i. For Student Intakes from AY2014/2015 onwards
ii. For Student Intakes from AY2008/2009 to AY2013/2014
iii. For Student Intakes from AY2007/2008
For Student Intakes from AY2014/2015 Onwards

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Q33. What shall I do if I experience technical issues when accessing the S/U declaration system?
Q01. **What is the Grade-free First Semester Scheme and Satisfactory/Unsatisfactory (S/U) Grading Option?**

The Grade-free First Semester scheme, in the form of Satisfactory / Unsatisfactory (S/U) option, aims to provide a supportive and enabling environment for NUS undergraduates to make a successful transition into the academic and social culture of university life. The Satisfactory/Unsatisfactory (S/U) option is also intended to encourage students to pursue their intellectual interests, without undue concern that exploring a new subject area may adversely affect their CAP.

Under the S/U mechanism, letter grades are assigned to modules. Students may choose to retain the letter grade and have it factored towards the computation of their CAP, or choose to exercise the S/U option on a module, in which case the letter grade will not be shown on the transcript nor computed towards the CAP.

A module will be indicated as ‘S’ if the final grade obtained is a ‘C’ or better (i.e. grade point of 2.0 and above). A student will receive credits for the module and these will count towards his degree requirement if he attains a ‘Satisfactory’ (S) grade. Conversely, if the final grade is lower than a ‘C’, an ‘Unsatisfactory’ (U) grade will be assigned to the module and no credits are earned. Both ‘S’ and ‘U’ grades will be reflected in the transcript issued by the University.

Students may exercise the S/U option for up to 32 MCs towards their degree requirements, of which 20 MCs may be exercised during the first semester and the remaining 12 MCs any time during the candidature. Once an ‘S’ or ‘U’ grade is assigned to a module, it will count towards the 32-MC limit that can be taken on an S/U basis.

Q02. **Are the 20 MCs to be graded on an S/U basis during the first semester applicable only to students admitted in AY2014/15 and onwards?**

Yes, the 20 MCs of S/U option for the first semester is applicable to newly admitted students (except Medicine, Dentistry, Law and Yale-NUS) in AY2014/15 and after.

Specifically, the following groups of students who undergo their first regular semester with effect from AY2014/15 are also eligible to exercise the S/U option on 20 MCs during their first regular semester:

- Students who accessed NUS modules prior to their first regular semester - former H3, NUS High School, Young Artist Programme, Information Security Specialization Preparatory Programme, RNSmen (iBLOC and Special Term)
- Students who accessed non-NUS modules prior to their first regular semester
- Polytechnic admitted students and BTech students
- Clean slate transfer/readmitted students (with no grade/credit transfer of any NUS module)
- Partner University (JDP, CDP, DDP) students whose first semester of study is at NUS

Q03. **How will the S/U grade affect a student’s CAP?**

The ‘S’ or ‘U’ grades have no effect on the CAP since they carry no grade point. The modular credits earned with an ‘S’ grade will count towards the total number of modular credits that a student needs to fulfill his degree programme. On the contrary, a module with an ‘U’ grade earns no modular credits.

Q04. **Can a student who gets a ‘U’ grade retake the module and will the ‘U’ grade be removed from his record if he/she passes it the second time?**

The student who obtains a ‘U’ grade for a module can retake the module. However, the ‘U’ grade that he/she gets for his/her first attempt will still remain in his/her record and will appear in the transcript issued by the University. Once a ‘U’ (or an ‘S’) grade is assigned to a module, it will count towards the 32-MC limit that can be taken on an S/U basis.

Q05. **How many modular credits can a student choose to be graded on S/U basis?**

A student may opt for up to 32 modular credits (MCs) to be graded on S/U basis, which may be exercised

- during his/her first semester, for up to 20 MCs; and
- any time during his/her candidature, for up to 12 MCs

In general, unused S/U MCs from the first semester may not be carried forward to subsequent semesters, except for some Faculties/Schools/programmes with unique circumstances (refer to Q07).

For example, if a student has utilized 22 MCs for his/her first semester, he/she will have 10 MCs left to be used any time during his/her candidature. Conversely, if a student has utilized only 10MCs for his/her first semester, he/she will be have 12 MCs left to be used any time during his/ her candidature.

Once an ‘S’ or ‘U’ grade is assigned to a module, it will count towards the 32-MC limit that can be taken
on an S/U basis. If a student has exceeded the 32-MC limit, any excess S/U MCs will not be counted towards any part of the degree requirements for graduation.

**Q06. What are the modules that are eligible for the S/U option?**

With the exception of Law modules, S/U option is applicable to modules which are eligible. The table below shows the module eligibility:

<table>
<thead>
<tr>
<th>Modules</th>
<th>Eligible for S/U?</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>All level 1000 modules</td>
<td>Eligible</td>
<td>The following list of modules are not eligible:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CELC’s Level 1000 English language proficiency modules (zero MC) (ES1000, ES1102, EM1001, EM1002, EM1201, EM1202)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• YSTCM’s Level 1000 Major Study modules (MUA1161, MUA1162, MUA1190, MUA1191)</td>
</tr>
<tr>
<td>Level 2000 modules without NUS modules as pre-requisites</td>
<td>Eligible</td>
<td>The following list of modules are not eligible:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• USP’s Writing and Critical Thinking modules (UWC2101%) and Quantitative Reasoning modules (UQF2101%)</td>
</tr>
<tr>
<td>Level 2000 modules with NUS modules as pre-requisites</td>
<td>Not Eligible</td>
<td>The following list of modules are eligible:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FASS, FOS, BIZ, SOC, SDE, YLLSOM (NUR), UTCP, USP, RVRC Level 2000 modules with NUS prerequisites</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• YSTCM’s Level 2000 modules with NUS pre-requisites (excluding Major Study modules)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>If read in first semester:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• CELC’s Ideas &amp; Exposition 2 modules (IEM2201%)</td>
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<tr>
<td></td>
<td></td>
<td>• FASS’ Level 2000 language modules (LAX220x^)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Yale-NUS’ Level 2000 language modules (YLS2201, YLS2202)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• GEK2508, GEM2509</td>
</tr>
<tr>
<td>Level 3000 and Level 4000 modules</td>
<td>Not Eligible</td>
<td>The following list of modules are eligible:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• FASS’ Level 3000 and 4000 language modules (LAX320x^ and LAX420x^)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Yale-NUS’ Level 3000 and 4000 language modules (YLS3%, YLS4%)</td>
</tr>
<tr>
<td>Modules assigned IC grade</td>
<td>Not Eligible</td>
<td>This rule applies regardless of the above-mentioned conditions</td>
</tr>
<tr>
<td>Modules withdrawn with ‘W’ or ‘F’ grade</td>
<td>Not Eligible</td>
<td>This rule applies regardless of the above-mentioned conditions</td>
</tr>
<tr>
<td>Modules where students are found to have committed plagiarism</td>
<td>Not Eligible</td>
<td>This rule applies regardless of the above-mentioned conditions</td>
</tr>
<tr>
<td>Modules where a grade has been prescribed by the Board of Discipline</td>
<td>Not Eligible</td>
<td>This rule applies regardless of the above-mentioned conditions</td>
</tr>
</tbody>
</table>

**Q07. Can I carry over any unused S/U MCs from the first semester to subsequent semesters?**

In general, unused S/U MCs from the first semester may not be carried forward to subsequent semesters.

