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 _____

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

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