

**LEHIGH**  
University

*College of Arts and Sciences*  
Graduate Student Handbook

2012-2013

## *2012-2013 Academic Calendar*

### **Fall 2012**

August 23, (Thu) First Year Student Check In  
 August 27, (Mon) First Day Class/Registration Day  
 August 31, (Fri) Last day for Web Registration  
 August 31, (Fri) Last Day Add without instructor permission  
 September 7, (Fri) Last Day Drop/Add without a "W" and Registration  
 September 2, (Sun) Degree Awarding Date  
 September 3, (Mon) Labor Day - Classes held  
 September 14, (Fri) Last Day to select OR cancel Pass/Fail  
 September 17, (Mon) Rosh Hashanah  
 September 26, (Wed) Yom Kippur  
 September 27 (Thurs), October 1-3 (Mon-Wed) Four o'clock exams  
 October 8-9, (Mon/Tue) Pacing Break  
 October 16, (Tues) Mid Term Grades Due  
 October 31 (Wed), November 1 (Thurs), November 6-8, (Tue-Thurs) Four o'clock quizzes  
 November 1, (Thurs) Deadline to apply for January degree  
 November 5-16, (Mon-Fri) Registration for Spring  
 November 13, (Tue) Last day for January Doctoral candidates to deliver approved dissertation drafts to dean  
 November 13, (Tue) Last Day to drop a class with a "W"  
 November 21-23, (Wed-Fri) Thanksgiving Break  
 November 30, (Fri) Last day for hourly exams  
 December 7, (Fri) Last Day of Classes  
 December 7, (Fri) Last day to drop a class or withdraw with WP/WF grades  
 December 7, (Fri) Last day for January masters candidates to submit unbound thesis copies to the Registrar's Office  
 December 7, (Fri) Last day for January doctoral candidates to complete all degree requirements  
 December 8, (Sat) Review/Consultation/Study Period – Tuesday classes  
 December 10, (Mon) Review/Consultation/Study Period - Monday classes  
 December 11, (Tue) Final Exams Begin  
 December 19, (Wed) Final Exams End

### **Summer 2012**

July 1, (Mon), Deadline to apply for September degree  
 July 26, (Fri) Last day for September Doctoral candidates to deliver approved dissertation drafts to dean  
 August 9, (Fri) Last day for September masters candidates to submit unbound thesis copies to the Registrar's Office.  
 August 9, (Fri) Last day for September doctoral candidates to complete all degree requirements to Research & Graduate Programs Office (280 Maginnes Hall)

### **Spring 2013**

January 13, (Sun) Degree Awarded Date  
 January 14, (Mon) First Day of Class/Registration Day  
 January 18, (Fri) Last Day for Web Registration  
 January 18, (Fri) Last Day Add without instructor permission  
 January 25, (Fri) Last Day Drop/Add without a "W" and Registration  
 February 1, (Fri) Last Day to select OR cancel Pass/Fail  
 February 13-14, (Wed/Thu) February 19-21, (Tue-Thu) Four o'clock quizzes  
 March 1, (Fri) Last Day to apply for University Day degree  
 March 4, (Mon) Mid Term Grades Due  
 March 11-15 (Mon-Fri) Spring Break  
 March 18, (Mon) Classes Resume  
 March 28 (Thu), April 1-4 (Mon-Thu) Four o'clock quizzes  
 March 26, (Tues) Passover - classes held on weekdays  
 March 29, (Fri) Good Friday - classes held  
 April 5, (Fri) Last Day to drop a class with a "W"  
 April 5, (Fri) Last day for May doctoral candidates to deliver approved dissertation drafts to dean  
 April 8-19, (Mon-Fri) Summer/Fall Registration  
 April 19, (Fri) Last day for hourly exams  
 April 26, (Fri) Last day for May doctoral candidates to complete all degree requirements  
 April 26, (Fri) Last day for May masters candidates to submit unbound thesis copies to the Registrar's Office  
 April 26, (Fri) Last Day of Classes  
 April 26, (Fri) Last day to drop a class or withdraw with WP/WF grades  
 April 27, (Sat) Review/Consultation/Study Period - Tuesday classes  
 April 29, (Mon) Review/Consultation/Study Period - Monday classes  
 April 30, (Tue) Final Exams Begin  
 May 8, (Wed) Final Exams End  
 May 20, (Mon) University Day Commencement

## **GRADUATE STUDENT HANDBOOK**

College of Arts and Sciences

This Graduate Student Handbook is prepared and issued by the Dean's office to serve as a reference for graduate students and those involved in graduate education in the College of Arts and Sciences at Lehigh University. The original source of the policies and procedures detailed herein is the Lehigh University *Faculty Rules and Procedures*. The Office of Financial Aid provides information pertinent to Federal and State Financial Aid. The University and the College reserve the right to change at any time the rules governing admission, tuition and fees, courses, the granting of degrees, or other regulations affecting graduate students.

Every attempt has been made to provide accurate and timely information of use to the graduate community. Comments and questions should be brought to the attention of:

**Research and Graduate Programs Office**  
**College of Arts and Sciences**  
**280 Maginnes Hall**  
**(610) 758-4280**  
**incas@lehigh.edu**

For more information on graduate studies in the College of Arts and Sciences please go to our web pages at: <http://www.cas.lehigh.edu/grad>.

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Additional information regarding the items listed below can be found in the *Graduate Student Life Guidebook* ([http://www.lehigh.edu/gradlife/Files/Orientation\\_Resource\\_Book11.pdf](http://www.lehigh.edu/gradlife/Files/Orientation_Resource_Book11.pdf))

#### GRADUATE STUDENT CONTACTS

- Graduate Student Life Office
- The Graduate Student Council
- Graduate Program Coordinators
- Graduate Alumni Committee

#### INTERNATIONAL STUDENTS AND SCHOLARS

- Office of International Students & Scholars (OISS)
- International Multimedia Resource Center (IMRC)
- English as a Second Language

#### ACADEMIC SERVICES

- Library Facilities
- Media Resources and Services
- Computing Resources and Services

#### STUDENT SERVICES

- Career Services
- Health Services
- University Counseling Service
- Legal Services

#### LIVING AND SAFETY SERVICES

- Residential Services
- Religious Activities
- Student Identification Cards
- Motor Vehicle Registration
- University Police

**College of Arts and Sciences**  
Donald Hall, Dean

**Graduate Programs Office Staff, Maginnes Hall – Room 280**

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Mary Ann Haller, Administrative Coordinator	mh0h	758-4280
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**Department and Program Staff**

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*Murray Itkowitz, Chair*

Kathryn Iovine, Faculty Graduate Coordinator	mki3	758-6981
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**Chemistry, Seeley Mudd Building – Room 781**

*Robert Flowers, Chair*

Rebecca Miller, Faculty Graduate Coordinator	rsm4	758-3676
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**Earth & Environmental Sciences, STEPS Building – Room 109**

*Frank Pazzaglia, Chair*

Steve Peters, Faculty Graduate Coordinator	scp2	758-3957
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**English, Drown Hall, Room 101**

*Scott Gordon, Chair*

Dawn Keetley, Faculty Graduate Coordinator	dek7	758-5926
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**History, Maginnes Hall – Room 346**

*Stephen H. Cutcliffe, Chair*

Roger Simon, Faculty Graduate Coordinator	rds2	758-3368
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**Mathematics, Christmas-Saucon Hall – Room 109**

*Wei-Min Huang, Chair*

Terrence J. Napier, Faculty Graduate Coordinator	tjn2	758-3755
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*Volkmar Dierolf, Chair*

Dimitris Vavylonis, Faculty Graduate Coordinator	div206	758-3724
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**Political Science, Maginnes Hall, Room 307**

*Richard K. Matthews, Chair*

Laura Olson, Faculty Graduate Coordinator	lko1	758-3346
Veronica Jurasits, Graduate Coordinator	vtj2	758-3340

**Psychology, Chandler-Ullmann Hall, Room 217***Ageliki Nicolopoulou, Chair*

Michael Gill, Faculty Graduate Coordinator m j g 6 758-6577

Teri Loew, Graduate Coordinator t m l 6 758-3630

**Sociology/Anthropology, Price Hall***Nicola Tannenbaum, Chair*

Ziad Munson, Faculty Graduate Coordinator z i m 2 758-3821

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**Interdisciplinary Graduate Programs Office, Maginnes 490***Sherry Buss, Director, Programs Staff* s l b 9 758-5546**American Studies***Edward Whitley, Director* e d w 2 0 4 758-3321

Mary Harnett, Graduate Coordinator m t h 2 0 4 758-4745

**Environmental Initiative***Donald Morris, Director**John Gillroy, Graduate Director* j m g 3 0 4 758-5964

Mary Harnett, Graduate Coordinator m t h 2 0 4 758-4745

**Office of International Students & Scholars Staff, Coxe Hall**Gang Wang, *Director* g a w 3 1 2 758-6377

Gisela M. Nansteel, Immigration Coordinator g m n 0 758-4859

Jeanne Tan Ma, Assistant Director j e t 2 0 6 758-4873

William Hunter, Fulbright Representative w d h 3 758-4505



## 1.0 Graduate Programs

### Academic Departments with Graduate Programs

Graduate degrees are offered by the following academic departments:

Biological Sciences – M.S., Ph.D.

