



Graduate Student Overload Assignment Request

**New procedures for approvals noted below

Revised November 2024

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

Student Signature / Date

Department Information: Current Department Department Requesting Overload

Current Employing Department: Contact Name (will receive reviewed Overload)
Contact Fax Contact Phone
Current Title in Payroll: Title for Overload Assignment (and course title if teaching)
Rate of Pay Teaching \$ per semester
Non-teaching \$ per hour
Current Source of Funds (FRS #): Source of New Funds (FRS#)
Overload Assignment Dates (not payroll dates)
• Teaching assignment must start on 1st day of class
• Non-teaching dates should cover full period of duties
• Do not change 9 1/2 month appts. to 12 for summer

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! Requirement for Workday

- 1) Build the appointment in Workday
2) Attach signed/approved form to request.
3) 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 can be found at http://www.gradschool.umd.edu/catalog/assistantship_policies.htm#5