

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*.
- 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-1st 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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