MURRAY STATE UNIVERSITY
COURSE OVERLOAD FORM
GRADUATE STUDENT

GRADUATE STUDENT MUST HAVE A CUMULATIVE GPA OF NO LESS THAN 3.0
NO OVERLOAD WILL BE APPROVED FOR GRADUATE ASSISTANTS

Student Instructions:

1. **Complete Section I**;
2. Obtain departmental, collegiate, and other appropriate signatures if applicable (Sections II and III), and
3. Return signed form to the Registration Office, 1st floor, Sparks Hall
4. Registrar's Office will verify accuracy of above information before processing.
5. For detailed information, consult page 28 of the current *Graduate Bulletin*.

SUBJECT: **Graduate Student Course Load Waiver** DATE: _____

TO: Kristi Jackson, Associate Registrar
Kathy Garrison, Graduate Admissions & Records

I. THIS SECTION TO BE COMPLETED BY STUDENT

Full Name: _____ M# _____

Address: _____

Phone #: _____ email:_____

Please check one: _____Fall Semester ____Spring Semester ____Summer Semester

Current Course Load (without overload) _____ hours **Title of Course to be added:** _____

Credit Hours of Added Course_____ **Entry #:** _____

GPA of Applicant: Overall: _____ Previous Semester: _____ Verified/Registrar's Initials ____

***Note: If course is closed**, appropriate signature from instructor is required for override, in addition to approved overload form.

II. REQUIRED SIGNATURES

FROM: _____ _____
Collegiate Graduate Coordinator **Faculty Advisor (signature required; if applicable)**

_____
Collegiate Dean

III. EXCEPTIONAL CIRCUMSTANCES ONLY

This section to be completed by the Provost and Vice President for Academic Affairs **only if** the graduate student is seeking approval for more than 16 hours (this maximum includes any undergraduate coursework). Dean must provide justification and attach to form for Provost's review. Under no circumstances will an overload exception be granted to a student who does not have a cumulative 3.0 GPA.

_____ _____
University Graduate Coordinator or Provost Date

IV. REGISTRAR VERIFICATION

_____ _____
Registrar's Office Approval Date