

**Assistantship Underenrollment Request Form**

Requests to be enrolled in fewer than the requisite 9 credits 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:

The Graduate School at [gradstudentservices@montclair.edu](mailto:gradstudentservices@montclair.edu)

In order to maintain your assistantship, you must be enrolled in 9 or more credits unless approved for underenrollment, or otherwise indicated on your assistantship contract. Please 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 Date  
*(if sent from your MSU e-mail address, you may type in your name and date above)*

Visit The Graduate School's Current Graduate Assistants page at  
<https://www.montclair.edu/graduate-students/assistantships-overview/assistants/>

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**For Graduate School Use Only:**  *Approved*  *Denied:* \_\_\_\_\_

**Graduate Student Services Coordinator:** \_\_\_\_\_