Advisor’s Manual

Lehigh University
College of Arts and Sciences

2016-2017 Edition
## CONTENTS

I. **Critical Dates** .................................................................................................................. 1

II. **A Few Tips** ...................................................................................................................... 1

III. **Course and Degree Requirements** ................................................................................. 2
   General degree requirements ............................................................................................... 2
   English courses ..................................................................................................................... 3
   Mathematics courses .......................................................................................................... 3
   Distribution requirements .................................................................................................... 6

IV. **Degree Programs** ........................................................................................................... 6
   Major declarations ............................................................................................................... 7
   Interdisciplinary majors ...................................................................................................... 7
   Double majors ..................................................................................................................... 8
   Dual degrees ....................................................................................................................... 8
   Arts/Engineering program .................................................................................................. 8
   Minors .................................................................................................................................. 8
   Cross – college programs .................................................................................................. 9
   Pre-Health Professions ...................................................................................................... 9
   Pre-Education ..................................................................................................................... 9
   Pre-Law ............................................................................................................................... 10

V. **Registration and Course Issues for Incoming Students** .................................................. 10
   First-year student registration ........................................................................................... 10
   Foreign language placement ............................................................................................... 10
   Calculus placement ............................................................................................................ 11
   Physics placement .............................................................................................................. 11
   First-Year Seminars ............................................................................................................ 11
   Advanced placement ........................................................................................................... 11
   Courses numbered 100 and above ..................................................................................... 11

VI. **General Registration Information** ................................................................................ 11
   Part-time status .................................................................................................................. 12
   Restricted courses – Departmental permissions .................................................................. 12
   Dropping 1-Hour Music and Journalism courses ............................................................... 12
   Music courses ..................................................................................................................... 12
   Rostering 400-level courses ............................................................................................... 12
   Pass/fail grading .................................................................................................................. 12
   Auditing and vagabonding ................................................................................................. 13
   Requests for special scheduling ......................................................................................... 13
   Summer School registration ............................................................................................... 13
   Student exchange registration (LVAIC Cross-registration) ............................................... 13
   Transfer credit .................................................................................................................... 14
   Military Science credit ....................................................................................................... 14
Apprentice teaching ................................................................. 14

VII. Petitions .............................................................................. 15

VIII. Academic Progress ............................................................. 15
  Grades .................................................................................. 15
  Repeating a course ................................................................. 15
  Mid-semester grade warning report ....................................... 15
  Section 3 report .................................................................... 15
  D grade ................................................................................... 16
  Scholastic probation ............................................................... 16

IX. Special Academic Programs ................................................... 16
  Study abroad .......................................................................... 16
  Graduation with honors or departmental honors ...................... 17
  Eckardt Scholars Program ....................................................... 17
  Prestigious scholarship programs .......................................... 17
  Phi Beta Kappa ...................................................................... 17

X. Sources of Help .................................................................... 18
I. Critical Dates
The first five days of classes (the traditional drop/add period in which students may add a course without the instructor’s signature) are an especially important period for your advisees. Students, with their registration PIN, can add/drop online until Sunday night of week one (the Sunday before the start of Day 6). After that time, they need an add/drop form. Please try to make yourself available for advisees on or just prior to the 10th day of classes (Friday, week two), which concludes the period in which students may drop a class without the instructor’s signature.

Some students will be anxious to drop a class before the end of the 11th week of classes that usually marks the end of the period in which students may drop a class with a ‘W.’ Thereafter, a drop is recorded as ‘WP’ or ‘WF.’

Your advisees will also need you for registration that is typically scheduled in November and again in April. Check the academic calendar with details and dates on the Registrar’s website (www.lehigh.edu/~inrgs) or in the current catalog.

<table>
<thead>
<tr>
<th></th>
<th>ADD</th>
<th>DROP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days 1 – 5</td>
<td>Web add/drop available</td>
<td>Web add/drop available</td>
</tr>
<tr>
<td>Days 6 – 10</td>
<td>Add/Drop form with advisor’s and instructor’s signatures</td>
<td>Add/Drop form with advisor’s signature</td>
</tr>
<tr>
<td>Day 11 on</td>
<td>Add/Drop form and SOS petition with advisor’s and instructor’s signatures</td>
<td>Add/Drop form with advisor’s and instructor’s signatures; all drops will incur a ‘W’ on transcript</td>
</tr>
</tbody>
</table>

II. A Few Tips

- **The responsibility for meeting all graduation requirements is the student’s**, not the advisor’s. An advisor can help steer at appropriate points, but it is the student’s responsibility to accomplish the task. Feel free to remind your advisees of this essential fact.
- Please take a few moments to peruse the latest edition of the *Student Handbook* and *University Catalog* and encourage your advisees to consult them. They contain much important but often overlooked information.
- The Standing of Students committee does not routinely approve petitions. Please do **not** assume or convey to advisees that all one need do is ‘petition SOS’ and the issue(s) will be resolved in favor of the student. **Please help us foster a culture in which students consider the consequences of their decisions and seek permission before doing something rather than redress afterwards.**
- Use your Banner access frequently, and report any problems to the Registrar’s Office. With Banner (either INB or through your Banner “Faculty” tab), the advisor can look at a student’s current schedule, PINs, transcript, or degree audit.
- Please keep written records (best done in Advisor Notes on Banner) of all significant conversations and actions, especially advice given, with dates, etc.
- Avoid guarantees; they often backfire with students and parents and cause extreme distress.
• Be aware of deadline dates for dropping, adding, satisfying incompletes, etc. When in doubt, please call (or have the advisee call) the Registrar’s Office (83191) or the Dean’s Office (83301).
• Try to guide your advisees toward realistic schedules. You might ask what else in their lives might take time from studying. Please refer students to the Dean of Students Office, the Center for Academic Success, the University Counseling and Psychological Services Office, or the Center for Career and Professional Development if advisable.
• Encourage your advisees to have a plan when they come to see you. In particular, they should draft a schedule before coming to you at registration time.
• Urge the advisee to check course prerequisites/co-requisites.
• Students must arrange ‘Department Permission’ before attempting to register. Different departments manage the Department Permission process in different ways, so students need to check on this in advance.
• If an advisee wishes to repeat a course to improve the grade, the student may retake a course regardless of their grade. In any event, retaking a course may not always be in the student’s best interest. For example, some students flunk a retake, and the most recent grade received is the one included in the GPA. Sometimes it’s best for the student to give him/herself permission to have a bad grade, walk away, and move forward with a new course selection.
• Encourage advisees to declare their major as soon as the major interest is apparent, even if that occurs in the second semester of the first year. Emphasize how much better advice they will likely receive from a major advisor than from you. Even if they don’t declare the major, they can still consult with a faculty member in the target department for registration guidance. Students who connect with a major are less likely to leave the University than those who don’t establish a direction, so one of your most important tasks is to help students develop a strategy for selecting a major.

