

**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

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 Policy

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.

OVERLOAD APPROVAL RULES		
CUMULATIVE GPA	CREDIT HOURS	REQUIRED APPROVALS
NONE (first-semester student)	18-19	Associate Dean
NONE (first-semester student)	20 or more	SOS
Any value	Up to 17	None
2.49 or below	18	Associate Dean
2.49 or below	19 or more	SOS
2.5—3.49	19	Associate Dean
2.5—3.49	20 or more	SOS
3.5 or above	19-20	Associate Dean
3.5 or above	21 or more	SOS

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.