

Overload Request
P.C. Rossin College of Engineering & Applied Science

Complete the information below in **ink** and submit this **Overload Request form** to the Office for Undergraduate Learning, Packard Lab, Room 304 or at engineeringadvising@lehigh.edu.

Note: The submission of an overload request does not guarantee approval. An overload petition only allows an increase in the number of credits. The capacity, prerequisites, time conflict, etc. are all separate issues under the control of the department offering the course. You should plan your schedule accordingly.

Date: _____ Name: _____ Current GPA: _____

Lehigh ID Number: _____ Lehigh Email Address: _____

Major: _____ Check if appropriate: IBE IDEAS CSB

If pursuing more than one degree, list all degrees and minors: _____

Class (check one): Senior Junior Sophomore First Year

Term (check one): Summer Fall Spring

List "regular load" courses that you plan to take in the coming term:

CRN	Course # & Title	Number of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List the course(s) that you would like permission to take as a credit overload:

Total Number of Credits Requested for the Term (including overload):

Explain why you think that it is necessary for you to take more than the standard credit load. Approval is not guaranteed; all overload requests must present compelling educational reasons for the overload. Accelerating the completion of a degree program or the completion of multiple credentials is not a sufficient reason.

Student signature: _____ Date: _____

Academic Advisor Name _____ Advisors Email Address: _____

Academic Advisor Signature _____ Date: _____ Recommendation _____

Assoc. Dean Signature _____ Date _____ Action _____

Registration & Academic Services _____ Date _____ Action _____

Overload Policy:

Students are urged to avoid a course-credit overload. Keep in mind that nominal work load expectation is 3 to 4 hours per week per credit, including time spent in class. For the reasons below, Lehigh has adopted a policy of constraining overloads:

- Overloading adds to demands on the student's time, and often, the result is less time spent on each course rather than more time spent on coursework overall.
- Experience shows that, even for the very best students, overloading increases the risk of lowering the student's GPA or otherwise impeding academic progress.
- Course work should be the student's highest priority for allocating time, but Lehigh is a rich experience with opportunities for student development on other dimensions besides academics. We believe that participation in such opportunities are a vital part of the undergraduate experience.

Overload approval will not be granted for the purpose of repeating a course. No overload approval will be granted in a semester where the student is enrolled in a graduate course. Any course(s) approved for overload cannot be added until after the end of the normal (three week) registration period. Space in a course cannot be reserved for students intending to add the course as an overload.

OVERLOAD APPROVAL RULES

<i>Your overall GPA</i>	<i>Action that you want to take:</i>	<i>Required Approvals</i>
First Year Students	Up to 19 credit hours More than 19 credit hours	Associate Dean* SOS
Below 2.5	More than 18 credit hours	SOS
Between 2.5 and 3.5	Up to 19 credit hours More than 19 credit hours	Associate Dean* SOS
Above 3.5	Up to 20 credit hours More than 20 credit hours	Associate Dean* SOS

*** The Associate Dean may refer to SOS (Student of Standing Committee)**