III. Course and Degree Requirements

General degree requirements
Specific course requirements for BA and BS programs are provided in the current catalog. The general policy obliges a student to satisfy degree requirements stated in the catalog at the time of that student’s entry into Lehigh. If significant program changes occur while the student is in residence, the new program may be requested by petitioning the S.O.S. committee. Each student must:
• earn at least 120 credit hours; some programs explicitly require more than the minimum
• complete the College Distribution Requirements (see below)
• take courses that fulfill the requirements of at least one major program
• achieve an overall cumulative GPA of 2.00 or greater and a major cumulative GPA of 2.00 or greater
• note these important limitations:
  o no more than six hours of advanced (numbered over 100) Military Science courses may count toward the total credits required for graduation; no credits for basic Military Science count toward graduation
  o MATH 000 does not contribute toward graduation credits but does count in the term credits and the term GPA
courses taken within the major department to meet a major requirement may not satisfy distribution requirements in more than one area

**English Courses**
Each student must complete ENGL 001 and 002 or the equivalent for a total of 6 credits. Please note the following:

- Students who earn a 4 on the English AP exam or 700 or better on the writing portion of the SAT receive credit for ENGL 001 and should take ENGL 011 in the fall of the first year.
  - If ENGL 011 cannot fit into the fall schedule, the student must take ENGL 011 in the spring. **Students may not take ENGL 002 after taking ENGL 011.**
- Students earning a 5 on the AP exam or 750 or better on the writing SAT receive credit for both ENGL 001 and ENGL 002 and may take any English course numbered below 200 (provided the course is available).
- Students whose native language is other than English and whose verbal scores indicate a need for English language assistance will be required to take ENGL 003 and 005.
  - ENGL 003 and 005 provide the equivalent 6 composition credits to students so that they do not need to retake ENGL 001 and 002.
  - Placement in these courses will be decided by the ESL Director during the first semester at Lehigh.

**Mathematics Courses**

This is what we send the incoming students:

**Mathematics Courses: College of Arts & Sciences**

Each CAS student must complete at least 3 credits of Mathematics coursework selected from designated courses in Mathematics or Philosophy (Logic). Note that MATH 000 does not count toward the graduation credit count nor does it satisfy part of the math requirement. Students are not required to take calculus to satisfy the Mathematics requirement. **The only majors in our college that require calculus are the Natural Sciences, Mathematics, Economics, Architecture, and Cognitive Science.** The Phi Beta Kappa profile also includes calculus. Students leaning toward Social Science majors should plan to take MATH 012 (Basic Statistics), and students leaning toward Arts and Humanities majors (other than Architecture) can consider MATH 005, PHIL 114, or MATH 012 as alternatives to a calculus course.

Students should consult the **2016-2017 Course Catalog** (catalog.lehigh.edu) to determine the mathematics course(s) that are required and recommended by different degree programs.

If your curriculum will require calculus, you should begin right away. If you think you might want to follow a curriculum that requires calculus, you should seriously consider beginning right away. Experience has shown that it is unwise to let too much time elapse between your last high school mathematics course and your first mathematics course at Lehigh.
Non–Calculus Introductory Courses

**MATH 005, Introduction to Mathematical Thought (3 credits) spring**
This course introduces students to the meaning, content, and methods of mathematical thought. The course considers mathematical topics of interest for their own sake, rather than for specific applications. Topics used for illustration will vary. Students do not need a strong high school math background. **MATH 005 is well suited to students majoring in the humanities.** The math content is ‘real,’ and students should expect to perform math.

**MATH 012, Basic Statistics (4 credits) fall & spring**
This course provides a foundation for the statistical description and analysis of data, which are fundamental issues in the social sciences. Students in the natural sciences also benefit from studying statistics, although calculus might be a higher priority early.

Introductory Calculus Courses

There is a big difference between calculus study at Lehigh and calculus at most high schools. A solid high school pre-calculus course is necessary background for calculus at Lehigh. Students need a strong foundation in functions and trigonometry to really thrive in calculus. Most students who take calculus in high school are accustomed to using a graphing calculator. Calculators are not permitted in exams or quizzes in Lehigh calculus classes. With three different calculus sequences, the Mathematics Department is able to tailor its offerings to students with different preparations and needs for studying calculus.

Math 20s sequence

- MATH 021, Calculus I (4 credits) fall & spring
- MATH 022, Calculus II (4 credits) fall & spring
- MATH 023, Calculus III (4 credits) fall & spring
- MATH 075, Calculus I part A (2 credits) fall only
- MATH 076, Calculus I part B (2 credits) spring only

All or part of the 20s sequence (12 credits) is required of all engineering students as well as majors in Mathematics, Computer Science, and many natural science programs. The three semesters cover single- and multiple-variable calculus and introduce differential equations. MATH 075 and 076 (2 credits each) divide the material of MATH 021 into two parts for those who want to take MATH 021, but who are not prepared to go directly into MATH 021. Successful completion of MATH 021 or MATH 075 and 076 is a prerequisite for MATH 022.

