MONTCLAIR
STATE UNIVERSITY

**Office of the Registrar**
**Credit Overload Application**

## Please allow 5-10 business days for processing

**Select term for which you are requesting credit overload:**

☐ **Fall** ☐ **Spring** Requesting more than 19 hours

☐ **Winter** Requesting more than 4 hours

☐ **Summer** **Year 20 ____** Requesting more than 15 hours

**Eligibility:**

Available to MSU full-time undergraduate students only 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.

Available to non-degree and visiting students requesting approval in Summer and Winter.

The University reserves the right to reduce the course load of any student who registers for more than 19 credit hours for Fall/Spring, 15 credits for Summer and 4 hours for Winter without Credit Overload approval.

**Procedure:**

**MSU Students -** Submit this completed form, including **ALL signatures** to the Registrar's Office **no later than the end of the add/drop period** for the term in which you plan to overload courses.

**Section 1:**

**Student Last Name, First Name – Please Print**

| **M** | | | | | | | | |
|---|---|---|---|---|---|---|---|---|

**CWID**

**@montclair.edu**

**Email Address**

**Total Credit Hours Requested this Semester:**

**Note:** If your self-reported GPA and credit hours earned are incorrectly reported, you will be denied the credit overload request.

**Cumulative GPA or Last Semester's GPA: _____** **Total Credits Completed: _____**

**Student Signature** **Date**

**Advisor - Print & Sign** **Date**

**Department Chair** **Date**

**Dean of college** **Date**

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**Are you a non-degree or visiting student?** **Yes** ☐ **No** ☐

**Non-degree and visiting students** must provide a transcript from their home institution. Submit transcript and completed overload request application to SUMSESS@montclair.edu.

**Director of Summer and Winter Sessions Signature**
*(Signature Required ONLY for Non-degree and Visiting Students)*