



## Graduate Student Overload Assignment Request

Please choose the semester in which you are requesting an Overload (one semester only):			
<b>Fall</b>  <b>Spring</b>  <b>Fall/Spring Guidelines:</b> <ul style="list-style-type: none"> <li>Required for over 20 hours for FT GAs, 10 for Fellows</li> <li>Students cannot work over 30 hours total in Fall/Spring</li> <li>No international student Overloads for fall/spring</li> </ul>		<b>Summer</b>  <b>Winter</b>  <b>Summer/Winter Guidelines:</b> <ul style="list-style-type: none"> <li>Summer Overload for all teaching above summer appt.</li> <li>Winter Overload for all teaching above initial appt.</li> <li>No overload needed for up to 40 hours of non-teaching</li> </ul>	

### Student Information

Student Name		Has student advanced to candidacy?	<b>Yes</b>	<b>No</b>
UID		Is the student registered full time?	<b>Yes</b>	<b>No</b>
Visa Type		(Must be registered FT for Fall/Spring overload)		

**Student Signature / Date** \_\_\_\_\_

#### Current Department

Current Employing Department:
Current Title in Payroll:
Current Source of Funds (FRS #):

#### Department Requesting Overload

Contact Name (will receive reviewed Overload)			
Contact Fax		Contact Phone	
Title for Overload Assignment (and course title if teaching)			
Rate of Pay		Teaching \$_____ per semester	
		Non-teaching \$_____ per hour	
Source of New Funds (FRS#)			
Overload Assignment Dates ( <b>not</b> payroll dates)			
<ul style="list-style-type: none"> <li>Teaching assignment must start on 1<sup>st</sup> day of class</li> <li>Non-teaching dates should cover full period of duties</li> <li>Do not change 9½ month appts. to 12 for summer</li> </ul>			

**I certify that this student is in good academic standing and that this overload assignment will not materially impede the student's progress towards the degree.**

Advisor Name & Phone Number \_\_\_\_\_

Advisor Signature & Date \_\_\_\_\_

Graduate Director Name & Phone Number \_\_\_\_\_

Graduate Director Signature & Date \_\_\_\_\_

Graduate School Representative Signature & Date \_\_\_\_\_