

ORIGINAL AS OF 5.18.2018

3.2.4 Roster of studies

Each student is required to pre-register for a full roster of studies each semester as prescribed by the curriculum he or she is pursuing. Exceptions can be granted only by the committee on standing of undergraduate students or the dean of the college. (See 3.1.5.)

A student may repeat a course only twice--- a total of three attempts. Any form of a W counts as an attempt, W, W(P), or W(F) [Effective beginning the Fall semester 2017.]

No student is permitted to register for credit in excess of the normal number of credit hours for the curriculum unless he or she meets the qualifications noted in the chart below and has all the required approvals before the 10th day of classes.

Overload: The normal course load is 14-17 credit hours (15-18 in the P.C. Rossin College of Engineering and Applied Science), encompassing 4-5 primary courses. The following special approvals are required for course rosters (including ranges produced by the drop/add process) that exceed the appropriate normal range.

Comment [TAW1]: Highlighting shows where changes suggested

1. Overload approval requirements vary by GPA and entry into the University. Typical loads are 14 to 17 credits. 18 credits is an overload for first semester students and for students with a GPA below 2.5. 19 credits is an overload for all other students. Unless the normal departmental program requires more credits, required overload approvals by grade point average are:

First semester students: 18-19, Associate Dean
20 or more, SOS

GPA below 2.5: 18, Associate Dean
19 or more, SOS

GPA between 2.5 and 3.5: 19, Associate Dean
20 or more, SOS

GPA above 3.5 19-20, Associate Dean
21 or more, SOS.

2. Overload approval will not be granted for the purpose of repeating a course.
3. No overload approval will be granted in a semester where the student is enrolled in a graduate course.
4. Any course(s) approved for overload cannot be added until after the end of the normal (three week) registration period. Space in a course cannot be reserved for students intending to add the course as an overload.

A Lehigh undergraduate may only take any 400-level course for which he or she is qualified. The qualifications are defined by the department and are certified by the course instructor and department chairperson through petition to the graduate and research committee.

A student's roster of studies as on file in the office of the registrar **on the tenth day of instruction in a regular semester, or the fifth day of instruction in a summer term of eight weeks or less**, is the student's official roster for that semester or term.

No courses may be added to a student's official roster of study except **by special action of the chairperson of the department and the college dean, or** by special action of the committee on standing of students, and then only under such conditions governing the student's probationary status as may be stipulated at that time. Courses may be dropped only under the conditions stated in section **3.8.4**.

PROPOSED REVISED

3.2.4 Roster of studies

Each student is required to pre-register for a full roster of studies each semester as prescribed by the curriculum he or she is pursuing. Exceptions can be granted only by the committee on standing of undergraduate students or the dean of the college. (See 3.1.5.)

A student may repeat a course only twice--- a total of three attempts. Any form of a W counts as an attempt, W, W(P), or W(F) [Effective beginning the Fall semester 2017.]

No student is permitted to register for credit in excess of the normal number of credit hours for the curriculum unless he or she meets the qualifications noted in the chart below and has all the required approvals before the 10th day of classes.

Overload: ~~The normal course load is 14-17 credit hours (15-18 in the P.C. Rossin College of Engineering and Applied Science), encompassing 4-5 primary courses. Overload approval requirements vary by GPA and entry into the University.~~ The following special approvals are required for course rosters (including ranges produced by the drop/add process) that exceed the appropriate normal range.

- ~~1. Overload approval requirements vary by GPA and entry into the University. Typical loads are 14 to 17 credits. 18- A load exceeding 17 credits is an overload for first semester students and for students with a GPA below 2.5. 19- A load exceeding 18 credits is an overload for all other students. Unless the normal departmental program requires more credits, required overload approvals by grade point average are:~~

Comment [KAZ2]: This change was made to accommodate the instance of an 18.5 credit overload request.

<u>Student Status</u>	<u>Overloads of</u>
First semester students:	18- Up to 19, Associate Dean 20 or more More than 19, SOS
GPA below 2.5:	Up to 18, Associate Dean 19 or more More than 18, SOS
GPA between 2.5 and 3.5:	Up to 19, Associate Dean 20 or more More than 19, SOS
GPA above 3.5	19- Up to 20, Associate Dean

~~21 or more~~ More than 20, SOS

2. Overload approval will not be granted for the purpose of repeating a course.
3. No overload approval will be granted in a semester where the student is enrolled in a graduate course.
4. Any course(s) approved for overload cannot be added until after the end of the normal (three week) registration period. Space in a course cannot be reserved for students intending to add the course as an overload.

Comment [KAZ3]: These changes were made to accommodate schedules that include xx.5 credit requests for which current decision guidelines are unclear.

A Lehigh undergraduate may only take any ~~400~~graduate-level course ~~for which he or she is qualified with prior approval by the department(s) and college(s) offering the course. The qualifications are defined by the department and are certified by the course instructor and department chairperson~~ through petition to the committee on standing of students and graduate and research committee.

A student's roster of studies as on file in the office of the registrar ~~on the tenth day of instruction in a regular semester, or the fifth day of instruction in a summer term of eight weeks or less after the registration drop-add deadline (as defined in sections 3.8.4 and 3.15)~~ is the student's official roster for that semester or term.

No courses may be added to a student's official roster of study except ~~by special action of the chairperson of the department and the college dean, or~~ by special action of the committee on standing of students, and then only under such conditions governing the student's probationary status as may be stipulated at that time. Courses may be dropped only under the conditions stated in sections 3.8.4 and 3.15.

Comment [KAZ4]: Currently, all changes to a student's official roster of study needs SOS approval.

RATIONALE:

1. Modifies credit-limit cutoffs to accommodate potential for courses with non-integer credits (e.g. 1.5, as proposed by the CBE). In substance, cutoff-levels do not change. Change is independent of approving specific courses.
2. Simplifies language by removing statements of different typical loads by college; considered redundant since the approvals did not differ by college.
3. Aligns text with long-standing actual practice that any changes to a student's roster of courses after the drop-add deadlines go for approval via SOS but the process has not involved chairs or deans. Standardizes process across the university.
4. Removes definitions of drop-add deadlines here. Repetitive of those in 3.8.4 for regular semesters; summer session 3.15.1 deadlines differed from here, and winter session deadlines were not included here but had recently been added as 3.15.2.
- 4-5. Clarifies practice that undergraduate registration for graduate-level courses requires department and college approval, and removes essentially redundant statement about who decides qualifications. Clarifies practice that petitions for graduate approval go first to SOS, which then passes on to SOGS.