

COURSE REGISTRATION APPEAL TIMELINE FOR SEMESTER 2, AY2025/26 - for GRADUATE (GD) STUDENTS

Notes:

1. Refer to Appendix - Appeal Types section of CourseReg userguide (<https://nus.edu.sg/coursereg/docs/CourseReg-Student-User-Guide.pdf>) for more details on the individual appeals.
2. While the outcome of your appeal is still pending, please refrain from sending multiple emails to the approvers and submitting appeal types that do not accurately address the issue.
3. Refer to CourseReg's Contact Us page to contact appeal approvers of respective appeal types for urgent assistance.
4. **Appeals are not available when allocation process is ongoing.**

Updated: 6pm, 7 Nov 2025

Appeal Type	Appeal Description	Approve by	Available for	Start Time & Date	End Time & Date	Note
Unable to fulfill Requisites (for Rd1-3)	To appeal for requisite waiver only. Student will still have to select course upon approval.	Host Department	GD	9AM, 2 Jan 26	12NN, 9 Jan 26	Not applicable to Duke-NUS students.
Change Admin Allocated Classes	To appeal for change of Pre-Allocated lecture class only.	Host Department	GD	9AM, 2 Jan 26	6PM, 22 Jan 26	
Appeal for GD English Course	To appeal for GD English course only.	Host Department	GD	9AM, 2 Jan 26	6PM, 22 Jan 26	Not applicable to Duke-NUS students.
Max Workload Waiver	To appeal for maximum workload waiver only.	Home Faculty	GD	9AM, 2 Jan 26	6PM, 22 Jan 26	
Min Workload Waiver	To appeal for minimum workload waiver only.	Home Faculty	GD	9AM, 2 Jan 26	6PM, 22 Jan 26	Not applicable to Duke-NUS students.
Change Lecture Class	To request for change of lecture class obtained through Select Course rounds only.	Host Department	GD	7PM, 10 Jan 26	6PM, 22 Jan 26	
Unable to secure course	To appeal for courses to meet minimum workload.	Home Faculty and/or Host Department	GD	7PM, 10 Jan 26	6PM, 22 Jan 26	For Duke-NUS students, this appeal is routed to Course Host directly.
Add/Change Tutorial Class	To appeal for/to change tutorial/lab class only.	Host Department	GD	5.01PM, 19 Jan 26	6PM, 27 Jan 26	Not applicable to Duke-NUS students.