

# UK Graduate School **Overload Request Form**

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

This filled-in form must be sent by the DGS as an e-mail attachment to the Graduate School Dean inbox [gsdean@uky.edu](mailto: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 an additional GSAS form. If you have any questions regarding tuition or the GSAS form, send emails to: [GSAS@email.uky.edu](mailto: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, RA, GA): \_\_\_\_\_

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 students)

**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: \_\_\_\_\_