

**THE GRADUATE SCHOOL  
MONTCLAIR STATE UNIVERSITY  
GRADUATE COURSE OVERLOAD APPLICATION**

Matriculated graduate students are eligible to apply for a course overload, special permission to take a course overload of *more than 16 credit hours*. Graduate students, who have at least a 3.0 cumulative grade point average and who are not graduate assistants, may register for a course overload upon approval of The Graduate School.

\*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 (or 12 credits in the case of a GA) without course overload approval.

Students wishing to apply for a course overload must complete the Personal Information section and obtain the signature of their Graduate Adviser or GPC indicating approval before submitting the form to The Graduate School.

I. Personal Information:

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

Degree Program: \_\_\_\_\_ Concentration: \_\_\_\_\_

Are you a Graduate Assistant? \_\_\_\_\_

Semester Requested: Fall \_\_\_ Winter \_\_\_ Spring \_\_\_ Summer \_\_\_ Year: 20\_\_\_ Credits requested: \_\_\_

Reason for requesting overload \_\_\_\_\_

II. Student Record Verification: (The Graduate School)

Cumulative G.P.A. \_\_\_\_\_ Total Credits Earned \_\_\_\_\_ Date Verified \_\_\_\_\_ Initials \_\_\_\_\_

III. Required Signatures:

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

Graduate Adviser or GPC : \_\_\_\_\_

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

Web Form Distribution:

The Graduate School  
Student