Math 50s sequence

- MATH 051, Survey of Calculus I (4 credits) fall
- MATH 052, Survey of Calculus II (3 credits) spring
The 50s sequence covers much of the material as MATH 021 and 022, but not in as much depth, allowing the material to be completed with fewer credits (totaling 7 credits). This sequence is suited for **Architecture and some natural science programs, such as biology**. Please note: MATH 021 is an acceptable substitute for MATH 051, but not the reverse, and MATH 021 is an acceptable prerequisite for 052, but 051 is not a prerequisite for 022.

**MATH 000, Preparation for Calculus (2 credits) fall**
This course is for students who need more preparation before moving on to calculus. **This 2-credit course does not count toward the total number of credits required for graduation or the CAS math distribution requirement**, but the grade does count in the student’s GPA. Students taking MATH 000 must pass with a grade of C– or better before taking MATH 051 or 021.

**Advanced Placement for Mathematics**

Advanced placement credit in mathematics is usually awarded for either MATH 012 (Basic Statistics), MATH 021 (Calculus I), MATH 021 and 022 (Calculus I and II), MATH 051 (Survey of Calculus I), or MATH 051 and 052 (Survey of Calculus I and II), as appropriate depending on the exam and the score. Such advanced placement satisfies the mathematics distribution requirement.

- A score of 4 or 5 in the AB advanced placement exam may = MATH 021 (4 credits) or MATH 051 (4 credits)
- A score of 4 or 5 on the BC advanced placement exam may = MATH 021 & 022 (8 credits) or MATH 051 & 052 (7 credits)

We often recommend that students consider beginning Lehigh calculus a semester below their advanced placement. For example, if you have credit for MATH 021 or 051 and will also need MATH 022 or 052, consider starting with MATH 021 or 051. You will relinquish your AP credit, but experience has shown that many AP courses do not provide adequate preparation for calculus at Lehigh.

**Please note:** Students **must** provide credentials to the Registrar's Office to receive placement into a higher level math course. Students requesting advanced placement into MATH 022, 023 or 052 will be placed in MATH 021 or MATH 051 or MATH 081 until the proper credentials have been processed by the Registrar’s Office. No change in placement will be possible unless the proper credentials arrive by the 10th day of instruction (Friday, September 9th). No exceptions will be made. Proper credentials include: **official score reports** of the requisite AP or IB scores, or **approved** transfer credit for the needed prerequisite course or courses.

**Calculus Placement Guidelines: College of Arts and Sciences**

There are many factors that contribute to student success in calculus at Lehigh, including the rigor of the student's preparation and the student's motivation and work ethic. In our experience, students are more likely to be successful in calculus if they have solid mastery of algebra and trigonometry, can work with functions without using a graphing calculator (calculators are not used in exams or quizzes at Lehigh
calculus courses), are good at providing verbal descriptions of their mathematics problem-solving approaches, and scored at the 600-650 level or better on the SAT mathematics test. There is a considerable body of evidence that strongly suggests that students with no prior exposure to calculus are likely to encounter difficulties in MATH 021. Students also need to motivate themselves to work hard.

The college has a 3-credit mathematics requirement as part of its distribution requirements. Only certain majors require calculus and there is no college-wide calculus requirement. Students should not feel that they must take the most demanding course for which they meet the placement guidelines. For example, if you want to major in biology and are nearly certain that will not want nor need to take advanced mathematics courses requiring MATH 022 as a prerequisite, you might want to consider taking MATH 051, with the majority of the other biology majors, even if your SAT Math score is 700. With the above in mind, students should request a calculus course based on the following guidelines:

MATH 021 – Calculus I (mathematics, physics, certain chemistry majors, for instance…)
- SAT Math score of 650 or greater

MATH 051 – Survey of Calculus I (biologists, architects, for instance…)
- SAT Math score of 600 or greater
- Those with scores in the lower range (600-649) might consider the MATH 075/076 sequence, but should realize that 075/076 covers the material in greater depth than MATH 051 despite the slower pace.

MATH 075/076 – Calculus I, Part A & B (you need Math 21 but also need to move more slowly…)
- SAT Math score of 600-649
- If you need MATH 021 but your SAT Math score is in the 600-649 range, then you are advised to request MATH 075 and the next semester MATH 076. These are courses that break the material of MATH 021 into two 2-cr courses over two semesters. Completing MATH 075 & 076 substitutes for completing MATH 021.

MATH 000 – Preparation for Calculus (for students not ready to start calculus at Lehigh)
- SAT MATH score below 600
- Students who need calculus and have an SAT Math score below 600 should enroll in MATH 000, Preparation for Calculus. This course is for students who need more preparation before moving on to calculus. This 2-credit course does not count toward the total number of credits required for graduation or the CAS math distribution requirement, but the grade does count in the student's GPA. Students taking MATH 000 must pass with a grade of C– or better before taking MATH 051 or 021.

Students who request a calculus course may be given an initial placement in a less demanding course than the one they requested. The decision to make such an initial placement will be made based on a number of factors, including those discussed above. Students who feel their initial placement does not adequately represent their abilities may take an assessment when they arrive on campus in August. If the assessment result is favorable, the student's placement will be changed to their requested course.

Students with questions about Math or Calculus placement should contact LUMATH@lehigh.edu.

Distribution Requirements
Specific courses that satisfy distribution requirements are available through the “New” Class Search function on the Registrar’s website. Once you select the current term you can select a
distribution requirement from the drop down list titled, “View courses by distribution/subject”. Your advisees should check this list carefully when selecting courses to meet the requirements. Several categories contain courses that are neither obvious nor consistent from semester to semester. ‘Distribution designators’ appear in the course descriptions published in the Course Catalog: HU (humanities), MA (mathematics), NS (natural science), SS (social science), ND (not designated), WI (Writing Intensive). Each student must take:

- ENGL 001 and ENGL 002
- First-Year Seminar
- 3 credits of Mathematics
- 8 credits of Natural Sciences; at least 1 credit must be a lab
- 8 credits of Social Sciences
- 8 credits of Arts and Humanities
- Writing Intensive – Junior year

Discourage your students from ‘getting the requirements out of the way.’ The requirements are in no way onerous – each requirement can be satisfied by taking one or two 4 credit courses. In fact, most students will satisfy one of the distribution categories by virtue of following their major requirements and will, therefore, only ‘need’ 16 (out of 120) credits outside the category of the major for their distribution requirements. Instead, encourage your students to seek out courses that look interesting and to think of the Distribution Requirements as broad categories that can guide their exploration of different academic domains. Remind them that breadth is one of the goals of a liberal education. Distribution requirements can be satisfied through transfer credits.

