

### Course 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 Course 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 Course Overload. A College/School Dean may make exceptions to the above eligibility criteria for Course Overloads.

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 the 15 credits during summer sessions and 4 credits during winter session without Course 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 course 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 course overload by signing in the spaces provided in **Section 3**. Once Dean's signature is obtained, 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](mailto: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.): <input style="width: 100%; height: 25px;" type="text"/>	Major Code (MSU Students Only): <input style="width: 100%; height: 25px;" type="text"/>	Total Credit Hours Requested this Semester: <input style="width: 100%; height: 25px;" type="text"/>
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**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): \_\_\_\_\_

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**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](mailto: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.**