However, some Faculties/Schools/programmes with unique circumstances have been permitted to exercise flexibility in the implementation. These Faculties/Schools/programmes will provide the specific details to the relevant students.

**Q08. I have dropped a module during the period when ‘F’ grade takes effect. Hence, the module is recorded with an ‘F’ grade. Can I then apply the S/U option on the module during the S/U declaration exercise?**

No, you will not be able to apply the S/U option on the module which you have dropped with ‘F’ grade as you are considered to have withdrawn from the module when you dropped it.

**Q09. Is the S/U option available to non-graduating students studying in NUS?**

No, the S/U option is not available to non-graduating students studying in NUS.
Q10. **Is the S/U option applicable to Law modules?**

S/U Option is not applicable to Law modules which need to be letter graded to fulfill the requirements of the LL.B. degree.

Q11. **Is the S/U option applicable to Yale-NUS modules?**

NUS students taking Yale-NUS modules will be allowed to exercise S/U option on them, provided the modules fulfill the eligibility criteria as laid out in Q06. Yale-NUS students should check with their College on the grade-free option.

Q12. **Can a student exercise the S/U option for modules that count towards Major/Programme requirements?**

The S/U option is available for modules that are part of a student's Major/Programme requirements if they fall under the criteria stated in Q06 above, and as long as the student has at least a minimum 60% of the Major/Programme requirements earned from modules read in NUS (i.e., graded modules with assigned grade points or modules with an 'S' or 'CS' grade).

" Modules read at NUS" are defined as modules that are taught/co-taught or supervised/co-supervised by NUS.

Q13. **Can a student exercise the S/U option for modules that count towards Minor requirements?**

The S/U option is available for modules that are part of a student's Minor requirements if they fall under the criteria stated in Q06 above, and as long as the student has at least a minimum 16 MCs of the Minor requirement earned from modules read in NUS (i.e., graded modules with an 'S' or 'CS' grade) out of the 24 MCs to fulfill the Minor requirements towards graduation, unless otherwise stated by the Faculty/School for specific minors.

" Modules read at NUS" are defined as modules that are taught/co-taught or supervised/co-supervised by NUS.

Q14. **Can modular credits from modules taken on S/U basis count towards the residency requirement?**

Yes, the modular credits from modules taken on S/U basis can be used to count towards the residency requirement. Under the residency requirement, a student registered for a Bachelor's degree must complete 50% of required MCs for the degree programme with modules read at NUS.

" Modules read at NUS" are defined as modules that are taught/co-taught or supervised/co-supervised by NUS with letter-grades (A+ to D), S-grade or CS-grade awarded by NUS.

The following will also count towards the residency requirement:
- Credit-bearing internships with NUS involvement
- NUS modules done as H3 requirement

Q15. **How are modular credits earned from Student Exchange Programme, Industrial Attachment, Internship Programme, NUS Overseas Colleges and Advanced Placement Credits counted towards graduation requirements?**

Credits earned from Student Exchange Programme (SEP) and Advanced Placement Credits (APC) granted for polytechnic diplomas and non-NUS H3 modules are not MCs done at NUS and therefore, cannot be counted to the residency requirement and minimum MC requirements for Programme/Major and Minor.

Credits earned from NUS Overseas Colleges (NOC), Industrial Attachment (IA), Internship Programme (IP) which are taught/co-taught or supervised/co-supervised by NUS with letter-grades (A+ to D), S-grade or CS-grade awarded by NUS can be counted to the residency requirement and minimum MC requirements for Programme/Major and Minor.

It is important that students check with their Faculty/School to ensure that they have fulfilled the residency requirement and minimum MC requirements for Programme/Major and Minor, if any, for graduation.

Q16. **I would like to apply for Student Exchange Programme/Overseas Educational Programme in my second Academic Year. Will my chances be affected if I had exercised 20 S/U MCs in my first semester?**

Students who are interested in overseas exchange or educational programmes should check with the respective Faculty/ School on the selection requirements and criteria.
Q17. I am transferring to a new Faculty/School in the following semester. Can I participate in the S/U Declaration Exercise?

Yes. For students pending their transfer to a new Faculty/School, they can still exercise their S/U option(s) on module(s) they have read in the semester preceding the transfer. As the S/U rules are standardised University-wide rules, the same rules apply to all students under the modular system.

For students who have successfully transferred to a new Faculty/ School with credit and/or grade transfer, they are not eligible for the 20 MCs of S/U option in their new Faculty/ School. However, they can continue to use the 12 MCs of S/U option for all semesters provided they have not utilized them previously.

For students who have successfully transferred to a new Faculty/ School without any credit and/or grade transfer, they are eligible for the 20 MCs of S/U option to be exercised within the first semester in their new Faculty/ School. They are also eligible for the 12 MCs of S/U option which can be used for all semesters, provided they have not utilized them previously.

Q18. I am newly admitted to a Double Degree Programme (DDP) after two semesters of study, what happens to my modules which I have previously declared S/U?

There will be no change to the modules which you have previously declared as S/U and these modules could still count towards your degree requirements. As the S/U rules are standardized University-wide rules, the same rules apply to all students under the modular system.

Q19. I am a Law student in a DDP/CDP or special programme (USP/UTCP). Am I eligible to exercise S/U option on my non-Law modules?

Law students in a DDP with Business, Arts and Social Sciences, or Science are eligible for the 12 MCs S/U option, which can be exercised in any semester during their candidature, on non-Law modules that count solely towards their second degree requirements. Please refer to Q06 for the list of modules eligible for the S/U option. However, non-law modules which are used to fulfil both the LLB and second degree requirements (i.e. common modules) will have to remain letter graded.

The S/U option is not available to all other Law students taking non-Law modules, including those in the University Scholars Programme, UTown College Programme, DDP with Yale-NUS College, and Concurrent Degree Programme with Lee Kuan Yew School of Public Policy.

Q20. I am an existing Double Degree Programme (DDP) student. Can I exercise S/U option on modules from the second degree that I intend to drop?

As the S/U rules are standardised University-wide rules, the same rules apply to all students under the modular system. As such, there should be no change to your S/U options upon your exit from the second degree. However, should there be some unforeseen circumstances, you should write an appeal, through your home faculty, to the Registrar's Office (sudeclaration@nus.edu.sg) for consideration.

Q21. If I have exercise S/U options on all my major modules in the first semester, am I still eligible for the Dean’s List?