IV. Degree Programs and Curricula

Declaration of majors
Students can declare a major at any time, but should declare a major by the end of the second semester of the sophomore year.

In order to declare a major, whether a BA or a BS, the student should go to the major department and ask to fill out a major declaration form. The original gets sent to the Registrar’s Office and a copy goes to the Dean’s Office. To change a major program, the student can simply resubmit a major declaration form, noting that it is a change.

Students in their Junior and Senior years who have still not declared a major receive an email from the Associate Dean urging them to declare a major three weeks prior to the registration period. If students declare a major within two weeks of registration they run the risk of not being assigned a major advisor until after registration, but they should nevertheless consult the new department in addition to their non-major advisor about course choices before registering.

Interdisciplinary Majors
Interdisciplinary majors are those constructed from two (or more) departments. Typically interdisciplinary majors model existing majors at other institutions that are not available at Lehigh. Students interested in designing an interdisciplinary major should begin by consulting
the departments or programs involved, and work with an advisor from each to devise an interdisciplinary major program. The interdisciplinary major must include no less than 30 credits of course work, typically with 15 credits from each department or program. At least 15 credits must consist of advanced courses, and the interdisciplinary major plan of study must be signed by the advisors. The student then takes the program to the Dean’s Office for review and approval. Once the Associate Dean of Undergraduate Programs signs off on the interdisciplinary major the Registrar’s Office creates a unique degree audit for the student, and the major declaration form is checked as “interdisciplinary.”

**Double Majors**
A student who wishes to pursue two or more majors within the BA degree simply declares the majors with the appropriate departments. The student completes one set of distribution requirements. Double majors are not possible if one of the programs leads to a BS degree. A maximum of three courses may overlap between two majors.

**Dual Degrees**
A student who wishes to pursue a BA and a BS degree or two BS degrees (whether both degrees are in the College of Arts and Sciences or one is in another college) must petition for a dual degree program. The student must complete both majors, both sets of distribution requirements (in the case of two degrees within the College of Arts and Sciences, there is only one set of distribution requirements), and 30 hours beyond the 120 credit hours required to graduate. Typically, it takes five years to complete required coursework. Unlike the double major, there is no formal restriction on the number of courses that may count toward both degrees, but there must be at least 30 credits of non-overlapping coursework in each of the two programs. The student must petition for permission to pursue a dual degree program, and the petition must be accompanied by a semester-by-semester plan and major declaration form. The semester plan will demonstrate how a student plans to complete both degree requirements without overloading and must be signed by a major advisor in department or program.

**Arts/Engineering Program**
The advisor and director of the Arts/Engineering Program is Professor Bruce Thomas of the Art, Architecture, and Design Department (83612, jbt1). In general, students in this program must complete the requirements for two degrees as outlined above (a BA or BS in Arts and Sciences and a BS in Engineering). Students interested in an Arts/Engineering degree should be referred to Prof. Thomas for guidance. Students approved to enter this program are eligible for a fifth year of financial aid.

**Minors**
Many departments and programs offer a minor in addition to a field of concentration. (Students in the CAS can also pursue minors in engineering, education, and business.) A minor consists of at least 15-16 credit hours (check requirements for each program), and will be reflected on the transcript after graduation in similar fashion to the major. Similar to majors, students declare minors in the department or program and are assigned a minor advisor. Only one course may overlap between a major and a minor or between two minors. No courses in the minor may be taken pass/fail, and a 2.0 is required in the minor. Courses in the minor program may be used toward a distribution requirement.
Cross-College Programs
Cross-college programs include:

- Arts/Engineering
- IDEAS
- BA in Economics
- BA or BS in Computer Science
- 5-year Teacher Certification

For information on the Arts/Engineering Program please see the entry above.

The IDEAS program is co-directed by Professor Bill Best in Engineering (83551 and wab205@lehigh.edu) and Professor Bruce Thomas in AAD. IDEAS is a four-year honors program that, like Arts/Engineering, also combines resources from both CAS and RCEAS. The difference between IDEAS and AE is that students earn one degree in IDEAS titled, Integrated Degree in Engineering, Arts and Sciences.

A student in the College of Arts and Sciences can obtain a BA in Economics without changing colleges. Students may contact Renee Hollinger (rf03@lehigh.edu, 4th Floor Rauch Business Center) to declare a major in Economics.

Similarly, there is a College of Arts and Sciences program leading to a major in Computer Science (BA or BS) from the Department of Computer Science in the RCEAS (Professor Hank Korth, hfk@lehigh.edu).

There is also a five-year combined-degree program leading to an undergraduate degree in Arts and Sciences and a MA or M.Ed degree in Education plus Pennsylvania Teacher Certification. Questions pertaining to these programs can be addressed to Professor Lynn Columba (hlc0@lehigh.edu).

There are also a number of cross-college minors, such as the Business Minor, a minor in Education, an Engineering Minor, and one being developed in Marketing.

