

College of Business and Economics

Overload Request

Please complete the information below and submit this form to the College of Business and Economics Undergraduate Dean's Office, 395 Rauch Business Center.

Note: The submission of an overload request does not guarantee approval. You should plan your schedule accordingly.

Date: _____ Name: _____ Current GPA: _____

Term: Fall _____ Spring _____

Total Number of Credits requested for the Term: _____ SOS Petition Required Yes _____ No _____
(see reverse)

ID Number: _____ Lehigh Email Address: _____

Class (circle one): Senior Junior Sophomore First Year

Advisor Signature: _____

Recommendation: _____

Academic Advisor Name (Print) _____

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

Course Title _____ Number of Credits _____

Course Title _____ Number of Credits _____

Course Title _____ Number of Credits _____

Course Title _____ Number of Credits _____

Course Title _____ Number of Credits _____

Course Title _____ Number of Credits _____

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

Course Title _____ Number of Credits _____

Course Title _____ Number of Credits _____

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

Student Signature _____

Do not take approval for granted. All overload requests must present compelling educational reasons for the overload.

Decisions regarding overload requests will be sent to you via email. If approved, you will be able to add up to the approved credit total after you have received notification of approval.

Assoc. Dean Signature _____ Action _____

Why Lehigh limits the overloading of credits:

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.
- Coursework should be the student's highest priority for allocating time, but Lehigh is a rich experience with opportunities for student development in other dimensions besides academics. We believe that participation in such opportunities is 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.

When to fill out an OVERLOAD form

Your overall GPA	Action that you want to take:	Forms	Response Timing	Registering
2.5 or below	Register for 18 credits	Submit Overload Request	Decision will be sent to you via e-mail	If approved, you will be able to add to the approved credit total
	Register for 19 credits or more	Submit Overload Request and SOS petition	Decision will be sent to you via intercampus mail	If approved, you will be able to add to the approved credit total
Above 2.5	Register for 18 credits	Register Normally	No decision necessary	
	Register for 19 credits	Submit Overload Request	Decision will be sent to you via e-mail	If approved, you will be able to add to the approved credit total
2.5 to 3.5	Register for 20 credits	Submit Overload Request and SOS petition	Decision will be sent to you via intercampus mail	If approved, you will be able to add to the approved credit total
3.5 and above	Register for 20 credits	Submit Overload Request	Decision will be sent to you via e-mail	If approved, you will be able to add to the approved credit total
Any GPA	Register for more than 20 credits	Submit Overload Request and SOS petition	Decision will be sent to you via intercampus mail	If approved, you will be able to add to the approved credit total