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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.’ Please note, the option for ‘WP/WF’ no longer exists, as of Fall 2017.

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.

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<td>Add/Drop form with advisor’s and instructor’s signatures; all drops will incur a ‘W’ on transcript*</td>
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*until deadline to withdraw with a ‘W’, which will be the Friday before the 10th week of classes

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 important but often overlooked information.
- **The Standing of Students (SOS) 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, and degree audit.
• Please keep written records 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.
• Require your advisees to run a degree audit and devise an academic 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, either by permission of the department, or by petitioning the SOS 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
  o 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, a 730-769 on the NEW SAT Evidence-Based Reading and Writing test, or 700-749 on the writing portion of the OLD SAT **receive credit for ENGL 001 and should take ENGL 011 in the fall of the first year.**
  o 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, a 770 or better on the NEW SAT Evidence-Based Reading and Writing test, or 750 or better on the writing portion of the OLD SAT **receive credit for both ENGL 001 and ENGL 002 and may choose take any English course numbered below 200 (this is optional only and not required).**
• 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.
  o ENGL 003 and 005 provide the equivalent 6 composition credits to students so that they do not need to retake ENGL 001 and 002.
  o Placement in these courses will be decided by the ICAPE (International Center for Academic and Professional English) Director during the first semester at Lehigh.

*Mathematics Courses*

This is what we send the incoming students:

**Mathematics Courses and Calculus Placement Guidelines for CAS:**

The CAS has a 3-credit mathematics (MA) requirement as part of its distribution requirements. Students should not feel that they must take a calculus course to satisfy this requirement! **The only majors in our college that require calculus are Mathematics, Economics, Architecture, Cognitive Science, and those in the Natural Sciences.** 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 2018-2019 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.

Do you have a specific major in mind? 

- Yes --> Does it require a math course? 
  - Yes --> Start math, especially Calculus, immediately
  - No --> Decide whether to take math now

Advantages of taking math early
- Holds door open for curricula that requires specific requirements
- Capitalize on high school mathematics “momentum”

Advantages of waiting to take math
- Use time to explore different curricula options
- Decide later on specific mathematics needs

Non-Calculus Math Courses:

**MATH 005: Introduction to Mathematical Thought** (3 cr., spring semester only)
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 cr., offered fall & spring)
A first course in the basic concepts and methods of statistics with illustrations from the social, behavioral, and biological sciences. Descriptive statistics; frequency distributions, mean and standard deviation, two-way tables, correlation and regression; random sampling, rules of probability, probability distributions and parameters, parameter estimation, confidence intervals, hypothesis testing, statistical significance. Note: Mathematics and Statistics majors may not receive credit for both MATH 012 & ECO 045. (Will fulfill CAS Math Distribution Requirement)

Other ways to earn the “MA” requirement:

- **CSE 017: Programming and Data Structures** (3 cr., offered fall and spring)
  Algorithmic design and implementation in a high level, object oriented language, such as Java. Classes, subclasses, recursion, searching, sorting, linked lists, trees, stacks, queues. Prerequisites: CSE 002 and (CSE 001 or CSE 012 or ENGR 010)
• **PHIL 114: Symbolic Logic** (4 cr., spring semester)
A first course in logical theory, introducing the notions of logical consequence and proof, as well as related concepts such as consistency and contingency. Formal systems taught may include: term logic, sentence logic, and predicate logic.

**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 000: Preparation for Calculus** (2 cr., fall semester only)
- SAT Math score below 600 or ACT Math score of 25 or lower
- For students not ready to start calculus at Lehigh

Intensive review of fundamental concepts in mathematics utilized in calculus, including functions and graphs, exponentials and logarithms, and trigonometry. This course is for students who need to take MATH 051 or 021, but who require remediation in precalculus. In particular, students who fail the MATH 051 Readiness Exam must pass MATH 000 before being admitted to MATH 051. The credits for this course do not count toward graduation, but do count toward GPA and current credit count.

