MONTCLAIR STATE UNIVERSITY
OFFICE OF THE REGISTRAR

Course Overload Application

Regulations:
Eligibility: **Available to full-time undergraduate students only.**

Full-time undergraduate students should earn 15-16 credit hours per semester. Special permission is required to take a Course Overload of more than 19 credit hours. To be considered a full-time student, one must register for and continue active enrollment in at least 12 semester hours for the entire semester.

Full-time undergraduate students who have at least sophomore standing 30 credit hours earned) and a 3.000 or above cumulative grade point average or a 3.000 or above grade point average for the semester most recently completed may, upon the approval of the Dean of the College/School in which the student is majoring, register for a Course Overload. A College/School Dean may make exceptions to the above eligibility criteria for Course Overloads. Requests for Course Overloads of 23 or more credit hours must additionally be approved by the Director of Academic Advising.

All registrations for Course Overloads are on a space available basis and must be processed in person in the Office of the Registrar. The University reserves the right to reduce the course load of any student who registers for more than 19 credit hours without Course Overload approval.

Procedure:
Any student requesting approval for course overload must complete **Section 1 below**. Personnel in the Office of the Registrar will complete **Section 2**. Individuals designated must then approve the course overload by signing in the spaces provided in **Section 3**.

Section 1:

Semester: Fall ☐ Spring ☐ Year ☐

Last Name | First Name | M.I.

Student ID Number | Major Code | Total credit hours requested this semester

Reason for Requesting Course Overload

Section 2:

Cumulative Grade Point Average	or	Last Semester's Grade Point Average	Total Credit Hours Completed	Date	Office of the Registrar Validation
	or				

Section 3 (required signatures): FACULTY please do not sign unless SECTION 2 has been completed

Student _____

Academic or Faculty Advisor _____

Chairperson of the Department in which the student is majoring _____

Dean of the School in which the student is majoring _____

Director of Academic Advising _____
(required only if requesting 23 or more credit hours)

Distribution: Original-Office of the Registrar; Copy-Student

W02/05