NYU STERN
MBA ACADEMIC AFFAIRS
PHONE: 212-998-0585 / FAX: 212-995-4606
EMAIL: ACADEMICAFFAIRS@STERN.NYU.EDU

REQUEST FOR CREDIT OVERLOAD

Name: _____ N number: _____
(Last) *(First)*

E-mail: _____ GPA: _____ **Total # of credits in which you will enroll_____**

Semester (check one) ❑ Fall 201____ ❑ Spring 201____

Course Number: _____ Course Title: _____ Professor:_____

Students must understand and agree to the following policies:

Good Academic Standing
- Students must maintain a minimum 3.0 GPA and be in good academic standing.

Full-Time Course Load
- A full-time course load is 12-15 credits per semester.
- Students must register in a minimum of 12 credits every semester to maintain full-time status as required by the full-time program.
- Students will follow the requirements for the full-time program in place at the time of first enrollment.

Credits per Semester
- Students may overload for a total of three (3) credits only:
  - 18 credits in one semester; *OR*
  - 16.5 credits in two semesters.

Tuition and Fees
- Full-time students pay flat rate tuition and fees for four semesters of study.
- Standard tuition refund and scholastic standing policies are in effect regardless of credit load.
- Per credit tuition is charged for any credits above 63.
- Change of status from full-time to part-time may result in additional pro-rated tuition charges for all credits taken towards the MBA.

Increased Workload
- Students should be prepared for a very challenging workload.

Course Completion Plan
- Students must complete a written academic plan on how they intend to complete their course work in the space provided below.

Lottery Implications
- Students are only permitted to lottery for a maximum of 15 per semester and the total of 60 overall credits.
- Approved Course Overloads will be applied after the lottery during the add / drop period to be fair to all students without overloads and provide equal opportunity to students for course selection.
- Any additional credits above 60 (Free Course), must be added during the add/drop period.

Please complete the grid below to demonstrate how you intend to complete your course work in the MBA Program. Please note, credit overloads will be contingent upon review of your cumulative GPA.

Semester	Summer Start MBA1	Fall MBA1	Spring MBA1	Fall MBA2	Spring MBA2	Total
Credits Taken/Credits Planning to Take						60 credits

By signing below, you agree to all policies listed above.

Student signature: _____ Date: _____

Advisor signature: _____ Date: _____

Cc: Student File

Revised: 01/27/12