Pre–Health Professions
Most students who are interested in medical school or a similar health profession have an affinity for chemistry or biology and will choose a major accordingly. They need not, however, major in those fields. Students can apply to medical school from any major as long as they complete a set of pre-health requirements intended to prepare them for the MCATs. Beyond the core requirements of one year of biology, chemistry, organic chemistry, physics, English, and calculus, medical schools are looking for students who have a well-rounded academic background that includes course work in the social sciences and humanities. All pre-health students should contact the Associate Director for Pre-Professional and Pre-Graduate Study, Mary Ellen Raposa, 83710, mer2@lehigh.edu, sooner rather than later. Refer to the Health Professions Programs section on the main landing page of the current CAS online catalog.
**Education**

Students interested in a career in K–12 education cannot major in Education at Lehigh, but they might choose the Education minor or the 5-year combined-degree (BA/BS + MEd/MS) program in Education. They need not participate in either program, however, to prepare for graduate study and teacher certification. Questions pertaining to these programs can be addressed to Professor Lynn Columba (hlc0@lehigh.edu).

**Pre-Law**

There is no specific pre-law curriculum (in accord with recommendations from the law schools themselves). Students interested in law school are advised to take courses that focus on Constitutional Law, Civil Rights and Civil Liberties, Law and Order, International Law, etc. These courses can be found in a range of departments and programs within CAS, but particularly in Political Science, History, Philosophy, International Relations, etc. In order to do well on the LSAT and to thrive in law school, students must be able to read a large volume of material and effectively extract critical meaning – a skill we hope all of our students will master, but the pre-law student should be urged to take courses that entail lots of reading and writing. The Law courses offered in the College of Business and Economics are intended to help Business students understand the legal environment of business decision-making. They are not intended as law school preparation, but pre-law students are likely to find them interesting. Mary Ellen Raposa in the Center for Career and Professional Development is an important resource person for pre-law students.

**V. Registration and Course Issues for Incoming Students**

**First-Year Student Registration**

The Office of First-Year Experience sends registration materials to incoming first-year students on behalf of the dean’s office in May. This booklet, “College Course Request Information Packet” highlights important information to help guide students in completing the Course Request Survey they receive from the Registrar’s Office the first week of June. Information that is supplied includes seminar options, first-year schedule scenarios based on area of interest, guidance to choose the correct Math course, AP and transfer credit rules, language placement guidelines, etc. When students receive the course request survey they indicate their choices based on area of interest or if they belong to a special program. The Dean’s Office and Advising Center attempts to satisfy those requests during their week review of the survey results, but problems do occasionally arise due to limited space availability and scheduling conflicts.

It is important to impart to students who participate in extracurricular activities that they should not undertake a heavy academic load during their first semester at Lehigh. Pressures of adjusting to a new environment plus the extra activities can forecast trouble. A few missing credits can be made up later, but a 1.50 first-semester GPA can hurt for a long time.

Be sure to alert students to the drop/add deadlines, the ‘W’ and ‘WP/WF’ policies, and other significant regulations.
**Foreign Language Placement**
Students are normally placed in language courses on the basis of years of a language taken in high school, CEEB Achievement Test score, appropriate AP or transfer credit, or the departmental equivalent (instructor’s test, interview, or questionnaire). Students may change levels within a language during the first two weeks of class. Please discuss language placement with those advisees who are taking a foreign language, and encourage them to talk with their instructor if they feel they are at an inappropriate level. Students who consider themselves capable of higher-level performance may consult with the instructor during the first two weeks of the semester for more advanced placement. They may also be allowed by the departmental chair to be admitted for credit to a lower level language course after consultation with the instructor. Students who have had three years or more of a language in high school and drop to first-semester level will not receive credit for the course unless written exemption is obtained from the chair of Modern Languages and Literatures. For placement guidelines visit: https://mll.cas2.lehigh.edu/placementcredit.

**Calculus Placement**
For calculus placement guidelines please visit: https://cas.cas2.lehigh.edu/content/calculus-placement, and see “Mathematics Courses” above.

**Physics Placement**
The Physics department recommends that students with a Math SAT below 600 take a semester of introductory calculus (Math 021, 051, 076, or 000 as appropriate) before taking Physics 10 or 11.

**First-Year Seminars**
Any student who enters Lehigh with fewer than 24 credit hours must take a course designated as an FYS unless exempted by the Associate Dean. Any first-year seminar will fulfill the FYS requirement. Furthermore, FYs may also satisfy one of the college distribution requirements as designated (MA, SS, HU, NS). First-year seminars are primarily offered in the fall, with one or two offered in the spring for the incoming transfer students.

**Advanced Placement**
A student with advanced placement credit can take a course for which credit was received, but by doing so relinquishes the advanced placement credit. The credit will not be awarded twice for the same course.

**Courses Numbered 100 and above**
First-semester first-year students should not take courses numbered 100 and above, except with the consent of the department offering the course. **Exceptions:** Students with AP credit for both ENGL 001 and 002 may take 100-level courses in English. Students with advanced foreign-language competency or appropriate AP or transfer credit may be placed in 100-level or above courses. Second-semester first-year students may request permission from the department to take coursework numbered 100 and above.
VI. General Registration Information

Part-time Status
Any student enrolled in fewer that twelve credit hours in a given semester is part-time. Students with financial aid should be advised to check with the Financial Aid Office to learn about possible consequences of part-time status. Other possible issues resulting from part-time enrollment include athletic eligibility, visa status for international students, medical insurance, eligibility to join a sorority or fraternity, and University housing.

Restricted Courses – Department Permissions
Some courses require permission in advance of registration from the course instructor, department, or office, identified by ‘Department’, ‘Dean’, etc. under the ‘Permission’ column in the Schedule of Classes. Permission is granted by means of an online override. Some departments withdraw unused permissions after a specified period of time to make the space available to other students. Most departments require students to obtain permission in person at the department office, and in many cases, the student will need to sign a form acknowledging receipt of specific instructions. Your advisees should make sure they understand the department’s rules when permission is granted.

Dropping One Hour Music and Journalism Courses
Students often forget that they must drop 1-credit courses such as Journalism 1 (Brown and White), music performance, or private lessons through the regular drop procedure. As with all other course drops, failure to attend does not automatically trigger a student being drop from that course.