**MATH 051: Survey of Calculus I** (4 cr., fall semester only)
- SAT Math score of 600 or greater or ACT Math score of 26 or greater
- For students following the pre-health track or those majoring in biological sciences, economics, or architecture
- Second course in sequence, MATH 052: Survey of Calculus II, is taught in the spring semester

Limits. The derivative and applications to extrema, approximation, and related rates. Exponential and logarithm functions, growth and decay. Integration. Trigonometric functions and related derivatives and integrals.

**MATH 075: Calculus I, Part A** (2 cr., fall semester only)
- SAT Math score of 600-649 or ACT Math score of 26-27
- For students who need MATH 021 but do not meet the SAT or ACT score requirements to register for MATH 021.
- Completing MATH 075 and 076 substitutes for MATH 021. To complete the sequence, students will need to take MATH 076: Calculus I, Part B (2 credits) in the spring semester.

Covers the same material as the first half of MATH 021. Meets three hours per week, allowing more class time for each topic than does MATH 021.

**MATH 021: Calculus I** (4 cr., offered fall and spring)
- SAT Math score of 650 or greater or ACT Math score of 28 or greater
• For students majoring in mathematics, physics, computer science, and certain chemistry majors
Functions and graphs; limits and continuity; derivative, differential, and applications; indefinite and definite integrals; trigonometric, logarithmic, exponential, and hyperbolic functions.

MATH 022: Calculus I (4 cr., offered fall and spring)
Applications of integration; techniques of integration; separable differential equations; infinite sequences and series; Taylor's Theorem and other approximations; curves and vectors in the plane.
Prerequisites: MATH 021 or MATH 076

MATH 023: Calculus III (4 cr., offered fall and spring)
Vectors in space; partial derivatives; Lagrange multipliers; multiple integrals; vector analysis; line integrals; Green's Theorem, Gauss's Theorem.
Prerequisites: MATH 022

*Note: Students’ registration in calculus courses is not guaranteed and is governed by three criteria: previous calculus exposure in high school, AP/SAT/ACT score, and intended major.
Please review the stated criteria for each calculus course above.
• Students seeking placement into calculus II or higher must provide credentials to the Registrar’s Office (this includes approved TR, IB, or AP credit for calculus I) prior to registration. No change in registration will be allowed until the proper credentials arrive, and the deadline is the 10th day of class (Friday, September 7, 2018). No exceptions will be made.

AP Credit Information:

A score of 4 or 5 in the AB advanced placement exam =
*MATH 021 (4 credits)

A score of 4 or 5 on the BC advanced placement exam =
*MATH 021 & 022 (8 credits)

*Receiving credit for MATH 021 and/or MATH 022 exempts a student from having to take MATH 051 or 052

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 “Alternate” 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 (MA)
- 8 credits of Natural Sciences; at least 1 credit must be a lab (NS)
- 8 credits of Social Sciences (SS)
- 8 credits of Arts and Humanities (HU)
- Writing Intensive – Junior year (WI)

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 arts 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 (at the 200 or 300 level), 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 by the associate dean of undergraduate programs (UAD). Once the UAD 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 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 both departments or programs.

**Arts/Engineering Program**

The advisor and director of the Arts/Engineering Program is Professor Nik Nikolov of the Art, Architecture, and Design Department (84576, nin209). 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. Nikolov 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 data science, engineering, education, real estate, marketing, entrepreneurship, economics, and business. A minor consists of at least 15-16 credit hours (check requirements for each program in the catalog), 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
- Minors

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 Nik Nikolov 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 BS 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 Tara Negron (tln217@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. Please contact the Associate Chair of Computer Science and Engineering, Professor Sharon Kalafut, with any questions or for more information. (smk5@lehigh.edu, 86306).

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 Donna Toothman (djt2@lehigh.edu).

There are also a number of cross-college minors, such as the Business Minor, a minor in Education, an Engineering Minor, and minors available in Data Science, Marketing, Real Estate, Economics, and Entrepreneurship.