Chemistry – M.S., Ph.D.

Earth and Environmental Sciences – M.S., Ph.D.

English – M.A., Ph.D.

History – M.A., Ph.D.

Mathematics – M.S., Ph.D.

-Statistics – M.S.

Physics – M.S., Ph.D.

Political Science – M.A.

Psychology – M.S., Ph.D.

Sociology – M.A.

### Interdisciplinary Graduate Study and Research

In addition to offering graduate degrees in academic departments, the College of Arts & Sciences offers interdisciplinary graduate degrees in the following fields:

American Studies – M.A.

Clinical Chemistry – M.S.

Environmental Policy & Design – M.A.

Photonics – M.S.

Polymer Science and Engineering – M.S., Ph.D.

For more information and a person to contact, consult the online [Lehigh University Catalog](#).

### Certificate Programs

#### Department of Chemistry

Analytical Principles of Pharmaceutical Science

BioOrganic Principles of Pharmaceutical Science

Regulatory Affairs in a Technical Environment

#### Department of Psychology

Stereotypes, Prejudice, Discrimination and Intergroup Relations

Cognitive Science

#### Environmental Initiative

Environmental Law and Policy

#### Women's Studies

Women's Studies Graduate Certificate

## 2.0 Policy and Procedures

### 2.1 Admissions

A student who has taken the bachelor's degree or a degree in technology at a recognized college, university, or technical institution may be admitted as a graduate student and, by permission of the graduate and research committee, may pursue coursework leading to an advanced degree.

To be considered for admission as a graduate student, the candidate applies online to the department/program. The decision to admit a student normally rests with an admissions committee and/or the department chairperson or program director. An offer of admission stands for one year following the semester for which the offer was made. If more than one year elapses, the prospective student's department reserves the right to reconsider the original offer.

Please visit the [CAS Graduate Studies Application](#) website for admission deadlines.

There are three categories of graduate students in the College of Arts and Sciences: *regular*, *associate* and *non-degree*. Only students so classified (or qualified Lehigh undergraduates) may register for graduate courses (those designated 400-level) and take such courses for credit.

Lehigh University does not discriminate against any person based on age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status. For students, this applies to educational programs, residential environments, athletics and other co-curricular programs, social and recreational programs, and student services. For faculty, staff, and student employees, this applies to all employment decisions, including selection, benefits, compensation, tenure, training and educational programs, transfer, promotion/demotion, layoff, return from layoff, and termination.

Any Lehigh student or applicant for student status, faculty or staff member, or applicant for faculty or staff positions has the right to make a complaint of discrimination. In cases involving harassment, the complaint should be filed in accordance with Lehigh's Policy on Harassment, which specifies procedures for both informal and formal resolution. Other complaints of discrimination should be made to any of the following people:

- A staff member in the Dean of Students Office or Human Resources;
- An academic department chair;
- An administrator (for the purposes of this policy, administrators include academic associate deans and deans of the four colleges, vice provosts, assistant and associate vice presidents, vice presidents, and the president);
- The Ombudsperson;
- The Provost;
- The Vice President for Finance and Administration

These people will be knowledgeable about this policy and can offer guidance in obtaining further assistance. Any general concerns about discrimination should be sent to the Provost (for

faculty and students) and the Vice President for Finance and Administration (for staff) whose responsibilities include handling complaints and keeping Lehigh in compliance with this policy.

### 2.1.1 Regular Graduate Student Admission

Only *regular* graduate students are candidates for advanced degrees. Applications for admission must be filed according to posted deadlines (see [www.cas.lehigh.edu/grad](http://www.cas.lehigh.edu/grad)) and before the start of graduate registration. The materials required for admission as a regular graduate student are consistent across the College, although each department determines its own admissions standards once the minimum CAS requirements are met (see p. 3). A complete application consists of:

- 1) completed online application;
- 2) official transcripts for all post-secondary education;
- 3) official record of Graduate Record Examination (GRE) score and subject test scores, where required;
- 4) two letters of recommendation (some departments require 3 letters of recommendation);
- 5) \$75 application fee. *Under no circumstances will the application fee be waived.*

Prospective students who are non-native speakers of English are required to take the Test of English as a Foreign Language (TOEFL) Internet-Based Test (iBT). Please contact your department or program of choice for the required acceptance scores. Note: For any student who has taken the TOEFL Paper-Based Test (PBT), please contact your department or program of choice to be sure that this score is acceptable. The TOEFL Computer-Based Test (CBT) has been discontinued and is no longer valid for admissions. The TOEFL test may be waived if a student has obtained a degree from an English only university in an English speaking country and demonstrates effective English language skills.

#### **Only complete applications will be considered for regular admission.**

To be considered for admission as a *regular* graduate student, an applicant must satisfy at least one of the following conditions:

- 1) have an undergraduate grade-point average (GPA) of at least 2.75 out of 4.0;
- 2) have an average of at least 3.0 for the last two semesters of undergraduate study;
- 3) have scores at or above the 75th percentile on the GRE or other recognized exam;
- 4) have a graduate GPA of at least 3.0 on a minimum of 12 hours of graduate work at other institutions;
- 5) have successfully completed the probationary conditions as an *associate* graduate student as described below.

Satisfying at least one of these five conditions is necessary but may not be sufficient for admission as a *regular* graduate student. Some departments may require additional criteria.

If a department wishes to offer admission to a student who fails to meet at least one of the above five requirements, the department is required to submit its recommendations to the Research and Graduate Programs Office with an explanation. Cases which cannot be resolved by the chairperson, program director, or the associate dean will be referred to the Graduate and Research Committee for a decision.

Completed applications accompanied by requests for financial aid must be submitted by January 1 for admission in the following fall semester. Applications received after the deadline will be considered on a space-available basis.

### **2.1.2 Associate Graduate Student Admission**

Prospective graduate students who do not qualify for *regular* student status may be offered *associate* student status. Applications for admission submitted during the late admission period between the end of the regular admission period and the first day of classes can only be granted *associate* status.

Individuals who are admitted to *associate* student status during the late admission period but who are qualified for *regular* student status may petition for the latter after the start of classes, provided all documents have been received and are in order. There is no late application fee.

Other associate graduate students must meet the following conditions before they may petition for regular status: completion of the first nine credit hours of courses numbered 300 or higher with at most one grade of below B-. Students receiving a grade lower than C- will be dropped from the program. Students should note that individual departments may impose more rigorous probationary standards.

After the probationary period of 9 credit hours is completed, an *associate* student must petition for *regular* student status in order to continue graduate studies at Lehigh. The *regular* status admission documents must be submitted at this time, if they have not been previously submitted. Courses completed during a successful probationary period may count toward a graduate program if they are part of an approved program.

*Associate graduate students are not eligible for departmental, college, or university-based financial aid.*

### **2.1.3 Non-Degree Seeking Students**

In addition to degree programs, there are two non-degree options as well: (1) Regular non-degree and (2) Non-degree for external certification. Regular non-degree admission is for students that wish to take up to 12 credits of graduate coursework without seeking a degree. Non-degree for external certification students are admitted to pursue coursework for the purpose of obtaining certification through an external accrediting agency. They complete the coursework for the appropriate certification, with the number of credits being dictated by the external

accrediting agency. Given this external control of credit requirements, the number of credits will vary and will typically exceed the 12-credit limit for regular non-degree students. A student admitted as non-degree for external certification may subsequently be admitted to a degree program, but needs to do so through a petition that includes all components required for admissions consideration by that degree program.

