

Credit Overload Application- SUMMER AND WINTER SESSIONS ONLY

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

Full-time undergraduate and visiting students are capped at 15 credit hours for summer sessions and 4 credit hours for winter sessions. Special permission is required to take a Credit Overload of more than 15 credits during summer sessions and 4 credits during winter session.

Full-time undergraduate students who have 1) at least sophomore standing (30 credit hours earned) and 2) 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 Credit Overload. A College/School Dean may make exceptions to the above eligibility criteria for Course Overloads.

All registrations for Credit 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 the 15 credits during summer sessions and 4 credits during winter session without Credit Overload approval.

** To be considered a full-time student, one must register for and continue active enrollment in at least 12 semester hours for the entire current semester.*

Procedure: Any MSU undergraduate student or visiting student requesting approval for credit overload in summer or winter must complete **Section 1** in addition to:

MSU Students- Must bring form to the Office of the Registrar to complete **Section 2**. Individuals designated must then approve the credit overload by signing in the spaces provided in **Section 3**. Once Dean's signature is obtain, bring form back to Registrar. The Office of Summer and Winter Sessions will retrieve the completed form from the Office of the Registrar.

Visiting Students- Must provide a **transcript** from home institution. After completing **Sections 1 and 3**, send signed overload application and transcript to SUMSESS@mail.montclair.edu.

All students will receive an email with the application status. Please allow up to 1 week for processing.

Section 1:

Year:

Last Name	First Name	M.I.

Semester (Check one):

Summer:

Winter:

CWID (Student ID No.):	Major Code (MSU Students Only):	Total Credit Hours Requested this Semester:

Please provide your desired course schedule. Include course number and CRN (ex. WRIT 111-11 CRN 11111):

Course 1:	Course 4:	Course 7:
Course 2:	Course 5:	Course 8:
Course 3:	Course 6:	Course 9:

Reason for Requesting Course Overload:

Section 2 (MSU Students Only):

Cumulative Grade Point Average (GPA):	or	Last Semester's GPA:	Total Credit Hours Completed:	Date:	Office of the Registrar Validation (MSU Students Only):
_____	or	_____	_____	_____	_____

Section 3: (Required signatures. Visiting students must obtain signature from Office of Summer/Winter Sessions ONLY. MSU students must obtain all signatures). FACULTY- please do not sign unless SECTION 2 has been completed and signed by Registrar:

Student Signature: _____

Academic or Faculty Advisor Signature (For MSU students

only): _____

Chairperson of the Department in which the student is majoring (For MSU students only):

Dean of the School/College in which the student is majoring (For MSU students only):

MSU STUDENTS: Once the dean signs, please bring this form back to the Office of the Registrar. The Office of Summer and Winter Sessions will retrieve the completed forms from the Office of the Registrar.

VISITING STUDENTS: Once you've signed, please send this form and academic transcript to SUMSESS@mail.montclair.edu.

Director of Summer and Winter Sessions (MSU and Visiting Students): _____

The Office of Summer and Winter Sessions will notify all students of decision via email.