1. Review and sign the policy statement on the reverse side of this form.

2. Complete the information below and submit this form 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 (total credits ≤18). 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.

Associate Dean action: ______ approve
______ deny
______ refer to SOS
Students are urged to avoid a course–credit overload (19 or more credits). Keep in mind that the nominal workload expectation is 3 to 4 hours per week per credit, including time spent in class. For all of 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.
- 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 academics. Indeed, students who participate in extracurricular activities and cultural events, who get involved in community activities, who maintain connections with friends and family, and who read newspapers, magazines, and for pleasure are happier, more well–rounded people who learn more and earn better grades. Having time to allocate to such leisure activities provides for much–needed rest and relaxation, lowers stress, keeps work in perspective, and engages the student in personal development beyond academics.
- Overloading increases the demand for University resources, in particular faculty and staff effort and space in classes, which compromises the quality of the educational experience for all students and may reduce access to limited–enrollment courses.

_Do not take approval for granted._ In view of the considerations above, 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.

In the College of Arts and Sciences, all overloads must be approved by the Associate Dean. Approval by the Committee on Standing of Students (SOS) is also required for overloads to 19 or more credits if your GPA is <2.5, for overloads to 20 or more credits if your GPA is <3.5, and for any overload beyond 20 credits. If the overload request is approved, you will be permitted to add the overload credits beginning about three weeks after the beginning of the registration period; .

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 (total credits ≤18).