



Graduate Student Overload Assignment Request

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

Revised August 2025

Please choose the semester in which you are requesting an Overload (one semester only):



Fall



Spring

Fall/Spring Guidelines:

- Required for over 20 hours for FT GAs, 10 for Fellows
- Students cannot work over 28 hours total in Fall/Spring
- No international student Overloads for fall/spring



Summer



Winter

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?	<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
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 (USource #):	Source of New Funds (USource#)	
	Overload Assignment Dates (not payroll dates)	
	<ul style="list-style-type: none">• Teaching assignment must start on day 1 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 in Workday.**
- 3) Form is valid for a semester only, **up to 8 hours per week for non-teaching and one class for teaching.** One overload per student per semester.

Policies regarding Graduate Assistant Overload Payments can be found at <https://gradschool.umd.edu/funding/assistantship-information>