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). Please complete the information below in print or type. Submit completed form and all supporting statements/documentation to the Office of Academic Affairs at least one month prior to the start of the academic term for which the request is being made.

SUBMIT YOUR COMPLETED FORM TO YOUR ACADEMIC ADVISOR AND ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT WITH YOUR APPLICATION.

<table>
<thead>
<tr>
<th>N</th>
<th>NYU N ID</th>
<th>First Name</th>
<th>Last Name</th>
<th>NYU Email Address</th>
<th>@nyu.edu</th>
</tr>
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<tr>
<th>Major(s) or Likely Major(s)</th>
<th>Year in University (circle)</th>
<th>Expected Graduation Sem/Yr</th>
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| Semester Requesting Overload (circle): | Fall | Spring | Academic Year: |

<table>
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<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Section Number(s)</th>
<th>Credits</th>
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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 Deadline:

Petitions requesting a term overload should be completed and submitted one month prior to the start of the term for which the overload is being requested.

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).