**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. In fact, at least introductory-level courses in psychology and sociology are recommended to cover material tested on the MCAT. 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. Students and advisors may also refer to the Pre-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 Information Packet”, highlights important information to help guide students in completing the Onboarding Survey they receive from the Registrar’s Office the first week of June, and eventually their registration that takes place throughout July. Information that is supplied includes seminar options, first-year schedule scenarios based on major and area of interest, guidance to choose the correct Math course, AP and transfer credit rules, language placement guidelines, etc. When students receive
the onboarding survey they indicate their area of interest or desired major program. The Dean’s Office and Advising Center attempts to provide students with more information about their intended areas, and uses this information to assign nonmajor advisors.

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, especially as pertains to the ‘W’. Please note, the option for ‘WP/WF’ no longer exists, as of Fall 2017.

**Foreign Language Placement**

Students are normally able to register for 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 with the approval of the MLL Department. 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://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 23 credit hours must take a course designated as a FYS unless exempted by the Associate Dean. Any first-year seminar will fulfill the FYS requirement. Furthermore, FYSs 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 may 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. Students with AP credit for PSYC 001 may take certain 100-level Psychology courses at the guidance of the Psychology Department. 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. As a general rule of thumb first-year students should complete 23 credits total by the end of their first academic year to avoid repercussions.

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 code given in Banner. 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 in advance of registration.

Dropping One Hour Music and Journalism Courses

Students often forget that they must drop 1 credit courses such as JOUR 001 (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 petition to 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, and the student fills out a request to reserve credits toward a graduate program. Students enrolled in the combined-degree program with the College of Education automatically receive approval to register for 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 in consultation with their advisors for summer courses at Lehigh, usually at the same time as fall registration. There are three summer terms at Lehigh: first summer session, second summer session, and a full term summer session that spans from May through August. Students may not take more than 16 credits in total in the summer, with a maximum of 2 courses per summer term. Overload approval must be granted for students wishing to take more than 2 courses per term, or more than 16 credits total.

It is possible for students to take summer courses at other institutions, but must follow the procedures for obtaining transfer credit. Please see “Transfer Credit” below for more information.

**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 degree-seeking 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 can be found online and must be completed 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.

After a student completes the online form information is sent to the student’s advisor who will approve or deny the request. If approved, the form will be sent to the Registrar’s Office for additional approval. This form must be filled out and approved in order for the grades to transfer back to Lehigh upon completion of an LVAIC course. Additional information concerning LVAIC cross-registration appears in the catalog and student handbook, and at this website: https://www.lvaic.org/for-students/cross-registration/. Questions about cross-registration should be directed to the Registrar’s Office.

Transfer Credit

Students who wish to take courses at another institution must obtain transfer credit approval from both the department and the Registrar’s Office in advance. To do so students need to fill out a transfer credit approval form and submit it with a copy of the course description and syllabus to the department for scoring. If approved, the department will submit the form to the Registrar’s Office for final approval. It is important to caution your students going through this process: an approval by the department does not guarantee approval by the Registrar’s Office. Students must earn a grade of C or better in a course for it to be eligible for transfer credit. Transfer credit will not be approved retroactively. Grades do not transfer back to Lehigh, with the exception of courses taken within the LVAIC union. Credit for a course can be transferred back to Lehigh, but only for the number of credits taken at the institution, not for the number of credits a course is worth at Lehigh. Distribution requirements can be satisfied by transfer credits, with the exception of the Writing Intensive requirement. Please keep in mind Lehigh’s residency requirement when seeking transfer credit.

Students and advisors with questions are encouraged to contact the UAD, Manager of UG Programs, or Ashley Baker in the Registrar’s Office (acb211@lehigh.edu).