International students are required to demonstrate English language skills equal to those required of degree-seeking students. Graduate students who are non-native speakers of English are required to take the Test of English as a Foreign Language (TOEFL) Internet-Based Test (iBT). Please contact your department or program of choice for the required acceptance scores. Note: For any student who has taken the TOEFL Paper-Based Test (PBT), please contact your department or program of choice to be sure that this score is acceptable. The TOEFL Computer-Based Test (CBT) has been discontinued and is no longer valid for admissions. The TOEFL test may be waived if a student has obtained a degree from an English-only university in an English speaking country and demonstrates effective English language skills.

Admission decisions for non-degree students are made by the faculty coordinator of the appropriate department or other responsible official designated by him/her for this purpose. The signature of the designated official on the application and registration forms confers admission to the non-degree graduate student status. Informal transcripts will be accepted for initial admission, but formal transcripts must be on record before the student can receive any transcript or grade report from the university or enroll for additional courses.

*Students in a non-degree status are not eligible for departmental, college, or university-based financial aid.*

### **2.1.4 Lehigh University Undergraduates**

A Lehigh undergraduate with a 3.0 cumulative grade point average who has achieved Junior standing may 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 Research Committee. Undergraduates at Lehigh who are within a few hours of meeting the requirements for a baccalaureate degree may, with the special approval of the graduate and research committee, enroll for 12 credit hours of study for graduate credit (6 in the P.C. Rossin College of Engineering and Applied Science). Lehigh undergraduates may apply course credits taken in the undergraduate program toward a graduate degree under the following conditions: (a) the course credits are not submitted as part of the requirement for an undergraduate degree; and (b) courses for possible graduate credit are approved in advance by the course instructor, department chairperson, and the associate graduate dean of the college. The student must receive a grade of B- or better in order for the course to be applied toward a graduate degree.

### **2.1.5 Readmission**

A student who has not been registered in a Lehigh graduate program for one year must petition for readmission. Petitions must be approved by the student's department of study and forwarded to the Research and Graduate Programs Office.

## **2.2 Graduate Student Orientation**

The [Graduate Student Life Office](#) offers a new student general orientation to provide information about student life, computing and library services, and to strengthen the graduate community campuswide. General orientation is offered the week before school in the fall and spring. All departments and programs offer a new student orientation to provide information about registering for courses and departmental procedures. These orientations usually take place at the beginning of the fall semester.

Teaching and laboratory assistants also attend mandatory workshops designed to acquaint them with the responsibilities of these positions as well as provide rudimentary skills to help them carry out their duties. These workshops are usually held the week before fall and spring classes begin and are organized by the Graduate Student Life Office. TAs and Lab RAs who fail to complete the required training and testing may not be allowed by their departments to continue with their assignments. *Lab Safety* training is federally mandated for anyone working in a laboratory.

The Office of International Students & Scholars conducts its own orientation for graduate students and international scholars holding non-immigrant visas. This orientation covers topics pertinent to students and scholars from other countries who may require additional assistance. It is held during the two week period before fall classes begin.

For more information on Graduate Orientation please go to the [Orientation Website](#).

## **2.3 Registration**

### **2.3.1 Schedule Limitations**

All graduate students using Lehigh University resources must be registered. No graduate student may register for more than 16 credits per semester. University employees may register for, at most, two courses per semester with appropriate approval. The maximum registration in a summer session is two concurrent courses and no more than 14 summer credits. Half-time graduate student employees of the university (*e.g.* half-time teaching assistants or half-time research assistants) may not take more than 10 credit hours of graduate work in any one semester. Graduate students under contract to devote not more than one-third of their time to university employment may take a maximum of 12 credit hours in any one semester. Graduate students who are employed elsewhere and can give only part of their time to graduate work must restrict the size of their course load accordingly.

### 2.3.2 Full-time Status

Full-time status is indicated for graduate students who register for a minimum of 9 credit hours each semester or 6 credit hours in a summer session. Full-time students may not be employed full-time. After fulfillment of degree credit hour requirements, and in some other circumstances, full-time status may be maintained when the student is registered for fewer than 9 credit hours. In such cases, the status must be certified by the department and by the Research and Graduate Programs Office. Full-time status may be maintained for students who have completed all degree credit hour requirements, even when not registered for courses, while continuing a program of full-time research. In this case, the student's status must be certified each semester on the Graduate Full Time Certification request form and approved by the department and the Research and Graduate Programs Office.

Full-time status for a graduate student is important for at least four reasons: 1) only full-time students are eligible for assistantships; 2) international students may require full-time status for compliance with visa requirements; 3) such information is used as input to university and national surveys on graduate education; and 4) less than full-time status may affect a student's loan status and financial aid.

### 2.3.3 Registering

Registration for current graduate students is held during the previous term at a time designated in the University calendar. Graduate students must register at that time. Students may register on-line. Students should consult with their advisers concerning appropriate course selections and to receive an alternate PIN number.

New graduate student registration is usually held in the week prior to the official start date of classes. On-line registration procedures can be found on the [Registrar's website](#). New students receive their LIN/PIN in their offer letter. If you have set up your Lehigh email account, contact your department about registration. If you have not received your LIN/PIN, please come to the College of Arts & Sciences Research & Graduate Programs Office, Room 280 Maginnes Hall.

### 2.3.4 Auditing Courses

A graduate student desiring to audit a graduate course should register for the scheduled credit hours listed. If a graduate student wishes to attend only certain portions of graduate courses, he or she may do so with the prior approval of the course instructor and the adviser. **Audits do not count towards the Ph.D.**

In no case shall a student who has attended a course as an auditor be given an anticipatory examination for credit or register for the same course in the future. A student completing a course in this manner will have the course and the notation AU indicated on the

permanent record. A student rostered on an audit basis may be withdrawn from the course with a grade of W for poor attendance.

### 2.3.5 Late Registration Penalties

A \$100 late registration fee will be assessed of students who fail to register during the registration period. New students who register between the second and tenth day of class during the fall and spring semesters and the second and fifth day of class during the summer sessions will also be assessed a late fee. Students who have not completed the registration process by the tenth day of the regular academic semester or by the fifth day of a summer session will not be permitted to attend class.

## 2.4 Graduate Student Petitions

[Graduate Student Program Petition Link](#)

### **Providing Support for Graduate Student Petitions:** Increasing the Odds of Achieving Desired Outcomes

At Lehigh, one often hears, “A student can appeal anything.” While this may be true, it is also true that not all petitions are successful. The Committee on the Standing of Graduate Students (SOGS) meets every other week, including some meetings in the summer, and we typically hear between four and 12 petitions at each meeting.

Our desire is to see that petitions that should be approved are approved and ones that should be denied are denied. The best situation would be for every petition to provide the information needed to make an informed decision and for petitions to be treated equitably. In order for this to happen, it is important that faculty members make sure they provide enough information to make clear why they support or oppose a petition.

This brief guide outlines the petition process at Lehigh and offers some ways to enhance the likelihood that a petition is judged appropriately. Many of these suggestions may seem obvious to you, but members of SOGS can tell you that we view petitions at every meeting that do not follow them. Further, associate deans often send back proposals that fail to provide the necessary information and this slows the process by which petitions are considered.

A brief description of the petition process at Lehigh, arranged chronologically:

1. A student obtains a petition form and writes (1) What action he/she wants taken \***“I respectfully request: ...] and (2) Why that action is more appropriate than the action already taken \***“Reasons: ...”**+**. The student fills out the top of the petition, providing contact information, and then signs and dates the form.



