Montclair State University
Center for Advising & Student Transitions

Request for Waiver of “Last 24 Credits” Residency Requirement

Montclair State University’s residency requirements, as listed in the MSU Undergraduate Catalog, are as follows:

A minimum of 32 credit hours of the total required for the baccalaureate degree must be completed at Montclair State. The final 24 credit hours required for graduation must be taken at Montclair State and cannot be acquired through transfer. This policy is strictly adhered to.

Any student who transfers from another institution with advanced standing in a major field of study is required to complete a minimum of twelve credit hours of upper level course work in the major at Montclair State. Some curricula may require more than this minimum.

If there are extenuating circumstances and you would like to have a waiver of this requirement considered, please follow the directions below. Once again, keep in mind that this policy is strictly enforced.

____________________________________________________  _________________________________
Student Name (PRINT)                                 Date

____________________________________________________  _________________________________
MSU Email      Anticipated Graduation

1. Complete the ‘Request for Waiver of Last 24 Credits Residency Requirement’ form and the ‘Permission to Take Coursework at another University’ (not required for NYU Language Proficiency) form.
2. On the reverse side of this form, please state the reason(s) why you cannot take the course(s) at Montclair State University and why you are requesting to have the residency requirement waived.
3. Meet with your department advisor and obtain his/her recommendation and required signatures on both forms (One form if NYU).
4. Submit the form to the Office of the Registrar (College Hall, room 204)

Department Advisor’s recommendation (brief statement required):

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Department Advisor Signature                Date

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