**CO-OP Summer Overload Request**  
P.C. Rossin College of Engineering & Applied Science

Complete the information below in ink and submit this form to the RCEAS Dean's Office, Packard Lab, Room 310.  
*Note:* An overload petition only allows an increase in the number of credits. Capacity, prerequisites, time conflicts, etc. are all separate issues under the control of the department offering the course. If you need other overrides, contact the department.

Date: ____________  Name: ______________________________________  Current GPA: ___________

Lehigh ID Number (LIN): _________________________  Lehigh Email Address: __________________

Major: _________________________  Circle if appropriate:    IBE      IDEAS

If pursuing more than one degree, list all degrees and minors: ________________________________

Summer session courses can be first session, second session or the entire summer. For the purposes of overload calculation, if a course lasts the entire summer break it up so that half the credits are in the first session and half are in the second session.

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<tr>
<th>Course</th>
<th>Credits</th>
<th>CRN</th>
<th>1st HALF</th>
<th>2nd HALF</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>ENGR 200</td>
<td>(3 Credits)</td>
<td>1 ½</td>
<td>1 ½</td>
<td>3</td>
<td></td>
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<tr>
<td>ENGR 130</td>
<td>(1 Credit)</td>
<td>½</td>
<td>½</td>
<td>1</td>
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List the course(s) and credits for overload

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<tr>
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Total credits requested (including overload) for each session and entire summer

Student signature: ____________________________________

All students must have their academic advisor signature!  Advisor Name (print) ________________________________

Advisor Signature: ____________________________  Date: _______________  Recommendation _______________

Explain why you think that it is necessary for you to take more than the standard credit load (for longer explanations, please attach explanation on separate page). Approval is not guaranteed; 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.

Assoc. Dean Signature __________________________  Date _______________  Action _____________________

Registrar signature __________________________  Date _______________  Action _____________________
Summer Overload Policy:

Undergraduate students must be enrolled in two courses per session for a maximum of 8 credits concurrently in any session. A limit of 16 credits for the entire summer is the maximum permitted.

A petition to the Standing of Students Committee prior to the start of the term is required for any of the following scenarios:

- 3 or more concurrent courses
- A 5th summer session course
- More than 8 credits in any summer session
- More than 16 credits for the entire summer term

A linked lecture and lab course (e.g. PHY 011 and 012) is counted as one course.

Research courses for the entire summer term are counted as one course.

Online courses count as one course.

If a student rosters more than two concurrent courses they are alerted via email to the students Lehigh University email address and asked to drop a course. If the student takes no action the Registrar’s Office drops the last rostered course before the session starts.

The maximum number of courses and credits for summer include courses taken at other colleges/universities.