



Graduate Student Overload Assignment Request

****New procedures for approvals noted below**

Revised April 2025

Please choose the semester in which you are requesting an Overload (one semester only):			
<input type="radio"/> Fall <input type="radio"/> Spring		<input type="radio"/> Summer <input type="radio"/> Winter	
Fall/Spring Guidelines: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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?	<input type="radio"/> Yes <input type="radio"/> No
UID		Is the student registered full time?	<input type="radio"/> Yes <input type="radio"/> No
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 Email		Contact Phone	
	Title for Overload Assignment (and course title if teaching)			
	Rate of Pay		Teaching \$ _____ per semester Non-teaching \$ _____ per hour	
	Source of New Funds (USource#)			
Current Title in Payroll:				
Current Source of Funds (USource #):	Overload Assignment Dates (not payroll dates)			
	<ul style="list-style-type: none"> • Teaching assignment must start on 1st day of class • Non-teaching dates should cover full period of duties • Do not change 9½ 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