Rostering 400-level Courses
Undergraduates (normally seniors with an overall GPA of at least 3.0) may take a 400-level course for which they are qualified. Qualification is defined by the department and certified by the course instructor or corresponding graduate program coordinator. The student should complete a Graduate Student Program Petition form, have it signed by the advisor, the Departmental Chair or Program Director, and the Associate Dean of Graduate and Research Programs in the College of Arts and Sciences, and then take it to the Registrar. Qualified students may take courses in the senior year that may become part of their graduate program at Lehigh if arrangements are made in advance with the department chair. Students enrolled in the combined-degree program with the College of Education automatically receive approval to roster 400-level courses that the Education advisor designates as part of the program.

Pass/fail Grading
Pass/fail grading is intended to encourage student exploration of challenging courses that would normally be avoided for fear of depressing one’s GPA. Pass/fail grading is very restricted at Lehigh:

- **Sophomore standing** is a prerequisite for pass/fail grading.
- The student must have declared a **major** and be in **good academic standing** (*i.e.*, not on probation).
- The pass/fail course must be **numbered 100 or greater**.
- **Only one course** may be taken pass/fail in any one semester. A student in a four–year program may take a **maximum of six courses** pass/fail per undergraduate career; five–year programs allow a maximum of eight courses per undergraduate career. Changing from pass/fail to regular grading counts toward the maximum number of courses allowed to be taken pass/fail during the student’s career.

- No course may be taken pass/fail that satisfies distribution requirements or requirements for the current major or minor.

- Course(s) designated for pass/fail grading requires **written** acknowledgment by the advisor who signs the pass/fail form. A student must designate the course(s) taken pass/fail by the **fifteenth** day of instruction in a regular semester, or the fifth day of instruction in any summer term. Prior to this deadline, the student may transfer by written notification from pass/fail grading to regular grading or vice–versa without grading penalty. After this deadline, the student cannot transfer from regular grading to pass/fail grading, or vice–versa, except by petition. Only the advisor and student sign the pass/fail form. It is the student’s responsibility to have the forms in the Registrar’s office no later than the 15th day of instruction. *This rule is very strictly enforced and exceptions are granted by petition only under the most unusual circumstances.*

- Please note, not all departments allow their courses to be taken with the pass/fail option.

Students considering the health or law fields should be cautioned about the use of the pass/fail option, especially if they are only carrying a normal 14–17 hour course load. They should consult the pre–professional advisor about the advisability of exercising the pass/fail option.

**Auditing and Vagabonding**

A student not on probation and not failing any courses during the previous semester may be admitted as an auditor in not more than one course. The student must petition within the **first ten days** of the semester. The petition requires the approval of the advisor, the department chair concerned, and the course instructor. After auditing a course, a student cannot subsequently take an anticipatory or challenge examination to receive credit for the course. Any audited course appears on the transcript with no grade and no credit hours. Occasional visitation of classes (vagabonding) by full–time undergraduates is allowed at the pleasure of the instructor.

**Requests for Special Scheduling**

For unusual circumstances a student may request special scheduling. This must be done at registration time using a special form. For health and religious reasons, go to the Registrar’s Office. For reasons related to employment, go to the Financial Aid office. For reasons related to sports participation, go to the Athletic Department. Requests submitted through the Dean of Students office after registration have little chance of being honored.

**Summer School Registration**

Students register through their advisors for summer school at Lehigh after that schedule is available, usually at the same time students register for the fall semester. Students who want to obtain credit for attending summer school at other than Lehigh or other LVAIC colleges must obtain **pre–approval** from the Registrar in advance. Students should bring a copy of that institution’s summer school catalog (or course syllabus) so that the Registrar and appropriate department chair can properly evaluate the credit to be earned.
Student Exchange Registration (LVAIC Cross-Registration)

Full-time students are eligible to enroll at one or more member LVAIC colleges through cross-registration procedures. Please note, if the equivalent course is given at Lehigh or can be taken by the student at Lehigh in a subsequent semester, this option is not available. There are important policies governing cross-registration for Lehigh students.

- Students must be full-time Lehigh students (in the case of summer school, students must be full-time Lehigh students in the spring preceding the summer during which they take the LVAIC course).
- The student must be in good academic standing (not on academic probation).
- A student may take a maximum of two courses at LVAIC institutions during each term.

The cross-registration form should be completed and returned to the Lehigh Registrar’s office prior to a student undertaking cross-registration. The cross-registration form will not be accepted after the tenth day of classes during a regular semester or after the fifth day of classes in a summer session. Students who petition for the grades to be transferred back to Lehigh after they have received their grades have slim chance of success.

Departmental advisors sign on the “Home Advisor” line on the LVAIC Undergraduate Student Cross Registration form (with the exception of courses in Education disciplines, which must have the approval of the College of Education). This form must be filled out in order for the grades to transfer to Lehigh. After the advisor has signed on the Home Advisor line, the student should take the form to Lehigh’s Registrar for signature and then obtain signatures of appropriate LVAIC college officials as shown on the form. The student should register at the host college at the proper time. The form must also be filled out for summer–session LVAIC courses not taken at Lehigh. Students are expected to follow Lehigh’s deadlines for dropping/adding, changing to pass/fail, etc. If the student decides prior to the beginning of classes that the course at the host college is not desired, another Student Exchange Cross Registration form must be filled out in the same manner as the original one, except that under ‘Remarks’ the word DROP is written. Additional information concerning LVAIC Cross–registration appears in the Student Handbook. Questions about cross-registration should be directed to the Office of the Registrar.

Transfer Credit

A student must receive a grade of C or better in a course taken at another college for the credit to transfer to Lehigh (a grade of C– will not transfer). The credit will transfer if approved by the Registrar, but the grade does not transfer (except grades from LVAIC institutions). Warn students that not all courses taken elsewhere will transfer; they should seek pre–approval of all potential transfer courses from the appropriate department or program at Lehigh. Distribution requirements can be satisfied with transfer credits, but the CAS Writing Intensive requirement cannot be satisfied by transfer credit. To get a Lehigh degree, students must complete a minimum of 90 credit hours, or their last 30 hours must be completed at Lehigh.

