

**College of Arts and Sciences
Overload Request**

Please complete the information below and submit this form to the College of Arts and Sciences Dean's Office, located in Maginnes Hall, room 223. You will be notified by email the decision of your request. Please see the back of this form for approval guidelines.

Date: _____ Name: _____ Term: _____

Lehigh ID Number: _____ Email Address: _____

Total # of credits requested: _____ **Overall GPA:** _____ **Last semester GPA:** _____

Major: _____ Advisor's name: _____

Class (circle one): Senior Junior Sophomore First Year

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

CRN	Course Number & Title	Number of Credits
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

_____	_____	_____
_____	_____	_____

Please explain the rationale for your overload request:

Student Signature _____

Advisor Signature _____ Date _____ Recommendation _____

Assoc. Dean Signature _____ Date _____ Recommendation _____

College of Arts and Sciences Overload Approval 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 GPS 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 in 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
2.59 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. **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 spending it instead on more effort in the courses you're already taking. Challenge yourself to learn more and to learn more deeply without overloading.