

**THE GRADUATE SCHOOL  
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 Dean of The Graduate School, 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 Adviser's and Chairperson's signatures before meeting with the Dean of The Graduate School.

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I. Personal Information:

Name: \_\_\_\_\_

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

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.  
Validation

Total Credits Earned

Date

The Graduate School  
or Registrar

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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III. Required Signatures:

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

Graduate Adviser: \_\_\_\_\_

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

The Graduate School: \_\_\_\_\_

Web Form Distribution:

Office of the Registrar  
The Graduate School  
Student