2. The signed form then goes to the student's academic adviser. That adviser reviews the petition, makes a recommendation \*"Approve" or "Deny"+, provides any justification for his/her recommendation, and then signs and dates the form.
3. The doubly signed form goes next to the graduate coordinator who reviews the petition and any attachments, makes a recommendation \*"Approve" or "Deny"+, provides any justification for his/her recommendation, and then signs and dates the form.
4. The triply signed form next goes to the department chair who reviews the petition and any attachments, makes a recommendation \*"Approve" or "Deny"+, provides any justification for his/her recommendation, and then signs and dates the form.
5. Now carrying four signatures, the petition form goes to the dean's office where the associate dean reviews the petition and any attachments, makes a recommendation \*"Approve" or "Deny"+, provides any justification for his/her recommendation, and then signs and dates the form.
6. The petition leaves the college at this point and goes down to the registrar's office. The registrar reviews the petition and any attachments, checks the student's record for any additional relevant information, and determines if the petition is covered by a recent precedent by the SOGS committee. If so, the registrar acts on the petition based on that precedent. If not, the registrar distributes the petition electronically to all members of SOGS and schedules it for discussion at the next SOGS meeting.
7. The SOGS committee meets to discuss the petition and then makes a decision on whether to approve or deny it. The registrar's office then notifies the petitioner of the decision of the committee.
8. If a petitioner is not satisfied with this decision, he or she may appeal to the Graduate and Research Committee (GRC). This appeal should be in the form of a letter to the GRC that the student delivers to the chair of the GRC. In this letter, the student should make clear (1) what action he or she wishes taken instead of the action taken by SOGS, (2) why the action taken by SOGS was inappropriate, and (3) why the requested action is the more appropriate action.
9. The GRC as a whole will then consider the student's appeal and issue its decision.

Now some suggestions for faculty in supporting or denying a graduate student petition:

Suggestion	Explanation
Make sure requested action is clearly indicated:	If student does not make clear in his/her statement on the petition what he or she is requesting, don't sign the petition. Instead, send it back to the student for clarification. A petition that is unclear about what it is requesting should never move forward and you cannot make a recommendation on such a petition.

Always make a recommendation:	Before you sign your name, write “Approve” or “Deny.” It is not enough to simply sign your name. Don’t make those after you in the petition process guess what you intended. If they are uncertain, they will likely send the petition back to you and that slows the process down.
Always include an approved plan with requests for doctoral extensions:	When a graduate student is requesting an extension to the 7-year period, the petition must have attached to it a timeline for completion that includes key milestones (like qualifying examination, comprehensive exams, proposal presentation, research/data collection, dissertation write-up, and dissertation defense). The doctoral adviser needs to state in writing that he or she believes that this new schedule is reasonable and that the student is capable of meeting it. While this does not bind the adviser, he or she should be candid about the likelihood of the student finishing. It is not a kindness to prolong the timeline of a student who is not likely to finish.
Provide documentation for petitions to drop a class after 10 days with a refund:	Any time a student petitions to drop a class and receive a refund, a statement from the instructor confirming last day attended must be attached to the petition. This determines how much the student gets back in refund. If this statement is not included, SOGS will not act on the petition until it is provided.
Recognize that dropping a class and getting a full refund is rare:	It is important to recognize that receiving a full refund is rare. Fortunately, there is a medical refund and it is quite generous.
For extended absence, request a leave of absence, not an extension:	If a student has been (or expects to be) away from graduate study for one or two years for professional, personal or health reasons, consider requesting a leave of absence rather than an extension. Leave of absences for changing jobs, family events, and medical reasons are almost always granted and they extend the doctoral clock automatically.
For anything unusual, give a justification:	While many requests are straightforward, other requests are not. If there is anything unusual about what a student requests in a petition, attach a statement telling why you support it or don’t support it. This need not be a long statement, but it makes a big difference to those after you in the petition process if you state your reasons for the recommendation you make.
Only approve deserving petitions:	If a petition is worthy of support, approve it. If, however, you do not think it should be approved, deny it. It is not fair to the signers that follow you in the process for you to pass the task of denying to them. Ideally, a petition should come to SOGS with unanimity in recommendations.

## 2.5 Graduation

### 2.5.1 Application for Degree

A student must be registered in the semester in which the degree is conferred. If a student is not registered for a course, he/she must register for maintenance of candidacy (Section 4.4.6). Candidates for September degrees do not need to be enrolled the summer preceding the degree if they were enrolled both fall and spring of the current academic year.

Candidates for Masters and Doctor of Philosophy degrees must fill out an Application for Degree (two-part form) at the Registrar's Office. Below are the filing deadlines for May graduation and to receive the degree in September or January. Degree applications filed late will incur a fee of \$40.

<b>Graduation Date</b>	<b>File Application By</b>
May (University Commencement)	March 1
<b>Receive Degree</b>	<b>File Application By</b>
January	November 1
September	July 1

Please find below a links to forms needed for graduate students:

- [Application for Degree](#)
- [Full-Time Certification Form](#)
- [Interdepartmental Clearance Form](#)
- [Master's Degree Program Form](#)
- [Graduate Student Program Petition](#)
- [Graduate Transfer Credit Approval Form](#)
- [Open Access Permission Form for Electronic Thesis or Dissertation](#)
- [Doctoral Dissertation Exam Form](#)

### 2.5.2 Clearance

Before the awarding of a degree, graduate students must receive *clearance* from the University. The following obligations must be satisfied:

- 1) students must be certain that they have completed all coursework for any incomplete grades that they have received;
- 2) theses and dissertations must be cleared by the appropriate authority. Theses are cleared by the Registrar's office, while dissertations are cleared by the Research and Graduate Programs Office;

- 3) financial obligations must have been met. Tuition, fees, bookstore charges, library fines, and motor vehicle fines must all be paid before getting clearance for graduation;
- 4) all library books must be returned;
- 5) students must turn in their student identification cards at the I.D. card office
- 6) the interdepartmental clearance sheet must be completed. This form requires the signature of the student's department chairperson, the Bursar, and Facilities Services before it is submitted to the Registrar at least three days before graduation.

Please go to the Current Graduate Student website for [Graduation Deadlines](#).

## 2.6 Tuition and Expenses

### Tuition and Fees for 2012-2013

Per credit hour	
<i>Tuition</i>	\$1260
<i>Audit</i>	\$1260
Per semester	
<i>Maintenance of Candidacy (Masters &amp; Doctoral)</i>	\$1260

### Tuition Payment

Graduate students must register for courses during the registration period and pay tuition during the week before classes begin. Students receiving University or College Fellowship, TA/GA, Scholarship credits payments will be made to your account by the College of Arts & Sciences, Research & Graduate Programs Office. Students receiving 50/50 or Education rate, payments will be made to your account after the 10th day of class each semester. Students should take care of their portion or make payment arrangements with the Bursars Office.

Research Assistants whose tuition is paid for by research projects are to have their tuition award forms forwarded by their departments to the Office of Research and Sponsored Programs for approval. Any graduate students not receiving aid must pay their tuition bills either in person or by mail at the Bursar's Office. Receipts will be issued upon request.

Please contact the Bursar's Office at 610-758-3160 for deferred-payment plans.

### Tuition Refunds

A student in good standing who formally withdraws (within the first eight weeks of a semester) or reduces his or her course enrollment below twelve credit hours will be eligible

for a tuition refund. The refund schedule for student withdrawals and course adjustments is as follows:

First five days of class	100%
Sixth day of class	94%

For each day after the sixth day of class, a 1% decrease will occur until the 65<sup>th</sup> day of the semester (Fall semester). Thereafter, no refunds will be given. Please contact the Bursar's Office for the spring schedule.

The date used to calculate refunds is based on when a properly authorized withdrawal or drop/add is *received* by the Registrar's Office.

### Other fees

<i>Application fee (for graduate admission)</i>	\$75
<i>Late registration</i>	\$100
<i>Late application for degree</i>	\$40
<i>Late payment (after announced date)</i>	\$200
<i>Returned check fine</i>	\$35
<i>Identification card replacement</i>	\$15
<i>Thesis distribution</i>	\$55
<i>Dissertation distribution</i>	\$90

## 3.0 Financial Aid

### 3.1 Academic Awards

Continuing students who request fellowships, Research Associates, Teaching Assistants, and Graduate Assistants beginning in the fall semester must file a request with their academic department no later than **January 1**. Generally, a special committee formed by department faculty makes recommendations for the recipients of these awards based on merit. Students are not required to submit a financial statement.

In addition to their stipends, graduate students holding half-time teaching appointments generally receive tuition remission. Fellowship holders also receive a stipend and tuition award. Scholarship recipients are awarded tuition. Research assistants receive a stipend for research services, and their tuition is commonly paid directly by research projects.

