College of Arts and Sciences
Overload Approval
Request

1. Review and sign the policy statement on the reverse side of this form.
2. Complete and submit to the College of Arts and Sciences Dean’s Office, 223 Maginnes.
3. You will be notified by email of the decision on your request. If your request is approved, you are responsible for adding the courses.

Date (mm/dd/yy): ________________ Max credits requested: ____________ Term: ____________

Print name (last, first): ______________________________________ ID number: ______________

Email: ____________________ Local phone: ______________ Overall GPA: ______________

Major: ____________________ Adviser’s name: ____________________

List on the reverse of this form the courses you plan to take without an overload. List here the course(s) you will add to your roster if the overload is approved (you are responsible for adding the courses if the overload is approved):

Rationale for your overload request:

Adviser’s signature: ____________________ Recommendation: ____________

Date: ____________________

Submit this completed form to the Office of the Dean of the College, 223 Maginnes Hall.

Associate Dean action: ____________________ approve
____________________ deny
____________________ refer to SOS
Students are urged to avoid a course-credit overload.

- 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.*
- Adding more courses to the student’s roster reduces the student’s ability to **focus the concentrated effort required to learn deeply.**
- Coursework 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 credit-bearing academics.

<table>
<thead>
<tr>
<th>CUMULATIVE GPA</th>
<th>CREDIT HOURS</th>
<th>REQUIRED APPROVALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NONE (first-semester student)</td>
<td>18-19</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>NONE (first-semester student)</td>
<td>20 or more</td>
<td>SOS</td>
</tr>
<tr>
<td>Any value</td>
<td>Up to 17</td>
<td>None</td>
</tr>
<tr>
<td>2.49 or below</td>
<td>18</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>2.49 or below</td>
<td>19 or more</td>
<td>SOS</td>
</tr>
<tr>
<td>2.5—3.49</td>
<td>19</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>2.5—3.49</td>
<td>20 or more</td>
<td>SOS</td>
</tr>
<tr>
<td>3.5 or above</td>
<td>19-20</td>
<td>Associate Dean</td>
</tr>
<tr>
<td>3.5 or above</td>
<td>21 or more</td>
<td>SOS</td>
</tr>
</tbody>
</table>

**Do not take approval for granted.** 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. In particular, overloads will not be approved in a term in which you are repeating a course or taking a graduate course. If you feel that you have extra capacity for doing coursework, rather than expending it on another course, consider expending it instead on more effort in the courses you’re already taking. Challenge yourself to learn more and to learn more deeply without overloading.

Your signature here indicates that you have read and understood all of the above and that, in particular, you understand that your overload request may not be granted:

Student signature __________________________________________________________

Use the space below to list the courses you plan to take without an overload.