

CO-OP Summer Overload Request

P.C. Rossin College of Engineering & Applied Science

Complete the information below in ink and submit this form to the RCEAS Dean's Office, Packard Lab, Room 310.

Note: An overload petition only allows an increase in the number of credits. Capacity, prerequisites, time conflicts, etc. are all separate issues under the control of the department offering the course. If you need other overrides, contact the department.

Date: _____ Name: _____ Current GPA: _____

Lehigh ID Number (LIN): _____ Lehigh Email Address: _____

Major: _____ Circle if appropriate: IBE IDEAS

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

Summer session courses can be first session, second session or the entire summer. For the purposes of overload calculation, if a course lasts the entire summer break it up so that half the credits are in the first session and half are in the second session.

List the <u>courses</u> and <u>credits</u> you are required to take in addition to the ENGR courses:		CRN	1st HALF	2nd HALF	TOTAL
Course	Credits				
ENGR 200	(3 Credits)		1 ½	1 ½	3
ENGR 130	(1 Credit)		½	½	1

List the course(s) and credits for overload

Total credits requested (including overload) for each session and entire summer				

Student signature: _____

All students must have their academic advisor signature! Advisor Name (print) _____

Advisor Signature: _____ Date: _____ Recommendation _____

Explain why you think that it is necessary for you to take more than the standard credit load (for longer explanations, please attach explanation on separate page). 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.

Assoc. Dean Signature _____ Date _____ Action _____
 Registrar signature _____ Date _____ Action _____

Summer Overload Policy:

Undergraduate students must be enrolled in two courses per session for a maximum of 8 credits concurrently in any session. A limit of 16 credits for the entire summer is the maximum permitted.

A petition to the Standing of Students Committee prior to the start of the term is required for any of the following scenarios:

- 3 or more concurrent courses
- A 5th summer session course
- More than 8 credits in any summer session
- More than 16 credits for the entire summer term

A linked lecture and lab course (e.g. PHY 011 and 012) is counted as one course.

Research courses for the entire summer term are counted as one course.

Online courses count as one course.

If a student rosters more than two concurrent courses they are alerted via email to the students Lehigh University email address and asked to drop a course. If the student takes no action the Registrar's Office drops the last rostered course before the session starts.

The maximum number of courses and credits for summer include courses taken at other colleges/universities.