Financial aid is ordinarily available only for *regular*, full-time graduate students. Teaching assistantships (TA's), research assistantships (RA's), graduate assistantships (GA's), fellowships, and scholarships are academic awards made by individual academic departments or

by the Dean's Office. Several graduate assistantships unrelated to particular study areas exist. (Information can be obtained from the appropriate administrative offices.) Loans and work-study are distributed by the Office of Financial Aid located at 218 W. Packer Avenue. ***Associate and non-degree graduate students are not eligible for financial aid.***

For more information on financial aid for graduate students, please visit the Office of Financial Aid's website at <http://www.lehigh.edu/~infao/graduate/index.html>.

### **3.1.1 Scholarships and Fellowships**

These awards are made to graduate students who demonstrate superior qualifications and performance. There are three types of awards: 1) scholarships which consist of credit awards to be applied towards tuition; 2) Dean's and University fellowships which provide both stipend and credit awards for tuition; and 3) named fellowships for students in a particular discipline. (These last awards consist of a stipend plus credit awards for tuition.) Not all disciplines have these awards. Credit awards generally consist of up to 10 credit hours per semester.

### **3.1.2 Teaching Assistants and Graduate Assistants**

*Teaching Assistant (TA)* and *Graduate Assistant (GA)* are terms used to describe specific types of Lehigh University student employees. Their duties are generally set by the departments or offices that employ them, but certain conditions must be satisfied before a student can be classified as a TA or GA. These include:

- 1) each TA/GA must be a *regular* full-time Lehigh graduate student. This status normally requires registration for at least 9 credit hours per semester, or maintenance of candidacy;
- 2) a TA/GA is a half-time position, and each TA/GA provides services to Lehigh University of up to 20 hours per week. No other employment on or off campus is allowed for TA/GA positions without prior approval from the Research and Graduate Programs Office;
- 3) each TA/GA must be paid a specific stipend which is set for the academic year by the Dean's office after consultation with the Director of Budget;
- 4) qualified TAs/GAs receive tuition remission for, at most, 10 credit hours in a regular semester. No TA/GA may register for more than 10 credit hours. A student who is a TA/GA during both semesters of the preceding academic year is entitled to a maximum of three hours of thesis, research, or dissertation registration (not course credit) in the following summer without payment of tuition;

- 5) each TA/GA is appointed by a process which begins with a formal letter of appointment issued by the appropriate department chairperson. The appointment letter specifies standard university conditions, including stipend level, time of arrival, length of service, and satisfactory academic progress and performance of duties. Each department chairperson submits written notification of TA/GA appointments to the Dean;
- 6) tuition remission for qualified TA/GA is authorized by the Dean as part of the registration process.
- 7) To ensure sufficient time and effort for your academic studies full time Graduate Students holding a TA/GA position may not accept any other assistantship or seek additional employment inside or outside the University without the prior written approval of the Associate Dean for Graduate Programs & Research, in the College of Arts and Sciences, Room 280 Maginnes Hall.

The Graduate and Research Committee endorses academic guidelines for new Teaching Assistants which exceed minimum admission requirements. Each TA should satisfy one of the following:

- 1) a GPA of at least 3.0 or better in the undergraduate major field of study;
- 2) a GPA of at least 3.5 in the senior year major field of study;
- 3) rank in the 85<sup>th</sup> percentile or higher on the GRE or other standardized test;
- 4) a GPA of 3.5 in at least 12 hours of graduate work in the major field.

Exceptions to these guidelines shall be made only with the approval of the Research and Graduate Programs Office.

In addition, each TA must make normal progress toward a graduate degree. *The definition of normal progress may vary among departments, but the criteria for satisfactory progress are established by the department faculty and the Graduate and Research Committee.* Teaching assistants who fail to satisfy these criteria are ineligible for reappointment.

In addition to a minimum passing TOEFL score, Teaching Assistants whose native language is not English must have on record with the ESL Program and their academic department a

SPEAK score of 230+ or TOPSS scores of 3.0+ in both presentation and speaking skills in order to work with Lehigh undergraduates in academic settings (i.e., classrooms, recitations, labs, office hours, etc.). Those whose SPEAK score is between 200-225 or TOPSS scores are between 2.0 and 3.0 may also be appointed as TAs, but they are required to attend ESL courses at Lehigh until their scores are at least 230 (for SPEAK), 3.0 (for TOPSS) or until they no longer have a TA position. A SPEAK score below 200 or TOPSS scores below 2.0 eliminates an international graduate student from being appointed as a TA.

The SPEAK and TOPSS are given at scheduled times throughout the academic year. Contact the ESL Program (ext. 86099) for details and for information concerning ESL courses.

Please note, the TSE has been discontinued—it has been replaced by the iBT TOEFL Speaking section.

### **3.1.3 Additional Graduate Assistantships**

Graduate students may be appointed to graduate assistantships unrelated to their areas of study, with approval of the chairperson of the department concerned. Graduate assistants are full-time students and are normally expected to devote half time to the service of the university. Appointment is for one year, and tuition fees are remitted.

The availability of these assistantships is based on the needs of the individual departments. GA's are employed regularly by the Office of the Vice President for Student Affairs, the Dean of Students Office, the University Counseling Service, the Office of International Education, and by Career Services.

### **3.1.4 Research Assistants/Project Assistants**

Graduate students employed on research projects are designated as either research assistants or project assistants and are not eligible for university benefits. Appointment is offered by the principal investigator or project director in consultation with the chairperson of the department in charge of the student's curriculum, and is reviewed by the Office of Research and Sponsored Programs. Research assistants are candidates for graduate degrees, devoting full time to a program of graduate work (which may include teaching, research, and other academic activities as well as courses), and are appointed to receive compensation for participating in a research program by which they meet requirements for the degrees sought. Compensation consists of a stipend and tuition remission.

Graduate Project Assistants are appointed by research project directors, after consultation with the chairperson of the department of the student's curriculum, and upon review by the director of the Office of Research and Sponsored Programs. Graduate Project Assistants provide services to research projects for research work that does not fulfill degree requirements.

Joint appointments as teaching assistant, research assistant, and graduate project assistant are permissible up to half-time, subject to appropriate approvals.



A compensation schedule for student appointments on research projects is published annually by the Office of Research and Sponsored Programs. This document, *Administrative Procedures for Graduate Degree Candidates on Research Appointments*, provides detailed information on:

- 1) definitions of duties of research assistants and project assistants;
- 2) stipend ranges;
- 3) tuition and registration.

## **3.2 Other Financial Aid**

Loans and work-study employment are distributed by the [Office of Financial Aid](#), 218 W. Packer Ave., (610) 758-3181. A student's official classification with the Registrar governs the way in which the loan coordinator for the Office of Financial Aid must certify the loan application. Anyone with *associate* graduate student status is, by definition, not a degree-candidate graduate student and therefore does not qualify to borrow under the Federal Family Educational Loans program at the graduate student rate. You may be eligible to borrow as a fifth-year undergraduate on a prorated basis. Questions may be directed to the loan coordinator.

A brief synopsis on loans and work-study awards is given below. Further literature, as well as all required forms, is available from the Office of Financial Aid. The Financial Aid Transcript (FAT) is required from each post-secondary school attended whether or not financial aid was received.

### **3.2.1 Loans and Work-Study Awards**

Graduate students may apply for the federally funded Stafford and Perkins loans, and Federal Work-Study through the Office of Financial Aid located at 218 W. Packer Avenue. These funds are awarded on the basis of demonstrated need using the Free Application for Federal Student Aid. In addition, the University requires a university application (Graduate Student Financial Aid Application) and a copy of the student's and spouse's (where applicable) most recent (2011) federal tax return and W-2. Applications for loans cannot be processed, and funds cannot be disbursed, until the FAFSA, and attending forms, are received and reviewed. Because Stafford loans are financed through commercial lenders, their availability is virtually assured if a student qualifies. There is, however, only limited availability of Federal Perkins loans, and Work-Study.

Eligibility for student loans is based on: (1) the number of credits to be taken, (2) the amount of assistance received, and (3) the calculated financial need. Any change to the number of credits to be taken, or the amount of aid received may affect loan eligibility. To avoid problems with your loan application, it is important that you notify the Office of Financial Aid of any changes in your enrollment or in the amount of aid received. Unfortunately, students frequently change the number of rostered credit hours, or receive Graduate School aid, after their

loan application has already been processed. When either of these things happen, a student's eligibility may change dramatically.