Due to the Grade-free First Semester scheme, there will not be any Dean’s List for the first two semesters for undergraduate student intakes from AY2014/15 onwards.

Q22. Will my NUS scholarship be affected if I exercise S/U options on 20 S/U MCs in the first semester?

The NUS Scholarship will take into consideration the Grade-free First Semester scheme.

Q23. When does the S/U declaration exercise take place?

The S/U declaration exercise will take place immediately with the release of each semester examination results. The declaration exercise will be conducted for 3 days, starting from the day of release of results. Thereafter, the decision will be considered final.

Q24. Can a student appeal for the module(s) that he/she had opted for S/U to be changed back to graded basis after the S/U declaration exercise is over?

No, the S/U option that you have exercised for a module or modules is irrevocable once the S/U option exercise is over.

Q25. Can the S/U option be applied for modules taken and already completed for letter grades from the previous semesters?

No, the S/U option can only be applied for modules taken in the current semester. The S/U declaration exercise is conducted after the release of the examination results at the end of each semester to allow students to exercise their S/U option for modules they have taken in that semester only.
Q26. Can a student exercise his/her S/U option in his/her final graduation semester after the release of the examination results?

Yes, as mentioned in Q01 and Q05, up to 12 MCs of S/U option can be exercised at any time during a student’s candidature, and this includes a student’s final graduation semester.

Q27. When and where can a student check his/her updated results after he has exercised his/her S/U option(s)?

The updated results will be available on the 3rd working day (after 3pm) after the closing of the declaration exercise. Students can view the updated results in myISIS, under ‘view my exam results’.

Q28. I submitted an application for exam review. Should I declare the S/U option while waiting for the outcome of the review?

Yes. Students should proceed to declare their S/U option during the declaration exercise period while waiting for the outcome of the exam review. If they wish to change their mind after knowing the outcome of their exam review, they may e-mail sudescription@nus.edu.sg. Such requests will only be considered when there is a change in grade after the exam review. Please note that students who do not exercise their S/U option during the declaration exercise period will NOT be allowed to do so after the declaration exercise period is over.

Q29. What shall I do if I am unable to declare S/U option due to outstanding fees?

Students with outstanding fees will not be able to participate in the S/U option declaration exercise. To be given access to the online declaration portal, they should settle their outstanding fees at least 3 working days before the start of the S/U option declaration exercise. Once the declaration exercise begins, students with outstanding fees should make payment immediately at the Student Service Centre (located at Yusof Ishak House level 1), send a scanned copy of the receipt to sudescription@nus.edu.sg and indicate clearly in the e-mail, the module(s) which they wish to opt as S/U grade. The S/U declaration team will handle such cases separately after the declaration exercise. Please take note that emails and scanned copy of the receipt received after the closing of the S/U option declaration will not be entertained.


Q30. What happen if I missed the S/U declaration exercise or I was unable to declare the S/U option due to other commitments?

The dates of each S/U option declaration exercise are published in the examination directory at the beginning of the academic year. Each semester, an e-mail is sent to all students at least 1 week before the exercise. An announcement is also posted in the Message of The Day, as well as in IVLE. Students should plan their schedule by taking into consideration such dates. They will not be allowed to declare the S/U option after the deadline.


Q31. How can I contact my Home Faculty with regards to S/U matters?

You can refer to the S/U mailbox directory to look for the contact email for your Home Faculty.

Q32. What shall I do if I see the message “You have not registered for any module(s) which allow you to opt for S/U grade this semester” when I login to the S/U system?

The modules you are taking this semester might not be eligible for S/U option. Please refer to the email contacts of Faculties/Schools found at the S/U declaration system login page and consult them on the eligibility of your modules. If you are sure that your modules are eligible for S/U option and the above message appears, you might be experiencing a technical error (refer to Q26 below).

Q33. What shall I do if I experience technical issues when accessing the S/U declaration system?

Please do a screen capture of the error and send it to sudescription@nus.edu.sg before the closing of declaration exercise. The team will address your issue as soon as possible.

Updated: 2014-11-13
SU-FAQ-fromAY2004 (Updated 24 Nov 2014).docx
What is the Satisfactory/Unsatisfactory (S/U) Grading Option?
The S/U grading option allows a student to take a module on an ungraded basis (i.e. no letter grade e.g. A, B, etc.). For a module elected to be graded on S/U basis, a student will receive credits for the module and these will count towards his degree requirement only if he attains a 'Satisfactory' (S) grade. A module will be indicated as 'S' if the final grade obtained is a 'C' or better (i.e. grade point of 2.0 and above). Conversely, if the final grade is lower than a 'C', an 'Unsatisfactory' (U) grade will be assigned to the module and no credits are earned. The descriptor 'Satisfactory' or 'Unsatisfactory' will appear in the result slip and the transcript issued by the University.

How will the S/U grade affect a student’s CAP?
The ‘S’ or ‘U’ grades have no effect on the CAP since they carry no grade point. The modular credits earned with an ‘S’ grade will count towards the total number of modular credits that a student needs to fulfill his degree programme. On the contrary, a module with an ‘U’ grade earns no modular credits.

Can a student who gets a ‘U’ grade retake the module and will the ‘U’ grade be removed from his record if he/she passes it the second time?
The student who obtains a ‘U’ grade for a module can retake the module. However, the ‘U’ grade that he/she gets for his/her first attempt will still remain in his/her record and will appear in the transcript issued by the University.

How many modular credits can a student choose to be graded on S/U basis?

Q01. What is the Satisfactory/Unsatisfactory (S/U) Grading Option?
Q02. How will the S/U grade affect a student’s CAP?
Q03. Can a student who gets a ‘U’ grade retake the module and will the ‘U’ grade be removed from his record if he/she passes it the second time?
Q04. How many modular credits can a student choose to be graded on S/U basis?
A student may opt for up to 12 modular credits (MCs) to be graded on S/U basis and counted towards fulfilling his/her degree requirements. For modules with 4 MCs, a student can declare "S" for a maximum of 3 such modules. For modules with less or more than 4 MCs, a student is allowed to opt for additional module to be taken on S/U basis as long as the accumulated S/U MCs is less than 12 at the point of declaration. For such a student, the total number of S/U MCs will eventually exceed 12. However, only a total of 12 S/U MCs will be counted towards his/her degree requirements (i.e. any excess S/U MCs will not be counted towards any part of the degree requirements for graduation).

**Q05. Can a student exercise the S/U option for any modules of his/her choice, including modules that count towards the Faculty, Major, Second Major or University Scholars Programme (USP) requirements?**

The S/U option is not available for modules that are part of a student's Faculty, Major, Second Major or USP requirements, unless specifically stated otherwise by the Faculty/School. The S/U option is intended to encourage students to pursue their intellectual interests beyond their disciplinary areas, without undue concern that their CAP would be adversely affected. Some Faculties/Schools may have more stringent rules on exercising the S/U option. Please refer to your Faculty/School's website for more information.

