

UK Graduate School **Overload Request Form**

(For UK Employment in Excess of a Full-Time Assistantship or Fellowship)

This filled-in form must be sent by the DGS as an e-mail attachment to the Graduate School Dean inbox gsdean@uky.edu

That e-mail must be copied to the student, the student's current supervisor, and the overload activity supervisor (if different from their current supervisor).

In sending this request, the DGS affirms that he/she believes that the requested overload activity will not interfere with the student's ability to handle their coursework, current workload, or their timely progress to degree, and that the student has agreed to this overload activity.

NOTE: Please do not submit a GSAS form subsequent to an overload approval. Doing so may create a tuition over-payment which the student would be responsible to repay. If you have any questions regarding tuition or the GSAS form, send emails to: GSAS@email.uky.edu

Student Name: _____ Degree Sought: _____

UK ID#: _____ Semester/Year of Overload Request: _____

Current Cumulative GPA (must be 3.0 or higher): _____

Qualifying Exam Date (Month/Day/Year): _____

Anticipated Graduation Date (Month/Year): _____

Student's existing support (e.g. TA, specific fellowship): _____

Student's existing hours/week obligation: _____

Hours/week of requested overload: _____ (Maximum 28 hours per week/0.7 FTE from combined assignments)

International student (Yes/No)? _____ (Overload is not permitted for International student)

Describe the nature of the requested overload activities (state what the student will be doing):

Name of DGS: _____

Name of Current Supervisor: _____

Name of Overload Supervisor: _____