Literature on student loan programs is available through the Financial Aid Office or the website ([www.lehigh.edu~infao/graduate/index.html](http://www.lehigh.edu~infao/graduate/index.html)).

## 4.0 Degree Requirements

### 4.1 Academic Standards

#### 4.1.1 Grades

Course grades and their weightings are as follows:

A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), F (0).

#### 4.1.2 Minimum Academic Standards

Grades below C- will not count towards graduation. **Students with more than four grades below B- in courses numbered 200 or higher will not be permitted to continue in their program.** Pass-fail registration for graduate students is not permitted. Grades are not reported for dissertation registration.

The following guidelines state the minimum requirements for all graduate students. Individual degree programs may have higher standards.

Associate and Non-Degree Students: will be placed on probation when they receive their first grade below a "B-" and will be dropped for poor scholarship at the end of a term when the student has accumulated either two "C", "C-" or "C+" grades or one grade below "C-". If an associate student is assigned two grades below a "B-" in the same term the student is eligible to be dropped without any term on probation. Once on probation, students remain on probation until they are granted regular status or receive degree. Students who are eligible to be granted regular status but fail to apply by the regular student deadline will be evaluated according to the regular student criteria.

Regular Students: will be placed on probation at the end of the term in which they are assigned their fourth grade below a "B-" in courses numbered 200 or above and will be dropped for poor scholarship at the end of any term in which they are assigned their fifth grade below a "B-". Once regular students are placed on probation they will remain on probation until they receive their degrees.

### 4.1.3 Dropping a Course

A student dropping a course within the first 10 days of the semester (5 days for summer sessions) will have no record of the course on the transcript. A student dropping all courses for which he or she is registered is considered to be withdrawing from the university. A student who drops a course after the tenth day of instruction and before the end of the eleventh week of instruction will have a grade of “W” assigned to the course. A student who drops a course after the eleventh week of instruction and before the end of classes receives a “WP” or “WF” at the discretion of the instructor. A “WF” is considered to be a failing grade. An *Add/Drop Form* signed by the student’s adviser must be submitted to the Registrar’s Office before the deadlines noted above.

### 4.1.4 University Withdrawal

A student withdrawing from the university (dropping all courses during a given term) must submit the *Add/Drop Form* signed by the adviser to the Research and Graduate Programs Office. Withdrawal after registration day and during the first eleven weeks of instruction will be noted on the academic transcript by assigning a grade of “W” to all courses. A withdrawal after the eleventh week of instruction and before the end of classes will have the grade of “WP” or “WF” assigned for each course at the discretion of the instructor. The date of the withdrawal will be noted on the academic transcript.

### 4.1.5 Incompletes

An incomplete grade (N) is used to indicate that one or more course requirements have not been completed. It is the obligation of the student to explain to the satisfaction of the instructor that there are extenuating circumstances (*e.g.* illness or emergency) which justify the use of the N grade. If the instructor feels the N grade is justified, he or she assigns a grade of N supplemented by a parenthetical letter grade (*e.g.*, N[B]). In such cases, the instructor calculates the parenthetical grade by assigning an F (or score 0) for any incomplete work unless he or she has informed the class in writing at the beginning of the course of a substitute method for determining the parenthetical grade. Parenthetical grades are not required for thesis or research courses.

Graduate student incomplete course grades that are not removed remain as N or N(grade) on the student record for one year. After one year, the N grade will be converted to an F and the N(grade) will be converted to the parenthetical letter grade. Incomplete grades may be extended an additional year with approval of the course instructor and the graduate coordinator. After two years, outstanding incomplete grades would be converted to the parenthetical mark. Past two years, students could appeal to the Committee on Standing of Graduate Students (SOGS) with a timeline and plan for completion. Thesis or research project N grades may remain beyond one year until the work is completed.

#### 4.1.6 Absence from the Final Exam

The grade X is used to indicate absence from the final examination when all other course requirements have been met. The grade in parentheses is determined by including in the grade calculation an F (or score 0) for the missing final exam. The X grade may be removed by a make-up examination if the absence was for good cause (*e.g.* illness or other emergency). To be eligible for a make-up examination, a graduate student must file a petition and the Graduate and Research Committee must approve the petition. The instructor schedules and administers the make-up exam.

The XN grade is used to indicate both absence from the final examination and incompleteness of one or more course requirements. The instructor calculates the parenthetical grade using an F (or zero score) for the final examination and either an F (or zero score) or a substitute method of calculation for the incomplete work. The X part of the grade is removed by the procedures described above. Graduate students have a calendar year to complete course work following an N grade unless an earlier completion deadline is specified by the instructor. N grades which are not removed remain on the record of graduate students. All petitions for exceptions are sent to the Graduate and Research Committee. Parenthetical grades are not required for thesis or research courses.

### 4.2 Master's Degree Requirements

**4.2.1 Time and Registration:** The Master's Degree is granted to properly qualified students who complete satisfactorily at least two full semesters of advanced work. *Candidates for the Master's degree have six years in which to complete their programs*, beginning when the student first registers for courses. Students should confer with their advisers about specific department and program course requirements.

**4.2.2 Program for the Master's Degree:** In meeting the requirements for the degree, the student complies with the following regulations:

- 1) complete the form *Program for Master's Degree* listing the courses proposed to satisfy the degree requirements. This program must have the approval of the chairperson of the student's major department. The form must be submitted to the Graduate Program Office and approved by the Registrar. Submission should be as soon as possible after 18 credit hours toward the degree have been completed. Approval of the program by the Registrar signifies that the student has formally been admitted to candidacy for the degree;
- 2) the "minimum" program (some departments require more) for the Master's degree includes: a) not less than 30 credit hours of graduate work; b) not less than 24 hours of 300- and 400-level course work of which at least 18 hours are from the 400 level; c) not less than 18 hours in the major field; d) not less than 15 hours of 400-level courses in the major field.

- 3) the 18 hours required in the major field are ordinarily taken in one department. Specific exceptions to this rule are mentioned in the departmental statements at the head of course listings. The remaining hours of a “minimum” program, or any part of them, may also be taken in the major department; or they may be taken in any other field in which courses for graduate credit are offered, as the needs or interests of the student may indicate, subject to the approval of the chairperson of the major department. In all cases the work for the Master’s degree is taken under at least two instructors;
- 4) a graduate student may include in his or her program courses numbered 200 or higher outside the major field and courses numbered 300 or higher in the major field. A graduate student registered in 200- or 300-level courses may be assigned additional work at the discretion of the instructor;
- 5) no course in which the grade earned is less than C- is credited toward the degree;
- 6) all work to be credited toward a Master’s degree must be in courses approved by Lehigh University. A student who receives more than four grades below B- in courses numbered 200 or higher becomes ineligible to qualify for the Master’s degree or to register for any other 400-level courses.

**4.2.3 Thesis and Comprehensive Examination:** Candidates may be required to submit a thesis or a report based on a research course of at least three credit hours, or to pass a comprehensive examination given by the major department. The department will specify which of these requirements apply and may require both. If required, the thesis or report shall not count for more than six credit hours, and thesis registration is limited to a maximum of six credit hours. If the thesis or research project involves human or animal subjects, University procedures must be followed (see *Protection of Human Subjects in Research* and *Humane Care and Treatment of Laboratory Animals*, Appendix). An electronic processing fee must be paid to the bursar, and the bursar’s receipt presented with the completed thesis. A non-thesis option exists for certain programs in the Colleges. Students should check with their departments regarding that option.

**4.2.4 Right to Publish:** Lehigh accepts no restriction on the right to publish and disseminate Master’s theses developed as part of a sponsored or non-sponsored project. However, a reasonable delay<sup>1</sup> is considered to be within the scope of free and open publication. Furthermore, all theses must be fully accessible to the Graduate and Research Committee and to the faculty.

A checklist of procedures and deadlines is provided below:

- 1) formulation of a tentative program of course work in consultation with your adviser;

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<sup>1</sup> A reasonable delay is defined as 90 days. In exceptional cases the delay may be longer, but in no event will Lehigh allow the delay to exceed one year.

