**Semester Year**

**College:**

**Department:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Teaching Hrs** | **Research Hrs** | **Admin or Other Hrs** | **Total Hrs** | **Overload Hrs Requested** | **Justification** | **Overload Pay Amount** |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  | | | | | | **TOTAL** |  |

**Approvals:**

Department Chair Date

Dean Date

VP/Designee Date