With effect from Semester 2, AY2013/2014, all modules within the Major and Second Major are to be read on a graded basis, even if these are read in excess of the Major/Second Major requirements. Students would not be allowed to exercise the S/U option for all these modules. In addition, students who are admitted into Second Majors with effect from Semester 2, AY2013/2014 will have those modules within the Second Major which were previously declared as S/U auto-revoked to the original grades, regardless of when those modules were completed.

**Q06. Can a student exercise the S/U option for modules that count towards Minor requirements?**

The S/U option is available for modules that are part of a student's Minor requirements, as long as the student has at least 24 MCs of graded minor modules to fulfill the Minor requirements towards graduation, unless otherwise stated by the Faculty/School.

**Q07. How would students know if particular modules are available for S/U option?**

The S/U option is available for all modules that are not part of a student's Faculty, Major, Second Major or University Scholars Programme (USP) requirements, unless specifically stated otherwise by the Faculty/School. This information is indicated in the module listing put up by the Faculties/Schools at their respective websites. If the information is not available, you may check directly with the Faculties/Schools concerned.

**Q08. Is the S/U option applicable to Law modules?**

S/U Option is not applicable to Law modules which need to be letter graded to fulfil the requirements of the LL.B. degree.

**Q09. Can modular credits from modules taken on S/U basis count towards the residency requirement?**

No, the modular credits from modules taken on S/U basis cannot be used to count towards the residency requirement. Under this requirement, a student registered for the Bachelor's degree programme must do the greater of (a) 50 percent of required modular credits, or (b) 80 modular credits for the degree requirement.

Residency is defined as (i) payment of fees and (ii) ability to meet all requirements of the programme of study. For (ii), the modular credits that count towards residency must come from graded modules included in the CAP computation.

**Q10. How are modular credits earned from Student Exchange Programme, Industrial Attachment, Internship Programme, NUS Overseas Colleges and Advanced Placement Credits counted towards graduation requirements?**

Besides modules that are graded on an S/U basis which does not affect the CAP, some credit-bearing modules completed under the NUS Student Exchange Programme (SEP), NUS Overseas Colleges (NOC), Industrial Attachment (IA), Internship Programme (IP), etc., are also not factored into the computation of a student's CAP. Advanced Placement Credits (APC) are likewise excluded from CAP calculation. To protect the integrity and value of the NUS degree, a limit is placed on the number of MCs that may be excluded from the computation of CAP. In other words, a minimum number of MCs must be based on graded modules with assigned grade points. The following are general university level guidelines:

1. A student registered for a Bachelor's degree must do the greater of (a) 50% of required MCs for the degree programme or (b) 80 MCs at NUS. These MCs must be earned from graded modules.
2. A minimum 60% of Programme/Major credits must be graded and factored into the CAP.

3. A minimum 16 MCs of the Minor requirements must be graded and factored into the CAP.

4. Only up to 12 MCs may be accrued from modules graded on an S/U basis. Such modules may not be used to fulfill Programme/Major/Minor/USP requirements.

Individual Faculties/Schools may require a higher minimum of MCs that must be based on graded modules and included in the computation of CAP. It is important that students check with their Faculty/School to ensure that they have fulfilled the minimum number of CAP-bearing MCs required for graduation.

Q11. When does the S/U declaration exercise take place?

The S/U declaration exercise will take place immediately with the release of each semester examination results. The declaration exercise will be conducted for 3 days, starting from the day of release of results. Thereafter, the decision will be considered final.

Q12. Can a student appeal for the module(s) that he/she had opted for S/U to be changed back to graded basis after the S/U declaration exercise is over?

No, the S/U option that you have exercised for a module or modules is irrecoverable once the S/U option exercise is over.

Q13. Can the S/U option be applied for modules taken and already completed for letter grades from the previous semesters?

No, the S/U option can only be applied for modules taken in the current semester. The S/U declaration exercise is conducted after the release of the examination results at the end of each semester to allow students to exercise their S/U option for modules they have taken in that semester only.

Q14. Is the S/U option available to non-graduating students studying in NUS?

No, the S/U option is not available to non-graduating students studying in NUS.

Q15. Can a student exercise his/her S/U option in his/her final graduation semester after the release of the examination results?

Yes, the student is allowed to exercise his/her S/U option even in his final graduation semester.

Q16. I have dropped a module during the period when ‘F’ grade takes effect. Hence, the module is recorded with an ‘F’ grade. Can I then apply the S/U option on the module during the S/U declaration exercise?

No, you will not be able to apply the S/U option on the module which you have dropped with ‘F’ grade as you are considered to have withdrawn from the module when you dropped it.

Q17. When and where can a student check his/her updated results after he has exercised his/her S/U option(s)?

The updated results will be available on the 3rd working day (after 3pm) after the closing of the declaration exercise. Students can view the updated results in myISIS, under ‘view my exam results’.

Q18. I am transferring to a new Faculty/School in the following semester. Can I participate in the S/U Declaration Exercise?

Yes. With effect from Semester 2, AY2007/08 students who are transferring to a new Faculty/School can exercise their S/U option(s) on module(s) they have read in the immediate semester preceding the transfer. The S/U rules of the new Faculty/School would apply. These students will have to exercise their S/U option manually, i.e., by filling in a form and submitting it to the new faculty/school. The details will be made known to the students when they are successful in the application for transfer. In addition, with effect from Semester 2, AY2013/2014, modules previously declared S/U will subject to the new Faculty/School’s S/U rules and will have the S/U declaration revoked to reflect the original grades where required.

Q19. I submitted an application for exam review. Should I declare the S/U option while waiting for the outcome of the review?

Yes. Students should proceed to declare their S/U option during the declaration exercise period while waiting for the outcome of the exam review. If they wish to change their mind after knowing the outcome of their exam review, they may e-mail sudeclaration@nus.edu.sg. Such requests will only be considered when there is a change in grade after the exam review. Please note that students who do not exercise
their S/U option during the declaration exercise period will NOT be allowed to do so after the declaration exercise period is over.

Q20. **What shall I do if I am unable to declare S/U option due to outstanding fees?**

Students with outstanding fees will not be able to participate in the S/U option declaration exercise. To be given access to the online declaration portal, they should settle their outstanding fees at least 3 working days before the start of the S/U option declaration exercise. Once the declaration exercise begins, students with outstanding fees should make payment immediately at the Student Service Centre (located at Yusof Ishak House level 1), send a scanned copy of the receipt to sudeclaration@nus.edu.sg and indicate clearly in the e-mail, the module(s) which they wish to opt as S/U grade. The S/U declaration team will handle such cases separately after the declaration exercise. Please take note that emails and scanned copy of the receipt received after the closing of the S/U option declaration will not be entertained.


Q21. **What happen if I missed the S/U declaration exercise or I was unable to declare the S/U option due to other commitments?**

The dates of each S/U option declaration exercise are published in the examination directory at the beginning of the academic year. Each semester, an e-mail is sent to all students at least 1 week before the exercise. An announcement has also been posted in the Message of The Day, as well as in IVLE. Students should plan their schedule by taking into consideration such dates. They will not be allowed to declare the S/U option after the deadline.


