

**MURRAY STATE UNIVERSITY
GRADUATE COURSE OVERLOAD FORM**

**GRADUATE STUDENT MUST HAVE A CUMULATIVE GPA OF AT LEAST 3.0 / NO EXCEPTIONS
NO OVERLOAD WILL BE APPROVED FOR GRADUATE ASSISTANTS**

STUDENT INSTRUCTIONS:

1. **Complete Section I;**
2. Obtain departmental, collegiate/school, and other appropriate signatures if applicable (Sections II and III), and
3. Return signed form to the Registration Office, Basement, Sparks Hall, for verification.

I. THIS SECTION TO BE COMPLETED BY STUDENT

Date: _____

Full Name: _____ **M#** _____

Mailing Address: _____

Local Phone #: _____ **Email:** _____

Please check one: ___ Fall Semester ___ Winter Term ___ Spring Semester ___ Summer

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

Credit Hours of Added Course _____ **CRN #:** _____

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:

Faculty Advisor

Collegiate/School Graduate Coordinator

Dean

III. EXCEPTIONAL CIRCUMSTANCES ONLY IF THE GRADUATE STUDENT IS SEEKING APPROVAL FOR MORE THAN 16 HOURS (this maximum includes any undergraduate coursework).

Under no circumstances may a graduate student enroll in more than 16 semester hours without a letter of justification from the collegiate/school dean and approval by the associate provost for graduate education and research (333 Wells Hall). Justification from the Dean must accompany the form. No exceptions will be made for any student who does not have a cumulative 3.0 GPA.

Associate Provost for Graduate Education and Research

Date

IV. REGISTRAR VERIFICATION:

Registrar

Date