

Approval for Exceeding Overload Maximum

<u>FY:</u>	<u>Cost Center:</u>	<u># of OVL Credits:</u>
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Article 12. Section D of the Master Agreement Between the Minnesota State Colleges & Universities Board of Trustees & the Inter Faculty Organization, currently in effect states:

“...Normally, total overload shall not exceed five (5) credits per academic year.”

*Overload includes online courses – 20 students = 1 credit overload

The instructor noted below has exceeded the maximum overload credits for this year. Please provide evidence in the necessity of exceeding the maximum.

Instructor: _____

Department: _____

Total overload credits used this year (including this request): _____

Reason why instructor is exceeding the maximum overload credits?

What corrective action will be taken to prevent the above problem in the future?

Approvals:

College Dean

Date

Academic Affairs Designee

Date

Reviewed by:

Human Resources Director

Date