Q22. **I am newly admitted to a Double Degree Programme (DDP) after two semesters of study, what happens to my modules which I have previously declared S/U?**

With effect from Semester 2, AY2013/2014, modules which were previously declared S/U will now be subject to the second degree’s S/U rules and will have the S/U declaration revoked to reflect the original grades where required.

Q23. **I am an existing Double Degree Programme (DDP) student. Can I exercise S/U option on modules from the second degree that I intend to drop?**

With effect from Semester 2, AY2009/2010, DDP students who are required to exit or choose to leave the second degree programme can exercise their S/U option on module(s) they have read in the immediate semester preceding the exit. The S/U rules of the primary Faculty/School would apply. These students will have to exercise their S/U option manually, i.e., by filling in a form and submitting it to the Registrar’s Office through their home Faculty. The form is available at [http://www.nus.edu.sg/registrar/](http://www.nus.edu.sg/registrar/), downloadable forms, S/U Option Declaration Form (for DDP students only).

Q24. **I am a Law student in a DDP/CDP or special programme (USP/UTCP). Am I eligible to exercise S/U option on my non-Law modules?**

S/U option may be applicable to non-Law modules taken by students in a Double Degree Programme (DDP) with Business, Arts and Social Sciences, or Science. DDP students may wish to check with their non-Law Faculty on their eligibility to exercise the S/U option.

The S/U option is not available to all other Law students taking non-Law modules, including those in the University Scholars Programme, UTown College Programme, DDP with Yale-NUS College, and Concurrent Degree Programme with Lee Kuan Yew School of Public Policy.

Q25. **What shall I do if I see the message “You have not registered for any module(s) which allow you to opt for S/U grade this semester” when I login to the S/U system?**

The modules you are taking this semester might not be eligible for S/U option. Please refer to the email contacts of Faculties/Schools found at the S/U declaration system login page and consult them on the eligibility of your modules. If you are sure that your modules are eligible for S/U option and the above message appears, you might be experiencing a technical error (refer to Question 24).

Q26. **What shall I do if I experience technical issues when accessing the S/U declaration system?**

Please do a screen capture of the error and send it to sudeclaration@nus.edu.sg before the closing of declaration exercise. The team will address your issue as soon as possible.
For Student Intakes of AY2007/2008

Q01. **What is the Satisfactory/Unsatisfactory (S/U) Grading Option?**

The S/U grading option allows a student to take a module on an ungraded basis (i.e. no letter grade e.g. A, B, etc.). For a module elected to be graded on S/U basis, a student will receive credits for the module and these will count towards his degree requirement only if he attains a 'Satisfactory' (S) grade. A module will be indicated as 'S' if the final grade obtained is a 'C' or better (i.e. grade point of 2.0 and above). Conversely, if the final grade is lower than a 'C', an 'Unsatisfactory' (U) grade will be assigned to the module and no credits are earned. The descriptor 'Satisfactory' or 'Unsatisfactory' will appear in the result slip and the transcript issued by the University.

Q02. **How will the S/U grade affect a student's CAP?**

The 'S' or 'U' grades have no effect on the CAP since they carry no grade point. The modular credits earned with an 'S' grade will count towards the total number of modular credits that a student needs to fulfil his degree programme. On the contrary, a module with an 'U' grade earns no modular credits.

Q03. **Can a student who gets a 'U' grade retake the module and will the 'U' grade be removed from his record if he passes it the second time?**

The student who obtains a 'U' grade for a module can retake the module. However, the 'U' grade that he gets for his first attempt will still remain in his record and will appear in the transcript issued by the University.
Q04. How many modular credits can a student choose to be graded on S/U basis?

A student may opt for up to 12 modular credits to be graded on S/U basis and counted towards fulfilling his degree requirements. Nonetheless, a student is allowed to opt for an additional module to be taken on S/U basis as long as his/her accumulated S/U MCs is less than 12 at the point of declaration. For such a student, the total number of S/U MCs will eventually exceed 12. However, only a total of 12 S/U MCs will be counted towards his/her degree requirements (i.e. any excess S/U MCs will not be counted towards any part of the degree requirements for graduation).

Q05. Can a student exercise the S/U option for any modules of his choice, including modules that count towards the Faculty, Major, Minor, or University Scholars Programme (USP) requirements?

The S/U option is not available for modules that are part of a student's Faculty, Major or USP requirements, unless specifically stated otherwise by the Faculty/School. The S/U option is intended to encourage students to pursue their intellectual interests beyond their disciplinary areas, without undue concern that their CAP would be adversely affected. Some Faculties/Schools may have more stringent rules on exercising the S/U option. Please refer to your Faculty/School's website for more information.

However, with effect from Semester 1, AY2008/09, the S/U option is available for modules that are part of a student's Minor requirements, as long as the student has at least 24 MCs of graded minor modules to fulfill the Minor requirements towards graduation, unless otherwise stated by the Faculty/School.

Q06. How would students know if particular modules are available for S/U option?

The S/U option is available for all modules that are not part of a student's Faculty, Major, Minor, or University Scholars Programme (USP) requirements, unless specifically stated otherwise by the Faculty/School. This information is indicated in the module listing put up by the Faculties/Schools at their respective websites. If the information is not available, you may check directly with the Faculties/Schools concerned.

Q07. Can modular credits from modules taken on S/U basis count towards the residency requirement?

No, the modular credits from modules taken on S/U basis cannot be used to count towards the residency requirement. Under this requirement, a student registered for the Bachelor's degree programme must do the greater of (a) 50 percent of required modular credits, or (b) 80 modular credits for the degree requirement.

Residency is defined as (i) payment of fees and (ii) ability to meet all requirements of the programme of study. For (ii), the modular credits that count towards residency must come from graded modules included in the CAP computation.

Q08. How are modular credits earned from Student Exchange Programme, Industrial Attachment, Internship Programme, NUS Overseas Colleges and Advanced Placement Credits counted towards graduation requirements?

Besides modules that are graded on an S/U basis which does not affect the CAP, some credit-bearing modules completed under the NUS Student Exchange Programme (SEP), NUS Overseas Colleges (NOC), Industrial Attachment (IA), Internship Programme (IP), etc., are also not factored into the computation of a student’s CAP. Advanced Placement Credits (APC) are likewise excluded from CAP calculation. To protect the integrity and value of the NUS degree, a limit is placed on the number of MCs that may be excluded from the computation of CAP. In other words, a minimum number of MCs must be based on graded modules with assigned grade points. The following are general university level guidelines:

1. A student registered for a Bachelor's degree must do the greater of (a) 50% of required MCs for the degree programme or (b) 80 MCs at NUS. These MCs must be earned from graded modules with assigned grade points.
2. A minimum 60% of Programme/Major credits must be graded and factored into the CAP.
3. A minimum 16 MCs of the Minor requirements must be graded and factored into the CAP.
4. Only up to 12 MCs may be accrued from modules graded on an S/U basis. Such modules may not be used to fulfill Programme/Major/Minor/USP requirements.
5. Individual Faculties/Schools may require a higher minimum of MCs that must be based on graded modules and included in the computation of CAP. It is important that students check with their Faculty/School to ensure that they have fulfilled the minimum number of CAP-bearing MCs required for graduation.

