

FBA General Office Notice

Application for Taking More Than 20 Credits Units in 2015 - 2nd semester

Application Period : **04/01/2016 – 07/01/2016**
Please read the guideline below for application

Application From:
<http://fba.umac.mo/students/download-application-forms/>

Guidelines for Taking More Than 20 Credit Units in FBA Effective from Academic Year 2011/2012

1. Starting from the second semester of academic year 2011/2012, all FBA students will take no more than 20 credit units per semester. Normally students will not be allowed to take 21 credits or more in any semester. Enrollment in courses with total 21 credits or more will be considered when necessary for students to complete their academic studies within the normal four-year period.

Students will need to apply and be approved by the Dean or Associate Dean of FBA before they can take courses with 21 credits or more in total.

2. Students under the following categories **will not be approved** to take more than 20 credit units and **need not apply**:

For students admitted on or after September 2009 (A9 and after students):

- Students who are in Year One or Year Two at time of application.
- Students who are in Year Three or Year Four with no failed course and have a cumulative GPA of 2.0 or above.
- Students who are in Year Three or Year Four, and have failed more than one 3-credit courses in the previous semester.
- **24 Credits (8 courses with 3 credits) will not be allowed for all FBA students.**

3. Students must apply for taking more than 20 credit units before the deadline for application of each semester. **No late application will be accepted**, unless justified for late submission and approved by Dean or Associate Dean of FBA.

4. Steps for application:

- In making an application to take more than 20 credit units, the following documents must be submitted:
 - Application form for taking more than 20 credit units in FBA;
 - Transcript showing academic results of all years studied;
 - Copy of student self-graduation checking, showing outstanding courses; and
 - Letter stating reasons of why request should be approved.
- Administrative staff of FBA will check all submitted applications to ensure completeness.
- Dean or Associate Dean of FBA or Delegate will make approval to take more than 20 credit units.
- Students will be notified by notice board regarding results of application.
- For approved applications, the additional course will be added during Add/Drop Period and subject to available quota.