Military Science Credit

Only six hours of advanced (not first–year or sophomore–year courses) military science credits may be counted (as elective credits) toward graduation. Even though basic military science
courses do not count toward graduation credits, they are included in the total hours passed on the transcript. Please advise the student to deduct basic military science credits from total hours passed when discussing the student’s graduation requirements.

**Apprentice Teaching**

Students normally register for apprentice teaching at registration (but no later than the first day of classes) and submit an Apprentice Teaching Agreement of duties at that time. Students must have a cumulative average of 2.80 and an average of 3.30 in the field of teaching and have completed at least two courses in the field in which the apprentice teaching will be done. A student may apprentice teach only once in any semester, only once in a specific course, and only twice during the student’s college career. The agreement requires the signatures of the department chair in which the apprentice teaching will be done and the associate dean of the student’s college.

**VII. Petitions**

Any student who seeks an exception to a rule or regulation or requires formal approval for unusual situations must file a petition. The petition process normally starts with a course instructor or the advisor. Do not hesitate to recommend denial when appropriate, or just indicate ‘SOS’ (Standing of Students Committee) in the box labeled ‘Recommendation.’ You are not obliged to approve all petitions, but it is natural for you to want to be an advocate for your advisee. Be sure that you discuss the issues thoroughly, make no promises, and make sure that the student has realistic expectations. Please advise the student to supply detailed, correct, and unambiguous information when completing their petition. Incomplete requests or justifications will result in the SOS committee tabling the petition to request additional information – meaning the committee’s decision will be delayed for an additional two weeks.

**VIII. Academic Progress**

**Grades**

Grades for each course are assigned points according to the following scheme: 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. A grade of C− or better is normally required to satisfy the prerequisite for a subsequent course. The grade point average (GPA) is computed by multiplying each of these point designations by the corresponding number of course credit hours, adding these products over all courses, then dividing by the total number of credit hours.

**Repeating a course**

A student who receives any grade may repeat the course (if it is offered and repeats have not been restricted by faculty action – noted in the catalog). The student must submit a ‘Replacement of Grade’ form to the Registrar to have the grade in the repeated course replace the first grade in computing the GPA. The first grade will still appear on the student’s transcript, but it will not be used in computing the student’s GPA. A student may earn credit only once for a given course. Sometimes, it’s best to not repeat a course if it is not one that is a foundation for some other part of one’s curriculum. Students should consider giving themselves permission to have a bad grade
and move forward with a new course selection. No overloads will be approved for students repeating a course.

**Mid–semester Grades**
Faculty are asked to submit mid–semester grades for first– and second–year students. The Associate Dean of the College and the Associate Dean of Students review the mid–semester grades and will alert students and advisors to any problems. This is a time when students may wish to withdraw from a course to avoid a bad grade.

**Section 3 Report**
Faculty are encouraged to use this form (available on-line) to secure help for students who are doing poorly in a course, not attending, exhibiting behavior problems, etc. A student who receives a Section 3 report is expected to meet with his or her advisor. Prompt attention and assistance may salvage the student’s academic career and avoid larger problems down the road.

**D grade**
A grade of ‘D’ is defined as unsatisfactory, but passing. A student receiving a ‘D’ has not, in the judgment of the instructor, acquired adequate proficiency to take the next course for which it is a prerequisite. The student should be advised to consult the instructor (or department chair) of the follow–on course to determine if the prerequisite course should be repeated.

**Scholastic probation**
Each student’s cumulative GPA is computed at the end of the Fall semester, the end of the Spring semester, and the end of the second Summer term. A student is placed on academic probation if the cumulative GPA is below the value indicated below for the student’s current credit count.

<table>
<thead>
<tr>
<th>Credit Range</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>First–year student (0–22 credits)</td>
<td>1.70</td>
</tr>
<tr>
<td>Sophomore (23–52 credits)</td>
<td>1.80</td>
</tr>
<tr>
<td>Junior and Senior (&gt;51 credits)</td>
<td>2.00</td>
</tr>
</tbody>
</table>

Note: In the context of academic probation, these credit–hour ranges refer to those completed at the end of the most–recent graded term.

A student who earns a GPA <1.70 in any term will be reviewed by the S.O.S. committee and may be placed on probation.

A student whose GPA reaches the minimum GPA at the end of the probationary semester will be restored to good academic standing. A student who fails to meet the minimum academic standards for two consecutive semesters is dropped for poor scholarship; a dropped student is normally expected to stay away from Lehigh for at least a semester and a summer. If a student is placed on scholastic probation for a second but not consecutive term, a review by the S.O.S. committee will determine whether the student continues on scholastic probation or is dropped for poor scholarship.
IX. Special Academic Programs

Study abroad
Lehigh students may spend a summer, semester, or year at universities in other parts of the world. Programs are available for students in all majors. Some programs involve exchanges. For all semester and year programs, students receive Lehigh credit and pay regular tuition regardless of program sponsor.

Some approved programs offer courses in English, while others offer instruction in the native language of the country, including Arabic, Chinese, French, German, Hebrew, Italian, Japanese, Russian, and Spanish. If a student plans to study in a foreign language, the student should study that language for at least two years prior to going abroad. If a student selects an English language program, Lehigh still encourages the student to study a relevant foreign language before leaving the U.S.

Lehigh administers its own overseas programs during the summer and winter. These programs are coordinated by the Lehigh Abroad Office. Summer programs usually last four to six weeks and carry six credits; winter programs are shorter in length and carry three credits. They are taught in English by Lehigh professors in such fields as architecture, economics, international relations, political science, and other subjects. In recent years, these summer programs have been conducted in Belgium, England, France, the Czech Republic, Italy, China, Israel, Ghana, and Vienna.

Lehigh also offers programs during the break between Fall and Spring semesters. These programs last about 3 weeks and usually provide two to three credit hours. Students return in time to begin the spring semester. Recent winter–term programs have been offered in England, Italy, Spain, and Costa Rica.