Q09. When does the S/U declaration exercise take place?

The S/U declaration exercise will take place immediately with the release of each semester examination results. The declaration exercise will be conducted for 3 days, starting from the day of release of results. Thereafter, the decision will be considered final.
Q10. **Can a student appeal for the module(s) that he had opted for S/U to be changed back to graded basis after the S/U declaration exercise is over?**

No, the S/U option that you have exercised for a module or modules is **irrevocable** once the S/U option exercise is over.

Q11. **Can the S/U option be applied for modules taken and already completed for letter grades from the previous semesters?**

No, the S/U option can only be applied for modules taken in the current semester. The S/U declaration exercise is conducted after the release of the examination results at the end of each semester to allow students to exercise their S/U option for modules they have taken in that semester only.

Q12. **Is the S/U option available to non-graduating students studying in NUS?**

No, the S/U option is not available to non-graduating students studying in NUS.

Q13. **Can a student exercise his S/U option in his final graduation semester after the release of the examination results?**

Yes, the student is allowed to exercise his S/U option even in his final graduation semester.

Q14. **I have dropped a module during the period when 'F' grade takes effect. Hence, the module is recorded with an 'F' grade. Can I then apply the S/U option on the module during the S/U declaration exercise?**

No, you will not be able to apply the S/U option on the module which you have dropped with 'F' grade as you are considered to have withdrawn from the module when you dropped it.

Q15. **When and where can a student check his updated results after he has exercised his S/U option(s)?**

The updated results will be available on the 3rd working day (after 3pm) after the closing of the declaration exercise. Students can view the updated results in myISIS, under 'view my exam results'.

Q16. **I am transferring to a new Faculty/School in the following semester. Can I participate in the S/U Declaration Exercise?**

Yes. With effect from Semester 2, AY2007/08 students who are transferring to a new Faculty/School can exercise their S/U option(s) on module(s) they have read in the immediate semester preceding the transfer. The S/U rules of the new Faculty/School would apply. These students will have to exercise their S/U option manually, i.e., by filling in a form and submitting it to the new faculty/school. The details will be made known to the students when they are successful in the application for transfer.

Q17. **I submitted an application for exam review. Should I declare the S/U option while waiting for the outcome of the review?**

Yes. Students should proceed to declare their S/U option during the declaration exercise period while waiting for the outcome of the exam review. If they wish to change their mind after knowing the outcome of their exam review, they may e-mail sudeclaration@nus.edu.sg. Such requests will only be considered when there is a change in grade after the exam review. Please note that students who do not exercise their S/U option during the declaration exercise period will NOT be allowed to do so after the declaration exercise period is over.

Q18. **What shall I do if I am unable to declare S/U option due to outstanding fees?**

Students with outstanding fees will not be able to participate in the S/U option declaration exercise. To be given access to the online declaration portal, they should settle their outstanding fees at least 3 working days before the start of the S/U option declaration exercise. Once the declaration exercise begins, students with outstanding fees should make payment immediately at the Student Service Centre (located at Yusof Ishak House level 1), send a scanned copy of the receipt to sudeclaration@nus.edu.sg and indicate clearly in the e-mail, the module(s) which they wish to opt as S/U grade. The S/U declaration team will handle such cases separately after the declaration exercise. Please take note that emails and scanned copy of the receipt received after the closing of the S/U option declaration will not be entertained.

Q19. **What happen if I missed the S/U declaration exercise or I was unable to declare the S/U option due to other commitments?**

The dates of each S/U option declaration exercise are published in the examination directory at the beginning of the academic year. Each semester, an e-mail is sent to all students at least 1 week before the exercise. An announcement has also been posted in the Message of The Day, as well as in IVLE. Students should plan their schedule by taking into consideration such dates. They will not be allowed to declare the S/U option after the deadline.


Q20. **I am existing Double Degree Programme (DDP) student. Can I exercise S/U option on modules from the second degree that I intend to drop?**

With effect from Semester 2, AY2009/2010, DDP students who are required to exit or choose to leave the second degree programme can exercise their S/U option on module(s) they have read in the immediate semester preceding the exit. The S/U rules of the primary Faculty/School would apply. These students will have to exercise their S/U option manually, i.e., by filling in a form and submitting it to the Registrar’s Office through their home Faculty. The form is available at [http://www.nus.edu.sg/registrar/](http://www.nus.edu.sg/registrar/), downloadable forms, S/U Option Declaration Form (for DDP students only).

Q21. **What shall I do if I see the message “You have not registered for any module(s) which allow you to opt for S/U grade this semester” when I login to the S/U system?**

The modules you are taking this semester might not be eligible for S/U option. Please refer to the email contacts of Faculties/Schools found at the S/U declaration system login page and consult them on the eligibility of your modules. If you are sure that your modules are eligible for S/U option and the above message appears, you might be experiencing a technical error (refer to Question 22).

Q22. **What shall I do if I experience technical issues when accessing the S/U declaration system?**

Please do a screen capture of the error and send it to [sudeclaration@nus.edu.sg](mailto:sudeclaration@nus.edu.sg) before the closing of declaration exercise. The team will address your issue as soon as possible.
The S/U grading option allows a student to take a module on an ungraded basis (i.e. no letter grade e.g. A, B etc). For a module elected to be graded on S/U basis, a student will receive credits for the module and these will count towards his degree requirement only if he attains a 'Satisfactory' (S) grade. A module will be indicated as 'S' if the final grade obtained is a 'C' or better (i.e. grade point of 2.0 and above). Similarly, if the final grade is lower than a 'C', an 'Unsatisfactory' (U) grade will be assigned to the module. The descriptor 'Satisfactory' or 'Unsatisfactory' will appear in the result slip and the transcript issued by the University.

Q02. How will the S/U grade affect a student's CAP?

The 'S' or 'U' grade has no effect on the CAP since it carries no grade point. The modular credits associated with a module with an 'S' grade will count towards the total number of modular credits that a student needs to fulfil for his degree programme. On the contrary, a module with an 'U' grade earns no modular credits.

Q03. Can a student who gets a ‘U’ grade retake the module and will the ‘U’ grade be removed from his record if he passes it the second time?

The student who obtains a 'U' grade for a module can retake the module. However, the 'U' grade that he gets for his first attempt will still remain in his record and will appear in the transcript issued by the University.

Q04. How many modular credits can a student choose to be graded on S/U basis?