- 2) filing of *Master's Degree Program* with the Research and Graduate Programs Office. Submit as soon as 18 semester hours are complete (before last semester coursework is complete);
- 3) apply for degree in Registrar's Office before date specified in catalog. **Reapplication for degree is required if student misses expected graduation date.** The Application for Degree form can be found in the Registrar's Office or on our website, [www.lehigh.edu/grad](http://www.lehigh.edu/grad);
- 4) online submission of thesis, if required by major department, and signature sheet. Thesis containing an abstract and a Bursar's receipt is due at least three (3) weeks before graduation. (See current course catalog or current graduate website for specific dates);
- 5) obtain clearance form and cap-and-gown information from the Registrar's Office. Obtain the appropriate signatures and return to Registrar. The *Cap and Gown Form* is returned to the Lehigh University Bookstore;
- 6) registration is required in the semester in which the degree is to be conferred. If there are any questions, contact the Research and Graduate Programs Office, College of Arts and Sciences, Maginnes Hall, (610) 758-4280.

### 4.3 Transfer Credits

Lehigh University Faculty policy for transfer credit towards a graduate degree:

Transfer of credit from other institutions is the responsibility of the registrar. Graduate students planning to take work at other institutions in the United States or elsewhere should initially check with the registrar on policies and procedures. Current graduate students may not be concurrently enrolled at any other institution without prior permission from the Standing of Graduate Students (SOGS) Committee. Transfer of final course marks from other institutions is not possible; only the approved credits transfer.

- Pass/Fail courses are not acceptable for transfer.
- Credits may not be transferred toward a Lehigh doctoral degree.
- Courses must be taken with graduate student status; courses taken under a limited/non degree seeking, continuing education, or simply post-baccalaureate status are not eligible.

- Courses must be designated at the graduate level and not have been used toward any prior degree. Advanced undergraduate courses are not eligible for graduate degree credit.
- Only courses for which the student received a final mark of “B” or higher will transfer. Courses for which the student received a final mark of “B-“or below will not transfer.
- Students may receive credit at Lehigh equivalent to that which was granted as indicated on the transcript of the other college/university, but only up to the number of credits for the equivalent course at Lehigh. Courses taken on the quarter system have credit granted on a 3-to-2 ratio, producing a whole number for the transfer credits (For example, 10 quarter credits of approved coursework become 6 credits at Lehigh, not 6.67).
- The Registrar determines the number of credit hours awarded upon receipt of the official transcript.

### **Additional Graduate Degree Transfer Credit Policies/Limitations**

Student petitions meeting the standards listed above are also bound by the following five limitations on course transfers into a Lehigh Master's degree program. Any request for more than six credits must be submitted with a filled out Masters Degree Program form with all appropriate approvals.

1. The maximum number of credits that may transfer in is determined by the total number of credits in the master's program:
  - Up to nine credits for programs of 36 credits or less
  - Up to twelve credits for programs of 37 to 48 credits
  - Up to fifteen credits for programs of 49 to 60 credits
2. To be eligible for credit towards a Lehigh master's program all transferred courses must:
  - Have been taken at the graduate level
  - Have been completed within four years of first enrollment into a Lehigh graduate program
  - If taken in the U.S, be offered by a U.S. institution and that institution must be accredited by one of the six regional accrediting associations: Middle States Association of College and Schools, North Central Association of Colleges and Schools, New England Association of Colleges and Schools, Northwest Association of Colleges and Schools, Southern Association of Colleges and Schools, and Western Association of Colleges and Schools.
3. To be eligible for transfer, courses from an international institution must be offered by a post- baccalaureate degree-granting institution. Credit will be evaluated on an individual basis.
4. Certain degree programs may have more restrictive policies with regard to the number of transferable credits or eligibility of courses.

5. Students must submit to the Registrar (a) the completed [Graduate Course Credit Transfer Petition form](#), (b) an official course description from the institution at which the course to be transferred is offered, and (c) an official transcript. Students may also be asked to provide a statement from the institution offering the course confirming that the course has not been used toward a prior degree.

### Procedures

1. Complete one [Graduate Course Credit Transfer Petition form](#) for each course that you wish to transfer into your master's degree program.
2. Complete **all parts** of the form and secure the necessary signatures. (Please note: Departmental recommendations are used to inform the Registrar's decision, but the Registrar is the final authority for the university.)
3. Submit the completed petition form to the Office of the Registrar, along with all attachments.
4. Once a course has been completed, you must request that an OFFICIAL transcript be sent to: Office of the Registrar, Lehigh University, 27 Memorial Drive West, Bethlehem, PA 18015

**Please note: Credits transferred into a Master's degree program will not count towards the minimum 72 (post baccalaureate) or 48 (post Masters) Ph.D. credit hour requirement.**

If you have any questions about these policies, please contact the [Registrar's Office](#) at 610-758-3192

## 4.4 Doctor of Philosophy Degree Requirements

The degree of Doctor of Philosophy is conferred on candidates who have demonstrated general proficiency and high attainment in a special field of knowledge and capacity to carry on independent investigation in that field as evidenced by the presentation of an acceptable dissertation embodying the results of original research.

### 4.4.1 Time and Registration Requirements

A candidate for the Doctor of Philosophy degree is ordinarily expected to devote 3 or more academic years to graduate work. The degree is not awarded for less than 2 full academic years of graduate work.

Graduate work done in residence at other institutions will be accepted in partial fulfillment of the time requirements, provided such work is approved by the Graduate and Research Committee and by the departments concerned.



Work of a fragmentary nature scattered over a long period of time, or work completed many years before the student becomes a candidate for the degree, is subject to special review by the Graduate and Research Committee. The extent to which such work may be credited towards fulfillment of the time requirements will be decided by the committee.

All post-baccalaureate work toward the doctorate must be completed within 10 years. A student beginning doctoral course work after an elapsed period of at least 1 semester after the Master's degree has been confirmed is granted 7 years in which to complete the doctoral program.

Doctoral students whose graduate study is carried out entirely at Lehigh University must register for a minimum of 72 credits beyond the Bachelor's degree. Students who have earned a Master's degree at another institution must register for a minimum of 48 credits. However, resident students who during their entire doctoral program, including the semester of graduation, have paid full tuition continuously (normally a minimum of 9 credit hours per academic semester) will have satisfied the tuition requirements for the doctoral degree upon completion of all other requirements. These requirements include registration for research or dissertation credits.

Full-time students working toward the doctorate normally register for a minimum of 9 credit hours per semester. If the minimum degree registration requirement is attained before formal admission to candidacy, continued registration of at least 3 credits of dissertation or Arts 499 per semester is necessary. Full-time student status must be certified by the Research and Graduate Programs Office. Complete a [Full-Time Certification Form](#) each semester to maintain full-time status.

After admission to doctoral candidacy, a student must maintain candidacy by registering in both the fall and spring semesters for 1 credit of MOC (Maintenance of Candidacy) Arts 499 and complete a [Full-Time Certification Form](#) to continue full-time status. After completion of the minimum registration requirement, plus any additional requirements of the student's department or program, registration is permitted for "Maintenance of Candidacy." The tuition charge is for 1 credit hour.

#### **4.4.2 Concentrated Learning Requirement**

To fulfill the concentrated learning requirement for the doctoral degree, a candidate must complete two semesters as a full-time graduate student or at least 18 credit hours of Lehigh graduate study within a fifteen-month period either on or off campus. The concentrated learning requirement is intended to ensure that doctoral students spend a period of concentrated study and intellectual association with other scholars.

Individual departments may impose additional stipulations. Candidates should check with their advisors to be certain that they have satisfied their concentrated learning requirements.

#### **4.4.3 Language Requirements**

Language requirements for the Ph.D. are the option of and in the jurisdiction of the candidate's department. Since the proficiency in a language is not a university requirement, each department decides which languages, if any, constitute part of the doctoral program.

#### **4.4.4 Qualifying Examinations**

Many departments require students who wish to enroll in doctoral programs to pass qualifying examinations. Since these examinations vary among departments, students should ask their advisers, graduate directors, or department chairpersons for more detailed information. If a qualifying examination is not used, students should find out how and when eligibility to pursue doctoral studies is determined.

#### **4.4.5 Doctoral Committee**

With the help of an academic adviser, the student names the faculty members of the doctoral committee, a special committee formed to guide the student through the doctoral program. The committee is responsible for assisting the student in formulating a course of study, satisfying specific departmental requirements, submitting a suitable dissertation proposal, overseeing progress in research, and evaluating the completed dissertation.