Students desiring to study overseas should be in good standing at the university with a 3.0 cumulative GPA. They must also meet the language requirements of the program in which they wish to enroll. Since the GPA requirements vary among programs, it is advisable to consult the Lehigh Abroad Director (83351). Additional information concerning Lehigh’s Study Abroad opportunities appears in the University Catalog, Student Handbook, and the Web at www.lehigh.edu/~incis/incis.html.

Graduation with University Honors or Departmental Honors
Please refer to the University Catalog for information concerning the cumulative GPA required for graduation with various honors as well as departmental honors programs available in the College of Arts and Sciences.

Eckardt Scholars Program
The director of the program is Prof. Heather Johnson in the Sociology & Anthropology Department (hbj2@lehigh.edu). Students may be enrolled in the program at the time of admission to the university or during the first semester of the sophomore year. Members are released from distribution requirements but must take two exclusive Eckardt Scholar seminars.
and, of course, a major. They also complete a senior project of substantial dimensions. Further information may be found in the university catalog.

**Prestigious Scholarship Programs**
Administration of national fellowships and scholarships is conducted by the *Office of Fellowship Advising*, which is directed by William Hunter (ofa@lehigh.edu). The office publicizes opportunities, oversees the selection of candidates for awards requiring university nomination, and guides students through application procedures. More than 200 awards for both undergraduate and graduate students are described on the OFA’s website, along with links to the sites of granting agencies [http://www.lehigh.edu/~inofa/](http://www.lehigh.edu/~inofa/).

**Phi Beta Kappa**
Membership in Phi Beta Kappa, America’s oldest scholastic honor society, which represents the liberal arts and sciences, is by invitation. Informed advising and concerned faculty can, however, alert promising undergraduates to the profile desired by the Beta of Pennsylvania Council for selecting new members:

- At least 60 credit hours of coursework completed at Lehigh
- A minimum cumulative GPA of 3.75.
- A minimum of 8 credit hours in the natural sciences (including a lab)
- A minimum of 8 credit hours in the social sciences
- A minimum of 8 credit hours in the humanities, especially textual analysis beyond first-year English (the council typically does not recognize some courses that carry Humanities credit at Lehigh, such as Public Speaking, Stage Design, one-credit Music lessons, etc)
- Two years of college-level foreign language study or its equivalent (may be satisfied by four years [9-12] of high school study with excellent grades)
- No disciplinary violations sufficient to warrant probation, suspension, or expulsion

While satisfaction of this profile does not guarantee election, it ensures being considered by the Council. Further information may be obtained from Prof. Scott Gordon (83320).

**X. Sources of Help**

Referrals should be made to one or more of the following individuals if circumstances warrant.

- **Academic Support Services**
  University Center #29
  Katherine Lavinder, Associate Dean of Students (84159)
  Lori McClain, Assistant Dean for First-Year Students (81300)
  Stefanie Burke, Assistant Dean & Director of First-Year Experience (81300)
  Cheryl Ashcroft, Director of Academic Support for Students with Disabilities (84152)

Katherine Lavinder, Associate Dean of Students
Williams Hall, suite 390
610.758.4156
610.758.5293 (fax)
Send email to inacsup@lehigh.edu
Additional Staff Members: http://studentaffairs.lehigh.edu/staff-directory

Bursar
Alumni Memorial Building #27 (83160)

Center for Career and Professional Development
Rauch Business Center #37, Suite 484
Lori Kennedy, Director (83710)

Chaplaincy Services
661 Taylor Street – Chaplain’s office
Rev. Lloyd Steffen, Chaplain (83877)
Rabbi Danielle Stillman, das514@lehigh.edu (84875)
Susan Meyers, Coordinator, (83877)

College of Arts and Sciences
223 Maginnes Hall #9
Cameron Wesson, Associate Dean (83301)
Beth Pelton, Academic Coordinator (83301)

CAS Advising Center
490 Maginnes Hall
Susan Ellis, Program Direction (82553)
Jennifer Swann, Director of Student Success (80204)

College of Business and Economics
105 Rauch Business Center #37
Katrina Zalatan, Associate Dean (83400)
Emily Ford, Assistant Dean (83400)

College of Education
Iacocca Hall #111
Garry Sasso, Dean (83221)

College of Engineering and Applied Science
308 Packard Laboratory #19
Gregory Tonkay, Associate Dean (84025)

Counseling & Psychological Services
Johnson Hall #36
Ian Birky, Director (83380)
Dean of Students
Williams Hall #31, Suite 390
Kathryn Lavinder, Interim Dean of Students (84156)

Degree Audits
Assistant Registrar, Ashley Baker (83192), acb211

English as a Second Language
Clara Buie, Assistant Director, (86412)

Financial Aid
Alumni Memorial Building #27 (83181)

Health & Wellness Center
Johnson Hall #36
Thomas Novak, MD, Interim Director (83870)

International Students and Scholars
Coxe Hall, 32 Sayre Dr.
Olga Scarpero, Assistant Director (85978)

Learning Center (Center for Writing, Math, and Study Skills)
110 Drown Hall #35
Edward Lotto, Director (83097)

Disability Support Services
Williams Hall, #31, Suite 301
Cheryl Ashcroft, Assistant Dean of Students (84152)
Barbara Ryan Hausman, Director (84047)

Associate Director for Pre-Professional and Pre-Graduate Study
Center for Career and Professional Development
Rauch Business Center #37, Suite 484
Mary Ellen Raposa (83710)

Registrar
Alumni Memorial Building #27
Emil Gnasso, Registrar (83200)

Residence Life/Greek Life
Williams Hall #31, Suite 320
Courtney Stephens, Associate Director (83880)

Judicial Affairs
Chris Mulvihill, Assistant Dean of Students (84159)
Residential Services
Rathbone Hall #63
Ozzie Breiner, Director (83500)

Study Abroad
Coxe Hall, 32 Sayre Dr.
Katie Radande, Interim Director (83351)