

**MISSISSIPPI STATE UNIVERSITY - OFFICE OF THE GRADUATE SCHOOL  
REQUEST FOR SCHEDULING OVERLOAD**

Name: \_\_\_\_\_ MSU ID: \_\_\_\_\_ Net ID: \_\_\_\_\_  
*Last First Middle*

Major: \_\_\_\_\_ Graduate GPA: \_\_\_\_\_

I request permission to take a total of \_\_\_\_\_ hours during the \_\_\_\_\_ (semester) \_\_\_\_\_ (year).  
*Please note: No courses may be dropped beyond the last day to drop a course (see academic calendar for term requesting overload).*

Full-time enrollment for a graduate student is defined as follows:

- Fall or Spring Semester: 9 or more credit hours with a maximum of 13 credit hours
- Maymester: No more than 3 credit hours
- Either 5-week Summer Session: 3 or more credit hours with a maximum of 7 credit hours
- 10-week Summer Session: 6 or more credit hours with a combined maximum total of 13 credit hours for all summer sessions (including Maymester)

List all courses on your schedule. You must indicate the Overload Course with an asterisk (\*).

CRN:                      Prefix:                      Course Number:                      Section Number:      Maymester, 1<sup>st</sup> 5-wk, 2<sup>nd</sup> 5-wk, 10-week (if Summer):

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Reason for Request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you hold a Graduate Assistantship Award for this registration period?      \_\_\_\_\_ Yes      \_\_\_\_\_ No

*Students holding a graduate assistantship are responsible for payment of all student account assessments that exceed the approved.*

Typed/Printed Name:

Approval Signature:

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduate Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
College Dean

\_\_\_\_\_  
Date

Submit the approved form to the Registrar's Office in Garner Hall for processing and submit a copy to the Graduate School.

Office of the Graduate School - Mailstop 9703  
revised 4/2015

