

Assistantship Underenrollment Request Form

Requests to be enrolled in fewer than the number of credits listed on your Details of Offer for Assistants during the Fall or Spring semester must be submitted using this form during the Add/Drop period for the intended semester. Completed forms should be e-mailed to Caren Ferrante at ferrantec@montclair.edu

In order to maintain your assistantship, you must be enrolled in the amount of credits listed on the Details of Offer for Assistants sheet. If you are not, you should complete this form during the prescribed Add/Drop period in order to satisfy the terms of your assistantship. If you do not submit this form, your tuition remission and/or stipend may not be distributed, and you risk termination of your assistantship. Upon review, this form will be e-mailed back to your MSU e-mail address.

Full Name: _____ Student ID: _____

MSU e-mail address: _____

Current Graduate Program: _____

Graduate Assistantship Supervisor: _____

Intended semester for underenrollment: ☐ Fall ☐ Spring Year: _____

Intended graduation term: ☐ Fall ☐ Spring ☐ Summer Year: _____

I am requesting approval for enrollment in _____ credits for the semester referenced above because (select one):

- ☐ It is my final semester and I do not have additional program requirements.
- ☐ There are no classes in my program of study that are available this semester.
- ☐ The need for pre-requisites prohibits me from enrolling in additional program requirements.
- ☐ Other: _____

I confirm that the information presented on this form is accurate to the best of my knowledge, and will update The Graduate School if my circumstances should change.

Student Signature
(if sent from your MSU e-mail address, you may type in your name and date above)

Date

Visit The Graduate School's Current Graduate Assistants page at
<http://www.montclair.edu/graduate/current-students/grad-assistants/current-grad-assistants/>

For Graduate School Use Only: ☐ Approved ☐ Denied: _____

Graduate Student Services Coordinator: _____