MURRAY STATE UNIVERSITY
COURSE OVERLOAD FORM

UNDERGRADUATE STUDENT

LIMITATIONS

- Regular course load is **up to 19** hours.
- Must have a cumulative GPA of at least a 3.0 (all requests) OR at least 3.0 for the previous semester (only considered for 20-22 hours).
- If course is closed, the course instructor will need to enter a *Closed Course Override* for student.
- It is the student's responsibility to add the overload course via *myGate by the published add deadlines*.
- Registration for more than **22 hours** must be approved by Academic Affairs. (See Additional Approval Section.)
  See the current Academic Bulletin for detailed information.

INSTRUCTIONS

1. Complete Student Information
2. Obtain Necessary Signatures
3. Deliver to the Registration Office-1st Floor, Sparks Hall before the last day to add a course for semester

1 STUDENT INFORMATION   To be completed by student.

Date _____

M# _____   Full Name _____

Phone _____   Email _____ @murraystate.edu

☐ Fall
☐ Spring   ☐ Summer

Course Reference Number

Course to be Added: _____
PREFIX COURSE NUMBER-SECTION
Example: COM 161-23

_____   _____   _____   Verified by _____
TOTAL HOURS REQUESTED   **OVERALL GPA**   **PREVIOUS SEMESTER GPA**   **Initialed (Registration Staff)**

2 APPROVAL SIGNATURES

_____
Academic Advisor Signature   Print   Date

_____
Department Chair Signature   Print   Date

ADDITIONAL APPROVAL (Only for requests over 22 hours)

1) **Must** attach a letter of justification/approval from dean
2) Student may be contacted by the Associate Provost of Undergraduate Education for additional information.

_____
Associate Provost   Date

REGISTRATION OFFICEAPPROVAL:	Date
STUDENT NOTIFIED TO ADD THROUGH myGATE:	Date