

**GRADUATE ADMISSIONS AND SUPPORT SERVICES  
MONTCLAIR STATE UNIVERSITY  
GRADUATE COURSE OVERLOAD APPLICATION**

Full-time matriculated graduate students are eligible to apply for a course overload. Full-time graduate students are defined as students earning a minimum of 9 credit hours per semester. Special permission is required to take a course overload of more than 16 credit hours. Full-time graduate students, who have at least a 3.000 or above cumulative grade point average and who are not graduate assistants, may upon approval of the Assistant Director for Academic Services in the Office of Graduate Admissions and Support Services, register for a course overload.

Graduate assistants are not permitted to take more than 12 credit hours without filing a course overload form. Under no circumstances will a graduate assistant's course load application be approved for more than 16 credit hours per semester.

All registrations for course overloads are made on a space-available basis. The University reserves the right to reduce the course load of a student registering for more than 16 credits without course overload approval.

Students wishing to apply for a course overload must complete the Personal Information section and obtain their Graduate Program Coordinator's and Chairperson's signatures before forwarding this form to the Assistant Director for Academic Services.

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I. Personal Information:

Name: \_\_\_\_\_ Student ID No.: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Concentration: \_\_\_\_\_

Semester overload is to be taken:  Fall  Spring Year: 20\_\_

Total credit hours requested this semester: \_\_ Reason for requesting overload: \_\_\_\_\_

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II. Student Record Verification:

Cumulative G.P.A.	Total Credits Earned	Date	Graduate Admissions or Registrar Validation
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III. Required Signatures:

Student: \_\_\_\_\_

Graduate Program Coordinator: \_\_\_\_\_

Department Chairperson: \_\_\_\_\_

OGA&SS Academic Services Signature: \_\_\_\_\_

Distribution: Office of the Registrar, Graduate Admissions and Support Services, Student