

MURRAY STATE UNIVERSITY  
**COURSE OVERLOAD FORM**

**GRADUATE STUDENT**

**LIMITATIONS**

- Regular course load is **up to 13** hours. An overload begins at 14 hours.
- Must have a **cumulative GPA of at least a 3.0**. No exceptions.
- Must not be employed as a Graduate Assistant for the semester in which the overload is requested.
- **It is the student's responsibility to add the overload course via myGate by the published add deadlines.**
- If course is closed, the course instructor will need to enter a *Closed Course Override* for student.
- Total hours include both undergraduate and graduate level courses.
- A graduate student may not enroll in more than **16** hours without approval by Academic Affairs. (See Additional Approval Section.)  
*See the current Academic Bulletin for detailed information.*

**INSTRUCTIONS**

1. Complete Student Information
2. Obtain Necessary Signatures
3. Deliver to the Registration Office-1<sup>st</sup> Floor, Sparks Hall before the last day to add a course for semester

**1 STUDENT INFORMATION** To be completed by student.

Date \_\_\_\_\_

M# \_\_\_\_\_ Full Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ @murraystate.edu

Fall

Spring

Summer

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**Course Reference Number**

**Course to be Added:** \_\_\_\_\_

PREFIX COURSE NUMBER-SECTION  
Example: COM 161-23

\_\_\_\_\_  
**CURRENT COURSE LOAD**

\_\_\_\_\_  
**OVERLOAD HOURS REQUESTED**

\_\_\_\_\_  
**OVERALL GPA**

\_\_\_\_\_  
**PREVIOUS SEMESTER GPA**

Verified by \_\_\_\_\_  
Initialed  
(Registration Staff)

**2 APPROVAL SIGNATURES**

\_\_\_\_\_  
Academic Advisor Signature Print Date

\_\_\_\_\_  
Department Chair Signature Print Date

**ADDITIONAL APPROVAL (Only for registration exceeding 16 hours)**

- 1) **Must** attach a letter of justification/approval from dean
- 2) Student may be contacted by the Associate Provost of Graduate Education for additional information.

\_\_\_\_\_  
Associate Provost for Graduate Education and Research Date

REGISTRATION OFFICE APPROVAL	Date
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