Updated: 2014-11-13
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A student may opt for up to 12 modular credits to be graded on S/U basis and which are counted towards fulfilling his/her degree requirements. Nonetheless, a student may be allowed to opt for an additional module to be taken on S/U basis as long as his/her accumulated S/U MCs is less than 12. For such a student, the total number of S/U MCs will eventually exceed 12. However, only a total of 12 S/U Modular Credits will be counted towards his/her degree requirements (i.e. any excess S/U MCs will not be counted towards any part of the degree requirements for graduation) (Refer to example (1) in Q8).

Q05. **Do all modules come with the S/U option?**

The S/U option is available for all modules that are not part of a student’s Faculty, Major, Minor, or University Scholars Programme (USP) requirements, unless specifically stated otherwise by the Faculty/School. This information is indicated in the module listing put up by the Faculties/Schools at their respective websites. If the information is not available, you may check directly with the Faculties/Schools concerned.

Q06. **Does the S/U option apply to modules that count towards the requirements for faculty, major or minor?**

The S/U option is not available for modules that are part of a student’s Faculty, Major or USP requirements, unless specifically stated otherwise by the Faculty/School. The S/U option is intended to encourage students to pursue their intellectual interests beyond their disciplinary areas, without undue concern that their CAP would be adversely affected. Some Faculties/Schools may have more stringent rules on exercising the S/U option. Please refer to your Faculty/School’s website for more information. However, with effect from Semester 1, AY2008/09, the S/U option is available for modules that are part of a student’s Minor requirements, as long as the student has at least 24 MCs of graded minor modules to fulfill the Minor requirements towards graduation, unless otherwise stated by the Faculty/School.

Q07. **Can modular credits from modules taken on S/U basis count towards the residency requirement?**

No, the modular credits from modules taken on S/U basis cannot be used to count towards the residency requirement. Under this requirement, a student registered for the Bachelor’s degree programme must do the greater of (a) 50 percent of required modular credits, or (b) 80 modular credits for the degree requirement.

Residency is defined as (i) payment of fees and (ii) ability to meet all requirements of the programme of study. For (ii), the modular credits that count towards residency must come from graded modules included in the CAP computation.

Q08. **How are modular credits earned from Student Exchange Programme, Industrial Attachment, Internship Programme, NUS Overseas College and Advanced Placement Credits counted towards graduation requirements?**

Modular Credits earned from SEP/IA/IP/NOC/APC/SU/CSCU are excluded from the CAP computation but the modular credits may count towards the total number of modular credits that a student needs to fulfill his degree programme. The maximum number of Modular Credits that may be excluded from CAP computation are summarized in the table below.

<table>
<thead>
<tr>
<th>Is student on; SEP; and/or NOC; and/or IA; and/or IP?1</th>
<th>Is student granted Advanced Placement Credits (APC)?</th>
<th>Maximum MCs that may be excluded from CAP and conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1. Nil</td>
<td>Nil</td>
<td>Up to 12 MCs S/U + CS/CU²</td>
</tr>
<tr>
<td>#2. Nil</td>
<td>Yes</td>
<td>Up to 40 MCs APC</td>
</tr>
<tr>
<td>#3. Yes (for 1 semester)</td>
<td>Nil</td>
<td>Up to 32 MCs²,³ + CS/CU⁴</td>
</tr>
<tr>
<td>#4. Yes (for 2 semesters)</td>
<td>Nil</td>
<td>Up to 52 MCs²,³ + CS/CU⁴</td>
</tr>
<tr>
<td>#5. Yes (for 1 semester)</td>
<td>Yes</td>
<td>Up to 40 MCs APC</td>
</tr>
<tr>
<td>#6. Yes (for 2 semesters)</td>
<td>Yes</td>
<td>Up to 40 MCs²,³</td>
</tr>
</tbody>
</table>

Notes:
1SEP: Student exchange
NOC: NUS Overseas College
IA: Industrial attachment
IP: Internship programme
2Includes modular credits (MCs) from SEP and/or NOC and/or IA and/or IP and the maximum of 12 MCs taken on S/U basis.
Minimum 60% of programme/major credits must be letter graded and factored in the CAP (individual Faculties can set a higher %)

4. CS/CU MCs approved by Faculties/Schools to fulfill stipulated requirements.

Examples:

1. (Refer #1 in table above)
A student in a 120-MC programme and who has done 11 MCs on S/U basis may declare another module (e.g. 4 MCs) on S/U basis. This means the student will have a total of 15 MCs taken on S/U eventually. However, the student will only be allowed to:
- Count 12 MCs on S/U basis towards the fulfillment of his/her degree requirements
- Count the remaining 3 MCs (i.e. 15 – 12 MCs) in excess of his degree requirements. Hence, the student will graduate with 123 MCs.

2. (Refer #2 in table above)
A student who has been granted advanced placement credit (APC) will be allowed:
- Up to 40 MCs of APC, and
- Up to 12 MCs for NUS modules taken on S/U basis.
This is provided he does not also pursue the SEP, IA, IP, or studies at NOC.

3. (Refer #3 in table above)
A student in a 160-MC programme who has used up 22 MCs on 1 semester of SEP and 8 MCs on S/U basis may declare another module (e.g. 4 MCs) on S/U basis. This will give him a total of 34 MCs (i.e. 22 MCs from SEP and 12 MCs from S/U) that are ungraded. However, the student will only be allowed to:
- Count 32 MCs towards his/her degree requirements
- Count the additional 2 MCs in excess of his/her degree requirements. Hence, the student will graduate with 162MCs.

Note:
If the student did not transfer all 20 MCs from SEP, he/she cannot use the balance MCs (i.e. 20 minus the number of SEP MCs) in NUS for S/U, IA/IP purposes.

4. (Refer #4 in table above)
A student in a 160-MC programme will need to fulfil degree requirements as stated in column (i) of the table below. If he is not granted APC and chooses to pursue 2 semesters of SEP at an overseas partner university, he may choose to spread the maximum 52 ungraded MCs across his degree requirements. If he chooses to use up the maximum 12 MCs of NUS modules on S/U basis, then he is left with only 40MCs of SEP modules that may be ungraded.

As such, columns (ii) and (iii) are two possible instances that he may consider.

<table>
<thead>
<tr>
<th>Modules</th>
<th>(i) No. of MCs to fulfil degree requirement</th>
<th>(ii) No. of MCs graded</th>
<th>(iii) No. of MCs ungraded</th>
</tr>
</thead>
<tbody>
<tr>
<td>University Level Requirements</td>
<td>28</td>
<td>28</td>
<td>0</td>
</tr>
<tr>
<td>Unrestricted Elective Modules</td>
<td>12</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Programme / Major Requirements</td>
<td>120</td>
<td>72</td>
<td>48</td>
</tr>
<tr>
<td>Sub-Total</td>
<td>160</td>
<td>108</td>
<td>52</td>
</tr>
<tr>
<td>Total</td>
<td>160</td>
<td>160</td>
<td>160</td>
</tr>
</tbody>
</table>

1Up to 12 MCs may be NUS modules taken on S/U basis and counted towards degree requirements.

