instead, the Yale-NUS Alumni Affairs Office will actively engage the Yale-NUS alumni by providing various avenues for graduates to stay connected with the College.

### Double Degree Programme (DDP) and Concurrent Degree Programme (CDP) students

DDP or CDP students will be conferred upon successful completion of their respective programmes.

## 18. Latin Honours

All Yale-NUS students who complete their graduation requirements will be awarded an Honours degree: Bachelor of Arts with Honours or Bachelor of Science with Honours.

In addition, the College awards Latin Honours in order to recognise academic achievement and excellence among the students.

Latin Honours will be awarded as follows:

<i>summa cum laude</i>	To not more than the top 5 percent of the graduating class.
<i>magna cum laude</i>	To not more than the next 10 percent of the graduating class.
<i>cum laude</i>	To not more than the next 20 percent of the graduating class.
<ul style="list-style-type: none"><li>• Latin Honours will go to no more than 35 percent of a graduating class.</li><li>• The graduating class is defined as graduates who entered the College at the same time unless the student has been tagged by the College to graduate with a later cohort due to promotion rules or other official reasons.</li></ul>	

The Latin Honours are based on the Cumulative Average Point (CAP), which is the weighted average grade point of all graded modules taken by a student. Note that students with a CAP of less than 2.0 will not graduate.

No more than 60% or 6 of the students (whichever is larger) in any one major will receive honours at the *cum laude* level or above, and no more than 40% or 4 (whichever is larger) at the *magna cum laude* level or above. In cases where the number of students might exceed these limits, only the top students down to the designated limits will receive the relevant honour.

The College's Academic Committee is the authority for implementing the cut-offs for each entering class based on the data available at the time of the graduation of the majority of the class. The same cut-offs will apply to students in any given class who graduate later because of participation in the double degree programme or other approved programmes, or due to delays because of leave of absence.



## 19. The Yale-NUS Community

What follows are a number of academic policies and guidelines meant to facilitate the creation of the type of community of learning we aspire to at Yale-NUS. The purpose of these policies is to maintain the academic integrity, standards and fairness of the College, and to ensure that all students have the collegiate experience of a community, and the resources and guidance they need to succeed. The regulations help ensure a level of equity such that there are shared expectations that apply to all students.

The College recognises that individual circumstances often call for individual approaches and because it is deeply committed to the well-being of students, the College recognizes there are moments where the strict application of the policies would run counter to the mission of Yale-NUS. These policies are not exhaustive, but are meant to highlight the major policies that are likely to be most relevant to the general student body. It is ultimately the responsibility of each student to be aware of and respectful of these academic expectations.

### Academic Conduct

As indicated by their agreement within the matriculation process, all students are bound by the Yale-NUS College's policy on good academic conduct. Alleged breaches will be dealt with according to the academic disciplinary procedures. Details of the policy are available [here](#).

### General conduct

As indicated by their agreement within the matriculation process, all students are bound by Yale-NUS College's Code of Student Conduct, including policy relating to sexual misconduct. Alleged breaches will be dealt with under the non-academic disciplinary procedures. Details of the policies are available [here](#).

### Free Speech and Non-Discrimination

The College is firmly committed to the free expression of ideas in all forms – a central tenet of liberal arts education. There are no questions that cannot be asked, no answers that cannot be discussed and debated. This principle is a cornerstone of the College. This statement is not limited to the classroom. It extends to the dining hall and student suites and the common rooms. It also extends to many forms of expression, including debate, speech, dance, and theatre.

This free expression also extends to students in a way that defines our community. It sets an expectation that students allow peers to hold views different than their own. Students should be open to changing their mind, weighing evidence and arguments to re-evaluate ideas they once took to be self-evident. Agreement is not a requirement, nor even an expectation. It is through disagreement and debate that we come to understand and sharpen our own views.

Students must be mindful of the local Singaporean context just as they would be mindful of the local context wherever the student travels, lives, works or studies in the world.

### Politics versus Political Parties

Students are encouraged to debate political ideas and those ideas should filter into and out of the classroom. Students can and should debate everything from Marxism versus communism, to the nature of the welfare state, to the role a government should play in a national economy, to international trade laws, to the benefits and costs of a democracy versus a republic – in antiquity or in the present. NUS already has a political union and the College hopes that students will either actively participate in that union, create their own, or both. In addition, students can join political parties and party debates off campus. However, partisan political campaigning and fund-raising are not permitted on campus.

### Race and Religion

Students are encouraged to discuss all aspects of identity – race, religion, sexual orientation, etc. – and the College hopes that students will come to broader and more nuanced understandings of all of these identities. Indeed, it would be disappointing if these were NOT regular discussion topics inside and outside the classroom. Students are also welcome to join or create groups that are centered around specific religions, races or ethnic cultures, and many of these groups can already be found at NUS.

However, attacking or disparaging another race, religion or ethnicity is not allowed in Singapore. Singapore has passed numerous laws that prohibit any speech that causes disharmony among various religious or racial groups. The Maintenance of Religious Harmony Act is an example of such legislation. The Penal Code criminalizes the deliberate promotion by someone of enmity, hatred or ill-will between different racial and religious groups on grounds of race or religion. It also makes it an offence for anyone to deliberately wound the religious or racial feelings of any person.

### Conducting Safe and Ethical Research

Knowing what constitutes ethical research is important for all students conducting research. In developing the Capstone project or any other research proposal, a student should explicitly consider the ethical implications of various aspects of the research project in consultation with his/her supervisor. If the proposed research project raises ethical issues, the student must obtain formal ethical clearance before undertaking the research. For more information, please consult the Capstone Supervisor or the Head of Studies for the major.