



Credit Overload Request

Office of the Registrar, NYU Shanghai, 1555 Century Avenue, 10th Floor, Suite 1049, Pudong, Shanghai, China 200122

Email: shanghai.registrar@nyu.edu

Students are responsible for reviewing and understanding the credit overload policy (see backside). Submit completed form and all supporting statements/documentation to your Academic Advisor. We recommend you submit this form at least one month prior to the start of the academic term for which the request is being made. Petitions will be reviewed after final grades for the previous semester are posted unless you are studying away in the semester for which the overload is requested. Please allow 1-2 weeks to be notified of the result.

ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT WITH YOUR APPLICATION.

_____ @nyu.edu

NYU N ID _____ First Name _____ Last Name _____ NYU Email Address _____

_____ 1st 2nd 3rd 4th _____

Major(s) or Likely Major(s) _____ Year in University (circle) _____ Graduation Sem/Yr _____

Semester Requesting Overload (circle): Fall Spring Academic Year: _____

Course Number	Course Title	Section Number(s)	Credits
Currently Enrolled Courses			
Overload Course Requested			
Total credits requested (add current and overload) =			

Reason(s) for requesting an overload: **Attach a copy of your transcript and a detailed justification of your ability to handle an overload, including information on extracurricular activities and specific rationale for enrolling in the courses listed for this particular term.**

By signing below, I certify that the information contained on this form and all supporting documentation is true and accurate. I understand that misrepresentation(s) of fact and/or circumstance(s) may be a violation of the NYUSH community's commitment to integrity.

Student Signature (required): _____ **Date:** _____

Academic Advisor Endorsement Signature _____ Print Name _____ Date _____

Final Decision: APPROVED DENIED POSTPONED

Assistant Dean for Academic Affairs Signature (required): _____ Print Name: _____ Date: _____

For Registrar's Office Use Only			
Initial: _____	Date: _____	Log _____	Record _____
		Notify _____	Forward _____



Credit Overload Request Policy and Instructions

Students must understand and agree to the following policies:

Overload Petition Timeline:

Petitions will be reviewed after final grades for the previous semester are posted. Please allow 1-2 weeks to be notified of the result. We recommend you submit this form at least one month prior to the start of the academic term for which the request is being made.

Good Academic Standing:

To be considered for a credit overload, students must maintain a minimum cumulative 3.0 GPA and be in good academic standing.

Credit Overload per Semester:

Students are permitted to petition for up to 20 units (including credit overload). Credit overloads are not permitted in the first year.

Tuition and Fees:

Please note that an additional tuition fee will be imposed for enrolling in over-credit limits as follows:

Chinese National students that accumulate completed units in excess of 136 units during their undergraduate career*, will be charged additional per credit tuition, registration and services fees**.

U.S. and International students that receive an approved overload by taking more than 18 credits during a semester, will be charged per-credit additional tuition and additional registration & services fees** for that semester.

*136 credits: 136 credits is exclusive of J Term and Summer Term credits.

** Rate changes every Academic Year. Review the information regarding additional tuition and fees and what overloading entails on the Bursar's website (<https://shanghai.nyu.edu/resources/payments-student-billing>).