The minimum number of committee members is four. Of these, three, including the committee chair, are to be voting Lehigh faculty members. With the written approval of the dean of the college, one of the three aforementioned faculty members, each of whom must have a doctoral degree, may be drawn from categories that include departmentally approved adjuncts, professors of practice, university lecturers, and courtesy faculty appointees. This latter member may not serve as the committee chair. The fourth required member must be from outside the student's department. Committees may include additional members who possess the requisite expertise and experience. Committee membership must be approved by the University's Graduate and Research Committee; such approval may be delegated to the department or program sponsoring the degree.

At the time of admission to candidacy, a doctoral committee is appointed by the graduate and research committee to direct the work of the candidate.

#### **4.4.6 Admission to Candidacy**

Candidacy is the final stage in your Ph.D. program. Students who are Post-Master's should begin preparation to enter candidacy when they have completed approximately 36 credit hours. Post BA students should begin preparation after completing approximately 60 credit hours. Preparation for candidacy includes passing qualifying exams, forming a dissertation committee (committee must contain at least 3 department faculty and 1 member outside of the department), choosing a dissertation director and preparing a dissertation proposal which is approved by the committee.

Once these steps have been completed the following items are required for admission to

candidacy:

- a. completed application for candidacy (Click link above for application)
- b. approved original proposal with committee signatures
- c. copy of transcript
- d. signed [General Exam Form](#)

Completed applications should be sent to the Graduate Programs Office (Room 280 Maginnes Hall). Once this paperwork is processed a candidacy interview is scheduled with the Associate Dean as the final step to formally enter Candidacy.

**Graduate student must file for Candidacy at seven (7) months prior to graduation.**

If the dissertation research involves human or animal subjects, University procedures must be followed (see *Protection of Human Subjects in Research* and *Humane Care and Treatment of Laboratory Animals*, Appendix).

**4.4.7 General Examinations**

The general examination for the doctorate is designed to test the student's capacity and proficiency in the field of study although it is not necessarily confined to the content of courses that have been taken at Lehigh University or elsewhere. The examination is ordinarily taken no earlier than the end of the second year of work, nor later than seven months before the degree is conferred. The student's doctoral committee is in charge of the examination, which may be both written and oral.

If a candidate fails the general examination, a second one may be scheduled five or more months after the first. If the results of the second examination are unsatisfactory, no additional examination is scheduled.

**4.4.8 Dissertation and Defense**

Ph.D. candidates are required to write a dissertation prepared under the direction of a Lehigh University professor. The dissertation must treat a topic related to the candidate's specialty in the major subject, show the results of original research, provide evidence of high scholarship, and make a significant contribution to knowledge in the field.

Upon approval of the advising professor, the dissertation draft is submitted to the Research and Graduate Programs Office for inspection at least six weeks before the degree is to be conferred. (Exact dates are published on the [Registrar's](#) and [Arts & Sciences Graduate](#) websites). See [Dissertation Guidelines](#) for approved format and timeline. Please find deadlines and helpful tools on the [Graduation Management Assistant](#) website. Please contact MaryAnn Haller in the Research and Graduate Programs Office at 610-758-4280 or [mh0h@lehigh.edu](mailto:mh0h@lehigh.edu) to schedule your draft appointment.

**5.0 Master's Thesis and Ph.D Dissertation Guidelines can be found at [www.cas.lehigh.edu/grad/current](http://www.cas.lehigh.edu/grad/current).**

## 6.0 Appendix

### Ethical Aspects of Research

#### 6.1 Office of Research and Sponsored Programs

Lehigh University's Office of Research and Sponsored Programs (ORSP) is responsible for assisting the faculty in the preparation of research proposals, and in the preparation and administration of contracts grants and agreements. The ORSP website can be found at <http://research.cc.lehigh.edu/>.

The Office is also charged with overseeing ethical aspects of research as surveyed below.

#### 6.2 Protection of Human Subjects in Research

Lehigh University's Human Subjects Policy can be found on the web site of the Office of Research and Sponsored Programs at: <http://www.lehigh.edu/~inors/HSPolicy.doc>

All research and experimental activities that are conducted by Lehigh University and in which people are involved as subjects must be approved by Lehigh University's Institutional Review Board (IRB) prior to the involvement of the subjects and prior to the distribution of any information or written materials that require IRB approval. This applies to all sponsored and unsponsored research, continuing education and instructional projects and activities conducted by University faculty, students, and staff. The IRB also reserves the right to review research and experimental activities involving human subjects when a University faculty or staff member or student is actively involved in the recruitment of subjects, whether in person or through the use of University resources (e.g., e-mail, telephone, campus postings, etc.), or is actively involved in the conduct of such research even though the research is not being conducted by the University.

Lehigh University's policy on the protection of human subjects in research was developed in accordance with the Federal Policy for the Protection of Human Subjects, published in the Federal Register on June 18, 1991, as a final common rule for participating federal agencies. The policy is designed to safeguard the rights and well-being of human subjects and to ensure that the principles of respect for persons, beneficence, and justice are met by proposed activities involving human subjects.

Lehigh University has adopted the IRBNet suite of tools, bringing electronic protocol management, on-line submissions and many other important features to the Lehigh University research community. The university is adopting the use of IRBNet for human subjects protocols in an effort to reduce manual and paper-based procedures, streamline and standardize protocol submission, and review processes and leverage today's best technologies throughout the research lifecycle. Some of IRBNet's many features include electronic document management, web-based protocol sharing and collaboration, automatic notifications, electronic submissions and reviews, and important audit capabilities including electronic revision histories, electronic signatures and event tracking.

After April 15, 2009, all new or renewal submissions must be submitted through IRBNet at IRBNet.org.

Investigators must register before submitting. To register, go to IRBNet.org, click on “New User Registration” in the upper right hand corner of the website.

Instructions and basic tutorials on IRBNet are available on the ORSP website at: <http://www.lehigh.edu/~inors/inorsub.htm#humansubjects>.

### **6.3 Humane Care and Treatment of Laboratory Animals**

The Institutional Animal Care and Use Committee (IACUC) is the committee charged with oversight of institutional animal care and use program.

Before ordering or beginning any research, research training, experimentation or biological testing involving live, vertebrate animal(s), the investigator must submit and have received approval on an animal use protocol. Lehigh’s policies and the IACUS Protocol form may be found at [www.lehigh.edu/~inors/PPIACUC.html](http://www.lehigh.edu/~inors/PPIACUC.html).

Completed protocol forms should be sent to the Institutional Animal Care and Use Committee (IACUC) via the Office of Research and Sponsored Programs. Four weeks should be allowed for protocol review and processing.

### **6.4 Intellectual Property**

Lehigh University’s Policy on Intellectual Property is given on the web site of the Office of Research and Sponsored Programs at <http://www.lehigh.edu/~policy/university/ip.htm>.

Any member of the University faculty, staff or student body who develops or conceives of a patentable, copyrightable or other intellectual property while employed at Lehigh University as a direct result of regular university duties or of using university facilities must disclose that property to the University through the Office of Technology Transfer (OTT). The OTT helps Lehigh University (LU) inventors understand and follow the University's patent policies and procedures, and provides counseling on intellectual property matters. OTT staff members screen inventions and discoveries made in University facilities for patentability, commercial potential, and general marketability (to begin this process, you need to fill out an invention disclosure form), assess the value of patent protection and, if appropriate, file patent applications at no cost to the inventor, market LU patents to companies interested in new product development, and prepare and negotiate confidentiality agreements, material transfer agreements, and licensing agreements with interested companies. The website of the Office of Technology Transfer can be found at <http://www.lehigh.edu/~intectrn/>

If the LU community has specific questions related to any of the information stated here, they should contact the [Office of Technology Transfer](#) @ 610-758-5883 or [ott@lehigh.edu](mailto:ott@lehigh.edu)

### **6.5 Code of Conduct and Academic Disciplinary Procedures**

Graduate students at Lehigh are expected to comport themselves in a professional and responsible manner. In cases where misconduct or alleged misconduct occurs, students will be referred to the University disciplinary official. Details on the Code of Conduct can be found in the Lehigh University Handbook.

### **6.6 Research Integrity**

Lehigh has developed policies related to research integrity which can be found at the following websites:

<http://www.lehigh.edu/~inors/univinfo/Ethics.PDF>

<http://www.lehigh.edu/~indost/conduct/aireporting.shtml>

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