2Applying the condition that a minimum of 60% of the 120 programme/major MCs (i.e. 72MCs) must be graded, this leaves a maximum of 48 MCs of programme/major modules that can be taken on ungraded basis.

5. (Refer #4 in table above)
A student who has gone on 1 semester of SEP and would like to pursue another semester on IA will be allowed:
- Up to 40 MCs for SEP and IA and
- Up to 12 MCs for NUS modules taken on S/U basis

Q09. When does the S/U declaration exercise take place?
The S/U declaration exercise will take place immediately with the release of each semester examination results. The declaration exercise will be conducted for 3 days, starting from the day of release of results. Thereafter, the decision will be considered final.

Q10. Can I appeal for the module or modules that I have opted to take on S/U basis to be changed to graded basis after the exercise for S/U option is over?

No, the S/U option that you have exercised for a module or modules is irrevocable once the S/U option exercise is over.

Q11. Can the S/U option be applied for modules taken and already completed for letter grades from the previous semesters?

No, the S/U option can only be applied for modules taken in the current semester. The S/U declaration exercise is conducted after the release of the examination results at the end of each semester to allow students to exercise their S/U option for modules they have taken in that semester only.

Q12. Is the S/U option available to non-graduating students studying in NUS?

No, the S/U option is not available to non-graduating students studying in NUS.

Q13. Can a student exercise his S/U option in his final graduation semester after the release of the examination results?

Yes, the student is allowed to exercise his S/U option even in his final graduation semester.

Q14. I have dropped a module during the period when 'F' grade takes effect. Hence, the module is recorded with an 'F' grade. Can I then apply the S/U option on the module during the S/U declaration exercise?

No, you will not be able to apply the S/U option on the module which you have dropped with 'F' grade as you are considered to have withdrawn from the module when you dropped it.

Q15. When and where can a student check his updated results after he has exercised his S/U option(s)?

The updated results will be available on the 3rd working day (after 3pm) after the closing of the declaration exercise. Students can view the updated results in myISIS, under 'view my exam results'.

Q16. I am transferring to a new Faculty/School in the following semester. Can I participate in the S/U Declaration Exercise?

Yes. With effect from Semester 2, AY2007/08 students who are transferring to a new Faculty/School can exercise their S/U option(s) on module(s) they have read in the immediate semester preceding the transfer. The S/U rules of the new Faculty/School would apply. These students will have to exercise their S/U option manually, i.e., by filling in a form and submitting it to the new faculty/school. The details will be made known to the students when they are successful in the application for transfer.

Q17. I submitted an application for exam review. Should I declare the S/U option while waiting for the outcome of the review?

Yes. Students should proceed to declare their S/U option during the declaration exercise period while waiting for the outcome of the exam review. If they wish to change their mind after knowing the outcome of their exam review, they may e-mail sudeclaration@nus.edu.sg. Such requests will only be considered when there is a change in grade after the exam review. Please note that students who do not exercise their S/U option during the declaration exercise period will NOT be allowed to do so after the declaration exercise period is over.
Q18. **What shall I do if I am unable to declare S/U option due to outstanding fees?**

Students with outstanding fees will not be able to participate in the S/U option declaration exercise. To be given access to the online declaration portal, they should settle their outstanding fees at least 3 working days before the start of the S/U option declaration exercise. Once the declaration exercise begins, students with outstanding fees should make payment immediately at the Student Service Centre (located at Yusof Ishak House level 1), send a scanned copy of the receipt to sudeclaration@nus.edu.sg and indicate clearly in the e-mail, the module(s) which they wish to opt as S/U grade. The S/U declaration team will handle such cases separately after the declaration exercise. Please take note that emails and scanned copy of the receipt received after the closing of the S/U option declaration will not be entertained.


Q19. **What happen if I missed the S/U declaration exercise or I was unable to declare the S/U option due to other commitments?**

The dates of each S/U option declaration exercise are published in the examination directory at the beginning of the academic year. Each semester, an e-mail is sent to all students at least 1 week before the exercise. An announcement has also been posted in the Message of The Day, as well as in IVLE. Students should plan their schedule by taking into consideration such dates. They will not be allowed to declare the S/U option after the deadline.


Q20. **I am existing Double Degree Programme (DDP) student. Can I exercise S/U option on modules from the second degree that I intend to drop?**

With effect from Semester 2, AY2009/2010, DDP students who are required to exit or choose to leave the second degree programme can exercise their S/U option on module(s) they have read in the immediate semester preceding the exit. The S/U rules of the primary Faculty/School would apply. These students will have to exercise their S/U option manually, i.e., by filling in a form and submitting it to the Registrar's Office through their home Faculty. The form is available at [http://www.nus.edu.sg/registrar/](http://www.nus.edu.sg/registrar/), downloadable forms, S/U Option Declaration Form (for DDP students only).

Q21. **What shall I do if I see the message “You have not registered for any module(s) which allow you to opt for S/U grade this semester” when I login to the S/U system?**

The modules you are taking this semester might not be eligible for S/U option. Please refer to the email contacts of Faculties/Schools found at the S/U declaration system login page and consult them on the eligibility of your modules. If you are sure that your modules are eligible for S/U option and the above message appears, you might be experiencing a technical error (refer to Question 22).

Q22. **What shall I do if I experience technical issues when accessing the S/U declaration system?**

Please do a screen capture of the error and send it to sudeclaration@nus.edu.sg before the closing of declaration exercise. The team will address your issue as soon as possible.
S/U Mailbox Directory

1. FASS: fashelp@nus.edu.sg
2. BIZ: bizbx148@nus.edu.sg
3. SOC: comlowmb@nus.edu.sg
4. SDE: sdewsc@nus.edu.sg and sdengct@nus.edu.sg
5. FOE: engnnss@nus.edu.sg
6. BTech:
   - engbox14@nus.edu.sg B.Tech. (Mechanical Engineering) Programme
   - engbox48@nus.edu.sg B.Tech. (Industrial and Management Engineering) programme
   - engbox16@nus.edu.sg B.Tech. (Electronics Engineering) programme
   - engbox15@nus.edu.sg B.Tech. (Chemical Engineering) programme
7. FOS: askscience@nus.edu.sg
8. YSTCM: mussohj@nus.edu.sg and muslsh@nus.edu.sg
9. NUR/ALCNS: nurhlm@nus.edu.sg
10. CELC: elcbox66@nus.edu.sg
11. USP: uspykka@nus.edu.sg
12. Tembusu College: tembusu-modules@nus.edu.sg
13. College of Alice and Peter Tan: captbox2@nus.edu.sg
14. RC4: rc4box2@nus.edu.sg
15. Yale-NUS: registry@yale-nus.edu.sg
16. S/U central mailbox: sudeclaration@nus.edu.sg