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 do not register themselves for Apprentice Teaching sections. Departments and/or professors must submit an Apprentice Teaching Agreement to the Manager of UG Programs in the CAS Dean’s Office (currently Beth Pelton, bap212@lehigh.edu), for approval of the UAD (Undergraduate Associate Dean). After UAD approves, the AT Agreement form is sent to the Registrar’s Office, who registers the student for the appropriate number of AT credits. AT Agreement forms must outline duties and expectations of the AT. Students must have a cumulative average of 2.8 or higher and a GPA average of 3.3 or higher 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 through the Standing of Students Committee (SOS). The SOS petition requires students to clearly state their request and to provide rationale to support it. In some cases, such as late adding and dropping courses, students need the signature(s) of instructor(s). In all cases students will need the signature of their advisor and of the UAD, currently Dr. Cameron Wesson. Once these signatures have been secured the petition and any supporting documentation must be submitted to the Registrar's Office. In cases where it is not possible to obtain physical signatures from the advisor and/or instructor(s), students may request email permission in lieu of a written signature, which is to be printed out and turned in with the petition. The SOS Committee meets every other Thursday to review petitions submitted by students. The committee is made up of Associate Deans from every college, the Registrar, the Dean of Students, and a representative from the Education Policy Committee.

Completed petitions are due to the Registrar's Office by 10:00am on the Tuesday before the Thursday SOS meeting. The SOS meeting schedule is posted every semester to the Dean of Students’ website. Decisions made by the SOS committee will be emailed to the student with a cc to the advisor titled, "Important Academic Concern", two to three business days following an SOS meeting.

Students or advisors with questions are encouraged to contact the UAD directly: Professor Cameron Wesson, caw411@lehigh.edu or (610) 758-3301.

Please note: 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). Students are granted grade replacement, but must keep in mind the final grade earned in the course is from the most recent attempt, not necessarily the highest grade earned. 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. Please note: Students may only attempt a course four times, a new rule instated for the Fall 2017 semester.

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 online) to secure help for students who are doing poorly in a course, not attending, neglecting course work, exhibiting behavior problems, etc. A student who receives a Section 3 report is expected to meet with his or her advisor, instructor, and associate dean for signatures on their section 3 report. Prompt attention and assistance may salvage the student’s academic career and avoid larger problems down the road. If students neglect the first report of the section 3 notice, the instructor can file a second report. Students failing to react to the second report may be dropped from the course.

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 next level 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 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.

- First-year student (0–22 credits) 1.70
- Sophomore (23–52 credits) 1.80
- Junior and Senior (>51 credits) 2.00

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 academic 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*

Students may spend a summer, winter session, regular 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 Study 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 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, Scotland, Ireland, 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 Study Abroad Office (83351). Additional information concerning Study Abroad opportunities appear online at https://global.lehigh.edu/studyabroad.

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. Augustine Ripa in the Theatre Department (ar02@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 and by contacting the director.

Prestigious Scholarship Programs

Administration of national fellowships and scholarships is conducted by the Office of Fellowship Advising, which is directed by William Hunter (inofa@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/.

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 year 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. Ziad Munson: zim2@lehigh.edu, (610) 758-3821.

X. Sources of Help

Bursar’s Office
Alumni Memorial Building #27
bursar@lehigh.edu
Mike King, Bursar (mjk4@lehigh.edu, 83160)

CAS Advising Center
490 Maginnes Hall
inadvise@lehigh.edu
Jennifer Swann, Director of Student Success (80204)

Center for Academic Success
intutor@lehigh.edu, 84154
Katie Robinson, Assistant Dean (kar615@lehigh.edu, 85181)

Center for Career and Professional Development
Rauch Business Center #37, Suite 484
Lori Kennedy, Director (lbk4@lehigh.edu, 84665)
Mary Ellen Raposa, Associate Director for Pre-Professional and Pre-Graduate Study (mer2@lehigh.edu, 83710)
Andrea Skimbo, Associate Director and Liaison to College of Arts & Sciences (ags316@lehigh.edu, 83710)

Chaplain’s Office
661 Taylor Street – The Dialogue Center
Rev. Lloyd Steffen, Chaplain (lhs1@lehigh.edu, 83877)
Terri Ball-Nicholas, Coordinator (tlb311@lehigh.edu, 83877)

College of Arts and Sciences
223 Maginnes Hall #9, incasugd@lehigh.edu
Cameron Wesson, Associate Dean of UG Programs (caw411@lehigh.edu, 83301)
Beth Pelton, Manager of UG Programs (bap212@lehigh.edu, 83301)

