



Graduate Student Overload Assignment Request

**New procedures for approvals noted below

Please choose the semester in which you are requesting an Overload (one semester only):
Fall Spring Summer Winter
Fall/Spring Guidelines:
• Required for over 20 hours for FT GAs, 10 for Fellows
• Students cannot work over 30 hours total in Fall/Spring
• No international student Overloads for fall/spring
Summer/Winter Guidelines:
• Summer Overload for all teaching above summer appt.
• Winter Overload for all teaching above initial appt.
• No overload needed for up to 40 hours of non-teaching

Student Information

Student Name Student University ID Number (UID) Visa Type Has student advanced to candidacy? Is the student registered full time? (Must be registered FT for Fall/Spring overload)

Student Signature / Date

Department Information: Current Department Department Requesting Overload

Current Employing Department: Current Title in Payroll: Current Source of Funds (FRS #): 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 (not payroll dates)

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

**NEW! Overload Requests are now approved electronically
1) Build the appointment in PHR;
2) In the PHR "Notes" section, include advisor's name, Graduate Director's name, and date of approval. This is required;
3) Maintain a copy of this form in the department or program files. Do not send form to the Graduate School;
4) Form is valid for a semester only, up to 10 hours per week. One overload per student per semester.
Policies regarding Graduate Assistant Overload Payments are found at http://www.apps.gradschool.umd.edu/catalog/assistantship_policies.htm#5