College of Business and Economics
Rauch Business Center #37
Katrina Zalatan, Associate Dean (kaz409@lehigh.edu, 83400)
Emily Ford, Assistant Dean (eaf311@lehigh.edu, 83400)
Twana Walker, Director of Advising (tlw213@lehigh.edu, 83400)

College of Education
education@lehigh.edu
Iacocca Hall #111
Garry Sasso, Dean (gms208@lehigh.edu, 83221)

College of Engineering and Applied Science
308 Packard Laboratory #19
Gregory Tonkay, Associate Dean (glt0@lehigh.edu, 84025)
Robin Armbruster, Administrative Specialist (rma2@lehigh.edu, 84025)

Counseling & Psychological Services
Johnson Hall #36, 4th floor
Ian Birky, Director (itb0@lehigh.edu, 83380)
Sara Afflerbach, Administrative Assistant (saa411@lehigh.edu, 83880)
Helen Marie Rivera, Administrative Assistant (hmr312@lehigh.edu, 83880)

Dean of Students: Academic Life and Student Transitions
Williams Hall #31, Suite 390
Kathryn Lavinder, Dean of Students (kwl211@lehigh.edu, 84156)
Lori McClain, Associate Dean of Students (lob3@lehigh.edu, 84159)
Katharine Robinson, Assistant Dean (kar615@lehigh.edu, 85181)
Chris Mulvihill, Associate Dean, Student Conduct (cjm9@lehigh.edu, 84632)
Laurie Gray Evans, Director, Student Support and Case Management (lag2@lehigh.edu, 84156)

Disability Support Services
Williams Hall, #31, Suite 301
Maria Zullo, Assistant Dean (maz317@lehigh.edu, 84152)
Lisa Ruebeck, Interim Director (lsr307@lehigh.edu, 84152)

Financial Aid
Alumni Memorial Building #27 (83181)
Jennifer Mertz, Director (jlm207@lehigh.edu)
Joann Deppert, Assistant Director Work Study Program (jaf4@lehigh.edu)

Fraternity and Sorority Affairs
UC #29, B004
Ashley Baudouin, Associate Dean and Director (amb512@lehigh.edu, 84157)
Rosa Guzman, Coordinator (rmg308@lehigh.edu, 84157)

Health & Wellness Center
Johnson Hall #36
Thomas Novak, MD, Interim Director (inluhc@lehigh.edu, 83870)

International Center for Academic and Professional English (old ESL)
Maginnes Hall #9
Mark Oullette, Director, (mao417@lehigh.edu, 86348)

International Students and Scholars
Coxe Hall, 32 Sayre Dr.
Samba Dieng, Director (sad416@lehigh.edu, 86377)
Jeanne Ma, Associate Director (jet206@lehigh.edu, 84873)
Olga Scarpero, Assistant Director for Students (ols315@lehigh.edu, 85978)

Office of First-Year Experience
University Center, room C111
Stefanie Burke, Assistant Dean & Director (sdb212@lehigh.edu, 81300)
Kara Uhrich, Assistant Director (kag914@lehigh.edu, 81300)

Registration and Academic Services
Alumni Memorial Building #27
Linda Bell, Associate Registrar (lfn0@lehigh.edu, 83185)
Ashley Baker, Associate Registrar (acb211@lehigh.edu, 83189)
Main Desk: 83191

Residential Services
Rathbone Hall #63
inrsd@lehigh.edu, 83500
Lawrence “Ozzie” Breiner, Director (lb05@lehigh.edu, 84414)

Study Abroad
Coxe Hall, 32 Sayre Dr.
Katie Welsh-Radande, Director (kaw8@lehigh.edu, 83351)
Katie Rene, Assistant Director for STEM in CAS (ker415@lehigh.edu, 84833)
Isaiah Allekotte, Advisor for HU and SS in CAS (isa217@lehigh.edu, 85161)

The Writing and Math Center
110 Drown Hall #35
Edward Lotto, Director (eel2@lehigh.edu, 83097)